Hello All,

There have been a lot of questions and confusion on how to code time and expenditures related to the City's Covid-19 response. While it's challenging to create a set of rules that work for everyone in all situations, I will attempt to provide some clarity through guidelines, recognizing that judgement will be required in some circumstances.

As many of you are aware, the City Council passed a resolution moving $100,000 from the City's General Fund Contingency into the DPW Emergency Management budget. The purpose of these funds is for the City's Covid-19 response through the Emergency Operation Center (EOC). Only requests and related expenditures run through the EOC will qualify to be charged to this appropriation.

If your department incurs Covid-19 related expenditures outside of the EOC, please charge them to an appropriate line item within your department's budget and add the project number P51055 to the account string. The definition of a Covid-19 related expenditure is any expenditure you have incurred that you would not have incurred otherwise if it were not for the Covid-19 crisis.

The more challenging element of our coding will be staff time. This is where personal judgement will be required. Any work time related to the EOC, whether working in a role within the EOC or in support of the EOC, should be coded to P51055 on your timecard. You will need to request that your Department Admin add the P51055 project number to your timecard profile. Please add notes to the timecard line associated with the project number that describes the type of work you did that was Covid-19 related. For work unrelated to the EOC, more personal judgement will need to be applied. As with M&S, ask yourself if the work you are doing would have occurred if it were not for the Covid-19 crisis. If in doubt, add the project number. Again, add notes to the timecard lines that describe the work you did. Try to be as specific as you can without breaking it out into too many lines. If you do not provide notes and are unable to remember your Covid-19 related activities, we will most likely be unable to receive reimbursement for that time.

Some examples of time that would be appropriate to code to P51055: IT time setting up 'Log me in' accounts and troubleshooting problems, all staff time related to setting up a functioning work-at-home office, any time spent in meetings addressing Covid-19 issues, DPW operations time sanitizing work spaces, working in a role in the EOC or in support of the EOC, etc.. Again, ask yourself if this is work I would be doing if not for Covid-19.

If you are unfamiliar with using project numbers, please reach out to your Department Admin for assistance. If you have questions about whether work should be coded to the project number, please reach out to Neil Obringer, Meg Allocco, or myself for clarification.

A question many people are asking is why do I need to code my time to this event. It is for the possibility that the City could qualify for Federal reimbursement for costs incurred related to Covid-19. The challenge for us is to guess correctly what that reimbursement framework will look like and what will qualify. The problem is it changes continuously. So we are taking a conservative approach and applying a unique project number to all expenditures the City incurs that it would not have incurred otherwise if not for the Covid-19 pandemic.

Thank you for your patience and flexibility as we get this figured out and a good system in place.

Nathan