



## Council Memorandum

April 6, 2021

**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 March 26, 2021. 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 May 4, 2021.

Department	Description of Item or Service	Purchase Order Amount	Expenditures to Date	Committed Funds
		Remaining		
<input checked="" type="checkbox"/> City Manager	Cleaning supplies	-	198	198
<input checked="" type="checkbox"/> Communication & Engagement	Protective gear	-	1,876	1,876
	Public notification	44,291	124,825	169,116
	Signage	-	3,049	3,049
<input checked="" type="checkbox"/> Community Development	Cleaning supplies	411	-	411
<input checked="" type="checkbox"/> Environmental Management	Cleaning supplies	-	5	5
	IT equipment	-	118	118
<input checked="" type="checkbox"/> Facilities	Cleaning services	699,281	113,836	813,117
	Cleaning supplies	43,346	70,609	113,955
	Meals and meal supplies	-	205	205
	Protective gear	36,422	11,714	48,135
	Public notification	-	26	26
	Signage	-	303	303
<input checked="" type="checkbox"/> Fire	Cleaning services	19,945	28,118	48,062
	Cleaning supplies	-	7,316	7,316
	Meals and meal supplies	-	24,537	24,537
	Protective gear	-	45,778	45,778
	Public notification	-	7,025	7,025
<input checked="" type="checkbox"/> Fleet	Cleaning supplies	-	1,447	1,447
	Protective gear	-	67	67
<input checked="" type="checkbox"/> HR	Cleaning supplies	-	1,208	1,208
	IT equipment	-	150	150
	Protective gear	27,593	74,435	102,028
<input checked="" type="checkbox"/> Information Technology	IT equipment	32,705	129,697	162,402
<input checked="" type="checkbox"/> Office of Innovation	Economic Revitalization	3,037,788	1,812,212	4,850,000

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Department	Description of Item or Service	Purchase Order Amount Remaining	Expenditures to Date	Committed Funds
<b>⊖ Parks &amp; Recreation</b>	Cleaning services	27,550	79,925	107,474
	Cleaning supplies	85,240	286,402	371,642
	Meals and meal supplies	10,885	250,227	261,112
	Other	-	1,341	1,341
	Protective gear	-	4,279	4,279
	Public notification	4,339	26,378	30,717
	Signage	-	11,108	11,108
<b>⊖ Police</b>	Cleaning services	47,111	17,889	65,000
	Cleaning supplies	7,945	4,410	12,354
	Overtime	27,623	41,587	69,210
	Protective gear	12,883	10,266	23,149
	Public notification	-	126	126
	Signage	1,518	482	2,000
<b>⊖ Salaries and wages</b>	Overtime	-	699,950	699,950
	Parttime salaries	-	878,827	878,827
	Salaries	-	12,050,386	12,050,386
<b>⊖ Transportation</b>	Cleaning supplies	-	1,506	1,506
	Meals and meal supplies	-	173	173
	Protective gear	-	33,819	33,819
<b>Grand Total</b>		<b>4,166,877</b>	<b>16,857,830</b>	<b>21,024,706</b>

*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.

