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Title: CONSIDER AUTHORIZING ISSUANCE OF ADDITIONAL CITY CREDIT CARDS; INCREASING THE CREDIT LIMIT TO \$80,000 PER CREDIT CARD AND AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS FOR NEEDED EMERGENCY ITEMS IN RESPONSE TO CITY PROCLAIMED LOCAL EMERGENCIES. (CITY COUNCIL)

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Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Wednesday, November 03, 2021

Discussion

SUBJECT:

CONSIDER AUTHORIZING ISSUANCE OF ADDITIONAL CITY CREDIT CARDS; INCREASING THE CREDIT LIMIT TO \$80,000 PER CREDIT CARD AND AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS FOR NEEDED EMERGENCY ITEMS IN RESPONSE TO CITY PROCLAIMED LOCAL EMERGENCIES. (CITY COUNCIL)

I. SUMMARY

The purpose of this agenda item is to consider authorizing the issuance of additional credit cards to be used during emergencies, to increase the credit limit to \$80,000 per credit card for emergency use and to approve the issuance of purchase orders for needed emergency items to help with the City’s response to the emergencies like the Dominguez Channel odor and other emergency activities the City of Carson may need to undertake to assist its residents. Specific expenditures tied to the Dominguez Channel incident will be reimbursed by the County of Los Angeles through a reimbursement agreement.

II. RECOMMENDATION

CONSIDER authorizing the issuance of additional City credit cards; to increase the credit limit to \$80,000 per credit card and the issuance of purchase orders for needed emergency

items.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

Between October 4 and October 11, 2021, the City of Carson and Los Angeles County received more than 1,000 complaints from residents regarding a foul “rotten egg-like” odor emanating from the Dominguez Channel located near the intersection of the 405 Freeway and Avalon Boulevard in the City of Carson. At the October 14 meeting, the City Council also appropriated \$100,000 for this emergency response and on October 19, 2021 meeting the City Council approved the appropriation of an additional \$200,000 as efforts have increased significantly.

Currently, the City has four credit cards issued to the following City employees with \$50,000 credit limit:

- City Manager
- Deputy City Treasurer
- Purchasing Manager
- Emergency Manager
- Buyers (2 employees)

There is a critical need for additional credit cards to help with expenditures related to the Dominguez Channel response including but not limited to hotel reservations (securing rooms for residents impacted by the odor) and purchase of Air Purifiers. In addition, many online retailers do not accept City purchase orders. With the proliferation of online retailers and the resulting competition, the City can sometimes purchase goods at the best price online.

For the reasons stated above, staff recommends the City Council consider the issuance of additional City credit cards and to increase the credit limit to \$80,000 per credit card. The additional credit cards will be issued to the following City employees for use during local emergencies:

- Senior Buyer
- Assistant City Manager (administrative services)

- Assistant City Manager (economic development)

The City's Administrative Policy & Procedure 2.6.01, titled *Purchasing Cards Issued to City Employees*. The policy covers cardholder responsibilities and prohibited uses; and includes a User Agreement to be signed by the employee. Users would be required to follow the City's purchasing ordinance for all purchases. The City credit card would simply be used for payment.

Public Works director is requesting the City Council's approval to issue purchase orders to procure the following needed emergency items:

- Sandbags
- Port a potties
- Portable lights w/ batteries
- Generators
- Fuel
- heaters
- 2x4s/ other misc lumber
- Water/food
- Coolers
- Ice packs
- blankets
- Traffic cones
- Message boards

V. FISCAL IMPACT

There is no fiscal impact associated with the recommendation. The City of Carson will seek full reimbursement from Los Angeles County for expenses incurred because of the Dominguez Channel Odor.

VI. EXHIBITS

N/A

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Director