

M E M O



TO: Commissioners
FROM: Robert W. Wilson
DATE: July 30, 2020
SUBJECT: COVID-19 Update

**County
Administrator**

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Last month the ND Office of Management and Budget (OMB) requested counties and municipalities tally expenditures to date and list anticipated expenditures (with estimated costs) required to limit the impact of COVID-19. The direction counties received was that those costs would potentially be eligible for CARES Act funding approved federally and allocated to states for local distribution. Cass County identified and submitted 12 projects at an estimated cost of \$6,966,034.71.

Local governments submitted expenses to FEMA and ND OMB. FEMA eligible expenses, if approved, would be reimbursed at 75%, with the remaining 25% covered by CARES Act funds. 100% of approved non-FEMA-eligible expenses to be funded by CARES Act funds. Cass submitted expenditures were not FEMA eligible.

The review, authorization and disbursement of CARES Act funds would be coordinated through the ND Emergency Commission. After receiving local government applications, the Emergency Commission declined to act on most CARES Act funding requests at its June meeting. Instead it gathered more information and indicated it would act at its upcoming meeting on August 3rd.

On July 29th counties were informed that a new process for distributing CARES Act funds to counties and municipalities will be presented to the Emergency Commission on August 3rd. Local governments, including Cass County will be reimbursed for 7 months (March-September, 2020) of licensed peace officer payroll expenses. Local governments can utilize the funds as they deem appropriate and there are no time restrictions on expending funds.

Under this formula the State estimates Cass County will receive \$4,170,833, minus CARES expenses already incurred/reimbursed (\$290,884.44 to date). The Finance Office and Human Recourse Director are reviewing payroll data to determine the actual amount. Funds will be disbursed in August (March-July expenses) and October (August & September expenses).

On August 3rd the Commission may wish to discuss a spending plan since it now appears Cass County will receive significant funding, but less than the total cost of projects identified in June. Attached for your review are summaries of the projects initially submitted and the PowerPoint presentation of the funding distribution method introduced on the 29th.

