Board of Aldermen - Regular Meeting

Tuesday, February 22, 2022 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. **CALL TO ORDER**
2. **ROLL CALL**

   Aldermen: Terri Motley, Robert Hudson, David Wilkins, Christina Stevens, Don Rodgers, Landon Magley

3. **PLEDGE OF ALLEGIANCE**
4. **SPECIAL PRESENTATIONS**
   a. **Centralia R-VI Schools - Update on Bond Issue**
5. **COMMENTS FROM CITIZENS**

   Comments from citizens may be sent in writing prior to 5:00 p.m. on the date of this meeting to Mayor Chris Cox, mayor@centraliamo.org, or City Administrator Heather Russell, heather@centraliamo.org.

6. **CONSENT AGENDA**

   Approved as a group unless separated by request of one or more Aldermen. (Motion)
   a. **Board of Aldermen Meeting Minutes**
   b. **Public Works & Utilities Committee Meeting Minutes**
   c. **General Government & Public Safety Committee Meeting Minutes**
   d. **Treasurer's Report**
   e. **Activity Reports**
   f. **Collectors Report**
   g. **Investment Report**
7. **ACCOUNTS PAYABLE OVER $1,250**

   Approved by Motion

ACTION AGENDA

8. **LEGAL**
   a. **Changes to Sewer Connection Fees**

      ___ Bill No. ___ Ordinance No.

OLD BUSINESS

9. **ARPA FUNDING UPDATE**

NEW BUSINESS

10. **MAYOR**
    a. **Appointments**
       Appointing a full-time Dispatcher to replace the open position of John Whiteford. This appointment is contingent on the successful completion of required pre-employment testing.

11. **CITY ADMINISTRATOR**
    a. **Monthly Report**
12. **CITY ATTORNEY**
13. **CITY CLERK**
14. **SETTING THE NEXT BOARD OF ALDERMEN MEETING TO MARCH 28, 2022 AT 6:30 P.M.**
    (motion)
15. **AS MAY ARISE**
16. **ADJOURN**

Centralia R-VI School District

Strategic Plan
2022 - 2027

Leading with Panther Tradition

Centralia R-VI School District

Mission

Empowering students to excel in a safe and positive environment, inspired by staff, to become productive citizens.

Vision

Leading with Panther tradition.

We believe…

- Every person has the ability to grow
- Every person deserves the opportunity to learn
- In responsible investments in resources
- In principles of continuous improvement

Strategies

- We will examine district facilities to ensure an appropriate, efficient and safe environment.
- We will hire only the most exceptionally qualified employees for leadership, academic, and support positions while effectively evaluating and developing our current employees.
- We will systematically improve our academic programs to meet the learning needs of the 21^{st} century.
- We will engage the community in partnerships for the shared responsibility of successful schools.

STRATEGY 1

We will examine district facilities to ensure an appropriate, efficient and safe environment.

Safety and Security

Action Step A: Upgrade the current security camera systems on each campus

Action Step B: Increase the number of security cameras inside and outside of school facilities

Action Step C: Increase entrance visibility for school front offices

Action Step D: Identify and repair hazards in hard surfaces on each campus (i.e.: sidewalks & parking lots)

Action Step E: Install a fence along Columbia Street to provide a barrier between the street and students playing at CIS

Action Step F: Identify areas where additional exterior lighting is needed

Action Step G: Increase interior and exterior physical security with key hardware upgrades

Action Step H: Upgrade the intercom system at CHS

Action Step I: Upgrade the bleachers in CHS gymnasium

Aesthetics, Efficiency and Functionality

Action Step A: Conduct energy audits at all campuses to identify areas for improvement

Action Step B: Replace windows to increase utility efficiency

Action Step C: Remodel bathrooms to improve sanitation and function

Action Step D: Identify areas where ADA accessibility is inadequate

Action Step E: Identify areas to improve lighting efficiency

Action Step F: Identify opportunities to improve the outward appearance of our schools

Action Step G: Replace the flooring in the CIS cafeteria/gymnasium for better utilization

Action Step H: Increase storage for Fine Arts

Action Step I: Add a storage facility to protect stadium equipment from weather

Action Step J: Develop a life cycle program from HVAC units

Action Step K: Upgrade equipment in school cafeteria kitchens

Action Step L: Address standing water and drainage issues across the district

Learning Environment

Action Step A: Establish adequate and appropriate space for students with special needs

Action Step B: Increase space for early childhood programs to expand

Action Step C: Upgrade classrooms with interactive technology boards for instruction

Action Step D: Upgrade technology with highspeed infrastructure to support 21st century learning

Action Step E: Upgrade science classrooms at CHS for safety and instruction

Action Step F: Upgrade playgrounds to improve ADA accessibility

Action Step G: Upgrade facilities within the Ag building to add modern curriculum

New Construction

Action Step A: Develop a plan and time-table to reduce our physical footprint from four campuses to three

- Develop a master facility plan for the entire district
- Continue the build-out of the CIS campus to house all elementary grade levels
- Identify options to repair, relocate or abandon the current middle school

Action Step B: Add a competition gymnasium to the district

Action Step C: Add a performing arts center to the district

Action Step D: Add a wrestling facility to the district

STRATEGY 2

We will hire only the most exceptionally qualified employees for leadership, academic, and support positions while effectively evaluating and developing our current employees.

Recruit and Attract Highly Qualified Staff

Action Step A: Establish a competitive compensation and benefits package

- Develop of cycle for pay review
- Maintain substitute pay rate in line with area districts
- Develop salary schedules for all position and/or position groups
- Seek opportunities to increase benefits and/or district contributions

Action Step B: Establish a competitive supplemental and/or extra duty pay

- Provide stipend for job assignments changes or increases in responsibilities
- Revise the pay and for an accurate reflection of duties for extra duty assignments

Action Step C: Establish district-wide hiring practices

- Develop a screening and application review process that is uniform and specific
- Establish a screening tool for applicants
- Establish and maintain relationships with colleges to increase H.Q. applicant pool
- Create a recruitment team
- Develop job descriptions and/or duty expectations extra duty assignments
- Seek to develop a diversified workforce

Develop Highly Qualified Staff

Action Step A: Establish high quality professional development for all positions

- Maintain a financial commitment to high-quality professional development
- Redesign the district funding procedures for approved professional development
- Provide specific professional development for support staff and extra duty assignments

Action Step B: Establish a structured mentoring program for success

- Expand the mentoring program to include noncertified positions and newly hired certified teachers to the district
- Establish an onboarding process for all new staff members

Retain a Highly Qualified Staff

Action Step A: Establish a competitive compensation and benefits package

Action Step B: Maximize staff satisfaction and engagement through a systematic approach to staff satisfaction

Action Step C: Establish an incentive program to provide staff recognition of accomplishments and successes

Action Step D: Establish supportive staff wellness programs

- Establish an environment that supports social and emotional health, including training that results in a positive culture
- Provide mechanisms so that staff have access to preventive services and healthy living resources on an ongoing basis

Action Step E: Conduct classroom audits to ensure all teachers have adequate equipment, materials and resources

Action Step F: Establish the instructional coach model at all schools to provide direct teacher support

Evaluation to Ensure Highly Qualified Staff

Action Step A: Develop or adopt a new certified staff evaluation tool to reflect 21st Century teaching and learning standards

- Standardize improvement documentation and correction action plans/procedures

Action Step B: Develop non-certified staff evaluation tool to reflect 21st Century expectations

- Revise and implement a framework for evaluation of all non-certified employees
- Establish specific expectations for positions
- Establish timelines for evaluation

Leadership Development

Action Step A: Identify and develop emerging leaders

- Develop a leadership profile and self-assessment
- Establish professional development opportunities to emerging leaders
- Establish opportunities to practice leadership within the district

STRATEGY 3

We will systematically improve our academic programs to meet the learning needs of the 21^{st} century.

Instruction

Action Step A: Establish a PK-12 reading/mathematics program that aligns with Missouri Learning Standards and maximizes students' abilities to learn in all subject areas

Action Step B: Establish a forward-thinking instructional program that emphasizes skills students need to be successful post-high school

- Increase opportunities to provide Science, Technology, Engineering & Mathematics (STEM) courses and curricula
- Prioritize authentic "real-world" and project-based learning opportunities
- Establish a comprehensive internship program which guides students in their post-high school decision making

Action Step C: Explore opportunities to provide college-level programs in high school

- Establish opportunities for students to obtain an associate's degree at the completion of high school
- Explore opportunities to partner with colleges and universities to accelerate workforce development

Culture

Action Step A: Ensure a positive, nurturing environment and culture for learning that meets the needs of all students

- Increase opportunities for play-based learning and activities
- Increase opportunities for students to plan and participate in community-based activities
- Increase opportunities to develop and strength soft skills, life skills and communication at all grade levels
  - Prioritize problem solving, critical thinking, collaboration and creativity
- Increase opportunities to increase student choice and ownership of learning
- Increase intentional practices to reduce the impact of students transitioning from one school to the next

Technology

Action Step A: Increase the accessibility and effective use of technology to enhance both teaching and learning

- Increase student use of technology
- Increase instructional use of technology
- Ensure students are digitally literate and can both choose and utilize appropriate technology to communicate, plan, research, solve problems and collaborate
- Provide an infrastructure that sufficiently supports an increase in technological resources

STRATEGY 4

We will engage the community in partnerships for the
shared responsibility of successful schools.

Community Communication

Action Step A: Establish a public relations position and job duties

Action Step B: Intentionally provide consistent, proactive and transparent information

- Improve the district website
- Standardize social media
- Establish regular presence in the Centralia Fireside Guard
- Establish a system for communicating changes to events (i.e.: start times, cancellations, location changes)
- Develop a communications plan

Action Step C: Install an exterior electronic message board visible to more patrons and visitors

Action Step D: Support the recruitment of new staff through increased communication

- Establish informational workshop
- Establish standardized recruiting material

Community Partnerships

Action Step A: Partner with City Hall to focus on community development

- Establish a shared community development vision
- Establish a documented plan for housing growth
- Establish a documented plan for business development

Action Step B: Partner with local anchor businesses to focus on workforce development

- Establish opportunities for job-shadowing and internships
- Establish a dynamic list of desired traits and skills for local workforce
- Establish a program for providing students with local job opportunities

Action Step C: Partner with local anchor business to provide school-based and/or community-based resources

Early Learners

Action Step A: Secure a permanent location to expand early childhood opportunities

Action Step B: Increase the capacity of the district's preschool to prepare all students to enter kindergarten

Action Step C: Establish a system for before and after school care

Programs to Increase Achievement

Action Step A: Establish informational programs designed for parents/guardians

Action Step B: Expand opportunities for student groups to generate district content

Board of Aldermen - Regular Meeting

Minutes

Thursday, January 20, 2022 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. **CALL TO ORDER**

   Minutes:
   Mayor Cox called the regular meeting to order at 6:30 p.m.

2. **ROLL CALL**

   Minutes:
   Aldermen present: Terri Motley, Robert Hudson, Christina Stevens, and Landon Magley. Absent: David Wilkins and Don Rodgers Citizens present: Linda Bormann.

3. **PLEDGE OF ALLEGIANCE**

   Minutes:
   Mayor Cox led everyone in the pledge of allegiance.

4. **COMMENTS FROM CITIZENS**

   Minutes:
   Mayor Cox opened comments from citizens at 6:31.
   Hearing no comments, Mayor Cox closed comments from citizens at 6:31.

5. **CONSENT AGENDA**

   Approved as a group unless separated by request of one or more Aldermen. (Motion)

   Minutes:
   Motion was made by Alderman Hudson to accept the consent agenda in its entirety. Alderman Magley seconded the motion. On a call by the Mayor for ayes and nays, the motion passed unanimously. Absent: Wilkins and Rodgers.
   Vote results:
   Ayes: 4 / Nays: 0

   a. **Board of Aldermen Meeting Minutes**
   b. **Public Works & Utilities Committee Meeting Minutes**
   c. **General Government & Public Safety Committee Meeting Minutes**
   d. **Collector's Report**
   e. **Treasurer's Report**
   f. **Activity Reports**

g. **Bartlett & West Monthly Report**
h. **Financial Reports**

6. **ACCOUNTS PAYABLE OVER $1,250**

Minutes:
Alderman Hudson made the motion to approve the Accounts Payable over $1250 in the amount of $471,927.28. Alderman Magley seconded the motion. On a call by the Mayor for ayes and nays, the motion passed unanimously. Absent: Wilkins & Rodgers.
Vote results:
Ayes: 4 / Nays: 0

ACTION AGENDA

7. **LEGAL**
a. **Use Tax on April 2022 Ballot Ordinance**
___ Bill No. ___ Ordinance No.

Minutes:
ORDINANCE: AN ORDINANCE OF THE CITY OF CENTRALIA, MISSOURI, IMPOSING A USE TAX FOR GENERAL REVENUE PURPOSES AT A RATE OF TWO AND ONE-HALF PERCENT (2 ½ %) FOR THE PRIVILEGE OF STORING, USING OR CONSUMING WITHIN THE CITY ANY ARTICLE OF TANGIBLE PERSONAL PROPERTY PURSUANT TO THE AUTHORITY GRANTED BY AND SUBJECT TO THE PROVISIONS OF SECTIONS 144.600 THROUGH 144.761 RSMo; PROVIDING FOR THE USE TAX TO BE REPEALED, REDUCED, OR RAISED IN THE SAME AMOUNT AS ANY CITY SALES TAX IS REPEALED, REDUCED OR RAISED; AND PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE CITY ON APRIL 5, 2022.
Administrator Russell presented a bill marked and designated as bill no. 2434 to create an ordinance entitled “AN ORDINANCE OF THE CITY OF CENTRALIA, MISSOURI, IMPOSING A USE TAX FOR GENERAL REVENUE PURPOSES AT A RATE OF TWO AND ONE-HALF PERCENT (2 ½ %) FOR THE PRIVILEGE OF STORING, USING OR CONSUMING WITHIN THE CITY ANY ARTICLE OF TANGIBLE PERSONAL PROPERTY PURSUANT TO THE AUTHORITY GRANTED BY AND SUBJECT TO THE PROVISIONS OF SECTIONS 144.600 THROUGH 144.761 RSMo; PROVIDING FOR THE USE TAX TO BE REPEALED, REDUCED, OR RAISED IN THE SAME AMOUNT AS ANY CITY SALES TAX IS REPEALED, REDUCED OR RAISED; AND PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE CITY ON APRIL 5, 2022.” Alderman Hudson moved that it be placed on its first reading by title only. Before the bill was introduced copies of the bill were made available for public inspection. Motion was seconded by Alderman Magley and motion carried unanimously. The bill was then read by title only. Alderman Hudson moved the bill be placed on its second reading. Motion was seconded by Alderman Magley and motion carried unanimously. The bill was then read the

second time by title only. The Mayor then called for discussion on the bill and after some discussion Alderman Hudson moved the final passage of the bill. Alderman Magley seconded the motion. The Mayor called for a roll call vote and the ordinance did not pass with the following vote. Aldermen voting FOR: Hudson and Magley. Voting AGAINST: Stevens, and Motley. Absent: Wilkins and Rodgers. The Mayor declared a tied vote and placed his vote as AGAINST the measure. The ordinance does not pass.

