



## Legislation Text

File #: 20-819, Version: 1

### Memorandum

**Date:** August 25, 2020

**To:** The Honorable Moke Simon, Chair, Lake County Board of Supervisors

**From:** Carol J. Huchingson, County Administrative Officer  
Cathy Saderlund, Auditor-Controller-Clerk/Disaster Finance Chief

**Subject:** (a) Consideration of recommendations of ad hoc committee regarding use of CARES Act funds, and (b) Consideration of a Resolution Amending Resolution No. 2020-72 and the Position Allocation Chart for Fiscal Year 2020-21 Establishing Position Allocations for Fiscal Year 2020-2021, Budget Unit 1920, Disaster Response and Recovery and Budget Unit No. 1121, Auditor-Controller/County Clerk.

**Executive Summary:** (include fiscal and staffing impact narrative):

Over the past several weeks, we have worked with an ad hoc committee of your Board, including Supervisor Brown, Supervisor Sabatier, Health Services Director Denise Pomeroy and staff, to draft a plan for our \$6,590,000 CARES Act allocation, which must be utilized by 12/30/20.

CARES Act funds are allocated for necessary expenditures incurred due to the COVID-19 public health emergency between March 1, 2020 and December 30, 2020, specifically, for the purposes of covering direct disaster response costs and for second order effects resulting from the disaster.

Today, the ad hoc committee is seeking the Board's conceptual approval for the use of CARES Act funds as indicated below, with the understanding that we will return to the Board for further consideration and approval in the event utilization needs to change.

Disaster Response Costs	\$5,540,000
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Baseline disaster response expenses, Emergency Operations Center/Public Health staffing, services, supplies and equipment, Special Department (Public Services, Child Welfare) needs to ensure the safety of the public and equipment needs for the Jail, the Day Reporting Center and the Library.

Second Order Effects	\$1,050,000
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Grants to local businesses - program criteria still under development. Support for Senior Center meals programs.

Given the very short timeframe for utilization of the CARES Act funds, and more importantly the stringent timelines for grant fund reporting, the ad hoc committee further recommends that any unused portion of Disaster Response Costs be reallocated to Second Order Effects.

We are also requesting approval of changes to the Disaster Response and Recovery position allocation which is needed for oversight of the many federal and state requirements for utilizing CARES Act funds. The additional position, entitled Emergency Event Data Program Manager will address all previous disasters plus the additional disaster finance needs as a result of the COVID-19 pandemic.

In addition, the Auditor-Controller/County Clerk's Office requests to change one (1) Supervising Payroll Analyst I/II to one (1) Payroll Analyst I/II/Senior and one (1) Payroll Specialist I/II Unit 4 to one (1) Payroll Specialist I/II, Unit 2 to align with the additional duties, responsibilities and confidentiality required to accommodate the expanding needs of disaster grant claiming and auditing.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

☐ Not applicable

- ☐ Well-being of Residents
- ☐ Economic Development
- ☐ Community Collaboration

- ☐ Public Safety
- ☐ Disaster Recovery
- ☐ Business Process Efficiency

- ☐ Infrastructure
- ☐ County Workforce
- ☐ Clear Lake

- ☐ Technology Upgrades
- ☐ Revenue Generation
- ☐ Cost Savings

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

**Recommended Action:**

**(a) By consensus, give conceptual approval to the recommendations of the ad hoc committee regarding use of CARES Act funds, with assurance the committee will return to the Board for further consideration in the event the plan needs to change, and (b) Adopt Resolution amending Resolution No. 2020-72 and the Position Allocation Chart for Fiscal Year 2020-21 establishing position allocations for Fiscal Year 2020-2021, Budget Unit 1920, Disaster Response and Recovery and Budget Unit No. 1121, Auditor-Controller/County Clerk.**