

ENROLLED ORDINANCE 175-30

ACCEPT THE STATE OF WISCONSIN ROUTES TO RECOVERY GRANT
AND MODIFY WAUKESHA COUNTY'S NON-DEPARTMENTAL 2020
BUDGET TO AUTHORIZE GRANT EXPENDITURES

WHEREAS the Wisconsin Department of Administration has provided \$200 million of federal CARES Act funding to local governments through the Routes to Recovery Program for expenditures incurred due to the COVID-19 pandemic; and

WHEREAS Waukesha County's Routes to Recovery Grant allocation is \$6.6 million; and

WHEREAS permissible uses of the grant funding include, but are not limited to, the following: emergency operation activities, medical and protective equipment, cleaning and sanitizing mitigation activities, temporary isolation housing for infected or at risk individuals, testing and contact tracing costs, paid leave for public health and public safety personnel for COVID-19 precautions, and acquisition of services or equipment to facilitate remote work by public employees; and

WHEREAS approximately \$1.4 million in eligible expenses that are expected to be incurred are from existing county staff time providing the permissible services noted above, so the additional expenditure authority is not necessary as it is in the base budget; and

WHEREAS departments throughout Waukesha County have incurred expenses that qualify for Routes to Recovery funding; and

WHEREAS modifying all departmental budgets for these non-reoccurring expenses would be time consuming and difficult to manage and coordinate, especially for smaller budgets with lower expenditure authority thresholds; and

WHEREAS the Routes to Recovery reimbursable expenses and revenue can be appropriated and managed in the Non-Departmental budget so that department budgets do not experience variances from budget for COVID-19 expenses and allows for greater oversight by the Waukesha County Department of Administration; and

WHEREAS, the Waukesha County Department of Administration will provide regular updates about grant spending to the Finance Committee.

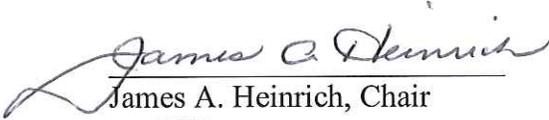
THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that Waukesha County Department of Administration is authorized to accept the Wisconsin Routes to Recovery grant to fund the permissible expenditures.

BE IT FURTHER ORDAINED that the Non-Departmental General Fund budget be modified by increasing intergovernmental revenues by \$5,236,000 and increasing personnel costs by \$150,000 and operating expenses by \$5,086,000.

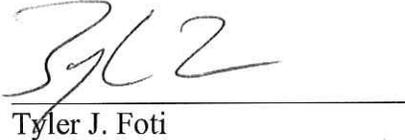
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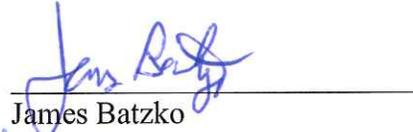
Presented by:
Finance Committee

Approved by:
Health & Human Services Committee

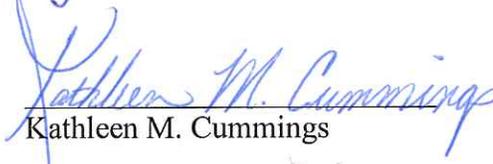

James A. Heinrich, Chair


Timothy Dondlinger, Chair

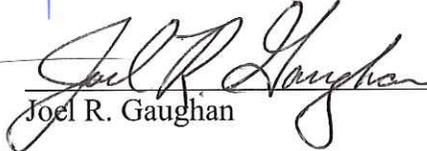

Tyler J. Foti

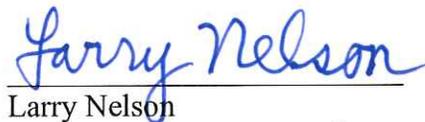

James Batzko

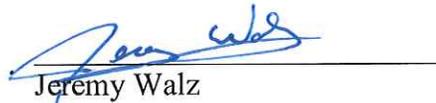

Joel R. Gaughan

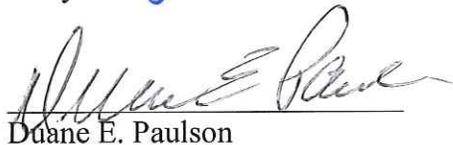

Kathleen M. Cummings


Thomas A. Michalski

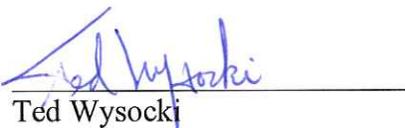

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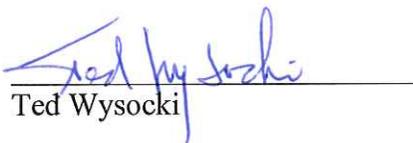