Vote results:

Ayes: 2 / Nays: 3

OLD BUSINESS

8. **PANDEMIC ILLNESS POLICY & RESPONSE PLAN**

Minutes:

Russell brought the current pandemic illness policy & response plan to the board to see if any revisions needed to take place. After some discussion, the board agreed to leave the plan as is.

9. **SPEED LIMIT DISCUSSION - SCHOOL ZONES**

Minutes:

Heather Russell stated that our signage is confusing based on what is in the code. She has discussed the issue with Cydney Mayfield and found that it is not specifically spelled out in the code where the school zones are. Russell will be working with Cydney to correct the code. Some discussion followed.

At the end of discussion, Landon Magley asked how the slaker is working. Russell stated that it is working as it should be.

NEW BUSINESS

10. **MAYOR**
11. **CITY ADMINISTRATOR**
    a. **Monthly Report**
12. **CITY ATTORNEY**

Minutes:

Cydney stated that the Governor issued a statement indicating more state ARPA funds will be released that the city could possibly be eligible for.

13. **CITY CLERK**

Minutes:

Reminder for board members to fill out their personal financial disclosures by the due date.

14. **AS MAY ARISE**

Minutes:

Landon Magley asked about the church. Heather Russell and Chris Cox responded that all the information has been sent to Arch Peachtree. Chris stated we are just waiting on the paperwork and the contract to move forward with demolition.

15. ADJOURN

Minutes:

There being no further business to discuss, Alderman Stevens made the motion to adjourn the meeting to February 22, 2022. Alderman Motley seconded the motion. On a call by the Mayor for ayes and nays the motion carried unanimously. Absent: Wilkins and Rodgers. The meeting was adjourned at 7:03 p.m.

Vote results:

Ayes: 4 / Nays: 0

Board of Aldermen - Special Meeting

Minutes

Monday, February 7, 2022 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. **CALL TO ORDER**

   Minutes:
   Mayor Cox called the special meeting / budget work session to order at 6:30 p.m.

2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **FY2022-23 DRAFT BUDGET**

   Minutes:
   A copy of the draft budget was provided in the meeting packet. Russell stated that she had printed the summary reports of the budget for the Mayor and Aldermen, but if they would like to see more detail then she would bring it up on the projector screen.

5. **APPOINTMENTS**

   Minutes:
   Alderman Hudson made a motion to move the appointments to number 4 on the agenda. Alderman Wilkins seconded the motion. On a call for ayes and nays by Mayor Cox the motion passed unanimously.
   Vote results:
   Ayes: 6 / Nays: 0

   a. **Appointment of a Full-Time Police Officer**
      (motion)

      Minutes:
      Mayor Cox made the appointment of Andrew Duff as a full-time police officer to fill the one remaining open position in the department. Alderman Hudson made a motion to approve the Mayor's appointment of Duff to the position of full-time police officer. Alderman Wilkins seconded the motion. On a call for ayes and nays by Mayor Cox, the motion passed unanimously.
      Duff introduced himself to the Board and gave some background on his police experience.
      Vote results:

Ayes: 6 / Nays: 0

6. **ARPA FUNDING PROJECTS**

Minutes:
Russell provided a listing of proposed ARPA projects and asked the Board to begin narrowing down the projects that they see as the highest priority.

7. **FUTURE PROJECTS**
   a. **Electric Substation**

Minutes:
Russell discussed the future project and need for an electric substation to replace the existing Burkhardt Substation. This project is not in the budget for FY22-23, but Russel stated that planning for this future project should begin now. Russell said that the last electric substation the City built in 2008 cost about $1.67 million, but with inflation projections through 2023 the cost could be about $2.23 million. There was discussion regarding this future project.

8. **UTILITY RATE REVIEW**

Minutes:
Russell provided a rate memo in the packet that compared Centralia's electric, water, and sewer rates to other cities that also have those same services. There was also discussion regarding teh sanitation rates, and the budget included a 5% increase in sanitation, but the sanitation fund revenues were not projected to cover the expenses. There was discussion regarding the utility rates, and the Board asked Russell to figure out what percentage increase for sanitation would get the account to zero out.

9. **CAPITAL PROJECTS**

Minutes:
Russell discussed the upcoming capital projects shown in the FY22-23 budget. Capital projects totaled $1.8 Million, with $355,469 going toward annual street overlays and sidewalk improvements.

10. **STREET OVERLAY / SIDEWALKS**

Minutes:
There was discussion regarding the annual transportation improvement budget, with the budget being $355,469 and including $31,829 for sidewalk improvements and $323,640 budgeted for street overlays.

11. **FUND DISCUSSION**

Minutes:
There was discussion regarding budgeted inter-fund transfers.

   a. **General Fund**

Minutes:
Current general fund revenues as presented equaled 17.7% of the general fund

expenditures, and the target is 16%.

b. Special Revenue Funds

Minutes:

The special revenue cemetery fund was discussed, as there was a sizable donation made to the cemetery several years ago. Russell said that the Cemetery Sexton would like the board to consider using a certain amount from this donation to repair broken headstones. There was discussion about what amount should be designated, and the agreement was $10,000 for FY22-23.

c. Enterprise Funds

Minutes:

There was discussion about the enterprise fund accounts, but most of the discussion was held earlier in the meeting when discussing utility rates.

12. AS MAY ARISE

13. ADJOURN

Public Works & Utilities Committee Meeting

Minutes

Monday, February 14, 2022 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. **CALL TO ORDER**

Minutes:
The meeting was called to order by Robert Hudson at 6:30 p.m.

2. **ATTENDANCE**

Minutes:
Present: Alderman Terri Motley, Robert Hudson, David Wilkins, Christina Stevens, Don Rodgers, and Landon Magley, City Administrator Heather Russell, Mayor Chris Cox, Police Chief Harlan Hatton, Fire Chief Denny Rusch, Street Foreman Phil Hoffman, Water Foreman Matthew Rusch, Electric Foreman Matt Fadler
Citizens Present: Linda Bormann

3. **PLEDGE OF ALLEGIANCE**

Minutes:
Alderman Hudson led everyone in the Pledge of Allegiance.

4. **COMMENTS FROM CITIZENS**

Minutes:
Alderman Hudson opened comments from citizens at 6:31P.M.
Hearing none, Alderman Hudson closed comments from citizens at 6:31 P.M.

5. **MEETING MEMO**
   a. **Sewer Connection Fee Increase**

   Minutes:
   City Administrator Heather Russell stated that we have not been charging the correct rate, there will be an increase to meet the DNR (Department of Natural Resources) rates.

   b. **Electric Rate Increase**

   Minutes:
   Alderman Hudson stated the electric rate increase would be help replace the

substation.
There was talk of a senior rate (over 65 and living alone) would have a 50% discount on the base rate. The last electric rate increase was in 2019.
Administrator Russell will draft an ordinance.

c. **Sanitation Rate Increase**

Minutes:
Administrator Russell proposed a 10% increase to help the City break even in sanitation, currently the city is losing money.
Mayor Cox stated that we can educated the customers to let them know but that we need to break even.

6. **ELECTRIC DEPARTMENT**
   a. **Activity Report**

Minutes:
Foreman Fadler stated that they have been working on pole inventory and they have 98 poles that need attention. They mapped out all the circuits in town and they got their truck back finally.

   b. **Generation/Purchase**
   c. **Distribution**
   d. **Other**
7. **PUBLIC WORKS**
   a. **Activity Report**

Minutes:
Foreman Hoffman stated that winter is finally here and they have been working hard on plowing and maintaining streets. During the last big snow they had help from all departments.

   b. **Streets**
   c. **Sanitation**
   d. **Storm Water**
   e. **Other**
8. **WATER AND SEWER DEPARTMENT**
   a. **Activity Report**

Minutes:
Foreman Rusch stated the lime slaker is working, they have been dialing it in and trying to be the most cost effective. Pretty average month with regular maintenance and have had new construction starting in the field.

   b. **Water**
   c. **Sewer**
   d. **Other**
9. **PUBLIC WORKS & UTILITIES DIRECTOR**
   a. **Monthly Report**
   b. **Other**

10. **OTHER PUBLIC WORKS & PUBLIC UTILITIES**
    a. **Compensatory Time in Lieu of Overtime Policy**

Minutes:
Samantha Harper president of the Employee Benefits committee touched briefly on the proposed comp time policy and that the committee was in favor of it as well as the Union. This policy is at no extra cost to the City.

11. **AS MAY ARISE**
12. **ADJOURN**

Minutes:
Wilkins made a motion to adjourn the meeting that was seconded by Motley and approved by unanimous voice vote.
Meeting adjourned at 6:49P.M.
Vote results:
Ayes: 6 / Nays: 0

General Government & Public Safety Committee Meeting

Minutes

Monday, February 14, 2022 at 6:45 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. CALL TO ORDER

Minutes:
The meeting was called to order by Alderman Wilkins, at 6:50P.M.

2. ATTENDANCE

Minutes:
Present: Alderman Terri Motley, Robert Hudson, David Wilkins, Christina Stevens, Don Rodgers, and Landon Magley, City Administrator Heather Russell, Mayor Chris Cox, Police Chief Harlan Hatton, Fire Chief Denny Rusch, Street Foreman Phil Hoffman, Water Foreman Matthew Rusch, Electric Foreman Matt Fadler Citizens Present: Linda Bormann

3. COMMENTS FROM CITIZENS

Minutes:
Alderman Wilkins opened comments from citizens at 6:50pm
Hearing none, Alderman Wilkins closed comments from citizens at 6:50pm

PUBLIC SAFETY

4. POLICE DEPARTMENT

a. Activity Report

Minutes:
Chief Hatton stated things are going well. They have been using the radar trailer and are having some issues with pulling the data off but they are working on it. He has been meeting with the Chancellor about the SRO position, and they are considering the option that the position does not need to be full-time in the schools, and having the officer around during the busier times and to be in the area of the schools if needed. Hatton also stated the new officer would be starting on Wednesday.

   b. **Chief of Police Monthly Report**
   c. **Other**

5. **FIRE DEPARTMENT**
   a. **Activity Report**

   Minutes:
   Chief Rusch stated they got their truck back after taking it to Machen's to be fixed correctly other than that they have had a pretty normal month with calls. The ambulance district asked if they could store the ambulance at the station while they are doing work at their facility. Budget items would be to upgrade the AED and adding another truck

   b. **Other**

6. **EMERGENCY MANAGEMENT**
7. **PROTECTIVE INSPECTION**

Minutes:
Mayor Cox stated he saw the owners of the Maranatha Church and gave them the correct information for possibly selling the property and also spoke with the person interested in buying the property. He said that we should know more Monday.

GENERAL GOVERNMENT & FINANCE

8. **ECONOMIC DEVELOPMENT**
   a. **Chamber of Commerce Reports**

   Minutes:
   Russell stated that she had requested these documents from the Chamber of Commerce as part of the annual contract, and the annual payment would be sent out this month.

9. **FINANCE**
   a. **Accounts Payable Over $1,250**

   Minutes:
   Alderman Magley was asking about Fischer Grading stating that they should be done in March and how much more do we owe them? Russell stated that they can ask for an extension. Mayor Cox and Alderman Rodgers stated that they should not be paid anymore until they have finished the project and it has been inspected by DNR

10. **PARK BOARD**
    a. **Park Board Agenda(s)**
    b. **Park Board Minute(s)**
    c. **Parks & Rec Other**

11. **LIBRARY BOARD**
    a. **Library Board Agenda(s)**
    b. **Library Board Minute(s)**

12. **COMMITTEE REPORTS**
    a. **Cemetery Advisory Committee**

b. **Tree Board**

13. **OTHER GENERAL GOVERNMENT**

a. **Moving the next Committee Meetings to March 7, 2022**

(motion)

Minutes:

Alderman Hudson made a motion to move the next committee meetings to March 7, 2022.

Alderman Motley seconded the motions and the motion was approved by a unanimous voice.

Vote results:

Ayes: 6 / Nays: 0

14. **AS MAY ARISE**

15. **ADJOURN**

Minutes:

Hudson made a motion to adjourn the meeting that was seconded by Stevens and approved by unanimous voice vote.

Meeting adjourned at 6:55P.M.

