

All Receive - Agenda Item # 7

For the Information of the:

CITY COUNCIL

Date 4/21 CA CC

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Council Memorandum

April 21, 2020

To: Honorable Mayor Hall and Members of the City Council
From: Laura Rocha, Deputy City Manager, Administrative Services
Via: Geoff Patnoe, Assistant City Manager 
Re: **Additional Materials Related to Staff Report Item No. 7 – COVID-19 Actions and Expenditures Report**

This memorandum provides a breakdown of the costs of the city's extensive emergency response efforts by department and type of cost as of April 17, 2020. These expenses are being tracked to understand the financial impact of COVID-19 on the city and to request state and the federal government reimbursement for eligible expenses. The next update will be provided on May 5, 2020.

Department	Description of Item or Service	Purchase Order Amount Remaining	Expenditures to Date	Committed Funds
<input type="checkbox"/> City Manager	Cleaning supplies	-	15	15
<input type="checkbox"/> Communication & Engagement	Public notification	44,110	35,434	79,544
	Signage	-	3,046	3,046
<input type="checkbox"/> Community Development	Cleaning supplies	411	-	411
<input type="checkbox"/> Environmental Management	Cleaning supplies	-	5	5
	IT equipment	-	118	118
<input type="checkbox"/> Facilities	Cleaning services	189,000	-	189,000
	Cleaning supplies	13,346	21,035	34,381
	Meals and meal supplies	-	205	205
	Public notification	-	26	26
	Signage	-	303	303
<input type="checkbox"/> Fire	Cleaning services	-	14,400	14,400
	Cleaning supplies	-	1,515	1,515
	Meals and meal supplies	-	18,245	18,245
	Protective gear	-	11,544	11,544
<input type="checkbox"/> Fleet	Cleaning supplies	-	129	129
<input type="checkbox"/> HR	Cleaning supplies	-	655	655
	Protective gear	-	190	190
<input type="checkbox"/> Information Technology	IT equipment	73,526	88,876	162,402

Administrative Services Branch

1635 Faraday Avenue | Carlsbad, CA 92008 | 760-602-2415

Department	Description of Item or Service	Purchase Order Amount Remaining	Expenditures to Date	Committed Funds
▢ Parks & Recreation	Cleaning supplies	3,584	5,031	8,615
	Meals and meal supplies	112,982	14,991	127,974
	Other	-	1,341	1,341
	Signage	-	10,992	10,992
▢ Police	Cleaning services	-	3,300	3,300
	Cleaning supplies	-	2,337	2,337
	Protective gear	-	7,175	7,175
▢ Salaries and wages	Overtime	-	116,754	116,754
	Parttime salaries	-	45,070	45,070
	Salaries	-	1,034,359	1,034,359
▢ Transportation	Protective gear	-	214	214
▢ Utilities	Cleaning supplies	-	295	295
	IT equipment	-	65	65
Grand Total		436,960	1,437,664	1,874,624

Methodology

The amounts above were compiled using data from the city's accounting system and inputs, estimates and data, from department management analysts.

Definitions

- Cleaning supplies include disinfecting wipes, hand sanitizers, etc.;
- Meals and meal supplies consist of senior meal program and meals at EOC;
- Protective gear includes, masks, gloves and other protective wear;
- IT equipment includes laptops, earbuds, adapters, etc.;
- Salaries and wages represent staff hours worked on COVID-19 activities.

Funding received

On April 17, 2020 Carlsbad received \$50,344 from the CARES Act Provider Relief Fund. The payment was automatic for hospitals and other healthcare providers on the front lines of the coronavirus response, including the city's first responders. The distributed amount is based on the city's share of 2019 Medicare fee for service reimbursements that the city receives for ambulance bills. The funding received will offset future COVID-19 reimbursement claims.

cc: Scott Chadwick, City Manager
Celia Brewer, City Attorney