



**CITY OF MOUNT VERNON
CITY COUNCIL STUDY SESSION**

Agenda

October 7, 2020 – 6:00 p.m.

(Virtual Meeting)

*The Mount Vernon City Councilmembers will be participating
in this meeting via video/teleconference technology.*

To virtually attend the meeting, the public may:

1. **Call the conference line:** 1-888-924-9240; Access Code: 3366211 (please 'mute' your phone, if possible, to minimize distractions)
2. **Watch the meeting live on TV10:** Comcast/Xfinity Channel 10
3. **Watch the meeting live, online:**
https://www.youtube.com/channel/UCUob_hcQUmd4S93YkletdrA

A. Public Safety Update

- Approval of September 2, 2020 Public Safety Committee Minutes
- Police Department 2019 Annual Report Introduction
 - Overview of Citizen engagement
- Fire Station Exhaust System Update

B. CARES Act Increased Funding and Extension – Amendment

(Staff is requesting that Council authorize the Mayor to enter into an amended agreement with the Washington State Department of Commerce for additional federal Coronavirus Relief Funds and contract extension)

(required action – motion)

(staff contact – Doug Volesky)

C. 2020 General Fund Budget Amendment

(Staff is requesting that Council approve an ordinance to amend the 2020 General Fund budget to account for additional Coronavirus Relief Funds and CARES reimbursements)

(required action – ordinance)

(staff contact – Doug Volesky)

D. Additional CARES Act Funding Plan

(Staff is requesting that Council approve the spending plan for the additional CARES Act Funding Plan in the amount of \$536,100.)

(required action – motion)

(staff contact – Doug Volesky)

E. 2021 Preliminary Budget – Overview

(Staff will present and give an overview of the 2021 Preliminary Budget to Council.)

(required action – none)

(staff contact – Doug Volesky)

F. For the Good of the Order

COMMITTEE MEETINGS

Public Safety

cancelled

Next Ordinance 3813

Next Resolution 983



DATE: October 7, 2020

TO: Mayor Boudreau and City Council

FROM: Doug Volesky, Finance Director

SUBJECT: APPROVAL OF ST DEPT. OF COMMERCE – AMENDED CORONAVIRUS RELIEF FUNDS CONTRACT

RECOMMENDED ACTION:

Staff recommends that Council authorize the Mayor to enter into an amended agreement with the Washington State Department of Commerce for federal Coronavirus Relief Funds.

INTRODUCTION/BACKGROUND:

Through the Coronavirus Relief Fund (CRF), the CARES Act provides for payments to State, Local and Tribal governments navigating the impact of the COVID-19 outbreak. The Treasury will make payments from the Fund, thru grants from the Washington State Department of Commerce, to local governments in Washington State.

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expense that:

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Funds will be provided to cities and counties with populations under 500,000 that were ineligible to receive direct funding under the CARES Act. Each county will receive a minimum distribution of \$250,000 and each city will receive a minimum distribution of \$25,000.

FINDINGS/CONCLUSIONS:

The City of Mount Vernon has been previously awarded funds through the CRF in the amount of \$1,072,200. Additional funding is now available and the City has been awarded an additional \$536,100 bringing the new contract amount to \$1,608,300. The Office of Financial Management (OFM),

developed the allocation methodology and determined the jurisdiction amounts. The allocations were based on 2019 population estimated for each jurisdiction.

The CRF also extended the use of these funds for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 thru November 30, 2020. All final requests for reimbursement must be submitted no later than December 15, 2020.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments. The use of these funds are very broad and flexible, and can be used for both operating and capital expenditures.

There are six primary eligible cost categories as follows:

1. Medical expenses
2. Public health expenses
3. Payroll expenses
4. Expenses of actions to facilitate compliance with COVID-19 related public health measures
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, and
6. Any other COVID-19 related expenses

The intent of these funds is to help jurisdictions cover the immediate impacts of the COVID-19 emergency. Both direct costs to the jurisdiction and costs to their communities.