Vote results:

Ayes: 6 / Nays: 0

CITY OF CENTRALIA, MISSOURI
TREASURER'S REPORT
CASH - CHECKING ACCOUNTS
FOR THE MONTH OF DECEMBER, 2021

	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE	INVESTMENTS	TOTAL
GENERAL FUND	221,984.04	325,132.00	(184,468.76)	362,647.28	200,000.00	562,647.28
POOL	(13,639.20)		(136.46)	(13,775.66)		(13,775.66)
PARK	5,605.32	101,188.40	(6,384.17)	100,409.55		100,409.55
RECREATON CENTER	311,681.82	23,184.01	(19,548.79)	315,317.04	0.00	315,317.04
LIBRARY	(1,334.57)	177,263.19	(177,263.19)	(1,334.57)	0.00	(1,334.57)
LIBRARY DEBT SERVICE	0.00			0.00	10,311.50	10,311.50
GOLF COURSE	(31,665.45)	32,609.62	(13,321.88)	(12,377.71)	0.00	(12,377.71)
EAST ANNEX	(1,800.14)			(1,800.14)		(1,800.14)
CEMETERY	373,981.69	4,509.26	(2,607.20)	375,883.75	200,000.00	575,883.75
AVENUE OF FLAGS	23,327.80	6.82	(255.50)	23,079.12	0.00	23,079.12
TRAN. SALES TAX REVENUE	328,525.31	24,332.13		352,857.44	0.00	352,857.44
PARK SALES TAX	112,740.18	24,365.08		137,105.26	0.00	137,105.26
PUBLIC SAFETY SALES TAX	459,165.62	24,397.37		483,562.99	0.00	483,562.99
WATER-OPERATING	632,107.85	55,770.38	(95,208.80)	592,669.43	0.00	592,669.43
WATER-SECURITY DEPOSITS	20,138.20	450.00	(1,050.00)	19,538.20	0.00	19,538.20
WATER REPLACEMENT	136,100.23	7,163.17		143,263.40	0.00	143,263.40
SANITATION (LANDFILL)	91,465.02	41,140.80	(41,821.64)	90,784.18	0.00	90,784.18
SEWER	218,650.48	62,240.91	(37,003.71)	243,887.68	600,000.00	843,887.68
ELECTRIC-OPERATING	656,588.39	307,661.21	(259,475.15)	704,774.45	0.00	704,774.45
ELECT.-SECURITY DEPOSITS	45,117.62	800.00	(2,256.61)	43,661.01	0.00	43,661.01
CAP PROJ - Fire Protection	35,334.12	164.20		35,498.32		35,498.32
CAP PROJ - Hwy/Street	3,861.52			3,861.52		3,861.52
CAP PROJ - ARPA	430,913.09			430,913.09		430,913.09
INTERNAL SERVICE:	0.00			0.00		0.00
INTERNAL SRVC - Financial	0.00			0.00		0.00
INTERNAL SRVC - Eqpmt Use	157,378.89	28,474.30	(10,637.05)	175,216.14		175,216.14
TOTAL	4,216,227.83			4,605,641.77	1,010,311.50	5,615,953.27

	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE	INVESTMENTS	TOTAL
Library Debt Service	214.13			214.13	0.00	214.13
A. B. Chance Memorial	223,871.85	1.88		223,873.73	230,612.26	454,485.99
Park Lease Purchase Accounts						
Community Rec Center Lease	47.03			47.03		
Cemetery Fund						
Cash Investment - CD	200,000.00			200,000.00		
Electric Fund						
Cash Investment - CD	600,000.00			600,000.00		
MAMU 08 Electric Substation						
COP Project Fund	0.00			0.00	0.00	0.00
COP Int. Reserve Acct.	9,781.81			9,781.81	0.00	9,781.81

Rhoni Hatton
Rhoni Hatton, City Treasurer

City of Centralia Activity Reports

January 2022

Prepared By: Phyllis Brown

BUILDING ADMINISTRATION

Building Permit Data	Jan-22	Apr 2021 - Mar 2022 Totals
New Residential & Duplex		18
Residential - Additions, Alterations, Repairs, Porch/Decks, Elec Upgrade, Tag Gas, Solar Panels	4	26
Residential - Storage Buildings/Fences/Carport/Swimming Pools/Detached Garage/Gazebo	1	45
Residential - Pole Barn		
New Commercial Buildings - Greenhouse/Printing Warehouse/Car Wash		2
Non Residential - Additions, Alterations, Repairs, Elec Upgrade, New Sign, Utility Pole, Reroof Commercial	1	6
Courtesy Inspections Residential - New Trailers/Gas Lines		
Renewal		
New Institutional		
Institutional - Additions, Alterations, Repairs, New Sign ,		
Courtesy Inspections Commercial - Gas Lines		
New Community Recreation Center		
Commerical Electrical Inspection		1
Building Permit Summary		
Number of Permits Issued	**6**	**98**
Permit Valuation	**$ 116,400.00**	**$ 3,567,790.00**

PAYROLL HOURS ACTIVITY REPORT

		Pay Date	Jan-21 01/08/21 HOURS		01/22/21 HOURS		JAN TOTAL HOURS		FYTD TOTAL HOURS	
	Cost Center #	DESCRIPTION	REG	OT	REG	OT	REG	OT	REG	OT
Office	1121	Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1141	Admin Asst Payroll - Intern	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1142	Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1162	CS Payroll	0.00	0.00	0.00	0.00	0.00	0.00	11.00	0.00
	1163	Purchasing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1165	Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1171	City Hall	0.00	0.00	0.00	0.00	0.00	0.00	395.00	0.00
	1421	Economic Development - Intern	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	6121	Cashier & Collecting	204.75	2.50	203.25	1.50	408.00	4.00	5,631.75	85.25
		Central Office Monthly Total	204.75	2.50	203.25	1.50	408.00	4.00	6,037.75	85.25

Street	1311	Administrative - Street	189.00	0.00	312.00	55.25	501.00	55.25	5,744.00	149.50
	1312	Street Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1313	Alley Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1314	Parking Lots/Sidewalks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1315	Buildings/Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1316	Snow/Ice Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1317	Pavement Markings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1318	Culverts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1319	Brush/Tree Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1331	Streets & Alleys; City Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2211	Cemetery	3.00	2.50	0.50	0.00	3.50	2.50	79.50	2.50
		Street Department Monthly Total	192.00	2.50	312.50	55.25	504.50	57.75	5,823.50	152.00

Water	3111	Administrative - Water	232.00	0.00	387.00	55.25	619.00	55.25	7,594.50	495.75
	3112	Customer Service - Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3113	Water Wells - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3116	Water Service	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
	3117	Water Plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3119	Water Wells - Buildings/Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.25
	3121	Administrative - Sewer	0.00	0.00	4.00	0.00	4.00	0.00	281.25	4.00
	3123	Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3125	Lift Stations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3127	Lagoons	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3128	Land Application	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Water Department Monthly Total	232.00	0.00	391.00	55.25	623.00	55.25	7,876.75	542.00

Electric	3131	Administrative - Electric	272.00	10.50	347.00	14.00	619.00	24.50	6,519.50	315.75
	3132	Customer Service - Electric	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3133	Buildings/Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
	3134	Electric Distribution	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
	3138	Brush/Trees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3139	Street Lights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Electric Department Monthly Total	272.00	10.50	347.00	14.00	619.00	24.50	6,520.50	318.75

PAYROLL HOURS ACTIVITY REPORT

	Cost Center #	DESCRIPTION	Jan-21 01/08/21 HOURS REG	OT	01/22/21 HOURS REG	OT	JAN TOTAL HOURS REG	OT	FYTD TOTAL HOURS REG	OT
Sanitation	3322	Sanitation	0.00	0.00	0.00	0.00	0.00	0.00	541.00	22.00
	3323	Landfill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Sanitation Department Monthly Total	0.00	0.00	0.00	0.00	0.00	0.00	541.00	22.00

Floating

Cost Center #	Description	01/08/21 REG	OT	01/22/21 REG	OT	JAN TOTAL REG	OT	FYTD REG	OT
6111	Floating Holiday	0.00	0.00	5.00	0.00	5.00	0.00	219.50	0.00
6112	Sick Time	35.00	0.00	44.00	0.00	79.00	0.00	597.50	0.00
6113	Vacation	88.75	0.00	56.00	0.00	144.75	0.00	1,235.50	0.00
6119	Funeral Leave	34.50	0.00	55.25	0.00	89.75	0.00	167.00	0.00
	City Holiday	490.25	0.00	0.00	0.00	490.25	0.00	2,023.25	0.00
	Holiday/Sick/Vacation/Funeral Leave Monthly Total	648.50	0.00	160.25	0.00	808.75	0.00	4,242.75	0.00

Equipment Use:

Cost Center #	Description	01/08/21 REG	OT	01/22/21 REG	OT	JAN TOTAL REG	OT	FYTD REG	OT
6212	Equipment/Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	48.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Equipment Use Monthly Total	0.00	0.00	0.00	0.00	0.00	0.00	48.00	0.00
	Total Hours Worked	1,549.25	15.50	1,414.00	126.00	2,963.25	141.50	31,090.25	1,120.00

WATER DEPARTMENT EQUIPMENT USE

EQUIPMENT USAGE	Jan-22 MILEAGE	Jan-22 HOURS	TOTAL USAGE MILEAGE	TOTAL USAGE HOURS
# 4 2002 Freightliner Dump Tuck	181.0		71526.0	
# 19 2011 Chev Silverado Pickup	519.0		103080.0	
# 40 Sewer Machine		0.5		507.5
# 42 1984 Homelite Trash Pump		0.0		1251.9
# 82 1992 UMC Sewer Van	3.0		90067.0	
# 83 2012 Vac Trailer (Feb 2013 Water Dept reporting now; not Elec Dept)		5.0		425.6
# 87 2013 Chevy 1/2 Ton	529.0		106514.0	
# 206 2018 Chevy 1/2 Ton (added 11/29/2017; Mike Forsee reporting as of 09/2019) .	0.0		46750.0	
# 207 2018 New Holland Skid Loader (Purchd 07/02/2018)		14.0		667.0
# 208 2018 Case Backhoe (Purchd 05/21/2018; Transferred to Street Dept June 2021)				
# 210 2019 Polaris Ranger UTV (Purchd 05/21/2019; Used by Water/Street/Electric/Cemetery)		0.0		141.0
#211 2019 Chevy Silverado 3/4 Ton Pickup (Purchd 08/29/2019)	865.0		27565.0	
#212 2020 Skag Turf Tiger Riding Mower (Purchd 04/01/2020)		0.0		233.0
#213 2021 57-5 Kubota Excavator (Purchd 06/24/2021)		4.4		112.0

WELL PERFORMANCE REPORT	75 H.P. WELL #3		125 H.P. WELL #4	
1. Static Level-Average		356 FT		362 FT
2. Pumping Level		406 FT		377 FT
3. Drawdown		50 FT		15 FT
4. G.P.M.		433		730
5. Total Hours Pumping		3.3		2.1

WELL PERFORMANCE REPORT	125 H.P. WELL #6			
1. Static Level-Average		368 FT		
2. Pumping Level		383 FT		
3. Drawdown		15 FT		
4. G.P.M.		730		
5. Total Hours Pumping		442.7		

WATER	Jan-22		Dec-21	
1. Monthly Well Water Processed (Raw Water #3, #4 & #6)		11,812,000.0		12,210,000.0
2. Total Well Water Process Apr 2021 - Mar 2022				
3. Monthly Recycled Water Processed	0's due to to wate	0.0	0's due to to water	0.0
4. Total Recycled Water Processed Apr 2021 - Mar 2022		0.0		0.0
5. Total Water Processed for Month		11,812,000.0		12,210,000.0
6. Average Daily Processed (gallons)		381,032.3		393,871.0
a. High Day Raw Water (gallons)		547,000.0		463,000.0
b. Low Day Raw Water (gallons)		326,000.0		342,000.0
7. Total Water Processed Apr 2021 - Mar 2022 (gallons)		194,967,500.0		183,155,500.0
8. Finished Water to Towers for Month (gallons)		11,408,500.0		10,874,800.0
9. Finished Water to Towers Apr 2021 - Mar 2022 (gallons)		480,697,800.0		469,289,300.0

NORTHEAST LAGOON PERFORMANCE	Jan-22		Dec-21	
1. Influent BOD (MG/L)				
2. Effluent BOD (MG/L)				
3. % BOD Removal				
4. Influent Suspended Solids (MG/L)				
5. Effluent Suspeneded Solids (MG/L)				
6. % Suspended Solids Removal				
7. Effluent Discharge to Creek (gallons)		NO		NO
8. Monthly Gallons Treated **(see note below)**	**See note below**	0.0	**See note below**	0.0
9. Yearly Gallons Treated Apr 2021 - Mar 2022		56,229,000.0		56,229,000.0
10. Monthly Irrigation Water Pumped		0.0		0.0
11. Yearly Irrigation Water Pumped Apr 2021 - Mar 2022		0.0		0.0

NORTHWEST LAGOON PERFORMANCE	Jan-22		Dec-21	
1. Influent BOD (MG/L)				
2. Effluent BOD (MG/L)				
3. % BOD Removal				
4. Influent Suspended Solids				
5. Effluent Suspended Solids				
6. % Suspended Solids Removal				
7. Effluent Discharge to Creek (gallons)		NO		NO
8. Monthly Gallons Treated **(see note below)**	**See note below**	0.0	**See note below**	0.0
9. Yearly Gallons Treated Apr 2021 - Mar 2022		50,439,000.0		50,439,000.0
10. Monthly Irrigation Water Pumped		0.0		0.0
11. Yearly Irrigation Water Pumped Apr 2021 - Mar 2022		0.0		0.0

Northeast & Northwest Lagoon #8 each Pump House Effluent:
0's due to to water plant remodel as pumping straight from well until remodel complete per Jay Freeman 5/4/2021

STREET EQUIPMENT USE					
	Jan-22			**Apr 2021 - Mar 2022 Totals**	
EQUIPMENT USE	**MILEAGE**	**HOURS**		**MILEAGE**	**HOURS**
#1 - 1989 John Deer 670B Motor Grader		2.0			3,220.0
#10 - 2008 1-Ton Chevrolet	108.0			50,994.0	
#15 - 1990 Case Model 1550 Long Track Dozer		0.0			3,793.0
#25 - 2010 Chevy Pickup Silverado	508.0			66,322.0	
#76 - 2008 International Dump Truck	171.0			43,178.0	
#77 - 2013 International Dump Truck	198.0			28,660.0	
#81 - 2009 John Deere Tractor w/Mower		0.0			3,666.0
#90 - 2014 New Holland B95C Backhoe (Purchd Feb 2014; Sold 09/22/21)		0.0			1,550.0
#91 - 2015 Chevy 3/4 Ton Pickup (Purchd 05/21/2014)	280.0			27,846.0	
#104 - 2016 White International Dump Truck (Purchd 11/03/2016)	147.0			11,306.0	
#123 - 2015 John Deere 524 Wheel Loader (Purchd 04/20/2015)		51.0			2,637.0
#124 - TYMCO 435 Regnerative Air Sweeper (Purchd 08/2020)		3.0			266.0
# 208 2018 Case Backhoe (Purchd 05/21/2018; Transferred to Street Dept June 2021)		22.0			899.0

