



## Legislation Text

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**File #:** 20-0271, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Derrick Abell, Chief of Police  
Carrie Tai, AICP, Community Development Director  
Steve S. Charelian, Finance Director

**SUBJECT:**

Consideration of Ratification of an Agreement with Willdan Engineering for Code Enforcement Services to Safeguard Public Health (Police Chief Abell).

**a) ADOPT RESOLUTION NO. 20-0109**

**b) RATIFY AGREEMENT FOR ENFORCEMENT SERVICES  
REQUIRED FOR THE COVID-19 PANDEMIC**

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**RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 20-0109 ratifying an agreement with Willdan Engineering for code enforcement services in connection with emergency protective measures to safeguard public health during the COVID-19 pandemic.

**FISCAL IMPLICATIONS:**

No funds are available in the Fiscal Year 2020-2021 City Budget for enforcement of emergency protective measures; therefore, an appropriation of funds will be brought before the City Council during the October Budget Status Update. Note that these expenditures will be partially offset by citation revenue (\$100 per citation), estimated annually for Fiscal Year 2020-2021 at \$18,500.

**DISCUSSION:**

At the July 14, 2020, City Council meeting, staff was directed to explore the various options available to enforce State and Los Angeles County health orders requiring face coverings while in public. Due to the health and safety need to immediately enforce emergency health and safety measures during nights and weekends, it was determined that contracting out for these services was the most expeditious manner to achieve this mandate.

Staff contacted eight firms of which only one firm, Willdan Engineering, had code enforcement personnel that met the requisite criteria. An agreement with Willdan Engineering, dated July 17, 2020, was executed within the City Manager's authority, to assist the Police Department with emergency face covering enforcement related to COVID-19. The contract contains the required Federal Emergency Management Agency (FEMA) contract clauses, which are necessary for COVID-19 expenses to be submitted for potential reimbursement. Because this action was performed on an

emergency basis, staff is now seeking City Council ratification for this agreement as required by Municipal Code Section 2.36.120 - Emergency procurement under the auspices of emergency protective measure. This requires City Council approval within a 60-day ratification window.

Enforcement activities began on July 18 and over a two-week period, the average spend has been \$5,000 per week. As more people become aware of enforcement, the revenues and expenses related to enforcement are likely to diminish due to fewer people violating orders or visiting the City.

Staff recommends that the City Council ratify an agreement with Willdan Engineering for code enforcement services. An appropriation for funding these efforts will be brought before the City Council at the October Budget Status Update meeting. The City may cancel the contract at any time without cause upon a 30-day notice.

**PUBLIC OUTREACH:**

At the July 14, 2020, meeting, the City Council conducted an extensive discussion regarding enforcement and citations for face coverings. The City Council discussion included an opportunity for the public to provide comments.

**ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is necessary.

**ATTACHMENTS:**

1. Resolution No. 20-0109
2. Agreement - Willdan Engineering
3. Bid Comparison