

County of Lassen  
**ADMINISTRATIVE SERVICES**

H3



**CHRIS GALLAGHER**

District 1

**DAVID TEETER**

District 2

**JEFF HEMPHILL**

District 3

**AARON ALBAUGH**

District 4

**TOM HAMMOND**

District 5

**Richard Egan**


County Administrative Officer  
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## MEMORANDUM

September 2, 2020

TO: Board of Supervisors  
Agenda Date: September 8, 2020

FROM: Richard Egan, County Administrative Officer 

SUBJECT: Coronavirus Aid, Relief, and Economic Security Act ("CARES Act")

**RECOMMENDATION:** That the Board: Approve a budget appropriation of \$400,000 in Fund 160-1601 for Coronavirus related expenditures for the 2019/2020 fiscal year. (Requires 4/5 vote)

**PRIOR BOARD ACTIONS:** On July 2, 2020, by Resolution, the Board granted authorizations for requesting CARES Act funding from the State Budget Act of 2020, with certification that the County agrees to specific conditions, including adherence to the State's stay-at home requirements and other health requirements as directed in the governor's executive order and public health orders, etc.

**DISCUSSION:** CARES Act funding is federal funding and unanticipated revenue provided to the County via the State Budget. The recommended budget appropriation is needed to incur obligations and make payments attribute to the County's day-to-day COVID-19 emergency response and preparedness activities to mitigate the impact that COVID-19 is having on the community. The recommended budget expenditures will include staffing costs.

County departments are working to prepare and submit a report on actual to date and proposed expenditures to obligate the funding by September 4, 2020, for review and approval by the California Department of Finance. Unobligated funds must be returned by October 30, 2020 to the State of California unless the Department of Finance grants an extension to December 30, 2020. The County must adhere to federal guidance for expenditures. In addition, the use of the funds is overseen by the State.

**FISCAL IMPACT:** Positive.

**OTHER AGENCY INVOLVEMENT:** None.

RE/ts

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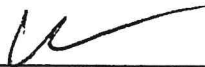
# FISCAL YEAR 2019-2020 ESTIMATED

## Summary

Fund: CARES  
 Department : CARES FUND  
 Budget Unit Name: CARES  
 Budget Unit Number:

Account Name	FY 2018/19 Final Budget	FY 2019/20 Preliminary	Expansion/ (Reduction)
Total FTE Employees	-	-	0
Salaries & Benefits	\$ -	\$ 400,000	\$ 400,000
Services & Supplies	\$ -	\$ -	\$ -
Other Charges	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
TOTAL BUDGET REQUEST	\$ -	\$ 400,000	\$ 400,000
Revenues Available	\$ -	\$ 400,000	\$ -
Fund Balance (if applicable)			
TOTAL REVENUES AVAILABLE	\$ -	\$ 400,000	\$ -
NET GENERAL FUND REQUIRED	\$ -	\$ -	\$ 400,000

Department Head Signature

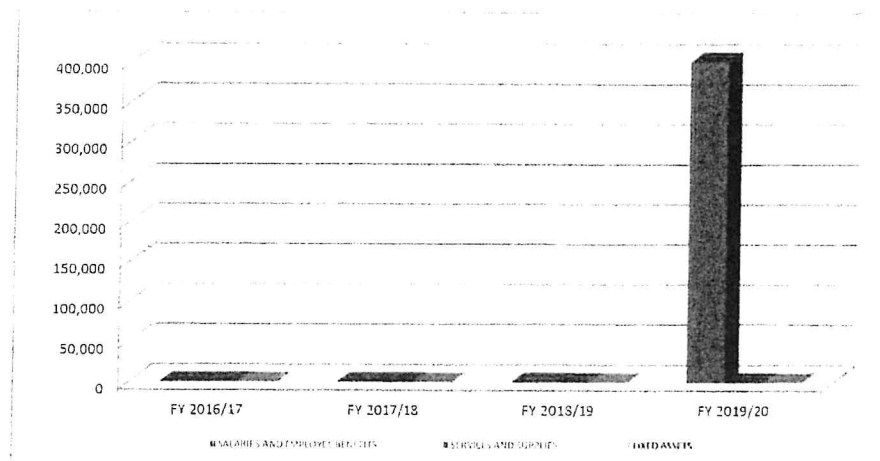


Date:

9/2/2020

CARES		ACCOUNT-NAME	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 FINAL BUDGET	FY 2019/20 REQUEST
FUND	160	CARES FUND				
BUDGET-UNIT	1601	CARES				
COST-CENTER						
ACCOUNT						
	3000100	SALARIES AND WAGES				400,000
	3000105	CELL PHONE ALLOWANCE				
	3000110	OVERTIME				
	3000121	TRAVEL ALLOWANCE				
	3000130	EXTRA HELP				
	3000160	FURLOUGH SAVINGS				
	3000161	VACANCY SAVINGS				
	3000200	RETIREMENT				
	3000202	MEDICARE				
	3000205	PERS UNFUNDED RETIREMENT LIABILITY				
	3000210	SOCIAL SECURITY				
	3000300	GROUP INSURANCE - HEALTH				
	3000310	GROUP INSURANCE - CAFETERIA				
	3000320	GROUP INSURANCE - DENTAL				
	3000330	GROUP INSURANCE- LIFE				
	3000400	WORKERS COMPENSATION INSURANCE				
	3000401	WORKMAN COMP CLAIMS REIMB				
	3000501	OTHER POST EMPLOYMENT BENEFITS				
	3000750					
		<b>SALARIES AND EMPLOYEE BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>
	3001200	COMMUNICATIONS				
	3001700	MAINTENANCE - EQUIPMENT				
	3002000	MEMBERSHIPS				
	3002200	OFFICE EXPENSE				
	3002201	POSTAGE				
	3002300	PROFESSIONAL & SPECIALIZED SERVICES				
	3002302	IT DIRECT BILL				
	3002400	PUBLICATIONS AND LEGAL NOTICES				
	3002500	RENTS AND LEASES - EQUIPMENT				
	3002701	NON-CAPITALIZED EQUIPMENT				
	3002800	SPECIAL DEPARTMENTAL EXPENSE				
	3002900	TRANSPORTATION AND TRAVEL				
	3002901	CONFERENCES AND TRAINING				
		<b>SERVICES AND SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	3006100	BUILDING & IMPROVEMENT				
	3006200	EQUIPMENT				
		<b>FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>ADMINISTRATIVE SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>

FTEs



# REVENUES

Budget Unit Name: CARES

Fund: 160

Budget Unit #: 1601

Add description of all State and Federal revenues and  
Operating Transfers In. Add lines if needed.

Account	Account Name	Description	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 FINAL BUDGET	FY 2019/20 REQUEST
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2003000

INTEREST

2006200

STATE-OTHER

400,000

<b>TOTAL</b>			0	0	0	400,000
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