



TOWN BOARD WORK SESSION

August 24, 2020 - 4:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550 Zoom Meeting,
Click on the link <https://windsorgov.zoom.us/j/95929605593> OR by join by telephone
at (888) 788-0099 or (877) 853-5247 - Webinar ID:959 2960 5593

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

AGENDA

1. CARES ACT Implementation

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: August 24, 2020
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Shane Hale, Town Manager
Re: Cares ACT Implementation
Item #: 1.

Background / Discussion:

Please see the attached memorandum and spreadsheet. For those of you attending in person, a hard copy spreadsheet will be provided as well.

ATTACHMENTS:

- ▢ CARES ACT Implementation
- ▢ Coronavirus Relief Fund Allocation Reimbursables



MEMORANDUM

Date: June 22, 2020
To: Mayor and Town Board
From: Shane Hale, Town Manager
Re: CARES Act

Overview:

The purpose of today's discussion is two-fold. First, Staff will give a brief overview of some of the expenses that the Town has undertaken thus far in response to the COVID 19 virus. Secondly, Staff would like to discuss how the Town can apply the remainder of our CARES allotment towards the greatest benefit in Windsor. The focus on CARES is necessary as the state just officially notified the Town that we were now eligible to apply for reimbursement last week, and we only have until December 30 to spend the entire \$1.41M. Additionally, conversations with Weld County and City of Greeley representatives indicate that neither entity is likely to spend their full allotment (Weld County is \$13M), and that there should be additional CARES Act money available if any entity requires additional funds.

As you'll recall, the Town Board authorized \$150,000 in business support at the start of the COVID 19 crisis. It consisted of a Marketing Grant: \$75,000/max of \$500 per business, a \$50,000 grant to Upstate and a \$25,000 grant to the Larimer County Fund. The Town has also worked hand in hand with the DDA, has provided furniture for downtown outdoor seating, allowed/accelerated liquor licensing on sidewalks, designated to go parking, and amended approved site plans to accommodate business needs. Staff has been working with UPSTATE Colorado as Rich develops their COVID response grant program, and intends to release the \$50,000 already designated by the Board very soon. When you combine these expenses and other eligible COVID expenses to date (laptops, software, PPE, etc.), we have spent/encumbered around \$261,000.

For this discussion, we should proceed as though the entire amount will be reimbursed so as not to overspend our allocation, so we have roughly \$1,150,000 to discuss this evening. The Board will note that there are three broad categories, each of which has been color-coded and totaled. The first is Town expenses, and is blue. The second is Economic/Business Funding, and is green. The third is Community (non-profit) funding, and is red.

Staff has conducted a lot of research around existing COVID programs around the state and has attempted to identify costs/programs that are eligible and beneficial to the community for your

consideration. There are still many unknowns with the state as their guidelines continue to be refined, but I will note that we are currently operating as though the following guidelines will govern:

PAYROLL – public safety, public health, health care, human services, and similar employees whose services are substantially dedicated (51% or more) to mitigating or responding to COVID-19 public health emergency. Will be asked to provide timesheets and updated position description as backup for audit.

Ineligible Expense – payroll or benefit expense for employees whose work duties are not substantially dedicated (51% or more) to mitigating or responding to COVID-19.

ECONOMIC SUPPORT – expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by require closures.

Non-profits may be used to distribute assistance if

1. Financial assistance is related to COVID-19
2. Documentation provided demonstrates not using other Federal funds for this purpose
3. The final recipients must **spend** the funds by 12/30/2020, not just the local government has disbursed the funds by 12/30/20.

CAPITAL IMPROVEMENT – Only TEMPORARY improvements are allowed. Funds may be used for the expenses associated with establishing temporary measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs. Costs incurred for items that have a useful life of greater than one year are not eligible.

Staff has prepared the spreadsheet in an attempt to comply with the above, although the brand new guidance that items that have a useful life greater than a year throws a bit of a monkey wrench into a few of these. Staff has contacted our DOLA representative and believes that the State may acquiesce on this hard and fast rule—for tonight, I'd like to hear the Board's thoughts/direction on every suggested program, and then we can adjust our expectations accordingly as the state works through its additional guidance.

