

Council Memorandum

Sept. 1, 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. 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 Sept. 1, 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 Sept. 22, 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 & Engagemen	Protective gear	-	1,876	1,876
	Public notification	51,986	96,383	148,369
	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	124,260	56,740	181,000
	Cleaning supplies	13,346	30,787	44,133
	Meals and meal supplies	-	205	205
	Protective gear	36,422	9,225	45,646
	Public notification	-	26	26
	Signage	-	303	303
<input type="checkbox"/> Fire	Cleaning services	35,470	12,593	48,062
	Cleaning supplies	-	5,448	5,448
	Meals and meal supplies	-	24,537	24,537
	Protective gear	-	33,980	33,980
	Public notification	-	65	65

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Department	Description of Item or Service	Purchase Order Amount Remaining	Expenditures to Date	Committed Funds
Fleet	Cleaning supplies	-	695	695
Housing	CARES Funding	255,680	-	255,680
HR	Cleaning supplies	-	1,208	1,208
	IT equipment	-	150	150
	Protective gear	24,488	11,224	35,712
Information Technology	IT equipment	32,705	129,697	162,402
Office of Innovation	Economic Revitalization	4,750,000	-	4,750,000
Parks & Recreation	Cleaning services	14,619	75,381	90,000
	Cleaning supplies	3,584	7,612	11,196
	Meals and meal supplies	31,229	133,350	164,578
	Other	-	1,341	1,341
	Protective gear	-	2,043	2,043
	Public notification	-	17,647	17,647
	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	-	466,011	466,011
	Parttime salaries	-	439,296	439,296
	Salaries	-	6,142,730	6,142,730
Transportation	Cleaning supplies	-	1,506	1,506
	Meals and meal supplies	-	173	173
	Protective gear	-	33,432	33,432
Utilities	Cleaning supplies	-	314	314
	IT equipment	-	352	352
	Protective gear	-	11,625	11,625
	Public notification	-	688	688
Grand Total		5,443,657	7,796,292	13,239,949