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VENDOR	DESCRIPTION	ESTIMATE	WORK TO BE COMPLETED/REQUEST REASONING	Quote Atta
CONSTRUCTION ENGINEERS	Remodel the Jail Intake Area.	\$ 6,225,000.00	The county included the development of construction plans for this project in 2020. With COVID-19, completing the project is an imminent need. Members of all local law enforcement agencies pass through the intake area daily and the current configuration does not provide enough space to appropriately socially distance and prevent virus spread. See attached quote.	x
MISSION MECHANICAL	Add negative airflow	\$ 60,000.00	The facility currently has 4 negative airflow cells and the lack of additional capacity has challenged jail staff's ability to separate COVID positive or suspected COVID positive inmates from other inmates. See attached quote.	x
N/A ESTIMATE PER COUNTY BUILDINGS DEPT; NO QUOTES	Social Distancing Accommodations for Courtrooms.	\$ 25,000.00	This includes slight modifications to the layout of Courtroom 302, potential purchase of additional chairs, microphones and hand sanitizer stands. Foss Architecture and Fargo/Cass Public Health have reviewed courtroom layouts.	
AVI SYSTEMS	ITV equipment in Courtroom 201.	\$ 52,940.61	This is the Courthouse component of the closed-circuit audio & video link between the courtroom and jail that allow first court appearances to occur without transporting inmates. The system is near end of life and must be replaced. Maintaining this capability is critical for managing the safe and secure movement of COVID positive or suspected positive inmates. See attached quote.	x
Foss Architecture & Interiors	Courtroom #202 & Jury Room	\$ 275,000.00	Combine into one larger space. Reconfigure judge bench to north wall, include jury box, new finishes (Ceiling, floor and walls), revise ventilation, new lighting/integration of AV systems, sound resistant movable wall system. Does not include furniture or relocating gallery benches. See attached estimate.	x
Foss Architecture & Interiors	Courtroom #303 & #304	\$ 300,000.00	Combine into one larger space. Reconfigure judge bench to east wall, include jury box, new finishes (Ceiling, floor and walls), revise ventilation, new lighting/integration of AV systems. Does not include furniture or relocating gallery benches.	x
NET CENTER TECHNOLOGIES	Commission Room	\$ 2,605.55	Upgrades to County Commission Meeting Room in order to enable live streaming of County Commission Meetings. This is upgrade is necessary due to the social distancing measures our County is following during the Public Health Crisis. This is the 2nd part of a project. Note: This work is already in progress. Part 1 has been completed; see check #319806 and related invoice. See attached quote.	x
MARCO TECHNOLOGIES	Jail ITV Equipment	\$ 6,292.54	The ITV system in our County Jail is obsolete and nearing end of life. If the ITV Equipment in Courtroom 201 is upgrade, the ITV system at the Jail will also need to be upgraded as the systems work together. See attached quote.	x
MARCO TECHNOLOGIES	Prairie Winds Conference Room	\$ 3,762.67	Upgrades to Prairie Winds Conference Room in order to virtually hold meetings. Specifically, this room is used by our Incident Command Team. This is upgrade is necessary due to the social distancing measures our County is following during the Public Health Crisis. Work was completed 6/1/20 and payment will be made during June 2020 per Marco INV7513396 & INV7508880	x
FARGO GLASS	Sneeze Guard-Finance Office	\$ 2,500.00	The Finance Office will be installing a protective glass/sneeze guard at our front desk as a precaution. The office's front desk is a high-traffic area that works closely with the public, sells marriage licences, process property tax payments, and other misc receipts for the County. See attached quote.	x
ServPro	Jail Cleaning	\$ 12,933.34	A deep cleaning and disinfect was performed at the Cass County Jail in May 2020. Received invoice #4942887 and will be making payment in June 2020. See attached invoice.	x
	TOTAL WORK TO BE COMPLETED	\$ 6,966,034.71		

Coronavirus Relief Fund City and County Allocation Plan

July 29, 2020

THREE CRITERIA

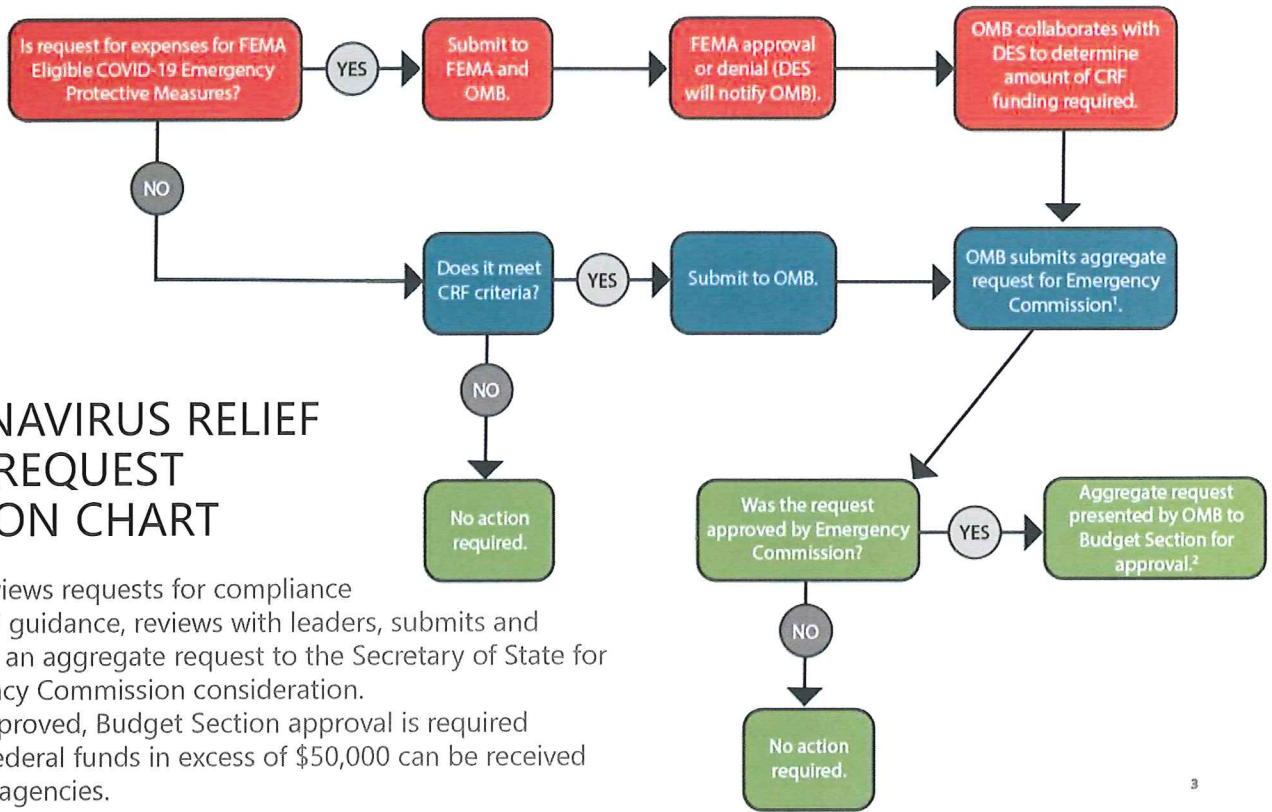
- The CARES Act provides that payments from the Coronavirus Relief Fund may only be used to cover costs that:

Are necessary due to the Coronavirus public health emergency.

Are not accounted for in the most recently approved budget.

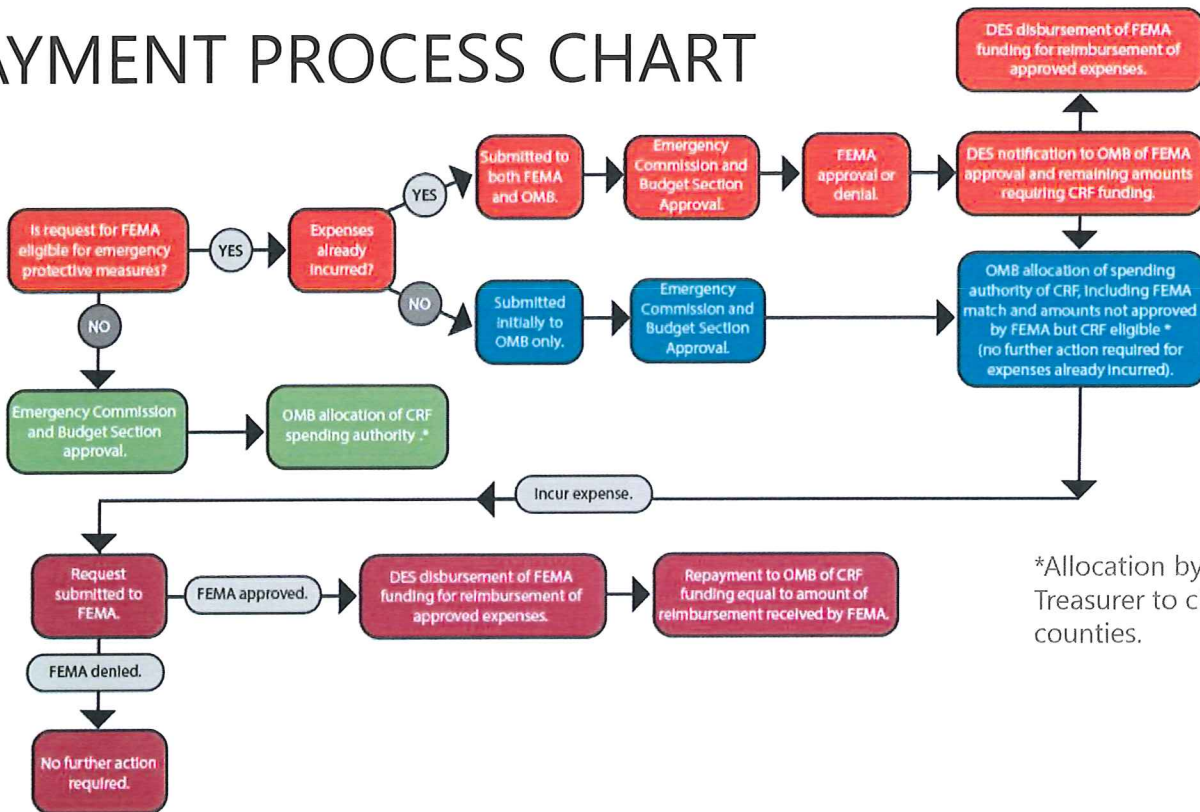
Are incurred during the period March 1, 2020, through December 30, 2020.