Once the City has a signed contract, it will be routed to the Department of Commerce for signature. It generally takes two to four weeks to fully execute a contract. Once executed by Commerce a fully executed copy will be scanned and a pdf copy emailed to the City which will then have access to the funds.

RECOMMENDATION:

Staff recommends that Council authorize the Mayor to enter into this amended agreement with the Washington State Department of Commerce for federal Coronavirus Relief Funds.

ATTACHED:

Amended Interagency agreement with the City of Mount Vernon and the Washington Department of Commerce

Amendment

Contract Number: 20-6541C-256
Amendment Number: A

**Washington State Department of Commerce
Local Government Division
Community Capital Facilities Unit
Coronavirus Relief Fund for Local Governments**

1. Contractor City of Mount Vernon 910 Cleveland Ave MOUNT VERNON, Washington 98273		2. Contractor Doing Business As (optional)	
3. Contractor Representative (only if updated) Doug Volesky Finance Director (360) 336-6207 doug.v@mountvernonwa.gov		4. COMMERCE Representative (only if updated) Connie Rivera Project Manager (360) 725-3088 Fax 360-586-5880 connie.rivera@commerce.wa.gov	
5. Original Contract Amount (and any previous amendments) \$1,072,200.00	6. Amendment Amount \$536,100.00	7. New Contract Amount \$1,608,300.00	
8. Amendment Funding Source Federal: X State: Other: N/A:		9. Amendment Start Date Date of Execution	10. Amendment End Date November 30, 2020
11. Federal Funds (as applicable): \$1,608,300.00	Federal Agency: US Dept. of the Treasury	CFDA Number: 21.019	
12. Amendment Purpose: To provide additional funding for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru November 30, 2020. Final invoices must be received by December 15, 2020.			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget & Invoicing, Attachment "C" – A-19 Certification, Attachment "D" – A-19 Activity Report. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

<p>FOR CONTRACTOR</p> <p>_____</p> <p>Jill Boudreau, Mayor</p> <p>_____</p> <p>Date</p>	<p>FOR COMMERCE</p> <p>_____</p> <p>Mark K. Barkley, Assistant Director, Local Government Div</p> <p>_____</p> <p>Date</p> <p>APPROVED AS TO FORM ONLY</p> <p>_____</p> <p>Sandra Adix Assistant Attorney General</p> <p>_____</p> <p>3/20/2014 Date</p>
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Amendment

This Contract is **amended** as follows:

Contract amount has been increased by \$536,100.00.

Contract end date has been extended from October 31, 2020 to November 30, 2020.

Final reimbursement request must be received by December 15, 2020.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.



DATE: October 7, 2020
TO: Mayor Boudreau and City Council
FROM: Doug Volesky, Finance Director
SUBJECT: 2020 GENERAL FUND BUDGET AMENDMENT

RECOMMENDED ACTION:

City staff is requesting Council to approve an ordinance to amend the 2020 General Fund budget to account for additional awarded Coronavirus Relief Funds and CARES reimbursements.

INTRODUCTION/BACKGROUND:

Through the Coronavirus Relief Fund (CRF), the CARES Act provides for payments to State, Local and Tribal governments navigating the impact of the COVID-19 outbreak. The Treasury will make payments from the Fund, thru grants from the Washington State Department of Commerce, to local governments. The City of Mount Vernon was awarded \$1,072,200 through the CRF and signed a contract on June 22, 2020 with the Washington State Department of Commerce for the reimbursement of these funds for qualifying COVID-19 related expenses. The City was awarded an additional \$536,100 and approved an amended contract on October 7, 2020 bringing the new contract amount to \$1,608,300. The City presented a spending plan for the additional funds to Council on September 23, 2020 for these funds and Council approved.

FINDINGS/CONCLUSIONS:

These revenues received in 2020 were not included in the 2020 General Fund budget and the City is requesting to amend the 2020 General Fund budget by increasing the revenues and expenditure appropriations as follows:

- \$536,100 for the Coronavirus Relief Funds to request reimbursement for the Council approved spending plan of COVID-19 related expenditures.