ELECTRIC EQUIPMENT USE					
	Jan-22			APR 2021 - MAR 2022 TOTALS	
EQUIPMENT USE	MILEAGE	HOURS		MILEAGE	HOURS
#27 - 2009 Ford F-550 w/Altec AT40M Aerial Lift Device		19.0			8640.0
#29 - 2001 Ford Altec		0.0			7632.0
#34 - 2000 Chevrolet 1 Ton Truck	11.0			72701.0	
#38 - 2010 Chevy Pickup 3/4-Ton w/Tool Bed	0.0			63810.0	
#75 - 2008 Kubota Mini Ex		3.0			2897.0
#84 - 2011 Bobcat A770		13.0			1673.0
#88 - 2012 Altec DC1317 Series Chipper		3.0			865.0
#332 - 2017 Chevy Pickup 1/2 Ton w/Tool Box	748.0			38703.0	
#333 - 2018 Digger Derrick Truck w/Altec DM47B Boom **(yes tracking in hours).**		1.0			398.0
#334 - 2019 Ditch Witch Trencher Model RT **(yes tracking in hours).**		0.0			95.0

CITY COLLECTOR'S REPORT

January, 2022

Real Estate Tax Collections	$217,328.64
Personal Property Tax Collections	$71,264.10
Dog Tax	$130.00
Cat Tax	$12.00
Merchant's License	$3,124.00
Penalties	$1,047.63
Railroad/Utility Tax	$6,145.05
Financial Institution Tax	
Sur Tax	
Collector's Interest	
Total	$299,051.42

Deposited in the Following Funds

General Fund	$145,126.09
Park Fund	$63,517.03
Library Revenue Fund	$90,408.30
Library Bond (Tsfr to Library Debt Service Acct)	
Total	$299,051.42

Submitted by: Tara Strain

Tara Strain, City Collector

JANUARY, 2022
CITY OF CENTRALIA
MONEY MARKET & U. S. TREASURY NOTES INVESTMENT WORKSHEET

FUND	INT. RATE	BEG. BAL	NEW PURCHASE	MATURED & CASHED	ROLLED OVER ADD <DEDUCT>	ENDING BALANCE
Certificate of Deposit #000591211	0.10%					
Maturity date - August 3, 2017						
Distributed as follows:						
GENERAL FUND		$200,000.00				200,000.00
CEMETERY FUND		$200,000.00				200,000.00
ELECTRIC FUND		$600,000.00				600,000.00
Total Investment		**$1,000,000.00**				**1,000,000.00**
LIBRARY						
DEBT SERVICE FUND						
MONEY MARKET 104-313-7		$334.27				
SUBTOTAL		$334.27	$0.00	$0.00	$0.00	$334.27
FUND SUBTOTAL		***$334.27***	***$0.00***	***$0.00***	***$0.00***	***334.27***
TRUST FUND A B CHANCE MEM						
US TREAS NOTE		$0.00	$1.88	-380.00		-$378.12
US TREAS NOTE		$223,846.78				$223,846.78
FUND SUBTOTAL		***$223,846.78***	***$1.88***	***-$380.00***		**$223,468.66**
TOTAL		**$1,224,181.05**	**$1.88**	**-$380.00**	**$0.00**	**$1,223,802.93**
					DBLCK	$1,223,802.93

Interest earned per the Repurchase Agreement on Overnight Funds

Investment Date	Amount Invested	Interest Rate	Interest Earned
12/31/21	$4,663,000.00	0.2950	$113.06178
01/03/22	$4,628,000.00	0.2950	$37.40438
01/04/22	$4,592,000.00	0.2950	$37.11342
01/05/22	$4,606,000.00	0.2950	$37.22658
01/06/22	$4,498,000.00	0.2950	$36.35700
01/07/22	$4,469,000.00	0.3000	$110.19453
01/10/22	$4,578,000.00	0.3000	$37.62740
01/11/22	$4,689,000.00	0.3000	$38.53973
01/12/22	$4,751,000.00	0.3000	$39.04932
01/13/22	$4,751,000.00	0.3000	$39.04932
01/14/22	$5,001,000.00	0.3300	$180.85808
01/18/22	$6,408,000.00	0.3300	$57.93534
01/19/22	$6,494,000.00	0.3300	$58.71288
01/20/22	$6,447,000.00	0.3300	$58.28795
01/21/22	$6,437,000.00	0.3800	$201.04602
01/24/22	$6,451,000.00	0.3800	$67.16111
01/25/22	$6,468,000.00	0.3800	$67.33808
01/26/22	$6,499,000.00	0.3800	$67.66082
01/27/22	$6,505,000.00	0.3800	$67.72329
01/28/22	$6,508,000.00	0.4000	$213.96165

TOTAL EARNED FOR MONTH **$1,566.31 Total**

$1,600.14 Actual Paid

ACCOUNTS PAYABLE OVER $1250
February 21, 2022

Altec (Parts and Labor Elec Dept)	*$*	*15,011.63*
Ameren (Heating)	*$*	*5,892.95*
Anixter (Elec Dept Supplies)	*$*	*11,518.47*
Bartlett & West (WTP CA $4335.07, WWTF $13025.70, Stomwater $10000)	*$*	*27,360.77*
Boone County Resource Mgt (Recycling=- $2489.65 & Bldg Permits = $420)	*$*	*2,909.65*
C & S Companies (Pay Request #4 WWTF Project)	*$*	*1,309,820.64*
Centralia Chamber (Annual Contract)	*$*	*6,000.00*
Daynes Waste Disposal (Trash/Recycling)	*$*	*38,533.79*
Denny Rusch (Reimburse Christmas Candy)	*$*	*3,674.51*
Fischer Grading LLC (pay request 4 pay app 5)	*$*	*21,920.30*
Fletcher-Reinhardt Company (Elec Dept Supplies)	*$*	*5,172.08*
Hawkins (Water Dept Supplies)	*$*	*2,635.08*
Independent Salt (Road Salt)	*$*	*1,786.03*
Irby (Elec Dept supplies)	*$*	*3,435.00*
Leon Uniform (PD uniforms)	*$*	*1,975.99*
MFA Oil (fuel)	*$*	*9,771.54*
Mike Foster (Prep work for pivot @ Douglass Farm)	*$*	*17,400.00*
Missouri Fire Safety & Equipment, LLC	*$*	*1,414.00*
MJMEUC (Prairie State - February 2022)	*$*	*63,252.46*
MPUA	*$*	*9,000.00*
Socket	*$*	*1,623.63*
Wilkerson Bros Quarry	*$*	*4,290.02*
TOTAL:	***$***	***1,564,398.54***

ADDED AFTER GGFC MEETING

General Code (Annual Maintenance & Supplemental Text Pages)	*$*	*1,913.31*
Greg Harmon (Demo Reimbursement)	*$*	*1,500.00*
Missouri Dept of Revenue (Jan 2022 Sales Tax)	*$*	*8,247.28*
Nextera (Wholesale Electric - Jan 2022)	*$*	*141,115.50*
Special Election 5 (April Election PrePayment)	*$*	*2,021.68*
UMB Bank (MAMU '08 Electric Substation Lease pmt Feb 2022)	*$*	*12,445.09*
US Bancorp (AMI Meter Project Contract Payment)	*$*	*140,730.66*
Whalen Services LLC (Grave Openings & Closings)		
TOTAL:	***$***	***307,973.52***

ADDED TODAY

Bartlett & West (WTP Charges for January)	*$10,393.25*
GT Distribution (PD Supplies, Glock Pistols)	*$1,785.00*

Total:	***$ 12,178.25***
GRAND TOTAL:	***$ 1,884,550.31***

BILL NO. ___ **ORDINANCE NO. ____**

A BILL TO CREATE AN ORDINANCE ENTITLED:

AN ORDINANCE AMENDING CHAPTER 26-134 FEE – STATE SEWER SERVICE CONNECTION FEE – MISSOURI WATER POLLUTION CONTROL PROGRAM.

WHEREAS, the State of Missouri has imposed a fee as set forth in the State Operating Permit under the Missouri Clean Water Law, Section 10 CSR 20-6.011; and

WHEREAS, the City of Centralia, Missouri, has adopted ordinance No. 2119 to set the fees for such compliance; and

WHEREAS, the State of Missouri has set the fees for sewer connection and such revisions that went into effect as of January 1, 2015.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF CENTRALIA, MISSOURI, as follows:

SECTION 1. Section 26-134, Subsection A, of the Centralia City Code is hereby changed, altered, and amended to read as follows:

Section 26-134. State sewer service connection fee — Missouri Water Pollution Control Program.

[Ord. No. 2119 § 1, 8-21-2000]
A. Effective ~~August 28, 2000~~ March 1, 2022, every customer and user of sewer services supplied by the City, whether inside or outside the City limits, shall pay to the City an annual fee for each sewer service connection the customer and user has with the City. The annual fee for each residential customer sewer service connection shall be ~~seventy cents ($.70)~~ eighty cents ($.80). The annual fee for each commercial or industrial sewer customer sewer service connection not served by the City's water system shall be three dollars and forty-two cents ~~($3.00)~~ ($3.42). The annual fee for each commercial or industrial sewer customer sewer service connection with a connection to the City's water system of less than or equal to one (1) inch excluding taps for fire suppression and irrigation systems shall be three dollars ($3.00). The annual fee for each commercial or industrial sewer customer sewer service connection with a connection to the City's water system of more than one (1) inch but less than or equal to four (4) inches excluding taps for fire suppression and irrigation systems shall be ~~ten dollars ($10.00)~~ eleven dollars ($11.00). The annual fee for each commercial or industrial sewer customer sewer service connection with a connection to the City's water system of more than four (4) inches excluding taps for fire suppression and irrigation systems shall be ~~twenty-five dollars ($25.00)~~ twenty-nine dollars ($29.00). Provided, however, no single facility served by multiple sewer service connections shall have a total sewer service connection fee more than seven hundred dollars ($700.00) per year. The annual fee shall be enumerated separately from all other charges on each customer's bill and shall be collected by the City in monthly increments.

B. The fee established by this Section is a State fee imposed by Section 644.052 of the Revised Statutes of Missouri for the purpose of funding a portion of the Missouri Water Pollution Control Program. All fees collected by the City shall be transferred to the Missouri Department of Natural Resources as set forth by State regulations, provided that five percent (5%) of the fees collected shall be retained by the City for the purpose of reimbursing the City for its expenses for billing and collection of such State fees.

C. Collection of the State fees imposed under this Section shall be suspended or shall end at the times specified by State law.
[1]*State Law Reference — See § 644.052, RSMo.*

SECTION 2. This ordinance shall take effect and be in full force and effect from and after its passage and approval.

Read two times by title only and **PASSED** by the Board of Aldermen and **APPROVED** by the Mayor this the ___ Day of February 2022.

Alderman Magley:	Alderman Motley:
Alderman Rodgers:	Alderman Hudson:
Aldermen Stevens:	Aldermen Wilkins:

____
Chris Cox, Mayor

ATTEST:

____
Tara Strain, City Clerk

Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule

U.S. DEPARTMENT OF THE TREASURY

January 2022

The Overview of the Final Rule provides a summary of major provisions of the final rule for informational purposes and is intended as a brief, simplified user guide to the final rule provisions.

The descriptions provided in this document summarize key provisions of the final rule but are non-exhaustive, do not describe all terms and conditions associated with the use of SLFRF, and do not describe all requirements that may apply to this funding. Any SLFRF funds received are also subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which incorporate the provisions of the final rule and the guidance that implements this program.

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Introduction

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers $350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

EARLY PROGRAM IMPLEMENTATION

In May 2021, Treasury published the Interim final rule (IFR) describing eligible and ineligible uses of funds (as well as other program provisions), sought feedback from the public on these program rules, and began to distribute funds. The IFR went immediately into effect in May, and since then, governments have used SLFRF funds to meet their immediate pandemic response needs and begin building a strong and equitable recovery, such as through providing vaccine incentives, development of affordable housing, and construction of infrastructure to deliver safe and reliable water.

As governments began to deploy this funding in their communities, Treasury carefully considered the feedback provided through its public comment process and other forums. Treasury received over 1,500 comments, participated in hundreds of meetings, and received correspondence from a wide range of governments and other stakeholders.

KEY CHANGES AND CLARIFICATIONS IN THE FINAL RULE

The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process. Among other clarifications and changes, the final rule provides the features below.

Replacing Lost Public Sector Revenue

The final rule offers a standard allowance for revenue loss of $10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount – in many cases their full award – for government services, with streamlined reporting requirements.

Public Health and Economic Impacts

In addition to programs and services, the final rule clarifies that recipients can use funds for capital expenditures that support an eligible COVID-19 public health or economic response. For example, recipients may build certain affordable housing, childcare facilities, schools, hospitals, and other projects consistent with final rule requirements.

In addition, the final rule provides an expanded set of households and communities that are presumed to be "impacted" and "disproportionately impacted" by the pandemic, thereby allowing recipients to provide responses to a broad set of households and entities without requiring additional analysis. Further, the final rule provides a broader set of uses available for these communities as part of COVID-19 public health and economic response, including making affordable housing, childcare, early learning, and services to address learning loss during the pandemic eligible in all impacted communities and making certain community development and neighborhood revitalization activities eligible for disproportionately impacted communities.

Further, the final rule allows for a broader set of uses to restore and support government employment, including hiring above a recipient's pre-pandemic baseline, providing funds to employees that experienced pay cuts or furloughs, avoiding layoffs, and providing retention incentives.

Premium Pay

The final rule delivers more streamlined options to provide premium pay, by broadening the share of eligible workers who can receive premium pay without a written justification while maintaining a focus on lower-income and frontline workers performing essential work.

Water, Sewer & Broadband Infrastructure

The final rule significantly broadens eligible broadband infrastructure investments to address challenges with broadband access, affordability, and reliability, and adds additional eligible water and sewer infrastructure investments, including a broader range of lead remediation and stormwater management projects.

FINAL RULE EFFECTIVE DATE

The final rule takes effect on April 1, 2022. Until that time, the interim final rule remains in effect; funds used consistently with the IFR while it is in effect are in compliance with the SLFRF program.

However, recipients can choose to take advantage of the final rule's flexibilities and simplifications now, even ahead of the effective date. Treasury will not take action to enforce the interim final rule to the extent that a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used. Recipients may consult the *Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule*, which can be found on Treasury's website, for more information on compliance with the interim final rule and the final rule.

Overview of the Program

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program provides substantial flexibility for each jurisdiction to meet local needs within the four separate eligible use categories. This Overview of the Final Rule addresses the four eligible use categories ordered from the broadest and most flexible to the most specific.

