



## STAFF REPORT

**DATE:** December 1, 2020

**TO:** Kent Cagle, City Manager

**FROM:** Willie Resto, Executive Director of Information Technology

**SUBJECT:** Expenditure of Coronavirus Emergency Supplemental Grants to equip the EOC

### **BACKGROUND AND FINDINGS:**

The City of Killeen was awarded a total of \$230,937.00 of direct funding from the Department of Justice (DOJ) Coronavirus Emergency Supplemental Funding (CESF) Grant and \$174,000 from the Office of the Governor (OOG). These funds must be utilized to prevent, prepare for, and respond to the coronavirus. Allowable projects include overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, mask, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

Since the social distancing guidelines were activated, the need arises to have an emergency operations center (EOC) that can properly house staff while adhering to the guidelines. Current equipment will not allow for additional staff during a state of emergency. Staff recommends upgrading and adding network equipment to accommodate the additional devices and follow social distancing guidelines. The Information Technology Department is seeking approval to purchase infrastructure equipment from Netsync using the CESF grant funds to meet the need for an EOC that can properly house staff while adhering to guidelines.

### **THE ALTERNATIVES CONSIDERED:**

1. Authorize the purchase of social distancing training/meeting systems.
2. Do not authorize the purchase of social distancing training/meeting systems.

### **Which alternative is recommended? Why?**

Staff recommends authorization of the purchase of social distancing training/meeting systems from Netsync using the CESF grant funds to meet the need for an EOC that can properly house staff while adhering to guidelines.

### **CONFORMITY TO CITY POLICY:**

Staff will utilize the Texas Department of Information Resources (DIR) contracts for the procurement. Purchases made through a cooperative contract are exempt from the competitive bidding process as stated in Texas Local Government Code (TLGC) section 271.102, subchapter F; a local government that purchases goods or services under this subchapter satisfies any state law requiring the local government to seek competitive bids for the purchase of goods or services.

**FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

The equipment expenses are projected to be \$71,716.70 for fiscal year 2021. The OOG grant has a performance period of 2/20/2020 - 1/31/2021 to spend the \$174,000.00 award. The DOJ grant has a performance period of 1/20/2020 - 1/31/2022 to spend the \$230,937.00 award.

**Is this a one-time or recurring expenditure?**

One-time

**Is this expenditure budgeted?**

City Council accepted the grants on June 23, 2020 and July 21, 2020 and funds were appropriated in the FY 2020 Budget. These funds will be available in account 627-2705-416.61-40 upon approval of the carry forward budget amendment on January 12, 2021.

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes, upon approval of the carry forward budget amendment.

**RECOMMENDATION:**

Staff recommends that City Council approve the procurement of network equipment to accommodate social distancing meetings/trainings from Netsync using the Texas DIR contracts in the amount of \$71,716.70 and that the City Manager, or designee, to execute the necessary grant documents and any and all amendments within amounts set by the DOJ, State and local law.

**DEPARTMENTAL CLEARANCES:**

Finance

Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Quote

Certificate of Interested Parties