

City of Petersburg

CARES update

March, 2020 through March, 2021

**Briefing for
Petersburg City Council
April 6, 2021**

Purpose for this update

On March 2nd, the Interim City Manager contacted the pre-audit team to assist the City administration with providing pre-audit and accounting services to evaluate the CARES Act funding the City had received and expended over the past 12 months.

Generally, the discussion was directed toward reconciling the CARES funding reported internally by the City's administration for budgeted and actual revenues and expenditures to be audited in FY21 (or had already been audited in FY20).

Note – these revenues and expenditures which have been previously “provided” to City Council by the administration, do substantially reconcile to the City's financial system.

Specifically there were questions regarding:

\$100k allocation of funds for the Petersburg Library Foundation*

\$2k for Dogwood Trace Golf Course*

* - these two items will be discussed later in the presentation

CARES Relevant Items - March, 2020 through June, 2020

The City:

- Received official notification of the award of \$5,469,636 of CARES funding to be distributed in two rounds of \$2,734,818
- Creates a CARES Committee to develop a CARES application for departments and outside entities to apply for and receive CARES funding, an application review process, and a process to track all CARES revenues and expenditures
- Records the following - (audited in the FY20 CAFR)

FY20 revenues of - \$2,734,818 (round 1)

FY20 expenditures of - \$1,177,944*

revenue deferred to FY21 - \$1,556,874

*Note: \$1,088,677 (or 92%) expended is for administrative leave payroll.

We all remember the unbelievable day we saw the “entire country” shut down last March. Governments, K-12, Colleges and Universities, Businesses and, of course, Petersburg was no exception t.



COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

May 12, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.
Secretary of Finance

Subject: Local Allocations for Federal CARES Coronavirus Relief Funds

CARES Relevant Items - July, 2020 through March, 2021

The City:

- Did not received notification until December 23rd that the period of time to expend the CARES funds had been extended from December, 2020 to December, 2021. By that time the City had worked “extremely” quickly to use these funds as effectively as possible given the condensed original timeline. By that date, the City had expended over \$5.1m (or 95%) of all of the allocated funds.
- Records the following - (to be audited in the FY21 CAFR)
 - FY21 revenues of - \$2,734,818 (round 2)
 - FY21 expenditures of - \$4,274,507*
 - revenue deferred from FY20 - \$1,556,874 (included in FY21 expenditures)

*Note: \$4,191,642 (or 98%) was expended for non-payroll

December 30, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.
Secretary of Finance

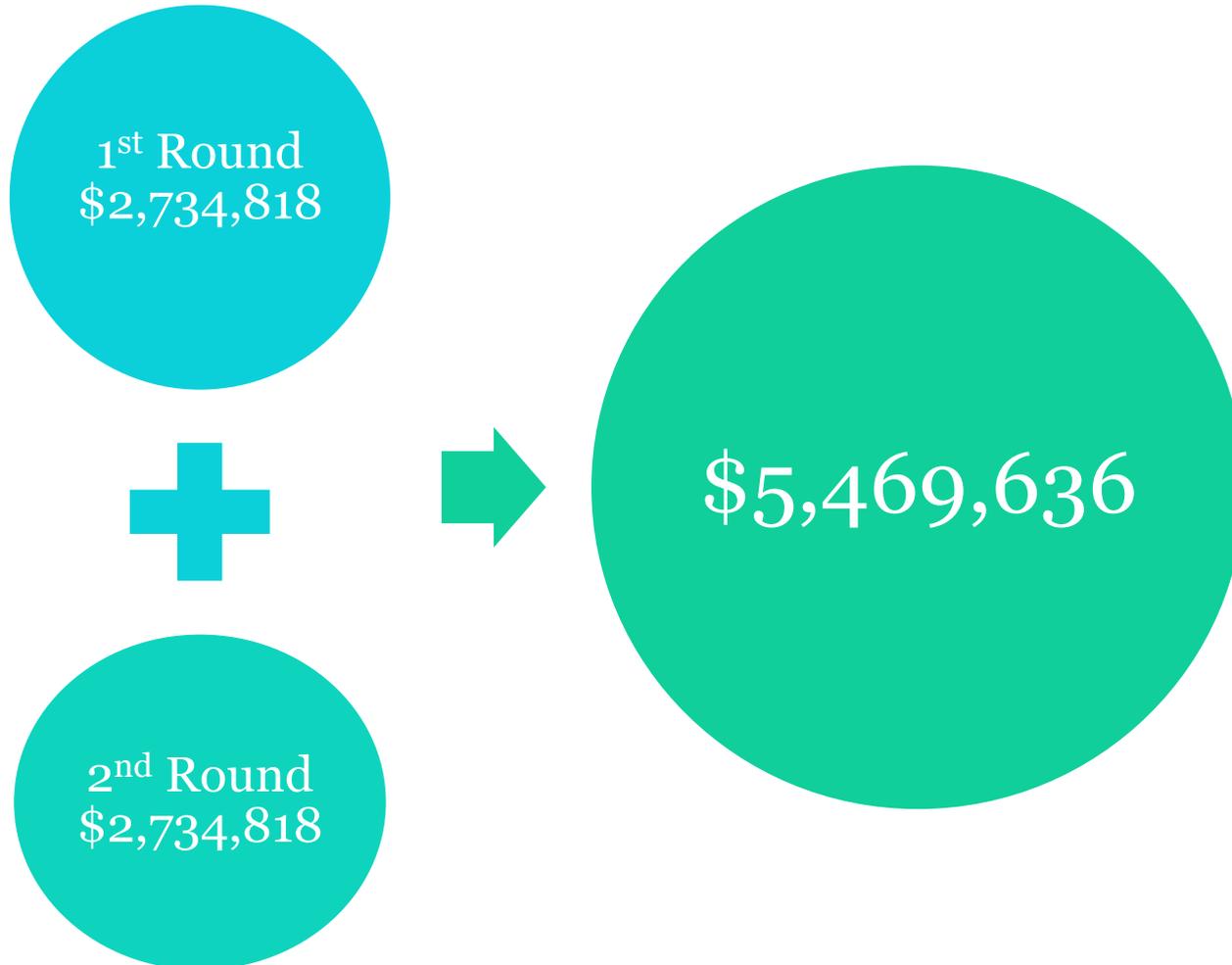
Subject: Extension of Expenditures of Coronavirus Relief Funds