Recipients may use SLFRF funds to:

- **Replace lost public sector revenue**, using this funding to provide government services up to the amount of revenue loss due to the pandemic.
    - Recipients may determine their revenue loss by choosing between two options:
        - A standard allowance of up to $10 million in aggregate, not to exceed their award amount, during the program;
        - Calculating their jurisdiction's specific revenue loss each year using Treasury's formula, which compares actual revenue to a counterfactual trend.
    - Recipients may use funds up to the amount of revenue loss for government services; generally, services traditionally provided by recipient governments are government services, unless Treasury has stated otherwise.
- **Support the COVID-19 public health and economic response** by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.
    - Recipients can use funds for programs, services, or capital expenditures that respond to the public health and negative economic impacts of the pandemic.
    - To provide simple and clear eligible uses of funds, Treasury provides a list of enumerated uses that recipients can provide to households, populations, or classes (i.e., groups) that experienced pandemic impacts.
    - Public health eligible uses include COVID-19 mitigation and prevention, medical expenses, behavioral healthcare, and preventing and responding to violence.
    - Eligible uses to respond to negative economic impacts are organized by the type of beneficiary: assistance to households, small businesses, and nonprofits.
        - Each category includes assistance for "impacted" and "disproportionately impacted" classes: impacted classes experienced the general, broad-based impacts of the pandemic, while disproportionately impacted classes faced meaningfully more severe impacts, often due to preexisting disparities.
        - To simplify administration, the final rule presumes that some populations and groups were impacted or disproportionately impacted and are eligible for responsive services.

        - Eligible uses for assistance to impacted households include aid for re-employment, job training, food, rent, mortgages, utilities, affordable housing development, childcare, early education, addressing learning loss, and many more uses.
        - Eligible uses for assistance to impacted small businesses or nonprofits include loans or grants to mitigate financial hardship, technical assistance for small businesses, and many more uses.
    - Recipients can also provide assistance to impacted industries like travel, tourism, and hospitality that faced substantial pandemic impacts, or address impacts to the public sector, for example by re-hiring public sector workers cut during the crisis.
    - Recipients providing funds for enumerated uses to populations and groups that Treasury has presumed eligible are clearly operating consistently with the final rule. Recipients can also identify (1) other populations or groups, beyond those presumed eligible, that experienced pandemic impacts or disproportionate impacts and (2) other programs, services, or capital expenditures, beyond those enumerated, to respond to those impacts.
- **Provide premium pay for eligible workers performing essential work**, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
    - Recipients may provide premium pay to eligible workers – generally those working in-person in key economic sectors – who are below a wage threshold or non-exempt from the Fair Labor Standards Act overtime provisions, or if the recipient submits justification that the premium pay is responsive to workers performing essential work.
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.
    - Recipients may fund a broad range of water and sewer projects, including those eligible under the EPA's Clean Water State Revolving Fund, EPA's Drinking Water State Revolving Fund, and certain additional projects, including a wide set of lead remediation, stormwater infrastructure, and aid for private wells and septic units.
    - Recipients may fund high-speed broadband infrastructure in areas of need that the recipient identifies, such as areas without access to adequate speeds, affordable options, or where connections are inconsistent or unreliable; completed projects must participate in a low-income subsidy program.

While recipients have considerable flexibility to use funds to address the diverse needs of their communities, some restrictions on use apply across all eligible use categories. These include:

- **For states and territories:** No offsets of a reduction in net tax revenue resulting from a change in state or territory law.

- **For all recipients except for Tribal governments:** No extraordinary contributions to a pension fund for the purpose of reducing an accrued, unfunded liability.

- **For all recipients:** No payments for debt service and replenishments of rainy day funds; no satisfaction of settlements and judgments; no uses that contravene or violate the American Rescue Plan Act, Uniform Guidance conflicts of interest requirements, and other federal, state, and local laws and regulations.

Under the SLFRF program, funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026. This time period, during which recipients can expend SLFRF funds, is the "period of performance."

In addition to SLFRF, the American Rescue Plan includes other sources of funding for state and local governments, including the Coronavirus Capital Projects Fund to fund critical capital investments including broadband infrastructure; the Homeowner Assistance Fund to provide relief for our country's most vulnerable homeowners; the Emergency Rental Assistance Program to assist households that are unable to pay rent or utilities; and the State Small Business Credit Initiative to fund small business credit expansion initiatives. Eligible recipients are encouraged to visit the Treasury website for more information.

Replacing Lost Public Sector Revenue

The Coronavirus State and Local Fiscal Recovery Funds provide needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency. Specifically, SLFRF funding may be used to pay for "government services" in an amount equal to the revenue loss experienced by the recipient due to the COVID-19 public health emergency.

Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements.

In order to use funds under government services, recipients should first determine revenue loss. They may, then, spend up to that amount on general government services.

DETERMINING REVENUE LOSS

Recipients have two options for how to determine their amount of revenue loss. Recipients must choose one of the two options and cannot switch between these approaches after an election is made.

1. **Recipients may elect a "standard allowance" of $10 million to spend on government services through the period of performance.**

   Under this option, which is newly offered in the final rule Treasury presumes that up to $10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services." The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for SLFRF's smallest recipients.

   All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula below, including those with total allocations of $10 million or less. Electing the standard allowance does not increase or decrease a recipient's total allocation.

2. **Recipients may calculate their actual revenue loss according to the formula articulated in the final rule.**

   Under this option, recipients calculate revenue loss at four distinct points in time, either at the end of each calendar year (e.g., December 31 for years 2020, 2021, 2022, and 2023) or the end of each fiscal year of the recipient. Under the flexibility provided in the final rule, recipients can choose whether to use calendar or fiscal year dates but must be consistent throughout the period of performance. Treasury has also provided several adjustments to the definition of general revenue in the final rule.

   To calculate revenue loss at each of these dates, recipients must follow a four-step process:

a. Calculate revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the *base year revenue.*

b. Estimate *counterfactual revenue*, which is equal to the following formula, where *n* is the number of months elapsed since the end of the base year to the calculation date:

$$base\ year\ revenue\ \times (1 + growth\ adjustment)^{\frac{n}{12}}$$

The *growth adjustment* is the greater of either a standard growth rate—5.2 percent—or the recipient's average annual revenue growth in the last full three fiscal years prior to the COVID-19 public health emergency.

c. Identify *actual revenue*, which equals revenues collected over the twelve months immediately preceding the calculation date.

Under the final rule, recipients must adjust actual revenue totals for the effect of tax cuts and tax increases that are adopted after the date of adoption of the final rule (January 6, 2022). Specifically, the estimated fiscal impact of tax cuts and tax increases adopted after January 6, 2022, must be added or subtracted to the calculation of actual revenue for purposes of calculation dates that occur on or after April 1, 2022.

Recipients may subtract from their calculation of actual revenue the effect of tax increases enacted prior to the adoption of the final rule. Note that recipients that elect to remove the effect of tax increases enacted before the adoption of the final rule must also remove the effect of tax decreases enacted before the adoption of the final rule, such that they are accurately removing the effect of tax policy changes on revenue.

d. Revenue loss for the calculation date is equal to *counterfactual revenue* minus *actual revenue* (adjusted for tax changes) for the twelve-month period. If actual revenue exceeds counterfactual revenue, the loss is set to zero for that twelve-month period. Revenue loss for the period of performance is the sum of the revenue loss on for each calculation date.

The supplementary information in the final rule provides an example of this calculation, which recipients may find helpful, in the Revenue Loss section.

SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. **Government services generally include *any service* traditionally provided by a government**, unless Treasury has stated otherwise**.** Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.

Responding to Public Health and Economic Impacts of COVID-19

The Coronavirus State and Local Fiscal Recovery Funds provide resources for governments to meet the public health and economic needs of those impacted by the pandemic in their communities, as well as address longstanding health and economic disparities, which amplified the impact of the pandemic in disproportionately impacted communities, resulting in more severe pandemic impacts.

The eligible use category to respond to public health and negative economic impacts is organized around the types of assistance a recipient may provide and includes several sub-categories:

- public health,
- assistance to households,
- assistance to small businesses,
- assistance to nonprofits,
- aid to impacted industries, and
- public sector capacity.

In general, to identify eligible uses of funds in this category, recipients should (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and (2) design a program that responds to that impact. Responses should be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted.

To provide simple, clear eligible uses of funds that meet this standard, Treasury provides a non-exhaustive list of enumerated uses that respond to pandemic impacts. Treasury also presumes that some populations experienced pandemic impacts and are eligible for responsive services. In other words, recipients providing enumerated uses of funds to populations presumed eligible are clearly operating consistently with the final rule.[1]

Recipients also have broad flexibility to (1) identify and respond to other pandemic impacts and (2) serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients can also identify groups or "classes" of beneficiaries that experienced pandemic impacts and provide services to those classes.

[1] However, please note that use of funds for enumerated uses may not be grossly disproportionate to the harm. Further, recipients should consult the Capital Expenditures section for more information about pursuing a capital expenditure; please note that enumerated capital expenditures are not presumed to be reasonably proportional responses to an identified harm except as provided in the Capital Expenditures section.

Step	1. Identify COVID-19 public health or economic impact	2. Design a response that addresses or responds to the impact
Analysis	• Can identify impact to a specific household, business or nonprofit or to a class of households, businesses, or nonprofits (i.e., group) • Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class	• Types of responses can include a program, service, or capital expenditure • Response should be related and reasonably proportional to the harm • Response should also be reasonably designed to benefit impacted individual or class
Simplifying Presumptions	• Final Rule presumes certain populations and classes are impacted and disproportionately impacted	• Final Rule provides non-exhaustive list of enumerated eligible uses that respond to pandemic impacts and disproportionate impacts

To assess eligibility of uses of funds, recipients should first determine the sub-category where their use of funds may fit (e.g., public health, assistance to households, assistance to small businesses), based on the entity that experienced the health or economic impact.[2] Then, recipients should refer to the relevant section for more details on each sub-category.

While the same overall eligibility standard applies to all uses of funds to respond to the public health and negative economic impacts of the pandemic, each sub-category has specific nuances on its application. In addition:

- Recipients interested in using funds for capital expenditures (i.e., investments in property, facilities, or equipment) should review the Capital Expenditures section in addition to the eligible use sub-category.
- Recipients interested in other uses of funds, beyond the enumerated uses, should refer to the section on "Framework for Eligible Uses Beyond Those Enumerated."

[2] For example, a recipient interested in providing aid to unemployed individuals is addressing a negative economic impact experienced by a household and should refer to the section on assistance to households. Recipients should also be aware of the difference between "beneficiaries" and "sub-recipients." Beneficiaries are households, small businesses, or nonprofits that can receive assistance based on impacts of the pandemic that they experienced. On the other hand, sub-recipients are organizations that carry out eligible uses on behalf of a government, often through grants or contracts. Sub-recipients do not need to have experienced a negative economic impact of the pandemic; rather, they are providing services to beneficiaries that experienced an impact.

RESPONDING TO THE PUBLIC HEALTH EMERGENCY

While the country has made tremendous progress in the fight against COVID-19, including a historic vaccination campaign, the disease still poses a grave threat to Americans' health and the economy. Providing state, local, and Tribal governments the resources needed to fight the COVID-19 pandemic is a core goal of the Coronavirus State and Local Fiscal Recovery Funds, as well as addressing the other ways that the pandemic has impacted public health. Treasury has identified several public health impacts of the pandemic and enumerated uses of funds to respond to impacted populations.

- **COVID-19 mitigation and prevention.** The pandemic has broadly impacted Americans and recipients can provide services to prevent and mitigate COVID-19 to the general public or to small businesses, nonprofits, and impacted industries in general. Enumerated eligible uses include:
  - ✓ Vaccination programs, including vaccine incentives and vaccine sites
  - ✓ Testing programs, equipment and sites
  - ✓ Monitoring, contact tracing & public health surveillance (e.g., monitoring for variants)
  - ✓ Public communication efforts
  - ✓ Public health data systems
  - ✓ COVID-19 prevention and treatment equipment, such as ventilators and ambulances
  - ✓ Medical and PPE/protective supplies
  - ✓ Support for isolation or quarantine
  - ✓ Ventilation system installation and improvement
  - ✓ Technical assistance on mitigation of COVID-19 threats to public health and safety
  - ✓ Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations
  - ✓ Support for prevention, mitigation, or other services in congregate living facilities, public facilities, and schools
  - ✓ Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries
  - ✓ Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms)
  - ✓ Temporary medical facilities and other measures to increase COVID-19 treatment capacity
  - ✓ Emergency operations centers & emergency response equipment (e.g., emergency response radio systems)
  - ✓ Public telemedicine capabilities for COVID-19 related treatment

- **Medical expenses.** Funds may be used for expenses to households, medical providers, or others that incurred medical costs due to the pandemic, including**:**

  - ✓ Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers or out-of-pocket costs for individuals
  - ✓ Paid family and medical leave for public employees to enable compliance with COVID-19 public health precautions
  - ✓ Emergency medical response expenses
  - ✓ Treatment of long-term symptoms or effects of COVID-19

- **Behavioral health care, such as mental health treatment, substance use treatment, and other behavioral health services.** Treasury recognizes that the pandemic has broadly impacted Americans' behavioral health and recipients can provide these services to the general public to respond. Enumerated eligible uses include:

  - ✓ Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction & long-term recovery support
  - ✓ Enhanced behavioral health services in schools
  - ✓ Services for pregnant women or infants born with neonatal abstinence syndrome
  - ✓ Support for equitable access to reduce disparities in access to high-quality treatment
  - ✓ Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services
  - ✓ Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery
  - ✓ Behavioral health facilities & equipment

- **Preventing and responding to violence.** Recognizing that violence – and especially gun violence – has increased in some communities due to the pandemic, recipients may use funds to respond in these communities through**:**

  - ✓ Referrals to trauma recovery services for victims of crime
  - ✓ Community violence intervention programs, including:
    - Evidence-based practices like focused deterrence, with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance
  - ✓ In communities experiencing increased gun violence due to the pandemic:
    - Law enforcement officers focused on advancing community policing
    - Enforcement efforts to reduce gun violence, including prosecution
    - Technology & equipment to support law enforcement response

RESPONDING TO NEGATIVE ECONOMIC IMPACTS

The pandemic caused severe economic damage and, while the economy is on track to a strong recovery, much work remains to continue building a robust, resilient, and equitable economy in the wake of the crisis and to ensure that the benefits of this recovery reach all Americans. While the pandemic impacted millions of American households and businesses, some of its most severe impacts fell on low-income and underserved communities, where pre-existing disparities amplified the impact of the pandemic and where the most work remains to reach a full recovery.

