



Agenda Briefing

Date of Meeting: September 15, 2020

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook, City Manager

Strategic Focus Area: City Services

General Information / Subject:

Agenda Item:

7.4 Consider and take all appropriate action on the Coronavirus Relief Fund Small Cities Program Spending Plan.

The purpose of this agenda item is to receive a report, discuss and give staff direction regarding CARES Act - Coronavirus Relief Fund (CRF) spending.

The CRF, and Economic Security Act was passed by Congress and signed into law in March 2020 establishing \$150 billion CRF, which was designated for state, local and tribal governments to lessen the impact of COVID-19 in local communities. Allocations to cities and counties were based on population. The State of Texas received \$11 billion and of that \$8 billion was for cities and counties with less than 500,000 in population.

Harris County is the Administer for reimbursing eligible expenses to small cities in the county. The City of Seabrook based on the \$55 per capita has an allocation of \$786,005

Allocation and Spending:

- Expenses incurred must be in relation to COVID-19
- Expenses cannot be accounted for in the budget most recently approved as of March 2020
- Expenses must be incurred during the period of March 1, 2020 - December 30, 2020
- Eligible Expenses Include:
 1. Medical Expenses
 2. Public Health Expenses
 3. Payroll Expenses
 4. Compliance Expenses
 5. Any other COVID related expenses reasonably necessary to the function of the government that satisfy the funds eligibility criteria

Many of the expenses estimated in cost categories are also eligible for FEMA reimbursement and the city will exhaust this funding source before submitting some requests to Harris County

Executive Summary / Background:

July 7, 2020 - Seabrook City Council approved the CRF Eligibility Certification

August 18, 2020 - Seabrook City Council approved the Terms and Conditions Agreement with Harris County

August 19, 2020 - Harris County notified small cities of the opportunity for Rental Assistance and Small Business Assistance Programs and requirement to approve a transfer from allotted CRF funding

September 1, 2020 - Seabrook City Council discussed and approved moving forward with a earmarking funds from CRF to the Small Business \$100,000 and Rental Assistance Program \$100,000

September 1, 2020 - Seabrook City Council approved a contingent approval of \$244,500 from General Fund to EDC for the administration of the Seabrook Business Retention Incentive Program for COVID-19 related needs. *Contingency based on reimbursement from Harris County through the CRF funding.

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

The Spending Plan has no local match.

Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Staff Recommendation:

Approval of the Spending Plan as presented with the estimated the Cost Categories.

**APPROVED BY:
(as appropriate)**

Gayle Cook

9/10/2020

Preparer or Department Director

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

Court Administrator, if needed

Date

Deputy City Manager, if needed

Date

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

City Manager

Date

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