



City of Homer

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Memorandum 20-142

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: September 10, 2020
SUBJECT: Additional Funding Necessary for COVID-19 Response and Mitigation

This memo presents detail on additional eligible CARES Act expenses contained in Emergency Ordinance 20-63 for continued City of Homer response to and mitigation of COVID-19 for the community. I've reviewed these material expenditures and concur they are necessary, were not accounted for in the budget most recently approved as of March 27, 2020, and will be incurred during the performance period of March 1, 2020 through December 30, 2020 as required by the CARES Act. A regular ordinance approving this appropriation will come before the body to resolve the 60 day time limitation. These expenses are in addition to the materials and services approved under Emergency Ordinance 20-47.

Services and materials purchased with Cares Act dollars must be received prior to or on December 30, 2020 by the City in order to meet the guidelines for the use of the funds. The exception to this requirement is a disruption by the vendor. Per US Treasury, *"in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient's control."* Staff will work diligently to accomplish the acquisition of these materials and services under US Treasury guidelines. It may not be possible to procure all items given variables such as staff capacity, limited supply of materials, and lack of availability from contractors. Staff will reassess all approved expenses and provide an update to Council at the October 26th meeting since the intent is not to encumber CARES Act dollars that could be used for another purpose if the below projects cannot be accomplished by the December 30th deadline.

Library: IT Upgrades Touchless Check Out & Digital Inclusion

\$79,492

COVID-19 has forced the Homer Public Library to drastically reduce and restrict its services; it has also caused many classes, meetings, church services, etc. to be conducted online, which creates a digital divide for patrons who lack other means of access to computer equipment. The project will expand access to services by purchasing laptops for circulation and more equitable access to and use of the Internet. The project also includes upgrading the print management system and converting the library to a radio-frequency ID (RFID) system, which includes touchless self-checkout capability, greatly reducing the handling of library materials during circulation and thus mitigating the potential to transmit COVID-19. These items were not funded in round-1 of CARES approved expenditures.

Community Recreation:**\$13,800**

Software for online registration	\$7,000.00
I Pads for registrations (5 @ \$500 for use at each recreation site HERC, HHS, Middle School, etc. (5 at \$500).	\$2,500.00
Remote internet cost	\$1,000.00
Vent fans X3 1,100.00 (2 for HERC gym, 1 for karate room)	\$3,300.00

Moving to online registration for Community Recreation programs mitigates the potential to spread COVID-19. It eliminates paper, pens and handling of money for registration, minimizing close interaction and shared touched surfaces between staff, volunteers and participants. Shared indoor spaces are much safer if the space is well ventilated. Vent fans mitigate the potential to spread COVID-19 during recreation activities in the HERC.

Planning: E-permitting system**\$75,000**

Moving to an online permitting application systems mitigates the potential to spread COVID-19. It makes applying for a permit more accessible for citizens and minimizes close interaction and shared touched surfaces. Our current zoning and public works permits are paper based. Applicants must contact each department separately to acquire permits. Under COVID-19 conditions, the Planning Department counter is no longer open to the public, because of the inability within the existing city hall configuration to adequately social distance. The Public Works Department is also closed to the public, again for COVID-19 safety concerns. Applicants submit paper permit forms and payments to the City via drop box, or via email. An online paperless application system would create a one stop shop permit system for the public, eliminate the need for public contact and paper, while increasing safety for staff. City staff would be able to see what permit activity is occurring, and have the ability to remotely review and issue permits. This item was not funded in round-1 of CARES approved expenditures.

Homer Volunteer Fire Department**\$216,198.80**

Lucas CPR machine X2	\$56,481.01
Power load patient lift system for 2 ambulances	\$26,713.50
Breathing Air Compressor	\$125,000.00
Overhead projector and screen	\$1,100.00
Medical training simulation system	\$6,904.29

The Lucas provides “consistent quality” CPR for those in cardiac arrest. What makes it specifically useful during the transportation of COVID cases is that it allows responders to perform quality CPR without exposing EMT’s to the risk of COVID airborne/droplet particles that are always generated during CPR events.

To mitigate the spread of COVID-19 among emergency responders, HVFD has reduced staff to two on calls. The power load patient lift system reduces injury risk to responders and patients when loading patients on stretchers into ambulances. Without the lift are expected to lift upward of 350-400 pounds.