The final rule recognizes that the pandemic caused broad-based impacts that affected many communities, households, and small businesses across the country; for example, many workers faced unemployment and many small businesses saw declines in revenue. The final rule describes these as “impacted" households, communities, small businesses, and nonprofits.

At the same time, the pandemic caused disproportionate impacts, or more severe impacts, in certain communities. For example, low-income and underserved communities have faced more severe health and economic outcomes like higher rates of COVID-19 mortality and unemployment, often because pre-existing disparities exacerbated the impact of the pandemic. The final rule describes these as “disproportionately impacted” households, communities, small businesses, and nonprofits.

To simplify administration of the program, the final rule presumes that certain populations were “impacted” and “disproportionately impacted” by the pandemic; these populations are presumed to be eligible for services that respond to the impact they experienced. The final rule also enumerates a non-exhaustive list of eligible uses that are recognized as responsive to the impacts or disproportionate impacts of COVID-19. Recipients providing enumerated uses to populations presumed eligible are clearly operating consistently with the final rule.

As discussed further in the section Framework for Eligible Uses Beyond Those Enumerated, recipients can also identify other pandemic impacts, impacted or disproportionately impacted populations or classes, and responses.

Assistance to Households

Impacted Households and Communities

Treasury presumes the following households and communities are impacted by the pandemic:

- ✓ Low- or-moderate income households or communities
- ✓ Households that experienced unemployment
- ✓ Households that experienced increased food or housing insecurity
- ✓ Households that qualify for the Children's Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid
- ✓ *When providing affordable housing programs*: households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- ✓ *When providing services to address lost instructional time in K-12 schools*: any student that lost access to in-person instruction for a significant period of time

Low- or moderate-income households and communities are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines or (ii) income at or below 65 percent of the area median income for the county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines are higher than the area's median income and using the Federal Poverty Guidelines would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 300 percent of the Federal Poverty Guidelines for a household of three is $65,880 per year.[3] In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is impacted by the pandemic and eligible for services to respond. Additionally, by following the steps detailed in the section Framework for Eligible Uses Beyond Those Enumerated, recipients may designate additional households as impacted or disproportionately impacted beyond these presumptions, and may also pursue projects not listed below in response to these impacts consistent with Treasury's standards.

[3] For recipients in Alaska, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is $82,350 per year. For recipients in Hawaii, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is $75,780 per year.

Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to impacts of the pandemic on households and communities:

- ✓ Food assistance & food banks
- ✓ Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, assistance paying delinquent property taxes, counseling and legal aid to prevent eviction and homelessness & emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- ✓ Health insurance coverage expansion
- ✓ Benefits for surviving family members of individuals who have died from COVID-19
- ✓ Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly-employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses & development of job and workforce training centers
- ✓ Financial services for the unbanked and underbanked
- ✓ Burials, home repair & home weatherization
- ✓ Programs, devices & equipment for internet access and digital literacy, including subsidies for costs of access
- ✓ Cash assistance
- ✓ Paid sick, medical, and family leave programs
- ✓ Assistance in accessing and applying for public benefits or services
- ✓ Childcare and early learning services, home visiting programs, services for child welfare-involved families and foster youth & childcare facilities
- ✓ Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)
- ✓ Programs or services to support long-term housing security: including development of affordable housing and permanent supportive housing
- ✓ Certain contributions to an Unemployment Insurance Trust Fund[4]

[4] Recipients may only use SLFRF funds for contributions to unemployment insurance trust funds and repayment of the principal amount due on advances received under Title XII of the Social Security Act up to an amount equal to (i) the difference between the balance in the recipient's unemployment insurance trust fund as of January 27, 2020 and the balance of such account as of May 17, 2021, plus (ii) the principal amount outstanding as of May 17, 2021 on any advances received under Title XII of the Social Security Act between January 27, 2020 and May 17, 2021. Further, recipients may use SLFRF funds for the payment of any interest due on such Title XII advances. Additionally, a recipient that deposits SLFRF funds into its unemployment insurance trust fund to fully restore the pre-pandemic balance may not draw down that balance and deposit more SLFRF funds, back up to the pre-pandemic balance. Recipients that deposit SLFRF funds into an unemployment insurance trust fund, or use SLFRF funds to repay principal on Title XII advances, may not take action to reduce benefits available to unemployed workers by changing the computation method governing regular unemployment compensation in a way that results in a reduction of average weekly benefit amounts or the number of weeks of benefits payable (i.e., maximum benefit entitlement).

Disproportionately Impacted Households and Communities

Treasury presumes the following households and communities are disproportionately impacted by the pandemic:

- ✓ Low -income households and communities
- ✓ Households residing in Qualified Census Tracts
- ✓ Households that qualify for certain federal benefits[5]
- ✓ Households receiving services provided by Tribal governments
- ✓ Households residing in the U.S. territories or receiving services from these governments

Low-income households and communities are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of its household based on the most recently published poverty guidelines or (ii) income at or below 40 percent of area median income for its county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines level is higher than the area median income level and using this level would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the service they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 185 percent of the Federal Poverty Guidelines for a household of three is $40,626 per year.[6] In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is disproportionately impacted by the pandemic and eligible for services to respond.

[5] These programs are Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants. For services to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school as eligible.

[6] For recipients in Alaska, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is $50,783 per year. For recipients in Hawaii, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is $46,731 per year

Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to disproportionate impacts of the pandemic on households and communities:

- ✓ Pay for community health workers to help households access health & social services
- ✓ Remediation of lead paint or other lead hazards
- ✓ Primary care clinics, hospitals, integration of health services into other settings, and other investments in medical equipment & facilities designed to address health disparities
- ✓ Housing vouchers & assistance relocating to neighborhoods with higher economic opportunity
- ✓ Investments in neighborhoods to promote improved health outcomes
- ✓ Improvements to vacant and abandoned properties, including rehabilitation or maintenance, renovation, removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup & conversion to affordable housing[7]
- ✓ Services to address educational disparities, including assistance to high-poverty school districts & educational and evidence-based services to address student academic, social, emotional, and mental health needs
- ✓ Schools and other educational equipment & facilities

[7] Please see the final rule for further details and conditions applicable to this eligible use. This includes Treasury's presumption that demolition of vacant or abandoned residential properties that results in a net reduction in occupiable housing units for low- and moderate-income individuals in an area where the availability of such housing is lower than the need for such housing is ineligible for support with SLFRF funds.

Assistance to Small Businesses

Small businesses have faced widespread challenges due to the pandemic, including periods of shutdown, declines in revenue, or increased costs. The final rule provides many tools for recipients to respond to the impacts of the pandemic on small businesses, or disproportionate impacts on businesses where pre-existing disparities like lack of access to capital compounded the pandemic's effects.

Small businesses eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "small business," specifically:

1. Have no more than 500 employees, or if applicable, the size standard in number of employees established by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates, and
2. Are a small business concern as defined in section 3 of the Small Business Act[8] (which includes, among other requirements, that the business is independently owned and operated and is not dominant in its field of operation).

Impacted Small Businesses

Recipients can identify small businesses impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- ✓ Decreased revenue or gross receipts
- ✓ Financial insecurity
- ✓ Increased costs
- ✓ Capacity to weather financial hardship
- ✓ Challenges covering payroll, rent or mortgage, and other operating costs

Assistance to small businesses that experienced negative economic impacts includes the following enumerated uses:

- ✓ Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs
- ✓ Technical assistance, counseling, or other services to support business planning

Disproportionately Impacted Small Businesses

Treasury presumes that the following small businesses are disproportionately impacted by the pandemic:

[8] 15 U.S.C. 632.

- ✓ Small businesses operating in Qualified Census Tracts
- ✓ Small businesses operated by Tribal governments or on Tribal lands
- ✓ Small businesses operating in the U.S. territories

Assistance to disproportionately impacted small businesses includes the following enumerated uses, which have been expanded under the final rule:

- ✓ Rehabilitation of commercial properties, storefront improvements & façade improvements
- ✓ Technical assistance, business incubators & grants for start-up or expansion costs for small businesses
- ✓ Support for microbusinesses, including financial, childcare, and transportation costs

Assistance to Nonprofits

Nonprofits have faced significant challenges due to the pandemic's increased demand for services and changing operational needs, as well as declines in revenue sources such as donations and fees. Nonprofits eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "nonprofit"—specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.

Impacted Nonprofits

Recipients can identify nonprofits impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- ✓ Decreased revenue (e.g., from donations and fees)
- ✓ Financial insecurity
- ✓ Increased costs (e.g., uncompensated increases in service need)
- ✓ Capacity to weather financial hardship
- ✓ Challenges covering payroll, rent or mortgage, and other operating costs

Assistance to nonprofits that experienced negative economic impacts includes the following enumerated uses:

- ✓ Loans or grants to mitigate financial hardship
- ✓ Technical or in-kind assistance or other services that mitigate negative economic impacts of the pandemic

Disproportionately Impacted Nonprofits

Treasury presumes that the following nonprofits are disproportionately impacted by the pandemic:

- ✓ Nonprofits operating in Qualified Census Tracts
- ✓ Nonprofits operated by Tribal governments or on Tribal lands
- ✓ Nonprofits operating in the U.S. territories

Recipients may identify appropriate responses that are related and reasonably proportional to addressing these disproportionate impacts.

Aid to Impacted Industries

Recipients may use SLFRF funding to provide aid to industries impacted by the COVID-19 pandemic. Recipients should first designate an impacted industry and then provide aid to address the impacted industry's negative economic impact.

This sub-category of eligible uses does not separately identify disproportionate impacts and corresponding responsive services.

1. **Designating an impacted industry.** There are two main ways an industry can be designated as "impacted."

    1. If the industry is in the travel, tourism, or hospitality sectors (including Tribal development districts), the industry is impacted.

    2. If the industry is outside the travel, tourism, or hospitality sectors, the industry is impacted if:

        a. The industry experienced at least 8 percent employment loss from pre-pandemic levels,[9] or

        b. The industry is experiencing comparable or worse economic impacts as the national tourism, travel, and hospitality industries as of the date of the final rule, based on the totality of economic indicators or qualitative data (if quantitative data is unavailable), and if the impacts were generally due to the COVID-19 public health emergency.

    Recipients have flexibility to define industries broadly or narrowly, but Treasury encourages recipients to define narrow and discrete industries eligible for aid. State and territory recipients also have flexibility to define the industries with greater geographic precision; for example, a state may identify a particular industry in a certain region of a state as impacted.

2. **Providing eligible aid to the impacted industry.** Aid may only be provided to support businesses, attractions, and Tribal development districts operating prior to the pandemic and affected by required closures and other efforts to contain the pandemic. Further, aid should be generally broadly available to all businesses within the impacted industry to avoid potential conflicts of interest, and Treasury encourages aid to be first used for operational expenses, such as payroll, before being used on other types of costs.

[9] Specifically, a recipient should compare the percent change in the number of employees of the recipient's identified industry and the national Leisure & Hospitality sector in the three months before the pandemic's most severe impacts began (a straight three-month average of seasonally-adjusted employment data from December 2019, January 2020, and February 2020) with the latest data as of the final rule (a straight three-month average of seasonally-adjusted employment data from September 2021, October 2021, and November 2021). For parity and simplicity, smaller recipients without employment data that measure industries in their specific jurisdiction may use data available for a broader unit of government for this calculation (e.g., a county may use data from the state in which it is located; a city may use data for the county, if available, or state in which it is located) solely for purposes of determining whether a particular industry is an impacted industry.

Treasury recognizes the enumerated projects below as eligible responses to impacted industries.

- ✓ Aid to mitigate financial hardship, such as supporting payroll costs, lost pay and benefits for returning employees, support of operations and maintenance of existing equipment and facilities
- ✓ Technical assistance, counseling, or other services to support business planning
- ✓ COVID-19 mitigation and infection prevention measures (see section Public Health)

As with all eligible uses, recipients may pursue a project not listed above by undergoing the steps outlined in the section Framework for Eligible Uses Beyond Those Enumerated.

PUBLIC SECTOR CAPACITY

Recipients may use SLFRF funding to restore and bolster public sector capacity, which supports government's ability to deliver critical COVID-19 services. There are three main categories of eligible uses to bolster public sector capacity and workforce: Public Safety, Public Health, and Human Services Staff; Government Employment and Rehiring Public Sector Staff; and Effective Service Delivery.

Public Safety, Public Health, and Human Services Staff

SLFRF funding may be used for payroll and covered benefits for public safety, public health, health care, human services and similar employees of a recipient government, for the portion of the employee's time spent responding to COVID-19. Recipients should follow the steps below.

1. **Identify eligible public safety, public health, and human services staff.** Public safety staff include:

   - ✓ Police officers (including state police officers)
   - ✓ Sheriffs and deputy sheriffs
   - ✓ Firefighters
   - ✓ Emergency medical responders
   - ✓ Correctional and detention officers
   - ✓ Dispatchers and supervisor personnel that directly support public safety staff

   Public health staff include:

   - ✓ Employees involved in providing medical and other physical or mental health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions
   - ✓ Laboratory technicians, medical examiners, morgue staff, and other support services essential for patient care
   - ✓ Employees of public health departments directly engaged in public health matters and related supervisory personnel

   Human services staff include:

   - ✓ Employees providing or administering social services and public benefits
   - ✓ Child welfare services employees
   - ✓ Child, elder, or family care employees

2. **Assess portion of time spent on COVID-19 response for eligible staff.**

   Recipients can use a variety of methods to assess the share of an employees' time spent responding to COVID-19, including using reasonable estimates—such as estimating the share of time based on discussions with staff and applying that share to all employees in that position.

   For administrative convenience, recipients can consider public health and safety employees entirely devoted to responding to COVID-19 (and their payroll and benefits fully covered by SLFRF) if the employee, or his or her operating unit or division, is "primarily dedicated" to responding to COVID-19. Primarily dedicated means that more than half of the employee, unit, or division's time is dedicated to responding to COVID-19.

Recipients must periodically reassess their determination and maintain records to support their assessment, although recipients do not need to track staff hours.

3. **Use SLFRF funding for payroll and covered benefits for the portion of eligible staff time spent on COVID-19 response.** SLFRF funding may be used for payroll and covered benefits for the portion of the employees' time spent on COVID-19 response, as calculated above, through the period of performance.

Government Employment and Rehiring Public Sector Staff

Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment. Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for historic underinvestment in the public sector, providing additional funds for employees who experienced pay cuts or were furloughed, avoiding layoffs, providing worker retention incentives, and paying for ancillary administrative costs related to hiring, support, and retention.

