

## Management Committee

Meeting date: July 22, 2020

For the Metropolitan Council meeting of August 12, 2020

**Subject:** Ratification of Declaration of Emergency for COVID-19

**District(s), Member(s):** All

**Policy/Legal Reference:** Council Expenditure Policy 3-3, Emergency Expenditures

**Staff Prepared/Presented:** Marie Henderson, Deputy CFO (651-602-1387), Jody Jacoby, Director, Contracts and Procurement (651-602-1144)

**Division/Department:** Finance/Procurement

### Proposed Action

That the Metropolitan Council ratify the attached Emergency Declaration (#52) for COVID-19.

### Background

The World Health Organization (WHO) has declared COVID-19 a world-wide 'pandemic'. Governor Tim Walz has activated a Joint Information Center (JIC) in response to the COVID-19 situation in MN, and the MN Departments of Health and Public Safety have both declared emergencies and activated emergency response processes. The Metropolitan Council has declared COVID-19 an emergency for purposes of planning for the safety and well-being of its work force and planning for continuity of its most critical services that impact the health and safety of the citizens of the 7-county metropolitan region.

Emergency materials and resources were needed to protect the health and welfare of Council employees and the general public.

### Rationale

The Metropolitan Council has delegated authority to the Regional Administrator to declare emergencies on behalf of the Council when the health, safety or welfare of the public is compromised, or potentially compromised, and immediate action is required to address the emergency. The emergency declaration is presented to the appropriate implementation committee for approval and placed on a following Council consent list for formal ratification.

### Thrive Lens Analysis

**Stewardship** – Public financial resources will be invested efficiently and effectively to maintain proper operations across the Council.

**Accountability** – Following policy 3-3, The Regional Administrator may authorize appropriate contracts and payments necessary to meet the emergency situation provided that, if the cost to correct the emergency situation totals \$175,000 or more, the emergency declaration shall also be presented to the appropriate committee for formal ratification at its next regular meeting.

## Funding

The full cost of COVID-19 is still being estimated. The year to date spending for purchases is \$1,120,741 (as of 7.15.2020) broken out as the following:

### Emergency Purchases

Computer Equipment	\$	403,054
Computer Software	\$	197,692
Maintenance/ Contracted Services	\$	68,274
Printing	\$	49,919
Supplies/Materials	\$	401,802
	\$	<u>1,120,741</u>

Calendar Year 2020 budget impacts continue to be monitored. Some COVID-19 related costs will be offset by Federal Cares Act revenues or can be handled within our existing operation budget. Budget impacts will be considered for amendment in the 3<sup>rd</sup> quarter.

### Known Support / Opposition

No known opposition



# EMERGENCY DECLARATION FORM

"A declared public emergency is an emergency situation in which the health, safety or welfare of the public or the safety of Metropolitan Council employees or facilities is compromised or potentially compromised and requires immediate action to correct."

INSTRUCTIONS: Fields marked with an asterisk (\*) or outlined in red are required. All names must be entered in the following format: Last Name, First Name (e.g., *Johnson, Joe*). Responses must be [limited to 255 characters](#), unless otherwise noted. [Do not print this form](#).

For assistance, contact [Procurement](#).

NOTE: The signature boxes are controlled by the status of the form and the name of the person who is logged in to the computer. For example, the From Signature box will only be active when the person listed in the From Name field is logged in to the computer. If you would like to save your progress and allow for the appropriate person to log in to the computer, please click the Save As Draft button at the bottom of the form. You will then receive an automated email containing a link to the form which, if necessary, you may forward to the appropriate person.

Requestor Name

Toskey, Bridget

Requestor's Supervisor

Vadis, Meredith

Requestor Division

Regional Administration

Emergency Title

COVID-19

## I REQUEST THAT A PUBLIC EMERGENCY BE DECLARED BASED UPON THE FOLLOWING:

Describe the nature of the emergency situation.

Please note that a maximum of 1275 characters are allowed in the space below.

The World Health Organization (WHO) has declared COVID-19 a world-wide "pandemic". Governor Tim Walz has activated a Joint Information Center (JIC) in response to the COVID-19 situation in MN, and the MN Departments of Health and Public Safety have both declared emergencies and activated emergency response processes.

