

**WHATCOM COUNTY
EXECUTIVE'S OFFICE**

County Courthouse
311 Grand Avenue, Suite #108
Bellingham, WA 98225-4082



Satpal Singh Sidhu
County Executive

MEMORANDUM

DATE: April 2, 2020

TO: Whatcom County Council

FROM: Satpal Sidhu, County Executive

RE: Establishment of a COVID-19 Emergency Response Fund

On March 31, 2020 the Whatcom County Council considered two Emergency Ordinances.

- a. AB2020-161 to establish a COVID-19 Emergency Response Fund
- b. AB2020-162 to authorize an Interfund loan from the Public Utilities Improvement (EDI) Fund.

As Emergency Ordinances, they both required a require 2/3rd approval from the Council. These emergency ordinances proposed by the Executive would allow the County to establish a Unified Command COVID-19 Fund through the authorization of an Interfund Loan utilizing the dollars from the EDI Fund. Together, the ordinances would provide a loan for the community emergency response to provide the cash-flow needed immediately prior to FEMA Public Assistance Program reimburses those costs in the future.

During the March 31st meeting, the first action of approval for AB2020-161 did not receive 2/3rd approval., After further discussion, the County Council reconsidered the two ordinances for a lesser amount while requesting additional information from the Administration; protocol for expenditure decisions, Emergency response expenditures to date, spending plan.

In response to this request, the Administration has provided the following information:

- Whatcom County Unified Command Purchasing Policy (approved by Unified Command on 4/1/2020)
- Expenditure to Date for Whatcom Unified Command and Whatcom County Government
- Whatcom Unified and Health Department Anticipated Expenses (*as reported by the Health Department*)

Additional Information

- The FEMA Public Assistance Program reimburses 50% of eligible expenses and the State reimburses 25% of eligible expenses, therefore best case if we expend \$4,000,000 the local governments would ultimately have to pay \$1,000,000.
- The EDI fund has a current cash balance of \$15,053,667. The projected cash balance at 12/31/2020 from our latest projection is \$15,242,194 which includes \$9,898,173 attributable to loan repayments and interest. Using the balance identified as loan repayments and interest would not impact the other established uses of the fund.

- WCC 3.08.100. County council approval is required for the following: A. Contracts or bid awards exceeding \$40,000 and all real property leases, except when:
 - 6. Pursuant to and within the scope of a declaration of emergency made by the county executive under WCC 3.08.060(B). The county executive, pursuant to a declaration of emergency, shall submit the contract to the county council for informational purposes at the council's next regular or special meeting.



WHATCOM UNIFIED COMMAND FINANCE SECTION

PURCHASING POLICY

3/19/20 (updated 4/1/2020)

Currently the guidelines for purchases are:

- 1) Up to \$10,000 the prudent judgement of the Finance Section.
- 2) Purchases over \$10,000 require Executive Office approval (Request by Email to Tyler Schroeder-preferred).
- 3) Purchases over \$40,000 require approval by Incident Command followed by approval of Executive Office (Request by Email to Tyler Schroeder-preferred).

The City of Bellingham will contribute \$250,000 to \$500,000 to support COVID-19 response. We need to work out the details of whether the City provides the funding to the county in advance or reimburses the county.

If the City of Bellingham provides the money up front, proposed revised guidelines for purchases will be as follows:

- 1) Up to \$10,000 the prudent judgement of the Finance Section.
- 2) Purchases \$10,000-\$40,000 approval by Incident Command.
- 3) Purchases over \$40,000 require approval by Incident Command followed by to be determines representatives of the County and City Administration.

Both Incident Command and Executive Office must approve any assistance provided at public expense to private entities such as for-profit nursing homes, other care facilities and private ambulance services. Assistance may be in the form of public funds or goods and supplies necessary to address the public health, safety, and welfare during the COVID 19 emergency.

In general, Whatcom County will act as the Purchasing Agent including issuing Purchase orders for Purchases.

For Homeless Housing Grant expenditures (Bellingham High School, Mission staffing, Isolation/Quarantine Facilities) the City of Bellingham and Whatcom County will collaboratively develop a plan and Whatcom County will process contracts and purchases through and utilizing the Commerce Grant.

Logistics Branch will notify IC and the Finance Section as early as possible regarding initiatives with significant cost.

All purchases that are related to COVID-19 emergency response must go through the procurement process through Unified Command as outlined above.