- **Restoring pre-pandemic employment.** Recipients have two options to restore pre-pandemic employment, depending on the recipient's needs.

  - *If the recipient simply wants to hire back employees for pre-pandemic positions:* Recipients may use SLFRF funds to hire employees for the same positions that existed on January 27, 2020 but that were unfilled or eliminated as of March 3, 2021. Recipients may use SLFRF funds to cover payroll and covered benefits for such positions through the period of performance.

  - *If the recipient wants to hire above the pre-pandemic baseline and/or would like to have flexibility in positions:* Recipients may use SLFRF funds to pay for payroll and covered benefits associated with the recipient increasing its number of budgeted FTEs up to 7.5 percent above its pre-pandemic baseline. Specifically, recipients should undergo the following steps:

    a. Identify the recipient's budgeted FTE level on January 27, 2020. This includes all budgeted positions, filled and unfilled. This is called the *pre-pandemic baseline*.
    b. Multiply the pre-pandemic baseline by 1.075. This is called the *adjusted pre-pandemic baseline*.
    c. Identify the recipient's budgeted FTE level on March 3, 2021, which is the beginning of the period of performance for SLFRF funds. Recipients may, but are not required to, exclude the number of FTEs dedicated to responding to the COVID-19 public health emergency. This is called the *actual number of FTEs*.
    d. Subtract the *actual number of FTEs* from the *adjusted pre-pandemic baseline* to calculate the number of FTEs that can be covered by SLFRF funds. Recipients do not have to hire for the same roles that existed pre-pandemic.

Recipients may use SLFRF funds to cover payroll and covered benefits through the period of performance; these employees must have begun their employment on or after March 3, 2021. Recipients may only use SLFRF funds for additional FTEs hired over the March 3, 2021 level (i.e., the *actual number of FTEs*).

- **Supporting and retaining public sector workers.** Recipients can also use funds in other ways that support the public sector workforce.[10] These include:
  - **Providing additional funding for employees who experienced pay reductions or were furloughed** since the onset of the pandemic, up to the difference in the employee's pay, taking into account unemployment benefits received.
  - **Maintaining current compensation levels to prevent layoffs.** SLFRF funds may be used to maintain current compensation levels, with adjustments for inflation, in order to prevent layoffs that would otherwise be necessary.
  - **Providing worker retention incentives, including reasonable increases in compensation** to persuade employees to remain with the employer as compared to other employment options. Retention incentives must be entirely additive to an employee's regular compensation, narrowly tailored to need, and should not exceed incentives traditionally offered by the recipient or compensation that alternative employers may offer to compete for the employees. Treasury presumes that retention incentives that are less than 25 percent of the rate of base pay for an individual employee or 10 percent for a group or category of employees are reasonably proportional to the need to retain employees, as long as other requirements are met.
- **Covering administrative costs associated with administering the hiring, support, and retention programs above.**

Effective Service Delivery

SLFRF funding may be used to improve the efficacy of public health and economic programs through tools like program evaluation, data, and outreach, as well as to address administrative needs caused or exacerbated by the pandemic. Eligible uses include:

- **Supporting program evaluation, data, and outreach through:**

[10] Recipients should be able to substantiate that these uses of funds are substantially due to the public health emergency or its negative economic impacts (e.g., fiscal pressures on state and local budgets) and respond to its impacts. See the final rule for details on these uses.

- ✓ Program evaluation and evidence resources
- ✓ Data analysis resources to gather, assess, share, and use data
- ✓ Technology infrastructure to improve access to and the user experience of government IT systems, as well as technology improvements to increase public access and delivery of government programs and services
- ✓ Community outreach and engagement activities
- ✓ Capacity building resources to support using data and evidence, including hiring staff, consultants, or technical assistance support

- **Addressing administrative needs, including:**

- ✓ Administrative costs for programs responding to the public health emergency and its economic impacts, including non-SLFRF and non-federally funded programs
- ✓ Address administrative needs caused or exacerbated by the pandemic, including addressing backlogs caused by shutdowns, increased repair or maintenance needs, and technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, data and case management systems)

CAPITAL EXPENDITURES

As described above, the final rule clarifies that recipients may use funds for programs, services, and capital expenditures that respond to the public health and negative economic impacts of the pandemic. Any use of funds in this category for a capital expenditure must comply with the capital expenditure requirements, in addition to other standards for uses of funds.

Capital expenditures are subject to the same eligibility standard as other eligible uses to respond to the pandemic's public health and economic impacts; specifically, they must be related and reasonably proportional to the pandemic impact identified and reasonably designed to benefit the impacted population or class.

For ease of administration, the final rule identifies enumerated types of capital expenditures that Treasury has identified as responding to the pandemic's impacts; these are listed in the applicable sub-category of eligible uses (e.g., public health, assistance to households, etc.). Recipients may also identify other responsive capital expenditures. Similar to other eligible uses in the SLFRF program, no pre-approval is required for capital expenditures.

To guide recipients' analysis of whether a capital expenditure meets the eligibility standard, recipients (with the exception of Tribal governments) must complete and meet the requirements of a written justification for capital expenditures equal to or greater than $1 million. For large-scale capital expenditures, which have high costs and may require an extended length of time to complete, as well as most capital expenditures for non-enumerated uses of funds, Treasury requires recipients to submit their written justification as part of regular reporting. Specifically:

<table>
<tr><th>If a project has total capital expenditures of</th><th>and the use is enumerated by Treasury as eligible, then</th><th>and the use is beyond those enumerated by Treasury as eligible, then</th></tr>
<tr><td>Less than $1 million</td><td>No Written Justification required</td><td>No Written Justification required</td></tr>
<tr><td>Greater than or equal to $1 million, but less than $10 million</td><td>Written Justification required but recipients are not required to submit as part of regular reporting to Treasury</td><td rowspan="2">Written Justification required and recipients must submit as part of regular reporting to Treasury</td></tr>
<tr><td>$10 million or more</td><td>Written Justification required and recipients must submit as part of regular reporting to Treasury</td></tr>
</table>

A Written Justification includes:

- *Description of the harm or need to be addressed.* Recipients should provide a description of the specific harm or need to be addressed and why the harm was exacerbated or caused by the public health emergency. Recipients may provide quantitative information on the extent and the type of harm, such as the number of individuals or entities affected.

- *Explanation of why a capital expenditure is appropriate.* For example, recipients should include an explanation of why existing equipment and facilities, or policy changes or additional funding to pertinent programs or services, would be inadequate.
- *Comparison of proposed capital project against at least two alternative capital expenditures and demonstration of why the proposed capital expenditure is superior.* Recipients should consider the effectiveness of the capital expenditure in addressing the harm identified and the expected total cost (including pre-development costs) against at least two alternative capital expenditures.

Where relevant, recipients should consider the alternatives of improving existing capital assets already owned or leasing other capital assets.

Treasury presumes that the following capital projects are generally ineligible:

- ✖ Construction of new correctional facilities as a response to an increase in rate of crime
- ✖ Construction of new congregate facilities to decrease spread of COVID-19 in the facility
- ✖ Construction of convention centers, stadiums, or other large capital projects intended for general economic development or to aid impacted industries

In undertaking capital expenditures, Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.

FRAMEWORK FOR ELIGIBLE USES BEYOND THOSE ENUMERATED

As described above, recipients have broad flexibility to identify and respond to other pandemic impacts and serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients should undergo the following steps to decide whether their project is eligible:

Step	1. Identify COVID-19 public health or economic impact	2. Design a response that addresses or responds to the impact
Analysis	• Can identify impact to a specific household, business or nonprofit or to a class of households, businesses or nonprofits (i.e., group) • Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class	• Types of responses can include a program, service, or capital expenditure • Response should be related and reasonably proportional to the harm • Response should also be reasonably designed to benefit impacted individual or class

1. **Identify a COVID-19 public health or negative economic impact on an individual or a class.** Recipients should identify an individual or class that is "impacted" or "disproportionately impacted" by the COVID-19 public health emergency or its negative economic impacts as well as the specific impact itself.

   - "Impacted" entities are those impacted by the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency. For example, an individual who lost their job or a small business that saw lower revenue during a period of closure would both have experienced impacts of the pandemic.

   - "Disproportionately impacted" entities are those that experienced disproportionate public health or economic outcomes from the pandemic; Treasury recognizes that pre-existing disparities, in many cases, amplified the impacts of the pandemic, causing more severe impacts in underserved communities. For example, a household living in a neighborhood with limited access to medical care and healthy foods may have faced health disparities before the pandemic, like a higher rate of chronic health conditions, that contributed to more severe health outcomes during the COVID-19 pandemic.

   The recipient may choose to identify these impacts at either the individual level or at a class level. If the recipient is identifying impacts at the individual level, they should retain documentation supporting the impact the individual experienced (e.g., documentation of lost revenues from a small business). Such documentation can be streamlined in many cases (e.g., self-attestation that a household requires food assistance).

   Recipients also have broad flexibility to identify a "class" – or a group of households, small businesses, or nonprofits – that experienced an impact. In these cases, the recipients should first identify the class and the impact that it faced. Then, recipients only need to document that the individuals served fall within that class; recipients do not need to document a specific impact to each individual served. For example, a recipient could identify that restaurants in the downtown area faced substantial declines in revenue due to decreased foot traffic from workers; the recipient could develop a program to respond to the impact on that class and only needs to document that the businesses being served are restaurants in the downtown area.

Recipients should keep the following considerations in mind when designating a class:

- **There should be a relationship between the definition of the class and the proposed response.** Larger and less-specific classes are less likely to have experienced similar harms, which may make it more difficult to design a response that appropriately responds to those harms.
- **Classes may be determined on a population basis or on a geographic basis**, and the response should be appropriately matched. For example, a response might be designed to provide childcare to single parents, regardless of which neighborhood they live in, or a response might provide a park to improve the health of a disproportionately impacted neighborhood.
- **Recipients may designate classes that experienced disproportionate impact**, by assessing the impacts of the pandemic and finding that some populations experienced meaningfully more severe impacts than the general public. To determine these disproportionate impacts, recipients:
    - May designate classes based on academic research or government research publications (such as the citations provided in the supplementary information in the final rule), through analysis of their own data, or through analysis of other existing data sources.
    - May also consider qualitative research and sources to augment their analysis, or when quantitative data is not readily available. Such sources might include resident interviews or feedback from relevant state and local agencies, such as public health departments or social services departments.
    - Should consider the quality of the research, data, and applicability of analysis to their determination in all cases.
- **Some of the enumerated uses may also be appropriate responses to the impacts experienced by other classes of beneficiaries**. It is permissible for recipients to provide these services to other classes, so long as the recipient determines that the response is also appropriate for those groups.
- **Recipients may designate a class based on income level, including at levels higher than the final rule definition of "low- and moderate-income."** For example, a recipient may identify that households in their community with incomes above the final rule threshold for low-income nevertheless experienced disproportionate impacts from the pandemic and provide responsive services.

2. **Design a response that addresses or responds to the impact.** Programs, services, and other interventions must be reasonably designed to benefit the individual or class that experienced

the impact. They must also be related and reasonably proportional to the extent and type of impact experienced. For example, uses that bear no relation or are grossly disproportionate to the type or extent of the impact would not be eligible.

"Reasonably proportional" refers to the scale of the response compared to the scale of the harm, as well as the targeting of the response to beneficiaries compared to the amount of harm they experienced; for example, it may not be reasonably proportional for a cash assistance program to provide a very small amount of aid to a group that experienced severe harm and a much larger amount to a group that experienced relatively little harm. Recipients should consider relevant factors about the harm identified and the response to evaluate whether the response is reasonably proportional. For example, recipients may consider the size of the population impacted and the severity, type, and duration of the impact. Recipients may also consider the efficacy, cost, cost-effectiveness, and time to delivery of the response.

For disproportionately impacted communities, recipients may design interventions that address broader pre-existing disparities that contributed to more severe health and economic outcomes during the pandemic, such as disproportionate gaps in access to health care or pre-existing disparities in educational outcomes that have been exacerbated by the pandemic.

Premium Pay

The Coronavirus State and Local Fiscal Recovery Funds may be used to provide premium pay to eligible workers performing essential work during the pandemic. Premium pay may be awarded to eligible workers up to $13 per hour. Premium pay must be in addition to wages or remuneration (i.e., compensation) the eligible worker otherwise receives. Premium pay may not exceed $25,000 for any single worker during the program.

Recipients should undergo the following steps to provide premium pay to eligible workers.

1. **Identify an "eligible" worker.** Eligible workers include workers "needed to maintain continuity of operations of essential critical infrastructure sectors." These sectors and occupations are eligible:

   - ✓ Health care
   - ✓ Emergency response
   - ✓ Sanitation, disinfection & cleaning
   - ✓ Maintenance
   - ✓ Grocery stores, restaurants, food production, and food delivery
   - ✓ Pharmacy
   - ✓ Biomedical research
   - ✓ Behavioral health
   - ✓ Medical testing and diagnostics
   - ✓ Home and community-based health care or assistance with activities of daily living
   - ✓ Family or child care
   - ✓ Social services
   - ✓ Public health
   - ✓ Mortuary
   - ✓ Critical clinical research, development, and testing necessary for COVID-19 response
   - ✓ State, local, or Tribal government workforce
   - ✓ Workers providing vital services to Tribes
   - ✓ Educational, school nutrition, and other work required to operate a school facility
   - ✓ Laundry
   - ✓ Elections
   - ✓ Solid waste or hazardous materials management, response, and cleanup
   - ✓ Work requiring physical interaction with patients
   - ✓ Dental care
   - ✓ Transportation and warehousing
   - ✓ Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment

   Beyond this list, the chief executive (or equivalent) of a recipient government may designate additional non-public sectors as critical so long as doing so is necessary to protecting the health and wellbeing of the residents of such jurisdictions.

2. **Verify that the eligible worker performs "essential work,"** meaning work that:

   - Is not performed while teleworking from a residence; and
   - Involves either:
     a. regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or
     b. regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work.

