



City of Culver City

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

Staff Report

File #: 21-96, **Version:** 1

Item #: C-1.

CC - (1) Receipt and Filing of 3rd Report on Current Emergency Response Expenditures; (2) Receipt and Filing of Approved Additional Emergency Response Purchases/Agreements; and (3) FOUR-FIFTHS VOTE REQUIREMENT: Approval of Budget Appropriation of \$900,000 for FY2020/2021 Related Emergency Response Expenses.

Meeting Date: August 17, 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 (08/12/2020)

Department Approval: Onyx Jones, Chief Financial Officer (08/12/2020)

RECOMMENDATION

Staff recommends the City Council (1) receive and file a report on current emergency response expenditures for COVID-19 and Civil Unrest related purchases, (2) receive and file additional emergency response agreements and (3) approval of FY2020/2021 budget appropriation of \$900,000 for COVID-19 related expense (budget amendment requires four-fifths vote).

BACKGROUND/DISCUSSION

Emergency Response Expenditures through June 30, 2020

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). Additionally, the City Council authorized \$382,033 for Temporary Street Closures on June 22, 2020 to support economic recovery related to the COVID-19 pandemic.

This is the 3rd Report on Emergency Response Expenditures, with COVID-19 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 June 30, 2020 have totaled \$519,683 with another \$286,558 encumbered for pending orders/service requests.

Over the course of the Civil Unrest emergency (EOC02), a total of \$30,715 was expended.

A detailed report by category, vendor, item description and costs are included as Attachment 1. A summary of expenses by category has been provided below:

CATEGORY SUBTOTALS	AMOUNT
<i>COVID-19 Related Expenditures (CV019)</i>	
Dissemination of Information to the Public	\$2,546
Emergency Operations Center Activities	24,377
Facility Disinfection	108,286
Other - Building Maintenance	49,182
Other - IT/Telecommuting Supplies	10,125
Other - Temporary Staffing	176,910
PPE - Coveralls	1,014
PPE - Face Shields	17,390
PPE - Medical Gloves	8,518
PPE - Medical Gowns	3,271
PPE - N95 Masks	9,280
PPE - Other	35,270
PPE - Surgical Masks	5,378
Purchase and Distribution of Food/Water/Ice	45,616
Purchase and Distribution of Other Commodities	9,589
Purchase of Meals for Emergency Workers	664
Quarantine-related Temp Housing	1,306
Security, Law Enforcement, Barricading and Patrolling	9,141
Technical Assistance on Emergency Management	1,096
Training	725
COVID-19 EXPENDITURES	\$519,683
<i>Civil Unrest Related Expenditures (EOC02)</i>	
Security, Law Enforcement, Barricading and Patrolling	\$ 14,615
Purchase of Meals for Emergency Workers	16,100
CIVIL UNREST EXPENDITURES	\$30,715
TOTAL EMERGENCY RESPONSE EXPENDITURES	\$550,398

Additional Emergency Response Purchases/Agreements

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:

- *NIC Partners* - Agreement in an amount not-to-exceed \$150,000 for indoor and outdoor wireless connectivity at Veterans Memorial Park, with sufficient access points to effectively support required social distancing needs. This purchase is exempt from purchasing requirements via 3.07.055.G. procedures have already been utilized by the City, public agency or joint power agency and the goods or supplies are supplied to the City at the same or better price. Because equipment and services as supplied by NIC Partners have previously undergone competitive solicitation procedures with California Multiple Award Schedule (CMAS) and NIC Partners will supply the same goods or supplies at the same or better rate, this procurement meets this requirement.
- *Vital Medical Center* - Agreement in an amount not-to-exceed \$75,000 with Vital Medical Center. The Police Department has a contract with Vital Medical Services to provide in-house medical service provisions for arrestees (pre-booking medical clearances) and manage the Department's Naloxone HCI (Narcan) Program. The contract also includes "Communicable Disease Exposure Testing and Counseling" which provides testing services and counseling for occupation exposures to communicable diseases (including COVID-19). When the COVID-19 outbreak rapidly evolved in Los Angeles, the Police Department contacted Vital to arrange for mobile COVID-19 testing for City employees and to provide test results within 48 hours. Also, Vital Medical Services was able to conduct on-site mass testing for Police Department personnel.

Culver City Municipal Code Section 3.07.055 Exceptions to Bidding Requirements states "when the requesting department determines, in writing, after conducting a good faith review of the available sources, that there is only one source for the required equipment, good, supply or service. The department requesting sole source procurement shall provide written evidence to support a sole source determination". Staff believes that Vital Medical Services is the only company that provides this unique service at this time. Staff determined that Vital is the only service in existence delivering facility-based and mobile-based COVID-19 testing with timely results within 48 hours to local government agencies.

- *Complete Coach Works (CCW)* - Purchase Order with Complete Coach Works (CCW) in the total amount not to exceed \$367,110 for the purchase and installation of Bus Operator Safety Barriers. As a public transit agency, Culver CityBus provides essential services to our community. Many of our customers rely on our service to take them to their jobs that are deemed essential, to buy food and necessary supplies, and to receive medical care. The current COVID-19 pandemic has underscored the urgency of outfitting the entire Transportation fleet with driver barriers for the further protection of the agency's bus operators from possible contamination while operating the buses and to slow down the spread of the virus. Safety is first, last and always at Culver City, and therefore as the agency explores reinstating front door boarding to begin recapturing much needed farebox revenue, installing barriers to keep our operators safe and healthy is of paramount importance.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act exempts recipients of federal funds in states in which the Governor has declared an emergency related to COVID-19 from federal procurement requirements under 49 U.S.C. Chapter 53. Under the extraordinary circumstances brought on by the COVID-19 pandemic, staff have determined that a public exigency or emergency exists that will not permit a delay resulting from a competitive solicitation process. Safety of our drivers and riders is our top priority, and therefore it is necessary to expedite the implementation of these barriers through a non-competitive procurement process.

FY2020/2021 Emergency Response Appropriation Request

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.

Since there is no definitive end in view for COVID-19 related needs, Staff is requesting a total appropriation for FY2020/2021 of \$900,000 for expenditures throughout the year.

To be responsive to immediate needs, on May 11, 2020, City Council authorized the City Manager to approve purchases and/or agreements up to the Emergency Response appropriation. All agreements procured under this authority will be identified in future Emergency Response Expenditure Reporting.

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. Posted expenses from March 1, 2020 through June 30, 2020 totaled \$519,683. However, there are additional new year needs requiring funding, which we currently estimate at \$900,000. It is therefore requested that an additional appropriation of \$900,000 be approved for COVID-19 related activities through FY2020/2021. This appropriation is requested from Unassigned General Fund Balance.

Costs related to the NIC Partners (wireless services) and Vital Medical Services (medical services) will be initially funded from the General Fund COVID-19 Project Account (10116100.619800.CV019) and Complete Coach Works (bus barriers) funded from Transportation CARES Act funding (20370300.732120.CV019).

Finance has sought grants and FEMA expense reimbursements to help offset all COVID19 related expenses, with funding now anticipated from various CARES Act awards and additional supplemental grants.

ATTACHMENTS

1. Emergency Response Expense Report - III

MOTIONS

That the City Council:

1. Receive and file a report on current emergency response expenditures; and
2. Receive and file a report on current emergency response purchases/agreements; and
3. Approve a Budget Appropriation of \$900,000 for additional related emergency response expenses (**requires a four-fifths vote**); and
4. Authorize the City Attorney to review/prepare the necessary documents; and
5. Authorize the City Manager to execute such documents on behalf of the City.