Explain why this situation is a present, immediate, and existing emergency.

Please note that a maximum of 1275 characters are allowed in the space below.

COVID-19 has reached Minnesota, with 5 confirmed cases in the metropolitan area as of March 12th . The Metropolitan Council is declaring COVID-19 an emergency for purposes of planning for the safety and well-being of its work force AND planning for continuity of its most critical services that impact the health and safety of the citizens of the 7-county metropolitan region.

Explain how this emergency does or will affect the healthy, safety, or welfare of the public or the safety of Metropolitan Council employees or facilities.

Please note that a maximum of 1275 characters are allowed in the space below.

This emergency has the potential to affect the health, safety, and welfare of o Met Council employees... as a result of contracting the virus themselves, dealing with the impact(s) of family members contracting the virus, due to mandated social distancing measures (such as school closures, public transportation restrictions, etc.), and potentially due to service continuity decisions made by the Met Council. o The public... due to service disruptions or service suspension decisions made as a direct result of not having sufficient employees to continue services or as a result of mandated social distancing measures.

Describe the supplies or services which must be acquired to remedy this emergency situation, including the estimated cost.

All supplies and services needed to protect the health and welfare of the general public.

Estimated Cost

Please note that a maximum of 1275 characters are allowed in the space below. Current count: 0 characters.

Identify how you chose the contractor(s).

At this time, the Met Council is not involving contractors in this emergency declaration. The anticipated impacts will be around redirected attention and focus for COVID-19 planning and response, as well as potential loss of revenue within the transportation systems due to suspended services. If this crisis plays out for an extended length of time, there is also the

significant chance (based on current projections) that MCES would also be dealing simultaneously with a flood situation for at least one of their wastewater treatment facilities.

Quotes are not required in declared emergencies. If quotes were obtained, please attach them here.

Click the button below to attach any documents that should be routed along with the form. Remove all special characters (!@#\$\$%^&\*) from filenames prior to attaching

Approvals

I hereby certify that the information presented on this form is accurate and complete to the best of my knowledge and belief.

Requestor	Signature	Date
	<input type="text" value="Toskey, Bridget"/>	<input type="text" value="3/12/2020"/> <input type="text" value="2 PM"/> <input type="text" value="57"/>
Supervisor	Signature	Date
	<input type="text" value="Vadis, Meredith"/>	<input type="text" value="3/12/2020"/> <input type="text" value="2 PM"/> <input type="text" value="58"/>
Division Director/General Manager	Signature	Date
	<input type="text" value="Vadis, Meredith"/>	<input type="text" value="3/12/2020"/> <input type="text" value="3 PM"/> <input type="text" value="00"/>

Based on the above information, an emergency situation exists within the meaning of the Council Procurement Policy. Carrying out the competitive bidding process and the technical requirements of the Council's Procurement Policy, and awaiting Council declaration of an emergency and approval for the purchase of materials or supplies or the making of emergency repairs would significantly and unacceptably delay the commencement of repair work on the above-referenced project. The Metropolitan Council, by its Procurement Policy, has delegated authority to the Regional Administrator to declare an emergency on behalf of the Council in such cases. Therefore, I declare on behalf of the Metropolitan Council, that an emergency exists as described above and that the emergency situation requires the immediate purchase of materials or supplies or the making of emergency repairs. I authorize the General Manager/Division Director named above to let appropriate contracts and make payments for the purchase of materials or supplies or the making of repairs necessary to meet the emergency situation without advertising for bids, without meeting other technical requirements of Council Procurement Policy, and without prior approval of the Council. If the costs to correct the emergency situation total \$100,000 or more, I direct that this emergency declaration and any such contracts and/or payments be presented to the Metropolitan Council for formal ratification at its next meeting.

Regional Administrator	Signature	Date
	<input type="text" value="Vadis, Meredith"/>	<input type="text" value="3/12/2020"/> <input type="text" value="3 PM"/> <input type="text" value="02"/>
Assigner	Signature	Date
	<input type="text"/>	<input type="text"/> <input type="text" value="12 AM"/> <input type="text" value="00"/>

Assign

Contract Manager / Purchasing Agent

Comments

EXIT