



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Receive a Report of an Emergency Procurement and Execution of Agreement with the County of Santa Clara to provide isolation and quarantine support for low-income COVID-positive residents; and Approve Budget Modification No. 16 in the amount of \$134,435

BACKGROUND

On January 30, 2020, the World Health Organization declared COVID-19 a Public Health Emergency of International concern and later in March declared the outbreak a global pandemic. On March 12, 2020, in response to the local spread of COVID-19, Sunnyvale City Manager Kent Steffens declared a local health emergency pursuant to the authority granted to him as the Emergency Services Director in Sunnyvale Municipal Code Chapter 2.16 (Emergency Organization and Functions) and applicable state law. The City Council adopted a resolution ratifying that declaration (Resolution No. 979-20) on March 17, 2020, and has extended the declaration several times. Council's last action to extend the declaration was taken on December 8, 2020 (Resolution No. 1036-20). The emergency conditions related to COVID-19 continue and the local emergency declaration remains in place.

One of many initiatives put in place to respond to the COVID-19 pandemic was a Countywide Isolation and Quarantine Support Program (Program) developed and implemented by Santa Clara County. The Program consists of three primary components: (1) motel rooms for isolation and/or quarantine; (2) rental and financial assistance; and (3) support services including transportation to and from medical appointments, daily meals and/or groceries, weekly laundry services, and case management services to help individuals apply for safety-net benefits.

In July 2020, the County Executive's Office presented a cost-sharing proposal to all 14 cities in the County. The County requested that each participating City contribute funding to operate the Program. The cost sharing proposal split costs based on population size. With 8% of the County's population, Sunnyvale's share was estimated at \$502,080 for the period of August 1, 2020 through December 31, 2020.

Sunnyvale, like most cities in the County, did not opt into the Program. Instead, the City worked with Sunnyvale Community Services (SCS) to ensure support for residents needing to isolate or quarantine. SCS began receiving referrals from the County in September 2020.

Sunnyvale Community Services contacted the City and requested support in management of the services to isolate or quarantine Sunnyvale residents. Based on that request, the City evaluated alternative options for services.

EXISTING POLICY

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code, the City Manager, the Purchasing Officer

or a department head, may make emergency procurements for goods and services (i.e., the purchase of fuel), regardless of the cost, if there is an urgent necessity to do so for the preservation of life, health or property. Emergency procurements shall be made with such competition as is practical and be limited to those goods and services necessary to satisfy the emergency need. For contracts greater than one hundred thousand dollars in any one transaction, the City Manager shall make a full and complete report to the City Council at its next regularly scheduled meeting. (Sunnyvale Municipal Code Section 2.08.190).

Pursuant to Sunnyvale Charter Section 1305, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least four members so as to authorize the transfer of unused balances appropriated for one purpose to another, or to appropriate available revenue not included in the budget.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

DISCUSSION

SCS effectively managed the relatively small number of County referrals for isolation and quarantine support through the fall. The number of County requests for assistance averaged 5-10 per week, resulting in one motel stay per week.

Cases of COVID-19 began to surge in late November 2020 after the Thanksgiving holiday. By December, the number of requests surged to 150 per week, resulting in 10 hotel stays in three weeks. The needs of these COVID-positive residents also expanded to include daily meals and intensive case management.

In mid-December, SCS informed the City and County about the sudden increase in the number of motel requests along with concerns regarding the complexity of providing isolation and quarantine services. SCS reported that the program was requiring staff support seven-days per week to field requests, secure motel rooms, and supply meals and supportive services with no additional funding for staff and services. It was increasingly difficult for SCS to secure motel rooms. Some motels were refusing to allow guests with COVID-19. Additionally, the growing motel service requirements were impeding SCS’s ability to effectively manage ongoing safety net services that were also in high demand given the economic impacts of the pandemic. Consequently, SCS requested that the City use the County Program for out-of-home isolation and quarantine requests as of December 23.

Staff worked quickly with the County to ensure a seamless transition. The County’s Isolation and Quarantine Support Program - Motel Component assists residents of participating jurisdictions to isolate or quarantine if:

1. They have tested positive for COVID-19 or have been in close contact with a COVID-19 positive person;
2. They cannot feasibly isolate or quarantine at home;
3. They cannot isolate or quarantine in a motel without assistance.

While the Program includes full wrap-around services, the City will only participate in the Motel Component. Sunnyvale Community Services will continue to provide case management, support for in-home isolation and quarantine, and rental and financial assistance for residents impacted by COVID-19.

The Agreement (Attachment 1) allows the City to use the County's existing program infrastructure to meet the out-of-home isolation and quarantine needs of Sunnyvale residents (Motel Component). The Motel Component includes placement coordination, motel stay, onsite security, meals, laundry services, case management, and medical support services. The City will be responsible for actual direct and shared expenses that are used to support Sunnyvale residents. The Agreement covers Motel Component Program costs from December 23, 2020 to April 30, 2021.

To be responsive to this immediate need, staff utilized the City Manager's procurement authority for emergencies granted under Sunnyvale Municipal Code Chapter 2.08 (Goods and Services). Given the urgent need to prevent COVID-positive residents from spreading the virus, staff and the City Manager determined that it was practical to contract with the County for these services since they already had a fully developed isolation and quarantine program and the Agreement was executed by the parties on January 13, 2021.

FISCAL IMPACT

Budget Modification No.16 has been prepared to appropriate \$134,435 for the Countywide Isolation and Quarantine Support Program to a new project.

Budget Modification No. 16 FY 2020/21

	Current	Increase/ (Decrease)	Revised
General Fund			
<u>Expenditures</u>			
New Project - Countywide Isolation and Quarantine Support Program	\$0	\$134,435	\$134,435
<u>Reserves</u>			
Budget Stabilization Fund	\$51,602,576	(\$134,435)	\$51,468,141

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, Sunnyvale Public Library and Department of Public Safety. In addition, the agenda and report are available at the Office of the City Clerk and on the City's website.

STAFF RECOMMENDATION

Receive a Report of an Emergency Procurement and Execution of Agreement with the County of Santa Clara to provide isolation and quarantine support for low-income COVID-positive residents; and Approve Budget Modification No. 16 in the amount of \$134,435.

Prepared by: Jaqui Guzmán, Deputy City Manager
Reviewed by: Tim Kirby, Director of Finance
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. City & County Funding Agreement