DR City of Bellingham
WCSO
TES
ICHD

Whatcom County
Wage Costs
COVID19
3/21/2020

Description	Note	Amount
Regular Pay	1	\$ 325,800
Overtime	2	\$ 54,333
Extra Help	3	\$ 4,422
		<u>\$ 384,555</u>

Note 1 No Exempt Employee Costs
Includes \$277,133 of Fully loaded employee costs and \$48,667 of Wages only

Note 2 Wages only / Comptime not included

Note 3 Wages Only

Whatcom County
Expenditures
COVID 19
4/02/2020

Expenditures

Sum of GLAA

Cost Center	Cost Center Description	Employee/Vendor	Description	Total
4904	COVID-19 EMS Supplies	TAYS SAFETY SUPPLY	MISC EMS SUPPLY/TAYS	18,502.95
4904 Total				18,502.95
1673520003	COVID-19 20-0265	FANFARE EVENTS	EOC TASK FORCE FOOD/	5,859.00
1673520003 Total				5,859.00
Grand Total				24,361.95

Whatcom County
Open Purchase Orders
COVID 19
4/02/2020

Sum of PDAEXP						
Cost Center	Cost Center Description	Vendor	PO	Description	Total	
4903	COVID-19	CDW/COMPUTER DISCOUNT WAREHOUS	91350	COVID/SURFAC PROS & ACCESRIES	18,324.43	
4903	COVID-19	CENTURY LINK / WAS QWEST INTER	91393	COV/VPN LICENSES	19,142.28	
4903	COVID-19	CENTURY LINK / WAS QWEST INTER	91393	IT-WAN/VPN LICENSES	4,785.57	
4903	COVID-19	DELL MARKETING LP	91349	COVID/LAPTOPS & ACCESSORIES	16,333.57	
4903	COVID-19	DELL MARKETING LP	91411	COVID/LAPTOPS & ACCESSORIES	14,786.80	
4903 Total					73,372.65	
4904	COVID-19 EMS Supplies	BRAD BENNETT PURCHASING CARD	91376	MISC EMS SUPPLY/SHERWIN WLMS	612.94	
4904	COVID-19 EMS Supplies	BROWNE, RUTHERFORD P.B.	91367	MISC EMS SUPPLY/AMAZON	8,155.07	
4904	COVID-19 EMS Supplies	BROWNE, RUTHERFORD P.B.	91367	MISC EMS SUPPLY/HOME DEPOT	575.94	
4904	COVID-19 EMS Supplies	BROWNE, RUTHERFORD P.B.	91367	MISC EMS SUPPLY/LOWES	8,496.43	
4904	COVID-19 EMS Supplies	BUILDERS ALLIANCE	91364	MISC EMS SUPPLY; COVID	5,000.00	
4904	COVID-19 EMS Supplies	CENTRAL WELDING SUPPLY INC (RE	91343	MISC EMS EQUIP/CENTRAL WELD	3,220.55	
4904	COVID-19 EMS Supplies	FRANCES BURKHART PURCHASE CARD	91368	MISC EMS SUPPLY/SHOPLET	288.01	
4904	COVID-19 EMS Supplies	FRANCES BURKHART PURCHASE CARD	91413	MISC EMS SUPPLY/YEAGERS	291.02	
4904	COVID-19 EMS Supplies	FRANCES BURKHART PURCHASE CARD	91428	MISC EMS SUPPLY/HOME DEPOT	225.33	
4904	COVID-19 EMS Supplies	FRANCES BURKHART PURCHASE CARD	91429	MISC EMS SUPPLY/HIVIS SUPPLY	1,423.27	
4904	COVID-19 EMS Supplies	FRANCES BURKHART PURCHASE CARD	91436	MISC EMS SUPPLY/MED SUP DEPOT	216.31	
4904	COVID-19 EMS Supplies	HARDWARE SALES INC	91345	MISC EMS SUPPLY/HARDWARE SALE	15,296.35	
4904	COVID-19 EMS Supplies	HARDWARE SALES INC	91366	MISC EMS SUPPLY/HARDWARE SALE	3,494.98	
4904	COVID-19 EMS Supplies	INDUSTRIAL SUPPLY	91344	MISC EMS SUPPLY; COVID	10,000.00	
4904	COVID-19 EMS Supplies	MALLORY SAFETY AND SUPPLY LLC	91424	MISC EMS SUPPLY/MALLORY	13,087.77	
4904	COVID-19 EMS Supplies	MALLORY SAFETY AND SUPPLY LLC	91431	MISC EMS SUPPLY/MALLORY SAFET	901.28	
4904	COVID-19 EMS Supplies	MELOY INC	91414	COV/LOA-PHOTO/VIDEO SVCS	5,000.00	
4904	COVID-19 EMS Supplies	NORTHWOOD HALL	91422	JIC PRESS CONF/NORTHWOOD HALL	217.40	
4904	COVID-19 EMS Supplies	OFFICE DEPOT/PHOENIX REMIT	91425	MISC EMS SUPPLY/OFFICE DEPOT	118.05	
4904	COVID-19 EMS Supplies	OFFICE DEPOT/PHOENIX REMIT	91430	MISC EMS SUPPLY/OFFICE DEPOT	227.78	
4904	COVID-19 EMS Supplies	OFFICE DEPOT/PHOENIX REMIT	91433	MISC EMS SUPPLY/OFFICE DEPOT	57.67	
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91375	MISC EMS SUPPLY/BLDRS ALLNCE	83.62	