Larry Nelson


Jeremy Walz

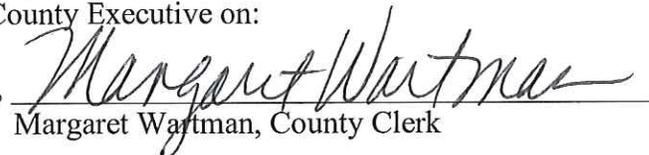

Duane E. Paulson

Absent
Steve Whittow


Ted Wysocki

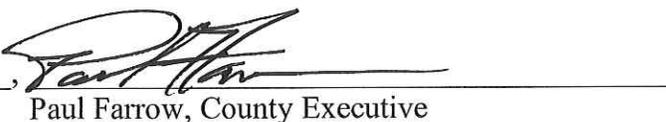

Ted Wysocki

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 8/31/2020, 
Margaret Wartman, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X
Vetoed: _____

Date: 8/31/2020, 
Paul Farrow, County Executive

FISCAL NOTE

ACCEPT THE STATE OF WISCONSIN ROUTES TO RECOVERY GRANT AND MODIFY
WAUKESHA COUNTY’S NON-DEPARTMENTAL 2020 BUDGET TO AUTHORIZE
GRANT EXPENDITURES

This ordinance authorizes the county to accept \$6,600,414 of federal CARES Act funding distributed through the Wisconsin Department of Administration’s Routes to Recovery program to respond to the COVID-19 pandemic. This ordinance also appropriates \$5,236,000 of expenditure authority, which is net of approximately \$1.4 million of revenues expected to be earned that cover expenditures already in the base budget (discussed later). The state will reimburse for eligible expenses (see list below) incurred from March 1, 2020 through October 31, 2020.

The state and federal governments allow reimbursement for the following categories:

Category	Examples/Explanations
Emergency operation activities, including those related to public health, emergency services, and public safety response	Staff time for employees directly assigned to the Emergency Operations Center (EOC) and public health response (costs mostly included already in base budget, with no additional appropriation needed)
Medical and protective services and equipment	Personal protective equipment (PPE), such as facial masks
Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities	Additional cleaning supplies, contracted cleaning services, facility modifications (e.g., installing plexiglass partitions, touchless faucets, UV light sterilization)
Temporary isolation housing for infected or at risk individuals	Renting or modifying space for individuals that do not have the means to easily quarantine
Testing and contract tracing costs above what is covered by existing state programs	Staffing costs (both existing county employees and limited term employees), contracted staff, technology (laptops, software), above what is expected to be needed from the \$3.4 million funding awarded from the state Department of Health Services (approved by County Board in June, enrolled ordinance 175-16).
Paid leave for public health and public safety employees to take COVID-19 precautions	Leave for employees that have to isolate or quarantine or take care of others who have to isolate or quarantine (and are not able to telecommute). This also includes approximately \$150,000 (personnel cost appropriation) for unused vacation payouts for EOC and public health response workers (pending county board action through a separate ordinance in August).
Purchases of services or equipment to facilitate remote work by public employees	Laptops, related software

In response to the pandemic, the county incurred expenses (see table below) that are eligible for reimbursement under the Routes to Recovery program. Up till this point, the county has been able to absorb these necessary costs within its existing budget authority in various departments as it responded to the public health emergency, understanding that many costs would be eligible for federal reimbursement. There are multiple federal funding sources, and recently the county was able to obtain clarification on which expenses are eligible. Before proceeding further with necessary purchases, county administration is asking the County Board to approve expenditure authority for what has been incurred and what will likely need to be incurred.

