

All Receive - Agenda Item # 15
 For the Information of the:
 CITY COUNCIL
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Council Memorandum

July 14, 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 *GP*
Re: **Additional Materials Related to Staff Report Item No. 15 – 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 July 10, 2020. These expenses are being tracked to understand the financial impact of COVID-19 on the city and to request state and federal government reimbursement for eligible expenses. The next update will be provided on July 28, 2020.

Department	Description of Item or Service	Purchase Order Amount Remaining	Expenditures to Date	Committed Funds
<input type="checkbox"/> City Manager	Cleaning supplies	-	198	198
<input type="checkbox"/> Communication & Engagement	Protective gear	-	1,254	1,254
	Public notification	39,696	54,939	94,635
	Signage	-	3,049	3,049
<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	140,085	40,915	181,000
	Cleaning supplies	13,346	28,210	41,556
	Meals and meal supplies	-	205	205
	Protective gear	5,258	449	36,699
	Public notification	-	26	26
	Signage	-	303	303
<input type="checkbox"/> Fire	Cleaning services	35,470	12,530	48,000
	Cleaning supplies	-	4,580	4,580
	Meals and meal supplies	-	24,299	24,299
	Protective gear	-	33,414	33,414
	Public notification	-	65	65

Department	Description of Item or Service	Purchase Order Amount Remaining	Expenditures to Date	Committed Funds
Fleet	Cleaning supplies	-	695	695
HR	Cleaning supplies	-	1,208	1,208
	IT equipment	-	150	150
	Protective gear	15,797	9,036	24,833
Information Technology	IT equipment	32,705	129,697	162,402
Parks & Recreation	Cleaning supplies	3,584	5,947	9,531
	Meals and meal supplies	38,791	94,004	138,578
	Other	-	1,341	1,341
	Protective gear	-	1,509	1,509
	Public notification	-	15,360	15,360
	Signage	-	11,108	11,108
Police	Cleaning services	47,111	17,889	65,000
	Cleaning supplies	7,945	4,410	12,354
	Protective gear	12,883	10,266	23,149
	Public notification	-	126	126
	Signage	1,518	482	2,000
Salaries and wages	Overtime	-	406,806	406,806
	Parttime salaries	-	383,143	383,143
	Salaries	-	4,918,106	4,918,106
Transportation	Cleaning supplies	-	1,506	1,506
	Meals and meal supplies	-	173	173
	Protective gear	-	11,057	11,057
Utilities	Cleaning supplies	-	314	314
	IT equipment	-	352	352
	Protective gear	-	10,125	10,125
	Public notification	-	688	688
Grand Total		394,600	6,240,053	6,671,430

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 the emergency operations center.
- 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.

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Funding expected – \$1,728,956 Total

Carlsbad applied for Coronavirus Relief Fund Allocations for Cities and Counties from the State of California on July 2, 2020 for \$1,413,290 of CARES Act funding. This allocation supports activities and expenses that promote public health and safety in response to the COVID-19 emergency. Allocations are expected to be made in installments with the first allocation being one-sixth of the total allocation or \$235,548.

The U.S. Department of Housing and Urban Development (HUD) notified the City of Carlsbad on April 2, 2020 that the city is authorized \$315,666 of CARES Act funding. This allocation is to be used to prevent, prepare for, and respond to COVID-19. HUD is developing a notice that will further describe the CARES Act's provisions and other resources to enable implementation of the grant.

Funding received – \$2,234,142 Total

On June 18, 2020 Carlsbad received \$2,065,728 from a subgrant agreement with San Diego County for COVID-19 CARES Act funds. The agreement and a draft expenditure plan identifying how the funds would be used were previously provided to San Diego County. Funds are restricted to eligible CARES Act expenses: those used to prevent, prepare for, and respond to COVID-19. Subsequent reporting, including an updated expenditure plan, is due to the county by Sept. 30, 2020.

On May 7, 2020 Carlsbad received \$118,070 from the CARES Act Award of Housing Voucher program funds from the U.S. Department of Housing and Urban Development (HUD). The payment was automatically distributed by HUD for COVID-19 response and is restricted to Section 8 administrative expenses.

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 fees 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