CORONAVIRUS RELIEF FUND REQUEST DECISION CHART



1. OMB reviews requests for compliance with CRF guidance, reviews with leaders, submits and presents an aggregate request to the Secretary of State for Emergency Commission consideration.
2. Once approved, Budget Section approval is required before federal funds in excess of \$50,000 can be received by state agencies.

PAYMENT PROCESS CHART



*Allocation by State Treasurer to cities and counties.

FUNDING ALLOCATION BASED ON PUBLIC SAFETY PAYROLL – ALLOWABLE OPTION FOR LOCAL GOVERNMENTS

Allowable expenditure as outlined in federal guidelines:

- Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.

Flexibility provided in FAQ's:

"...as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency..."

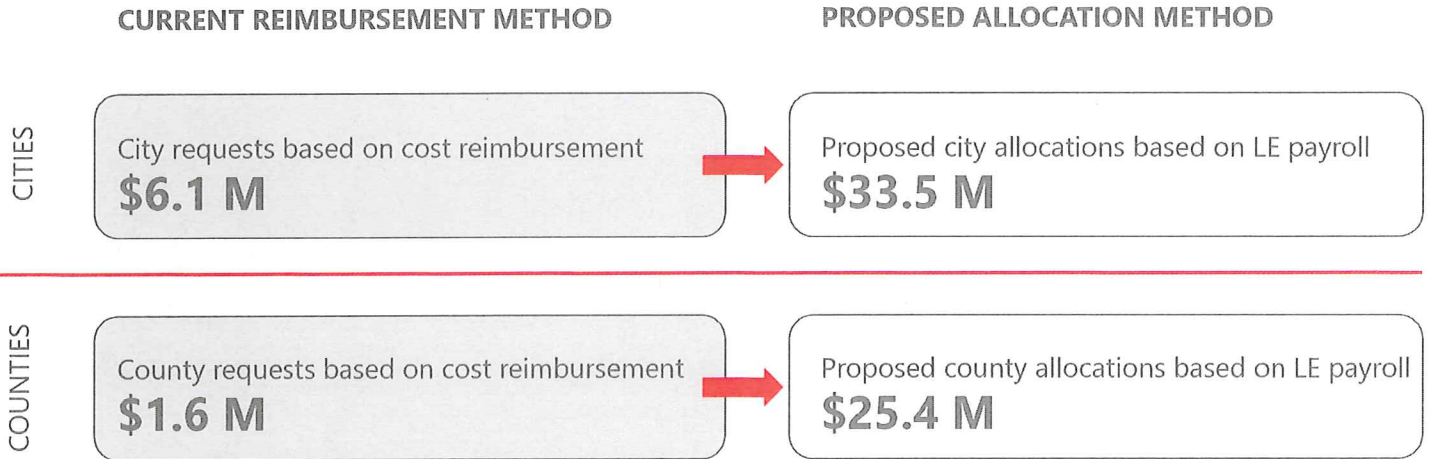
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ESTIMATED LOCAL GOVERNMENT ALLOCATIONS



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PROPOSED ALLOCATION COMPARED TO CURRENT REIMBURSEMENT METHOD



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BENEFITS OF USING LICENSED LAW ENFORCEMENT PAYROLL AS BASIS FOR DISTRIBUTION TO CITIES AND COUNTIES



Simplified administration

Funding allocated based on actual payroll costs.