On December 23, 2020, I sent you a memorandum titled, “*Extension for Expenditures of Coronavirus Relief Funds.*” That memorandum announced passage of a new relief bill that extends the federal deadline established in the CARES Act. The President has now signed this legislation. While the details of this legislation have not been fully published, the general information indicates that the December 30, 2020 deadline established in the CARES Act for incurring expenditures will be extended by one year, until December 31, 2021.

FY20 and FY21 expenditure reconciliation

<u>Year</u>	<u>Admin reported</u>	<u>Actual G/L</u>	<u>diff</u>
FY20	\$1,182,310	\$1,177,944	\$4,366
FY21	<u>\$4,274,507</u>	<u>\$4,274,507</u>	<u>\$0</u>
2 year total	\$5,456,817	\$5,453,451	\$4,366

Funding allocated by state to Petersburg





AGENDA

CARES Act – Status Update – All Staff

Wednesday, October 22, 2020

Invitees: Aretha R. Ferrell- Benavides, Lionel Lyons, Darnetta Tyus, Patrice Elliott, Robert Floyd, Tangela Innis, Kim Robinson, Gerrit VanVorhees, Alesha Mann and India Adams-Jacobs

- I. Current YTD Budget Report Out (Robert, Budget & Procurement)**
 - Review of updated spreadsheet

- II. Overview of COVID Allocation Spreadsheet & Updates (All)**

CARES FUNDING PROCESS FLOW

- Short term

1. Budget & Procurement will ensure correct G/L codes are created by **July 2nd**



2. Applications will be sent out to the Executive Team for distribution to their respective departments on **July 2nd**



3. Departments will have until **July 17th** to submit applications for CARES funding which will include funds already spent.



4. The Committee will review the applications and allocate funds accordingly the week of **July 20th – July 24th**



5. Budget & Procurement will ensure the funds are appropriated in the proper G/L codes the week of **July 20th – July 24th**

CARES FUNDING PROCESS FLOW

- Long Term

Departments submit their requisitions to the Budget & Procurement Office

Budget & Procurement updates the internal CARES FUNDING tracking document to reflect the anticipated spending

Departments move forward with the project or purchase

Invoices are sent to A/P and CC'd to Budget & Procurement

Payment is made by Finance

Reconciliation is conducted **EVERY FRIDAY** between the G/L and the internal CARES FUNDING tracking document

CARES - Program Application

Department Name: Public Safety – Police & Fire

Contact Information: Captain Greg Geist 804-400-2098

Proposal Name: Public Safety Command Bus

Proposal Description (Max. 500 words)

This proposal aligns with the “Expenses incurred to facilitate compliance with COVID-19 related public health measures” category below and purchasing a new public safety mobile command bus will enhance the relationships with the citizens and employees in the City of Petersburg. This mobile command bus will be the focal area for citizens to get help, ask questions and collect city wide packages during COVID-19. Also, the command bus will respond to all major incidents in the city to include COVID-19 responses.