Methodology

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

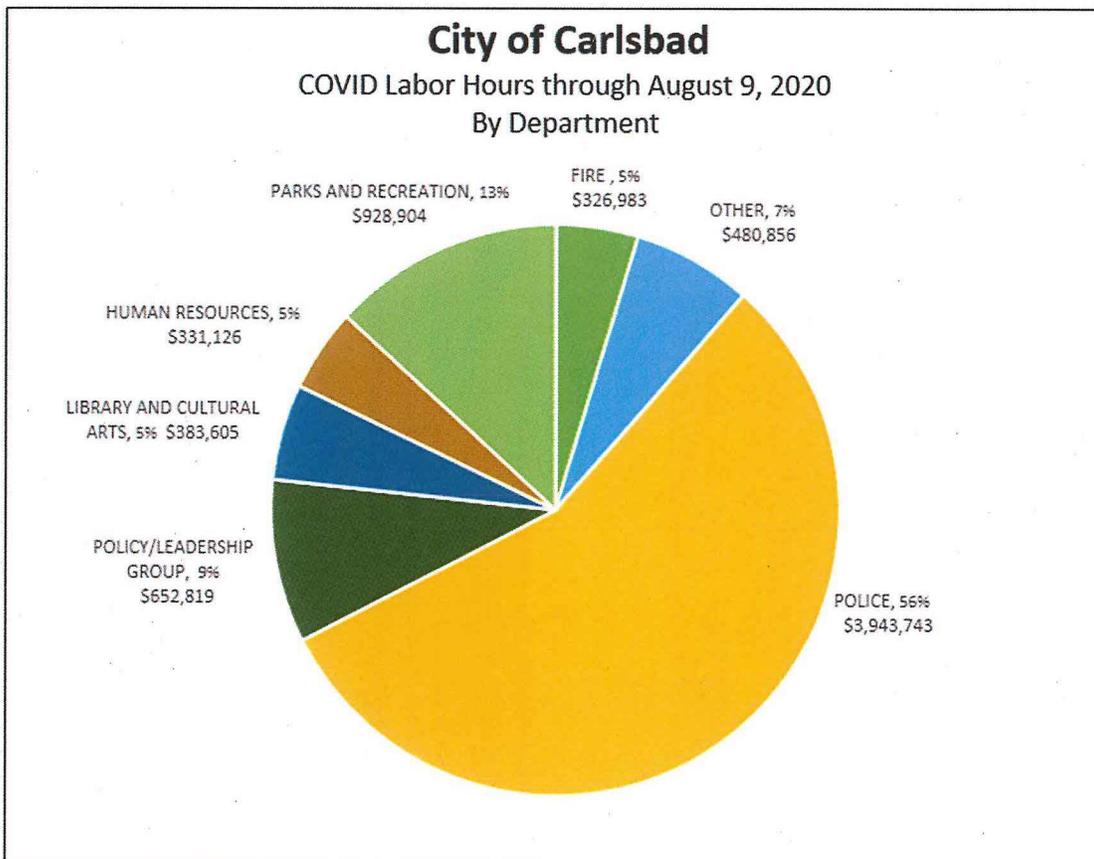
Definitions

- 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.

Salaries and wages

The chart below includes actual COVID-19 labor cost, by department. Labor costs below include regular and overtime hours.



Funding expected

The City of Carlsbad has applied for and received funds which are outlined by category in the analysis below. Funds may be restricted to certain uses which are generally costs to prevent, prepare for, and respond to COVID-19.

The City of Carlsbad received the second installment of CARES payment on Aug. 28, 2020, of \$235,548 from the State of California. Total payments to date are \$471,097 from the total \$1,413,290 in CARES Coronavirus Relief Fund Allocations for Cities and Counties grant.

COVID-19 Costs and Funding Sources				
As of August 28, 2020				
Fund category	Cost plus estimate [1]	Expected amount of funding	Surplus or (deficit)	Note
COVID CONTINGENCY	\$ 1,652,243	\$ 4,301,141	\$ 2,648,898	[a]
GENERAL FUND CARES	\$ 3,643,757	\$ 3,643,757	\$ (0)	[b]
ECONOMIC CONTINGENCY	\$ 4,750,000	\$ 5,000,000	\$ 250,000	[c]
BUDGETED SALARIES	\$ 2,938,268	\$ 6,582,026	\$ 3,643,757	[d]
GENERAL FUND SUBTOTAL	\$ 12,984,269	\$ 19,526,924	\$ 6,542,655	
HUD COVID-19 CARES ACT	\$ 255,680	\$ 255,680	\$ -	[e]
CDBG COVID-19 CARES ACT	\$ -	\$ 315,666	\$ 315,666	[f]
TOTAL	\$ 13,239,949	\$ 20,098,270	\$ 6,858,321	
		Less: contingency funds	\$ (3,250,000)	[g]
		Surplus/(deficit) excluding contingency	\$ 3,608,321	

[1] Costs plus estimate is total cost incurred to date (including salaries) plus residual PO amounts. Future estimated salaries are not included.

[a] Represents costs expected to be eligible under FEMA from \$3M City Council approved contingency for COVID related costs not considered in budget. Funding from FEMA is limited to 75% of expenses. An additional 5% of expenses are allowed to cover administrative costs. FEMA funding request is not yet submitted or approved.

[b] Total funding from CARES of \$3.6M of which \$2.7M from the county and federal government, has been received in the general fund, and \$0.9M is pending receipt from the state. CARES funding allowed to cover all safety salary expenses (regular time for police and fire).

[c] Economic revitalization funding approved by City Council totaling: \$5M. The total costs are net of \$250K of council contingency.

[d] This category is funded by \$6.8M budgeted salaries, however the costs are split between two categories. The \$3.6M safety salaries are included in the cost for category GF CARES. The \$2.9M are non-safety salaries that remain in the cost category budgeted salaries.

[e] HUD funding of \$256K was received, \$118K of funds available have an associated cost in the housing budget.

[f] CDBG funding of \$316K is available but not yet received, all funds are restricted to CDBG COVID-19 costs.

[g] Contingency funds include \$3M COVID City Council approved contingency and \$250K in economic revitalization contingency.

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