Political subdivision can choose to apply for FEMA funding to maximize available federal resources, but it is no longer a state requirement and there is no duplication of payments.

Previous distributions will be deducted from this allocation so methodology is consistent for all jurisdictions.



Simplified application process

1. Cities and counties provide payroll costs for licensed law enforcement for March 1 through July 31.

2. State issues payment based on a known, verifiable amount.

3. Repeat reimbursement process in October for August and September payroll.



Reduced state liability for disallowed expenses

Public safety payroll is clearly allowable as a basis for distribution.

There is no risk of the state having to repay a disallowed cost.

State reporting is simplified.

The Dec 30 cutoff is irrelevant because the funding is a reimbursement for expenses already incurred.

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BENEFITS OF USING LICENSED LAW ENFORCEMENT PAYROLL AS BASIS FOR DISTRIBUTION TO CITIES AND COUNTIES



Property tax relief

This allocation will help cities and counties avoid property tax increases as other state allocations are expected to decline.

Funding will be received before 2021 budget is finalized, so the additional revenue can keep mills lower in 2021.

Property owners would likely pay higher property taxes in 2021 without this allocation.



Provides substantial support for local governments which are expecting declining revenues from state aid and highway tax distribution fund

This allocation will significantly exceed the amount that would be allocated based on reimbursement for direct COVID-19 expenditures.

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	Estimated Law Enforcement Payroll Costs March Through September	Total CRF Request (Excluding Capital Projects)
Adams	189,583	15,000
Barnes	303,333	14,408
Benson	151,667	0
Billings	227,500	0
Bottineau	417,083	11,781
Bowman	151,667	0
Burke	227,500	6,138
Burleigh	1,971,667	223,446
Cass	4,170,833	290,884
Cavalier	227,500	21,217
Dickey	151,667	19,849
Divide	227,500	0
Dunn	606,667	5,330
Eddy	189,583	2,935
Emmons	189,583	5,471

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	Estimated Law Enforcement Payroll Costs March Through September	Total CRF Request (Excluding Capital Projects)
Foster	113,750	2,469
Golden Valley	113,750	3,978
Grand Forks	1,289,167	180,366
Grant	189,583	0
Griggs	75,833	8,139
Hettinger	227,500	6,917
Kidder	113,750	0
LaMoure	151,667	15,155
Logan	113,750	17,635
McHenry	303,333	0
McIntosh	113,750	0
McKenzie	1,099,583	32,631
McLean	985,833	12,591
Mercer	606,667	3,835
Morton	1,365,000	16,577

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	Estimated Law Enforcement Payroll Costs March Through September	Total CRF Request (Excluding Capital Projects)
Mountrail	341,250	29,684
Nelson	189,583	3,563
Oliver	151,667	2,541
Pembina	455,000	19,685
Pierce	151,667	4,835
Ramsey	303,333	11,383
Ransom	189,583	19,885
Renville	227,500	5,121
Richland	682,500	64,995
Rolette	303,333	15,479
Sargent	151,667	12,751
Sheridan	113,750	5,311
Sioux	37,917	0
Slope	37,917	5,161
Stark	910,000	213,013

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	Estimated Law Enforcement Payroll Costs March Through September	Total CRF Request (Excluding Capital Projects)
Steele	113,750	25,928
Stutsman	492,917	34,638
Towner	227,500	2,676
Trail	379,167	25,509
Walsh	379,167	72,133
Ward	1,706,250	70,981
Wells	151,667	3,919
Williams	1,440,833	81,326
Total	25,404,167	1,647,267