Please explain how your proposal advances aligns with one of the eligible categories (500 words):

The proposal aligns with “Expenses incurred to facilitate compliance with COVID-19 related public health measures”. The mobile command bus accommodates the citizens of Petersburg with a safe barrier for citizens and city employees for transactions and interactions by keeping the workspaces safe from COVID-19.

- Medical Expenses
- Public Health Expenses
- Payroll Expenses associated with mitigating or responding to Covid-19
- Expenses of actions to facilitate compliance with Covid-19 related public health measures
- Expenses associated with the provision of economic support

Itemized Cost

Item	Cost	Qty	Total
• Public Safety Mobile Command Bus	\$325,000	1	\$325,000

Two specific expenditure concerns:

Specifically there were questions regarding:

\$2k for Dogwood Trace Golf Course* - Appropriate CARES expenditure

\$100k allocation of funds for the Petersburg Library Foundation* - moved to General Fund

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

Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);

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

Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020

Funding eligible categories

Operation of Government Services	Personal Protective Equipment (PPE)	Telework for Government Operations	Disinfection and Sanitation	Other Categories
Public Health and Safety Employees Under the Presumption Provision	Safe Access to Government	Small Business Assistance	K12 Public Schools	Broadband/Non-Governmental Internet Access
Building modifications/Compliance with Dept. of Labor Regs.	Contact Tracing	COVID Testing	Food Insecurity	Temporary Housing/Housing Assistance/Emergency Housing
		Mortgage and Rental Assistance		

Status of allocation by category

CATEGORY	PURPOSE	ALLOCATED AMOUNT	AMOUNT SPENT	REMAINING BALANCE
Operation of Government Services	Necessary equipment assisting in carrying out operations to the public	\$1,507,464.55	\$1,507,464.55	\$0
PPE	Necessary equipment to slow/stop spread of COVID-19	\$210,751.10	\$210,751.10	\$0
Telework for Government Operations	Support personnel to carry out essential operations remotely	\$160,369.15	\$160,369.15	\$0
Disinfection and Sanitation	Necessary supplies and equipment to keep commonly touched surfaces clean	\$652,881.33	\$652,881.33	\$0
Other Categories	Other assistance that helps curb the spread of COVID by identifying individuals that have the virus and who they have come in contact with	\$57,794.69	\$49,330.82	\$8,463.87
Public Health & Safety Employees	Equipment and Support necessary to keep support and protect the community from COVID-19 and support those infected safely	\$468,843.70	\$468,843.70	\$0
Safe Access to Government	Assist in carrying out recommendations to provide safe environment while providing access to City government	\$169,910.50	\$165,555.50	\$4,355
Small Business Assistance	Provide financial grants and assistance to local businesses	\$971,750.20	\$971,750.20	\$0
K12 Public Schools	Provide Technical Assistance to Public Schools to include equipment or Wi-Fi Support	\$522,495.00	\$522,495.00	\$0
Broadband/Non-Governmental Internet Access	Provide City Wide Internet Access	\$49,267.50	\$49,267.50	\$0
Building Modifications/Compliance with Dept. of Labor Regulations	Changes and modifications to public buildings to ensure the health and safety of the residents and City Employees	\$189,313.28	\$189,313.28	\$0
Contact Tracing	Provide a process that helps curb the spread of COVID by identifying individuals that have the virus and who they have come in contact with	\$103,739.50	\$103,739.50	\$0
COVID Testing	Provide testing sites, prescreening tests and actual tests	\$0.00	\$0.00	\$0
Food Insecurity	Promote safe food assistance and provide food to vulnerable populations	\$395,055.50	\$395,055.50	\$0
Temporary Housing/Housing Assistance/Emergency Housing	Support families facing unstable housing situations, homelessness and other housing challenges aggravated by the pandemic	\$10,000.00	\$10,000.00	\$0
Mortgage and Rental Assistance	Support and ensure housing stability and provide financial assistance for eligible households	\$0.00	\$0.00	\$0
Total by Category		\$5,469,636.00	\$5,456,817.13	\$12,818.87

Other Categories

- Allocated:
 - \$57,794.69
- Spent:
 - \$49,330.82
- Types of Projects/Expenses
 - Customer Service Center Temporary Staffing (\$17,974)
 - Crater Health District (\$20,335)
 - Golf Course Flag Sticks and Rakes (\$2,220)
 - Miscellaneous Expenses (\$8,801.82)
 - Batteries
 - Laptop Stands
 - Programming/Videos (Library)

Building Modifications /Compliance with Dept. of Labor Regulations

- Allocated:
 - \$189,313.28
- Spent:
 - \$189,313.28
- Types of Projects/Expenses
 - Petersburg Library Foundation (\$100,000)
 - VAMAC Hands free toilets (\$89,318.28)

Thank you
and
Questions