



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: City Administrator Dan Wietecha**  
**Date: August 17, 2020**  
**Item: CARES Act Funding**

**Council Actions Requested:**

1. Approve Police cubicles at \$8K.
2. Approve Fire/EMS shelving at \$2K.
3. Approve Fire/EMS lockers at \$6K.
4. Approve NCS survey of up to \$25K.
5. Approve touchless fixtures of up to \$134K.

**Background Information:**

Hastings has received **\$1,743,298** for eligible expenses through the CARES Act funding for responding to the COVID-19 public health emergency. **As this has already been detailed in prior memos, today I am noting only updated information here.**

**City Finances:**

- **Recommended:** Work station / cubicles for Police are quoted at **\$8K**. Pre-COVID, our 6 police supervisors shared 3 desks in a 12x12 room where they were spaced 4 feet apart. We have moved them into the patrol room to better accommodate social distancing. This area is also shared with our 16 patrol officers. Adding cubicle partitions aids the distancing and personal protection as well as enhances workspace privacy.
- **Recommended:** Shelves for Fire/EMS are estimated at **\$2K**. With the onset of COVID, we've been maintaining a target inventory of 3 months of PPE. Additionally, state Department of Health has provided other supplies. We need to figure out some better storage solutions for this; adding heavy duty shelving for our storage room and storage area upstairs would be helpful.
- **Recommended:** Lockers for Fire/EMS are quoted at **\$6K**. EMS began implementing weekend duty crews in March to supplement our weekend response and to maintain consistent station coverage. Additionally, the department is changing its response model for paid-on-call (POC) staff, with the POC staff responding to the station and getting on trucks for fire and rescue calls rather than in personal vehicles to the scene. This system will give us more consistency in response, and ability to manage multiple calls more effectively. It allows a better controlled and safer emergency scene. This also reduces contamination and better maintains fire gear.

- **Recommended:** The City last conducted a community survey in 2017, utilizing the National Citizen Survey (NCS). This provides important baseline information for goals and planning. NCS has updated its survey to specifically include questions to aid COVID-19 recovery planning. Over the phone, the base survey was estimated at **\$10K**. They have additional survey packages specific about older adults, business, employees, and police services. We are awaiting costs for the additional survey modules. At minimum, I recommend the baseline and the business surveys.

**Building Upgrades:**

- **Recommended:** Touchless fixtures (toe pulls for doors, automatic lights, toilet flush, soap dispensers, faucets, and paper towel dispensers) are quoted at **\$109K** for materials plus estimated **\$25K** for installation at all City buildings. This would replace frequently touched fixtures in all City restrooms to limit potential spread of COVID-19. At this time, I recommend proceeding with the automatic lights, toilet flush, and faucets.
- **No Longer Proposed:** UV lighting units would be added to air handling systems where feasible in City buildings. Upon additional investigation, the lights would require 15 to 60 seconds of contact time; this length of time would not be met consistently to be effective.

**Economic Support for Social Service:**

The Administration Committee met August 12th to discuss options for providing economic support for social services. The Committee's draft proposal would provide grants to two categories of nonprofit organizations:

- **Anchor Nonprofits** – Recognize that several nonprofit organizations 1) have had a broad social reach in the community historically and/or 2) have stepped up to provide additional services in response to the public health emergency. Beyond the services they provide directly, these organizations have been impacted by COVID in their own right through being closed to the public, reduced staffing, reduced funding, increased costs, changed procedures, etc. Providing general assistance to these organizations would help them in their recovery. The Committee noted that defining “anchor” would be important and that there might be two levels of anchor funding. These grants would be in the range of **\$20K** to **\$50K** each.
- **Smaller Nonprofits** – Provide a number of grants up to **\$5K** each to other nonprofit organizations that have had their operations negatively impacted by COVID. These grants would be limited to organizations that are providing social service functions such as food, housing, health, and economic security. This would likely be done through a simplified grant application process, and ideally would be contracted with an outside organization to handle the application process and ranking the applications.

**Financial Impact:** Additional \$1.7M in revenue for eligible expenses.

**Committee Discussion:** Administration Committee has met twice about providing economic assistance through nonprofit organizations.

**Attachments:** None