Coronavirus Relief Fund (CVRF) Allocation Reimbursables					
Possible Lead person	Department/ Beneficiary	Description	Justification	Approximate cost	Additional Comments
Town Expenses					
Cheryl	Finance	MUNIREvs	no paper; file online - sales tax payments online	\$54,000.00	
Cheryl/ Christy/ Mike L.	All Departments	Gift cards	Due to inability to meet in person for Quarterly lunch meetings at which food is provided; Q1 - Q3 @ \$1750 each meeting	\$5,250.00	
Cory	All facilities	Needlepoint bi-polar ionization system	To provide cleaner air and change filters more often (\$1,200 per system)	\$90,000.00	
Eric/ Cory	PRC, PD/ all facilities	Water Bottle fillers	Make all water fountains include water bottle fillers. People can get a drink without touching fountain. \$6k each, 4 fountains	\$24,000.00	
Eric/ Cory	PRC/ All facilities	Touchless faucets	All faucets touchless, 55 total at \$800 each. TH - 12 CRC - 25 PD - 3 Parks - 15	\$44,000.00	
Jaci	All facilities	PPE - masks, sanitizers etc.	For those items already purchased and future PPE purchases	\$10,000.00	
Jess	All Departments	Office supplies/ printer ink	Used from home office to work remotely - need to vet out a little more	\$1,000.00	
Jess	All Departments	VLAN wireless hotspots	Used from home office to work remotely - Jess to send out survey of needs at home	\$6,500.00	
Jess	IT/ Admin Services	Multiple monitors/ screens, keyboards, mice, docking stations	For use at home - Jess to send out survey of needs at home	\$5,000.00	
Jess/ IT	All Departments	Laptops	To allow for remote working	\$30,000.00	(Incl. PD investigator)
Jess/ Jen	HR/ Risk management	Furniture/ ergonomic chair	Used from home office to work remotely- decrease Workman's Comp claims; Jaci to make home work station checks; Home office survey to be sent;	\$10,000.00	
Rick	PD	8 laptop computer for vehicles, 3 MDTs	ability to work remotely; do paperwork remotely	\$26,500.00	
Rick	PD	e-ticket writers (e-Force ticket writer); eportal eliminates paperwork to Pam which keeps people out of Town Hall to pay tickets	limits contact with clients; scan driver's license	\$54,000.00	(Includes 30% discount) entire purchase needed for patrol
Tara	Weld RE-4	Chimney Park Pool hours extended into Fall to help school district	Due to not being able to use HS pool, we are keeping open CPP....chemicals	\$5,000.00	
Tara	Residents	Outdoor programming due to facility closures/ limitations	Moved Volleyball outside.....had to buy equipment. Increased soccer goal purchase due to added sites, no school access. Ballfield screening.	\$10,000.00	
Rick	PD	remodel/outfit training room	Convert training room to office space for CET	\$70,000.00	Check with DOLA - CIP; eligible only if temporary
Cameron	IT	Network Redundancy	With the dramatic increase in work outside of the office with the pandemic this year it will be critical that we can keep VPN and network resources running through main internet outages	\$100,000.00	
				\$545,250.00	
Economic/Business Funding					
Eric/ Cory	Parks/ Community restaurants	picnic tables	20 tables @ \$1,000 each Match towards DDA grant	\$5,000.00	Should we buy more?
Stacy	Local businesses	Mini Marketing Assistance Program	Grant/assistance for \$1,000 per business. Existing mini grant recipients would be eligible for additional \$500; already paid out 30-40. For any Windsor licensed business	\$125,000.00	\$32,000 already encumbered
Stacy	Local businesses	Safe and Open Campaign with clings/ signage	Continued outreach and education to consumers and business owners on safe business practices. To include physical materials and signage	\$5,000.00	

Coronavirus Relief Fund (CVRF) Allocation Reimbursables					
Possible Lead person	Department/ Beneficiary	Description	Justification	Approximate cost	Additional Comments
Stacy	Local businesses	Visit Windsor /Shop Windsor " Win With Windsor" campaign - <i>Leading business, leading community</i> , Pacer program (ie. "Invest in Arvada")	Specifically designed resiliency campaign to shop Windsor. Program to include branding and outside education and marketing materials to bring in new customers and visitors to our businesses to create new sustainable revenue streams (radio, print, on line marketing and visit Windsor app) purchase software called pacer (\$17,000) to identify retail leakage for more efficient target marketing purposes. Day trip planning, marketing program for hospitality industry as well.	\$100,000.00	(Needs further discussion between Stacy and Shane)
Stacy	Local businesses	Personal Protection Equipment (PPE) assistance - small business program grants: target companies that employ fewer than 25 employees; up to \$500 max (one and done)	This program will help business to reimburse or purchase PPE for their staff and customers. Including masks, gloves, cleaning equipment and materials etc. The further purpose of the Project is to provide small businesses capital to cover short-term working expenses incurred or soon to be incurred to change business operations, update technology, or for legal/consulting support on compliance issues and requirements related to complying with social distancing requirements, public health orders and ensuring health and safety of employees and customers.	\$25,000.00	\$25K come back and ask for more if all used
Stacy	Local businesses	Business Librarian for business outreach and assistance	Utilize business librarian for coordinated outreach program to assist existing businesses with moving forward through new changes in operations, functions and creating new ways to increase customers and revenue	\$10,000.00	(\$26/ hour plus software)?
				\$270,000.00	
Community Funding					
Jess/ Kim O.	Communications Dept.	COVID-19 education	Time and materials spent on additional COVID education and signage	\$15,000.00	
Christy	Residents	Serve 6.8 and/or Windsor Food Bank	Help fund organization that provides food and supplies to residents affected by loss of income from layoffs due to COVID	\$10,000.00	
Tara	PRC	Social interaction arrangements/ rent local restaurant table space during day	Senior support/ mental health....weekly bingo club	\$2,500.00	
Tara/ Jay	Residents	Senior lunch program and deliveries		\$40,000.00	Get costs already spent to Megan in Finance
Tara/ CRC	All Departments	School-age kids online learning supervision	Place to take kids if schools close again and online learning is the only option	\$24,000.00	Cost to provide day camp?
				\$91,500.00	
			TOTAL	\$906,750.00	