The Breathing Ari Compressor provides breathing air for our responders during times when air quality is compromised such as it is when transporting COVID patients in the confined space of the ambulance. SCBA is the highest form of protection we can provide to our personnel or hospital personnel on calls where they are working with suspected or known COVID-19 patients.

The overhead projector and medical training simulation software allows us to perform responder training in HVFD’s apparatus bays (larger than training room) to keep a safe social distance. Upgrading from a training manikin to a simulation program upgrades allows EMTS to virtually treat the patient (manikin) so they don’t all have to be next to one another near the manikin.

City of Homer Emergency Operations Center \$323,830

Disaster response portable shelter	\$280,000
EOC software system	\$24,000
Video Conference unit for EOC. Same as what was purchased for Council Chambers. (Poly X-50)	\$3,830
High Frequency Radio for EOC (link to state EOC)	\$10,000
First Responder Alerting Software/Equipment	\$6,000

The all-weather, heatable portable shelter can be used for drive up COVID-19 testing for winter months or be set up as a Point of Dispensing (POD) for COVID-19 immunizations. Testing will continue through the winter until a vaccine can be distributed. Homer High School, due to classes being in session is not available to the City and health officials for POD. The shelter can also be set up as an auxiliary medical unit or shelter with shower/cooking unit should COVID-19 cases surge in Homer.

EOC software allows for more effective EOC functioning during events (like our recent tsunami evacuation) when personnel are called into the EOC during COVID-19 and helps manage the FEMA forms that are required for the COVID-19 emergency event. The video conference unit allows for EOC to communicate in real time with various partners for more effective response to COVID-19 events, like when the Tustemena was in route to Homer with confirmed COVID-19 cases. This item was not funded in round-1 of CARES approved expenditures.

The high frequency radio and first responder alerting software/equipment provides fail safe ways for direct communications between EOC and State EOC regarding directives related to COVID-19 response and for dispatch to contact first responders through their cell phones. These item were not funded in round-1 of CARES approved expenditures.

Council / City Hall: Cowles Chambers/Dias Retrofit \$90,000

Dais (expanded dais, potentially re-locate in room, microphones, wiring, replace carpet where needed)	\$30,000
Retrofit Chambers to be COVID conscious (upgrade technology for teleconference and Zoom capabilities, network services, etc.)	\$60,000

This project modifies Council Chambers to allow social distancing of Council Members and Commissioners for public meetings. This item was not funded in round-1 of CARES approved expenditures.

Public Works: \$95,000

Personal protective equipment and cleaning supplies for Parks and Janitorial staff.	\$10,000
Electronic Pay Kiosks (3 for campgrounds, 1 for airport, 1 for RV Dump Station @ \$17,000 each)	\$85,000

The pay kiosks reduce cash handling by City staff to mitigate spread of COVID-19.

Port & Harbor: \$183,000

Repeater, base station and 15 portable radios	\$150,000.00
Mobile radio @ \$5,500.00 ea x 6	\$33,000.00

The Port & Harbor has inadequate communications range while on patrol. The Port is a regional port with additional communications requirements and has already had operational communications issues with the following COVID response activities:

- 1) Managing large vessels under quarantine that need to anchor offshore and tender to the harbor for supplies, medical interventions, etc.
- 2) Port of Homer is the home port the AMHS vessel Tustumena and which was directed to quarantine at the Port of Homer during the June shipboard outbreak of Covid. Communications with the inbound vessel were paramount to a successful resolution.
- 3) The Port of Homer is the destination port for medical evacuations from non-road connected communities throughout Lower Cook Inlet. Extended communications range will support situation updates and medical advice to vessels with cases in route. Surface transport of COVID patients is the COOP plan for when weather does not permit VFR flights, or when the air transport companies refuse transport patients in small aircraft.

Legal Fees: \$4,000

The City has utilized City Attorney services related to COVID-19 for an average cost of \$1,000 per month starting in March. Budget to cover legal services was set aside for \$6,000 through Emergency Ord. 20-47. This additional amount is intended to cover expenses incurred from September – December.

Contingency (10%): \$107,629