Category	Claimed Year to Date (YTD)	Spent YTD but Not Reimbursed Yet	Estimated Remaining	Total
Emergency operations (public health/safety, emergency svcs)	\$ 496,302	\$ -	\$ 500,000	\$ 996,302
Medical and protective services and equipment	\$ 97,318	\$ 11,933	\$ -	\$ 109,251
Cleaning, sanitizing, other COVID-19 mitigation in public facilities	\$ 64,628	\$ 7,922	\$ 41,000	\$ 113,550
Testing & contact tracing	\$ 1,045	\$ -	\$ 1,000,000	\$ 1,001,045
Paid leave for public health/safety employees related to COVID-19	\$ -	\$ 170,408	\$ 350,426	\$ 520,834
Purchases of services/equipment to facilitate remote work	\$ 63,420	\$ 137,388	\$ -	\$ 200,808
Set aside for pandemic response needs	\$ -	\$ -	\$ 3,658,624	\$ 3,658,624
Subtotal	\$ 722,713	\$ 327,651	\$ 5,550,050	\$ 6,600,414
Amount anticipated to be spent that does <u>not</u> need additional budget authority (i.e., existing staff)				\$ (1,364,414)
Net Budget Appropriation				\$ 5,236,000

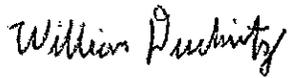
Year-to-date, the county has incurred and claimed reimbursement for \$722,713 of eligible costs, and incurred another \$327,651 of costs that will be claimed. County administration is requesting to appropriate the entire allocation of \$6,600,414, less the \$1,364,414 that is anticipated to be earned with existing staff time (e.g., EOC, contact tracing, eligible paid sick leave) that is already in the budget, for a net budget adjustment of \$5,236,000.

It is possible that the county will not need to spend the balance of the grant amount before the grant deadline of October 31st (remaining funds returned to the state), but there may be situations where the county needs the ability to respond quickly to changing conditions:

- **Covering contract tracing efforts above what the state Department of Health Services has provided:** The County Board approved a \$3.4 million ordinance in June to fund contact tracing and disease investigation efforts through a separate allocation of federal CARES Act funding. From March through June, the county has incurred over \$700,000 of staff costs for contact tracing before increasing contract tracing capacity in June, and is likely to need Routes to Recovery funding to sustain the efforts through the year.
- **Purchasing PPE, sanitizer, and other cleaning supplies:** It is unknown when the pandemic response will end. Purchases will be both for immediate consumption and for supplies that will be needed after the October 31st grant deadline.
- **Increased testing needs:** The cost of tests, setting up testing locations, and potentially contracting with third-party medical providers.
- **Temporary housing/quarantine measures:** Setting up locations where individuals that do not have the means to easily quarantine can safely reside on a temporary basis.
- **Facility modifications:** Materials and equipment needed to help promote social distancing or sterilize environments in order to keep the public and employees safe.
- **Technology for Remote Work:** With the duration of the pandemic uncertain, it is important to equip employees with the ability to work remotely, if necessary, so that the county can continue to provide public services.

The additional expenditure authority would be appropriated in the Non-Departmental General Fund budget to account for additional purchases, which allows for easier tracking and greater oversight by the Department of Administration. The funding would only be used to fund expenses that are considered eligible according to guidance provided by the state, and deemed necessary and reasonable to respond to the pandemic. (The pandemic response has consumed considerable amounts of staff time that is ineligible for reimbursement (e.g., purchasing coordination, policy development, cost tracking, etc.) and is not assumed in any of the figures above.) The Department of Administration will report back on incurred expenditures and reimbursements regularly to the Finance Committee.

Approval of this ordinance will allow the county to cover a significant portion of pandemic response expenses with grant funds, limiting the need to use the \$300,000 of contingency funds approved by the County Board in March (enrolled ordinance 174-3). The majority of this ordinance results in no direct tax levy impact. Replacing desktop computers with laptops to facilitate remote working capabilities will increase the ongoing replacement costs in future years and potentially have a tax levy impact. Departments will need to review their technology inventory and manage increased costs within their future budget requests.



William Duckwitz
Budget Manager
8/4/2020
JE# 2020-00007182