

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	May 17, 2021
Action Required:	Approve Resolution
Presenter:	Jason Vandever, City Treasurer
Staff Contacts:	Jason Vandever, City Treasurer Chris Cullinan, Director of Finance
Title:	CARES Funding Allocation- City Hall Ambassador Program

Background:

The City received approximately \$8.2 million from the Commonwealth of Virginia as part of the Coronavirus Relief Funds (C.R.F.) to local governments made available through the CARES Act. The City received these funds in two, equal tranches of \$4.1 million in June and August of 2020. The Commonwealth distributed these funds to local governments based on population. Expenses related to the City's direct response to the pandemic were eligible for CARES funding.

Discussion:

Since the emergency declaration in early 2020, most of City Hall has been closed to the public. First floor offices have been servicing customers through an appointment system to maintain social distancing and capacity limits in the lobby and customer service areas. Additionally, the Courts and the Police Department Customer Service areas are open to the public in a limited capacity.

Until April 22, 2021, Parks and Recreation Ambassadors have been assisting with building access and customer service. With the reopening of recreation centers, those employees have returned to their regular job assignments. Due to the ongoing impact of the pandemic, additional temporary staff is needed to continue the level of service being provided by City Hall offices. This staffing request would provide three temporary staff to service the front door operations, and one temporary staff to service the General District Court Entrance to City Hall.

Approximately \$7.3 million in CARES funding was anticipated to be incurred by the original deadline of December 30, 2020. The projected balance of unspent funds and accrued interest totaled approximately \$921,500. At the December 21, 2020 City Council meeting staff recommended the usage of these unspent CARES funds to reimburse the General Fund for previously incurred public safety payroll expenses in order to expend all of the CARES Funds prior to the deadline of December 30, 2020. Subsequent to the December 21, 2020 City Council meeting, the deadline was extended allowing for the usage of these funds for other purposes.

On April 27, 2021 City Council appropriated \$150,000 of these funds for the Emergency Assistance Program, leaving a balance of \$771,500. Staff is seeking an appropriation of \$46,000 to fund four temporary staff positions through the spring and summer, in addition to connecting

the Air Conditioner Unit in the Customer Service Kiosk.

Staff's review of this request finds that it is eligible to receive funds under the CARES Act and is appropriate and needed to meet customer and building security needs.

Alignment with City Council's Vision and Strategic Plan:

This proposal aligns with the following City Council Strategic Plan Goals:

- Goal 5: A Well-Managed and Responsive Organization

Community Engagement:

The positive feedback received for both the appointment system and Ambassador program has been overwhelming.

Budgetary Impact:

The CARES funds that are proposed to be reallocated are unspent, previously appropriated dollars, so no new additional funding is required to be appropriated.

Recommendation:

Approval of the resolution.

Alternatives:

Council could elect an alternative funding source or elect to not fund the initiative. If the resolution is not approved, building access would likely be restricted or eliminated for the immediate future until an alternative strategy can be found.

Attachments:

Resolution.

RESOLUTION
Coronavirus Aid, Relief, and Economic Act (CARES) Funds for
City Hall Ambassador Program
\$46,000

WHEREAS, the Charlottesville City Council allocated \$771,500 of unspent Coronavirus Aid, Relief, and Economic Act (CARES) funds to reimburse the General Fund for previously incurred public safety payroll expenses; and

WHEREAS, the Charlottesville City Council has requested those funds be used to provide funding for temporary staffing through the City Hall Ambassador Program;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that \$46,000 of the previously unspent CARES Funds be allocated in the following manner:

Transfer From:

\$46,000 Fund: 208 Internal Order: 1900386 GL Code: 599999

Transfer To:

\$46,000 Fund: 208 Internal Order: 1900385 GL Code: 599999