Whatcom County
Open Purchase Orders
COVID 19
4/02/2020

Cost Center	Cost Center Description	Vendor	PO	Description	Total
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91384	MISC EMS SUPPLY/AMAZON	532.06
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91386	MISC EMS SUPPLY/AMAZON	229.81
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91391	MISC EMS SUPPLY/AMAZON	21.68
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91392	MISC EMS SUPPLY/AMAZON	2,226.24
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91412	MISC EMS SUPPLY/AMAZON	47.84
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91419	MISC EMS SUPPLY/HOME DEPOT	325.94
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91426	MISC EMS SUPPLY/AMAZON	25.76
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91434	MISC EMS SUPPLY/AMAZON	2,750.60
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91437	MISC EMS SUPPLY/AMAZON	47.84
4904	COVID-19 EMS Supplies	SARA WINGER PURCHASING CARD	91442	MISC EMS SUPPLY/iHEALTH LABS	1,760.28
4904	COVID-19 EMS Supplies	HEALTH PRODUCTS FOR YOU	91443	MISC EMS SUPPLY/HPFY	6,767.42
4904 Total					91,725.24
4905	COVID-19 Homeless Ctr	CITI CARDS - COSTCO ANYWHERE V	91420	HOMELESS SUPPLY/COSTCO	2,014.71
4905	COVID-19 Homeless Ctr	FRANCES BURKHART PURCHASE CARD	91369	HOMELESS FOOD/DOMINOS	805.44
4905	COVID-19 Homeless Ctr	FRANCES BURKHART PURCHASE CARD	91370	HOMELESS FOOD/SUBWAY	2,219.37
4905	COVID-19 Homeless Ctr	SARA WINGER PURCHASING CARD	91406	HOMELESS SUPPLY/AMAZON	336.78
4905	COVID-19 Homeless Ctr	SARA WINGER PURCHASING CARD	91407	HOMELESS SUPPLY/AMAZON	65.12
4905	COVID-19 Homeless Ctr	SARA WINGER PURCHASING CARD	91408	HOMELESS SUPPLY/AMAZON	123.30
4905	COVID-19 Homeless Ctr	SARA WINGER PURCHASING CARD	91409	HOMELESS SUPPLY/AMAZON	22.73
4905	COVID-19 Homeless Ctr	SARA WINGER PURCHASING CARD	91410	HOMELESS SUPPLY/AMAZON	158.02
4905 Total					5,745.47
1673520003	COVID-19 20-0265	FRANCES BURKHART PURCHASE CARD	91378	EOC TASK FORCE FOOD/DAY 1	607.60
1673520003 Total					607.60
122700	Commerce Emerg Housing	ARAMARK WORK APPAREL & UNIFORM	91380	LAUNDRY SVCS/BHS SHELTER	4,766.28
122700	Commerce Emerg Housing	BHAM SCHOOL DIST 501	91453	C#202003014/COVID	400,000.00
122700	Commerce Emerg Housing	LIGHTHOUSE MISSION MINISTRIES	91452	CONT-TEMP SHELTER/COVID	115,500.00
122700 Total					520,266.28
Grand Total					691,717.24