All Receive - Agenda Item # 2
For the Information of the:
CITY COUNCIL
Date 9/22 CA ✓ CC ✓
CM ✓ ACM ✓ DCM (3) ✓

City of Carlsbad

Council Memorandum

Sept. 22, 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. 2 – 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. 22, 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 Oct. 6, 2020.

Department	Description of Item or Service	Purchase Order Amount Remaining	Expenditures to Date	Committed Funds
City Manager	Cleaning supplies	-	198	198
Communication & Engagemen	Protective gear	-	1,876	1,876
	Public notification	44,291	99,803	144,094
	Signage	-	3,049	3,049
Community Development	Cleaning supplies	411	-	411
Environmental Management	Cleaning supplies	-	5	5
	IT equipment	-	118	118
Facilities	Cleaning services	124,260	56,740	181,000
	Cleaning supplies	13,346	57,656	71,002
	Meals and meal supplies	-	205	205
	Protective gear	36,422	9,225	45,646
	Public notification	-	26	26
	Signage	-	303	303
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

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
Fleet	Cleaning supplies	-	893	893
Housing	CARES Funding	255,680	-	255,680
HR	Cleaning supplies	-	1,208	1,208
	IT equipment	-	150	150
	Protective gear	28,433	12,400	40,833
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	30,090	137,547	167,636
	Other	-	1,341	1,341
	Protective gear	-	2,043	2,043
	Public notification	4,339	18,139	22,478
	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	-	462,392	462,392
	Parttime salaries	-	519,032	519,032
	Salaries	-	6,953,651	6,953,651
Transportation	Cleaning supplies	-	1,506	1,506
	Meals and meal supplies	-	173	173
	Protective gear	-	33,432	33,432
Utilities	Cleaning supplies	-	380	380
	IT equipment	-	352	352
	Protective gear	-	13,158	13,158
	Public notification	-	688	688
Grand Total		**5,443,107**	**8,721,281**	**14,164,388**

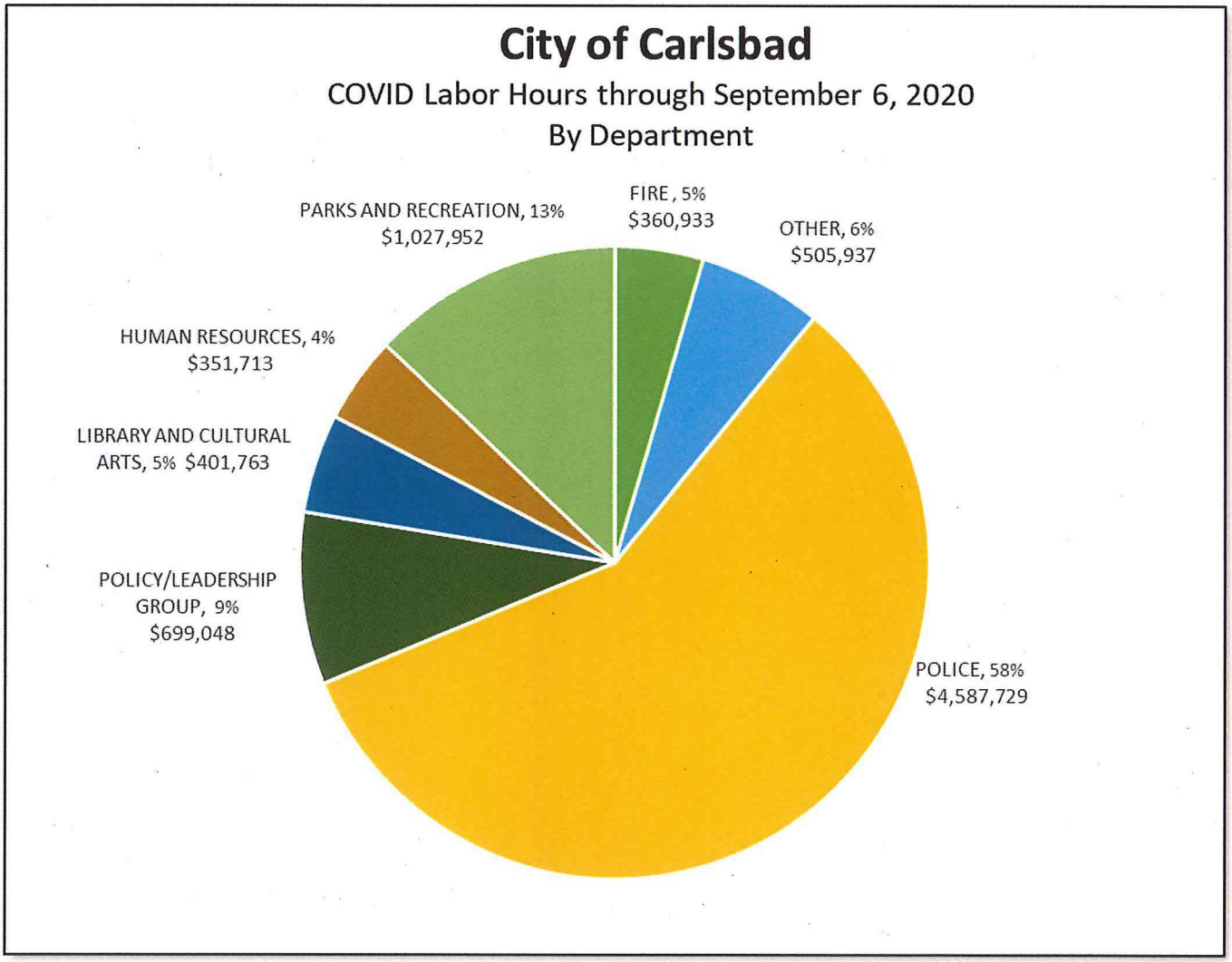
Methodology
The amounts above were compiled using data from the city's accounting system and inputs, estimates and data from department management analysts.

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.

COVID-19 Costs and Funding Sources
As of September 18, 2020

Fund category	Cost plus estimate [1]	Expected amount of funding	Surplus or (deficit)	Note
COVID CONTINGENCY	$ 1,686,025	$ 4,327,745	$ 2,641,720	[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	$ 3,828,926	$ 7,472,683	$ 3,643,757	[d]
GENERAL FUND SUBTOTAL	**$ 13,908,708**	**$ 20,444,184**	**$ 6,535,477**	
HUD COVID-19 CARES ACT	$ 255,680	$ 255,680	$ -	[e]
CDBG COVID-19 CARES ACT	$ -	$ 315,666	$ 315,666	[f]
TOTAL	**$ 14,164,388**	**$ 21,015,530**	**$ 6,851,143**	
		Less: contingency funds	$ (3,250,000)	[g]
		Surplus/(deficit) excluding contingency	**$ 3,601,143**	

[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 $7.5M 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 $3.8M 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