RECOMMENDATION:

City staff recommends Council approve the ordinance for the 2020 General Fund budget amendment.

ATTACHED:

Ordinance

ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNT VERNON, WASHINGTON,
AMENDING THE 2020 CITY BUDGET**

WHEREAS, the Mount Vernon City Council adopted the 2020 annual budget on November 20th, 2019 pursuant to Ordinance No. 3796; and

WHEREAS, as a result of the 2020 COVID-19 pandemic response, the federal government passed H.R. 748, the CARES Act on March 27, 2020; and

WHEREAS, the City of Mount Vernon entered into a contract with Washington State Department of Commerce Local Government Division on June 22nd, 2020 awarding the City of Mount Vernon CARES funding in the amount of \$1,072,200; and

WHEREAS, the City of Mount Vernon entered into an amended contract with Washington State Department of Commerce Local Government Division on October 7th, 2020 awarding the City of Mount Vernon an additional \$536,100 bringing the new contract amount to \$1,608,300; and

WHEREAS, these costs or revenues were not included in the 2020 adopted budget, a re-appropriation budget amendment is necessary to accommodate the costs and revenues that will be incurred in 2020; and

WHEREAS, the General Fund has available funds for the projects.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. In accordance with RCW 35A.33.120 (2), the 2020 budget for the City of Mount Vernon, Washington, is hereby increased as follows:

- A. The General Fund budgeted expenditures and revenue appropriations shall be increased by the CARES funds in the amount of \$536,100.

Section 2. Effective Date. This ordinance shall take effect and be in full force five (5) days after publication of a summary of this ordinance.

PASSED AND ADOPTED this 7th day of October, 2020.

Doug Volesky, Finance Director

SIGNED AND APPROVED this ____ day of October, 2020.

Jill Boudreau, Mayor

Approved as to form:

Kevin Rogerson, City Attorney

Published: _____



DATE: October 7, 2020
TO: Mayor Boudreau and City Council
FROM: Doug Volesky, Finance Director
SUBJECT: ADDITIONAL CARES ACT FUNDING PLAN

RECOMMENDED ACTION:

Staff is requesting that Council approve the spending plan for the additional CARES Act Funding Plan in the amount of \$536,100.

INTRODUCTION/BACKGROUND:

The City of Mount Vernon has been previously awarded funds through the Coronavirus Relief Fund in the amount of \$1,072,200. Additional funding is now available and the City has been awarded an additional \$536,100 bringing the new contract amount to \$1,608,300.

The CRF also extended the use of these funds for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 thru November 30, 2020. All final requests for reimbursement must be submitted no later than December 15, 2020.

FINDINGS/CONCLUSIONS:

The City is requesting approval on a spending plan so the City can move forward in order to meet the designated deadline.

The suggested spending plan includes:

IT Staffing	\$30,000
TV10 Staffing	19,000
Admin Staffing	17,000
Outdoor Payment Kiosk	84,825
Remodel Costs	85,000
Small Business Grants	300,275
Total:	\$536,100

RECOMMENDATION:

Staff is requesting that Council approve the spending plan for the additional CARES Act Funding Plan in the amount of \$536,100.

ATTACHED:

None



DATE: October 7, 2020
TO: Mayor Boudreau and City Council
FROM: Doug Volesky, Finance Director
SUBJECT: 2021 PRELIMINARY BUDGET - OVERVIEW

RECOMMENDED ACTION:

No action is required.

INTRODUCTION/BACKGROUND:

City staff will be presenting the 2021 Preliminary budget books to Council so that they may begin their review.

FINDINGS/CONCLUSIONS:

The total 2021 proposed budget for the City of Mount Vernon is \$71,172,319, which is an 1.5% increase compared to the 2020 adopted budget. Total governmental operating fund budgets for 2021 total \$36,014,260, a 1.22% decrease compared to the 2020 adopted budget.

The preliminary budget will continue to be adjusted per Council's direction prior to adoption.

RECOMMENDATION:

None

ATTACHED:

None