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## Report to Mayor and City Council

Tuesday, April 21, 2020

Consent

### SUBJECT:

**CONSIDER APPROVING RESOLUTION NO. 20-072 AMENDING THE FISCAL YEAR 2019-2020 BUDGET TO ALLOCATE FUNDS IN AN AMOUNT NOT TO EXCEED \$150,000.00 TO SUPPORT THE CARSON ESSENTIALS TO-GO PROGRAM (CITY COUNCIL)**

### I. SUMMARY

Earlier this month the Disaster Council authorized the City Manager to enter a contract with Norms Restaurant LLC, not to exceed \$150,000.00 for the purpose of preparing food packages for the Carson Essentials To-Go Program; and to place an item on the City Council agenda for the budget appropriation.

The Carson Essentials To-Go Program was established to offer three different packages of food and other necessities to residents via a collaborative effort between Norms Restaurants and the City of Carson. The approximate values of the three packages are \$54.00 for the Care Pack and \$69.00 for the Family Packs. However, a grant from Phillips 66 will subsidize 20% of the cost of each bundle, so the final price to the public is \$43.00 and \$55.00, respectively. Though the contract with Norms Restaurant was executed on April 9, 2020, as part the City Manager's authority during this State of Emergency, the City Council is tonight asked to approve the implementation of this program. Additionally, the City Council is asked to appropriate a not to exceed amount of \$150,000.00 to initially fund the purchase of the packages. Though the bulk of the cost of the bundles will ultimately be recovered by purchases, donations in the amount of \$30,000 (awarded by Carson Companies, Watson Land, and the Carson Community Foundation) will serve as seed money to get the program started. A grant in the amount of \$25,000 from Phillips 66 will provide a 20% subsidy to Carson patrons.

### II. RECOMMENDATION

TAKE the following actions:

1. RATIFY the implementation of the Carson Essentials To-Go Program.

2. WAIVE further reading and adopt Resolution No. 20-072, "A RESOLUTION OF THE CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2019-2020 BUDGET TO ALLOCATE FUNDS IN AN AMOUNT NOT TO EXCEED \$150,000.00 TO SUPPORT THE CARSON ESSENTIALS TO-GO PROGRAM."
3. APPROPRIATE a not to exceed amount of \$150,000.00 to fund the initial purchase of the Carson Essentials To-Go packages from Norms Restaurant.

### **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

### **IV. BACKGROUND**

On March 17, 2020, the Carson City Council declared a local state of emergency in response to the Covid-19 emergency. As a result of this action, many new programs were established to support residents during this difficult time, including drive-thru food distribution at the Community Center, a drop-off meal service to homebound seniors and the disabled, senior welfare checks, and a hotline to provide information and resources.

A new addition to these services is the Carson Essentials To-Go Program that will offer three packages containing food, paper napkins and toilet paper to Carson residents. This program is a collaborative effort between Norms Restaurants and the City of Carson. The cost to the public will be subsidized by 20% thanks to a grant from Phillips 66. Details regarding what is in each package can be found in Exhibit No. 1. It should be noted that the items in each bundle may change as they are subject to availability.

This service is being offered from April 13, 2020, through July 6, 2020, or until the emergency has ended, whichever is later. Orders can be made by calling (310) 952-1765, Monday through Thursday, between 8:00 a.m. and 5:00 p.m. Only one order per household per week can be made, and orders will be fulfilled within 3-5 business days. All major credit cards are accepted, and all sales are final. Staff will contact residents telephonically to schedule a day and time to deliver the packages. A uniformed City employee in a City vehicle will first call the customer informing him that he has arrived, place the order at the front door, and step 6 feet away until the package is taken inside.

In addition to authorizing the implementation of the program, the City Council is asked to appropriate \$150,000.00 to initially purchase the packages at the rate of a \$62.00 average cost for the packages; 50 bundles on average sold daily; delivered 4 days per week for 12 weeks. Though the bulk of the cost of the bundles will ultimately be recovered by purchases, donations in the amount of \$30,000 (awarded by Carson Companies, Watson Land, and the Carson Community Foundation) will serve as seed money to get the program started. A grant in the amount of \$25,000 from Phillips 66 will provide a 20% subsidy to Carson patrons.

### **V. FISCAL IMPACT**

Should the City Council approve the recommendation, a not to exceed amount of \$150,000.00 will need to be appropriated from the Unreserved Fund Balance to initially fund the purchase of the packages. Though the bulk of the cost of the bundles will ultimately be recovered by purchases, donations in the amount of \$30,000 (awarded by Carson Companies, Watson Land, and the Carson Community Foundation) will serve as seed money to get the program started. A grant in the amount of \$25,000 from Phillips 66 will provide a 20% subsidy to Carson patrons.

## **VI. EXHIBITS**

1. Carson Essentials To-Go Flyer. (pgs. 4-5)
2. Resolution No. 20-072. (pgs. 6-7)

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