



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report

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**File #:** 20-1073, **Version:** 1

**Item #:** C-6.

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### **CC - Receipt and Filing of 2<sup>nd</sup> Report on Current COVID-19 Emergency Response Expenditures.**

**Meeting Date:** June 22, 2020

**Contact Person/Dept:** Onyx Jones/Finance Department

**Phone Number:** (310) 253-5865

**Fiscal Impact:** Yes ☒ No ☐ **General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐ **Action Item:** ☐ **Attachments:** ☒

**Commission Action Required:** Yes ☐ No ☒ **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/18/2020)

**Department Approval:** Onyx Jones, Chief Financial Officer (06/18/2020)

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### **RECOMMENDATION**

Staff recommends the City Council receive and file a report on current emergency response expenditures for COVID-19 related purchases.

### **BACKGROUND/DISCUSSION**

On March 18 and May 11, 2020, the City Council authorized budget appropriations in the amounts of \$250,000 and \$350,000 respectively, under the authority of CCMC section 3.07.060.B and 3.09.040 to meet the City's emergency service and supply response needs. Of these emergency funds, note that \$50,000 shifted for the Civil Unrest (EOC02). Details regarding these expenditures will be included in next month's report.

This is the 2<sup>nd</sup> Report on Current COVID-19 Emergency Response Expenditures, with expenditures to date primarily been purposed for staff personal protective equipment (PPE), sanitization needs to meet public safety and service continuation, equipment rentals, Emergency Operation Center (EOC) costs for technology requirements, and emergency professional services for needs ranging from FEMA consultation to biohazard cleaning. Posted actual emergency response expenses through May 31, 2020 have totaled \$365,908 with another \$146,738 encumbered for pending orders/service

requests.

A detailed report by category, vendor, item description and costs is included as Attachment 1. Note these the expense categories have been revised from the prior version to better align FEMA categories. A summary of expenses by category has been provided below:

<b>CATEGORY SUBTOTALS</b>	<b>AMOUNT</b>
Dissemination of Information to the Public	\$ 4,201.10
Emergency Operations Center Activities	21,872.50
Facility Disinfection	74,930.20
Other - Building Maintenance	25,605.58
Other - IT/Telecommuting Supplies	100,438.23
Other - Temporary Staffing	13,300.00
PPE - Coveralls	3,610.21
PPE - Face Shields	8,425.17
PPE - Medical Gloves	3,271.27
PPE - Medical Gowns	9,280.48
PPE - N95 Masks	35,269.69
PPE - Other	5,674.59
PPE - Surgical Masks	36,232.37
Purchase and Distribution of Food/Water/Ice	9,230.78
Purchase and Distribution of Other Commodities	2,071.13
Purchase of Meals for Emergency Workers	1,305.75
Quarantine-related Temp Housing	9,140.61
Security, Law Enforcement, Barricading and Patrolling	252.96
Technical Assistance on Emergency Management	1,096.00
Training	700.00
<b>TOTAL</b>	<b>\$365,908.62</b>

Staff has worked diligently to create a state of heightened public safety void of service disruptions. The City of Culver City has taken a number of steps to help prevent the spread of COVID-19 during this emergency event and will continue in preparation for recovery and reopening of public buildings as additional portions of the *Safer at Home* Order is lifted. To meet the “new normal” in City operations, preparations continue to stock for appropriate ongoing personal protective equipment (PPE); continuation of handwashing stations for public use; and sufficient Citywide hygienic products including antibacterial soaps, hand sanitizers and disinfecting supplies to meet guidance from the Center of Disease Control (CDC) and County Department of Public Health to reduce opportunities for community transmission of the virus.

City Council further authorized the City Manager to approve purchases and/or agreements up to the Emergency Response appropriation at the May 11, 2020 Council Meeting, with provision that all agreements approved under this authority would be identified in ongoing Emergency Response Expenditure Reporting. The following agreements have been noted for authorization:

- AMBK dba Bio-One Southern California - Agreement in an amount not-to-exceed \$50,000 extended through September 2020 to enable sufficient time for RFP issuance due to

expanding scope of service. This service is needed for increased on-call environmental cleanup services.

### **FISCAL ANALYSIS**

Culver City Municipal Code Sections 3.07.060.B and 3.09.040 authorize the City Manager to make expenditures in connection with emergency activities in the event of a locally declared emergency. Expenses through May 31, 2020 totaled \$512,646, which includes posted actuals and encumbrances. There is a remaining balance of \$37,354 available for additional COVID-19 activities. The CFO is currently working with other Department Heads to develop a COVID-19 budget for FY 2020/2021. This will be brought to City Council to request a budget amendment separately.

While operational costs related to the AMBK dba Bio-One Southern California will be funded from Enforcement Services (10150250.619800), increases related to COVID-19 may be pursued as a FEMA eligible expense. Finance staff will also seek various grants and FEMA expense reimbursements to help offset all COVID19 related expenses.

### **ATTACHMENTS**

1. Emergency Response Expense Report - II

### **MOTION**

That the City Council:

Receive and file a report on current emergency response expenditures.