



# CITY OF CARSON

## Legislation Text

File #: 2021-869, Version: 1

### Report to Mayor and City Council

Tuesday, November 16, 2021

Consent

#### **SUBJECT:**

**CONSIDER ADOPTING RESOLUTION 21-151, AUTHORIZING ISSUANCE OF TWO CREDIT CARDS TO CITY TREASURER AND TO THE CITY MANAGER WITH A TOTAL CREDIT LIMIT OF \$300,000 WHERE THE USE OF THE CREDIT CARD WILL BE AUTHORIZED ONLY DURING CITY COUNCIL DECLARED EMERGENCIES (CITY COUNCIL)**

#### **I. SUMMARY**

The purpose of this agenda item is to consider authorizing the issuance of two City credit cards to the City Treasurer and to the City Manager with a total credit limit of \$300,000 where use of the credit card will be authorized only during City Council declared emergencies like the Dominguez Channel odor incident.

#### **II. RECOMMENDATION**

ADOPT Resolution No. 21-151, AUTHORIZING ISSUANCE OF TWO CITY CREDIT CARD TO THE CITY TREASURER AND TO THE CITY MANAGER WITH A TOTAL CREDIT LIMIT OF \$300,000.

#### **III. ALTERNATIVES**

TAKE another action deemed appropriate by City Council.

#### **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 towards efforts that

have increased significantly. As of today, the City spent \$197,000 or 65.7% of budgeted amount. We are seeking a reimbursement agreement with the County of Los Angeles for specific expenditures tied to the ongoing Dominguez Channel incident.

On July 18, 2017, the City Council adopted resolution 17-094 authorizing the issuance of City Purchasing Cards to the following list of City employees with limits of \$25,000.00 each.

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

The Deputy City Treasurer chose not to obtain a purchasing card.

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.

On November 3, 2021, the City Council directed staff to bring back a resolution authorizing the issuance of two City credit cards to the City Treasurer and to the City Manager with a total credit limit of \$300,000 where use of the credit card will be authorized only during City Council declared emergencies like the Dominguez Channel.

In addition, staff will move to process emergency purchase orders, as needed, consistent with the City Council discussion from the November 3, 2021 City Council Meeting.

## **V. FISCAL IMPACT**

There is no fiscal impact associated with the recommendation. However, if there is a need to use the credit cards or purchase orders in the event of a declared emergency, there will be a fiscal impact at that time that is unpredictable now. **VI. EXHIBITS**

Resolution 21-151 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING ISSUANCE OF TWO CITY CREDIT CARDS TO THE CITY TREASURER AND THE CITY MANAGER UNDER EMERGENCY SITUATIONS.

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