3. **Confirm that the premium pay "responds to" workers performing essential work during the COVID-19 public health emergency.** Under the final rule, which broadened the share of eligible workers who can receive premium pay without a written justification, recipients may meet this requirement in one of three ways:

   - Eligible worker receiving premium pay is earning (with the premium included) at or below 150 percent of their residing state or county's average annual wage for all occupations, as defined by the Bureau of Labor Statistics' Occupational Employment and Wage Statistics, whichever is higher, on an annual basis; or

   - Eligible worker receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions; or

   - If a worker does not meet either of the above requirements, the recipient must submit written justification to Treasury detailing how the premium pay is otherwise responsive to workers performing essential work during the public health emergency. This may include a description of the essential worker's duties, health, or financial risks faced due to COVID-19, and why the recipient determined that the premium pay was responsive. Treasury anticipates that recipients will easily be able to satisfy the justification requirement for front-line workers, like nurses and hospital staff.

Premium pay may be awarded in installments or lump sums (e.g., monthly, quarterly, etc.) and may be awarded to hourly, part-time, or salaried or non-hourly workers. Premium pay must be paid in addition to wages already received and may be paid retrospectively. A recipient may not use SLFRF to merely reimburse itself for premium pay or hazard pay already received by the worker, and premium pay may not be paid to volunteers.

Water & Sewer Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in water and sewer infrastructure. State, local, and Tribal governments have a tremendous need to address the consequences of deferred maintenance in drinking water systems and removal, management, and treatment of sewage and stormwater, along with additional resiliency measures needed to adapt to climate change.

Recipients may undertake the eligible projects below:

PROJECTS ELIGIBLE UNDER EPA'S CLEAN WATER STATE REVOLVING FUND (CWSRF)

Eligible projects under the CWSRF, and the final rule, include:

- ✓ Construction of publicly owned treatment works
- ✓ Projects pursuant to implementation of a nonpoint source pollution management program established under the Clean Water Act (CWA)
- ✓ Decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage
- ✓ Management and treatment of stormwater or subsurface drainage water
- ✓ Water conservation, efficiency, or reuse measures
- ✓ Development and implementation of a conservation and management plan under the CWA
- ✓ Watershed projects meeting the criteria set forth in the CWA
- ✓ Energy consumption reduction for publicly owned treatment works
- ✓ Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- ✓ Security of publicly owned treatment works

Treasury encourages recipients to review the EPA handbook for the CWSRF for a full list of eligibilities.

PROJECTS ELIGIBLE UNDER EPA'S DRINKING WATER STATE REVOLVING FUND (DWSRF)

Eligible drinking water projects under the DWSRF, and the final rule, include:

- ✓ Facilities to improve drinking water quality
- ✓ Transmission and distribution, including improvements of water pressure or prevention of contamination in infrastructure and lead service line replacements
- ✓ New sources to replace contaminated drinking water or increase drought resilience, including aquifer storage and recovery system for water storage
- ✓ Green infrastructure, including green roofs, rainwater harvesting collection, permeable pavement
- ✓ Storage of drinking water, such as to prevent contaminants or equalize water demands
- ✓ Purchase of water systems and interconnection of systems
- ✓ New community water systems

Treasury encourages recipients to review the EPA handbook for the DWSRF for a full list of eligibilities.

ADDITIONAL ELIGIBLE PROJECTS

With broadened eligibility under the final rule, SLFRF funds may be used to fund additional types of projects— such as additional stormwater infrastructure, residential wells, lead remediation, and certain rehabilitations of dams and reservoirs — beyond the CWSRF and DWSRF, if they are found to be "necessary" according to the definition provided in the final rule and outlined below.

- ✓ Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure
- ✓ Infrastructure to improve access to safe drinking water for individual served by residential wells, including testing initiatives, and treatment/remediation strategies that address contamination
- ✓ Dam and reservoir rehabilitation if primary purpose of dam or reservoir is for drinking water supply and project is necessary for provision of drinking water
- ✓ Broad set of lead remediation projects eligible under EPA grant programs authorized by the Water Infrastructure Improvements for the Nation (WIIN) Act, such as lead testing, installation of corrosion control treatment, lead service line replacement, as well as water quality testing, compliance monitoring, and remediation activities, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities

A "necessary" investment in infrastructure must be:

(1) responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise,
(2) a cost-effective means for meeting that need, taking into account available alternatives, and
(3) for investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life.

Please note that DWSRF and CWSRF-eligible projects are generally presumed to be necessary investments. Additional eligible projects generally must be responsive to an identified need to achieve or maintain an adequate minimum level of service. Recipients are only required to assess cost-effectiveness of projects for the creation of new drinking water systems, dam and reservoir rehabilitation projects, or projects for the extension of drinking water service to meet population growth needs. Recipients should review the supplementary information to the final rule for more details on requirements applicable to each type of investment.

APPLICABLE STANDARDS & REQUIREMENTS

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.

Broadband Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in broadband infrastructure, which has been shown to be critical for work, education, healthcare, and civic participation during the public health emergency. The final rule broadens the set of eligible broadband infrastructure investments that recipients may undertake.

Recipients may pursue investments in broadband infrastructure meeting technical standards detailed below, as well as an expanded set of cybersecurity investments.

BROADBAND INFRASTRUCTURE INVESTMENTS

Recipients should adhere to the following requirements when designing a broadband infrastructure project:

1. **Identify an eligible area for investment.** Recipients are encouraged to prioritize projects that are designed to serve locations without access to reliable wireline 100/20 Mbps broadband service (meaning service that reliably provides 100 Mbps download speed and 20 Mbps upload speed through a wireline connection), but are broadly able to invest in projects designed to provide service to locations with an identified need for additional broadband investment. Recipients have broad flexibility to define need in their community. Examples of need could include:

   - ✓ Lack of access to a reliable high-speed broadband connection
   - ✓ Lack of affordable broadband
   - ✓ Lack of reliable service

   If recipients are considering deploying broadband to locations where there are existing and enforceable federal or state funding commitments for reliable service of at least 100/20 Mbps, recipients must ensure that SLFRF funds are designed to address an identified need for additional broadband investment that is not met by existing federal or state funding commitments. Recipients must also ensure that SLFRF funds will not be used for costs that will be reimbursed by the other federal or state funding streams.

2. **Design project to meet high-speed technical standards.** Recipients are required to design projects to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds. In cases where it is not practicable, because of the excessive cost of the project or geography or topography of the area to be served by the project, eligible projects may be designed to reliably meet or exceed 100/20 Mbps and be scalable to a minimum of symmetrical 100 Mbps download and upload speeds.

   Treasury encourages recipients to prioritize investments in fiber-optic infrastructure wherever feasible and to focus on projects that will achieve last-mile connections. Further, Treasury encourages recipients to prioritize support for broadband networks owned, operated by, or affiliated with local governments, nonprofits, and co-operatives.

3. **Require enrollment in a low-income subsidy program.** Recipients must require the service provider for a broadband project that provides service to households to either:

   - ✓ Participate in the FCC's Affordable Connectivity Program (ACP)
   - ✓ Provide access to a broad-based affordability program to low-income consumers that provides benefits commensurate to ACP

   Treasury encourages broadband services to also include at least one low-cost option offered without data usage caps at speeds sufficient for a household with multiple users to simultaneously telework and engage in remote learning. Recipients are also encouraged to consult with the community on affordability needs.

CYBERSECURITY INVESTMENTS

SLFRF may be used for modernization of cybersecurity for existing and new broadband infrastructure, regardless of their speed delivery standards. This includes modernization of hardware and software.

APPLICABLE STANDARDS & REQUIREMENTS

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.

Restrictions on Use

While recipients have considerable flexibility to use Coronavirus State and Local Fiscal Recovery Funds to address the diverse needs of their communities, some restrictions on use of funds apply.

OFFSET A REDUCTION IN NET TAX REVENUE

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue resulting from a change in law, regulation, or administrative interpretation beginning on March 3, 2021, through the last day of the fiscal year in which the funds provided have been spent.** If a state or territory cuts taxes during this period, it must demonstrate how it paid for the tax cuts from sources other than SLFRF, such as by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be repaid to the Treasury.

DEPOSITS INTO PENSION FUNDS

- **No recipients except Tribal governments may use this funding to make a deposit to a pension fund.** Treasury defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions connected to an eligible use of funds (e.g., for public health and safety staff). Examples of extraordinary payments include ones that:

  - ✗ Reduce a liability incurred prior to the start of the COVID-19 public health emergency and occur outside the recipient's regular timing for making the payment
  - ✗ Occur at the regular time for pension contributions but is larger than a regular payment would have been

ADDITIONAL RESTRICTIONS AND REQUIREMENTS

Additional restrictions and requirements that apply across all eligible use categories include:

- **No debt service or replenishing financial reserves.** Since SLFRF funds are intended to be used prospectively, recipients may not use SLFRF funds for debt service or replenishing financial reserves (e.g., rainy day funds).

- **No satisfaction of settlements and judgments.** Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding is itself not an eligible use. However, if a settlement requires the recipient to provide services or incur other costs that are an eligible use of SLFRF funds, SLFRF may be used for those costs.

- **Additional general restrictions.** SLFRF funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (e.g., uses of funds that undermine COVID-19 mitigation practices in line with CDC guidance and recommendations) and may not be used in violation of the Award Terms and Conditions or conflict of interest requirements under the Uniform Guidance. Other applicable laws and regulations, outside of SLFRF program requirements, may also apply (e.g., laws around procurement, contracting, conflicts-of-interest, environmental standards, or civil rights).

Program Administration

The Coronavirus State and Local Fiscal Recovery Funds final rule details a number of administrative processes and requirements, including on distribution of funds, timeline for use of funds, transfer of funds, treatment of loans, use of funds to meet non-federal match or cost-share requirements, administrative expenses, reporting on use of funds, and remediation and recoupment of funds used for ineligible purposes. This section provides a summary for the most frequently asked questions.

TIMELINE FOR USE OF FUNDS

Under the SLFRF, funds must be used for costs incurred on or after March 3, 2021. Further, costs must be obligated by December 31, 2024, and expended by December 31, 2026.

TRANSFERS

Recipients may undertake projects on their own or through subrecipients, which carry out eligible uses on behalf of a recipient, including pooling funds with other recipients or blending and braiding SLFRF funds with other sources of funds. Localities may also transfer their funds to the state through section 603(c)(4), which will decrease the locality's award and increase the state award amounts.

LOANS

Recipients may generally use SLFRF funds to provide loans for uses that are otherwise eligible, although there are special rules about how recipients should track program income depending on the length of the loan. Recipients should consult the final rule if they seek to utilize these provisions.

NON-FEDERAL MATCH OR COST-SHARE REQUIREMENTS

Funds available under the "revenue loss" eligible use category (sections 602(c)(1)(C) and 603(c)(1)(C) of the Social Security Act) generally may be used to meet the non-federal cost-share or matching requirements of other federal programs. However, note that SLFRF funds may not be used as the non-federal share for purposes of a state's Medicaid and CHIP programs because the Office of Management and Budget has approved a waiver as requested by the Centers for Medicare & Medicaid Services pursuant to 2 CFR 200.102 of the Uniform Guidance and related regulations.

SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. As an example, the Infrastructure Investment and Jobs Act provides that SLFRF funds may be used to meet the non-federal match requirements of authorized Bureau of Reclamation projects and certain broadband deployment projects. Recipients should consult the final rule for further details if they seek to utilize SLFRF funds as a match for these projects.

ADMINISTRATIVE EXPENSES

SLFRF funds may be used for direct and indirect administrative expenses involved in administering the program. For details on permissible direct and indirect administrative costs, recipients should refer to Treasury's Compliance and Reporting Guidance. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs.

REPORTING, COMPLIANCE & RECOUPMENT

Recipients are required to comply with Treasury's Compliance and Reporting Guidance, which includes submitting mandatory periodic reports to Treasury.

Funds used in violation of the final rule are subject to remediation and recoupment. As outlined in the final rule, Treasury may identify funds used in violation through reporting or other sources. Recipients will be provided with an initial written notice of recoupment with an opportunity to submit a request for reconsideration before Treasury provides a final notice of recoupment. If the recipient receives an initial notice of recoupment and does not submit a request for reconsideration, the initial notice will be deemed the final notice. Treasury may pursue other forms of remediation and monitoring in conjunction with, or as an alternative to, recoupment.

From: Heather Russell, City Administrator

To: Mayor & Board of Aldermen

Date: February 1, 2022

Re: City Administrator’s Monthly Report – January 2022

- Participated in the Public Utilities and Public Works Committee Meeting on January 10^{th}
- Participated in the General Government and Public Safety Committee meeting on January 10^{th}
- Participated in the Board of Aldermen meeting on January 17^{th} and January 20^{th}
- Assisted with the development of packets for the Committees, Commission, and the Board meetings
- Prepared or helped to prepare ordinances or resolutions for: putting the Use Tax question on the April 2022 ballot.
- Provided updates to the Board regarding the Pandemic Illness Response Policy.
- Created a 10-year Use Tax Comparison for Board Review
- Worked with Dept. Heads to prepare budget information for the FY22-23 budget.
- Took over creation and updates to the meeting agendas and packets until a new clerk is hired.
- Created detailed instructions for updating agendas, packets, and minutes on Town Cloud.
- Reviewed applicants for the Finance Clerk and created an applicant scoring matrix.
- Participated in an employee benefits & safety committee meeting on January 3^{rd}.
- Created a draft Compensatory Time Policy for attorney, committee, and union review.
- Set up a uniform fitting with Unifirst.
- Watched a demo on gWorks’ HR Hub module.
- Assisted with conducting interviews for the Finance Clerk position.
- Checked about a fire at the laundry mat.
- Participated in the Loss Prevention Evaluation meeting with MIRMA and Department Heads.
- Worked on updating the on-call engineering RFQ.
- Assisted staff with building permits.
- Created RFP’s for demolition and reconstruction of the Club House at the Golf Course.
- Completed the annual MIRMA questionnaire, including updating all equipment, property information, payroll, and vehicle lists.
- Began working on an RFP for Fireworks.
- Assigned monthly staff safety training through MIRMA University.
- Participated in a Women Leading Government coaching call on January 20^{th}.
- Updated City Website content throughout the month.
- Conducted meetings of Department heads (January 5^{th}, 12^{th} , and 19^{th}).
- Completed various contracts, payment agreements, and other misc. paperwork as arose.
- Responded to various citizen requests, personnel issues, reviewed payroll, issued Unlicensed Vehicle Permits and as needed approved final building permits, reviewed parts of commercial building permits, entered building permit information, answered questions from the media and other tasks.

All of the tasks started and completed required the support of the Board of Aldermen and the cooperation of the staff in City Hall and the rest of the City staff.