



CITY OF DALY CITY
SPECIAL MEETING – CITY COUNCIL

AGENDA

MONDAY, MARCH 16, 2020 – 6:00 PM
City Hall Council Chambers – 2nd Floor
333 90th Street, Daly City, CA 94015

Webcast: www.dalycity.org/meetings

For those wishing to address the City Council on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078 as soon as possible.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

RESOLUTIONS:

1. Declaration of a Local Emergency by the City Council of the City of Daly City and Authorization of Paid Time off to all City Employees

Staff: Shawna Maltbie
Recommended Action: Adopt Resolutions, Roll Call

2. Approval of Continuation of Adopted Fiscal Year 2020 Operating and Capital Budget for Fiscal Year 2021

Staff: Tim Birch
Recommended Action: Adopt Resolution, Roll Call

PUBLIC APPEARANCES/ORAL COMMUNICATIONS

ADJOURNMENT



City Council Meeting Agenda Report

Item # _____

Meeting Date: March 16, 2020

Subject: ADOPT RESOLUTION DECLARING THE EXISTENCE OF A LOCAL EMERGENCY CAUSED BY THE THREAT OF THE NOVEL CORONAVIRUS (COVID-19) AND AUTHORIZATION OF PAID TIME OFF TO ALL CITY EMPLOYEES

Recommended Action

It is recommended that the City Council adopt a Resolution declaring the existence of a local emergency regarding the novel coronavirus (“COVID-19”) threat and authorization of paid time off to all city employees.

Discussion

The State of California, the counties of San Mateo, San Francisco, Santa Clara, Alameda, and other local counties have reported multiple cases of COVID-19 and have declared states of emergency.

From San Mateo County’s Health Officer’s Declaration of a Local Health Emergency

A novel coronavirus (named “COVID-19” by the World Health Organization) was first detected in Wuhan City, Hubei Province, China, in December 2019. The Centers for Disease Control and Prevention (“CDC”) has stated that COVID-19 is a serious public health threat, based on current information. Cases of COVID-19 have been diagnosed in the United States, primarily in individuals who have traveled to other countries, but there have been cases identified of “community spread” of COVID-19 involving individuals who have not traveled overseas and who have no known connections to overseas travel. In part, the virus is considered a very serious health threat because much is unknown.

The exact modes of transmission, the factors facilitating human-to-human transmission, the extent of asymptomatic viral shedding, the groups most at risk of serious illness, the attack rate, and the case fatality rate all remain active areas of investigation.

The best information to date suggests that the virus is spread between people primarily via respiratory droplets produced when an infected person coughs or sneezes. Symptoms of the virus include fever, cough, and shortness of breath, and infected individuals have experienced a range of outcomes, from mild sickness to severe illness and death. The CDC believes at this time that symptoms appear two to fourteen days after exposure. Currently, there is no vaccine or specific antiviral treatment for COVID-19.

The number of reported cases of COVID-19 has escalated dramatically over a short period of time. As of March 1, 2020, the World Health Organization had reported 87,137 confirmed cases of COVID-19, with 79,968 cases in China and the remaining 7,169 cases in 58 other countries. There have been 2,873 deaths in China due to COVID-19, and another 104 deaths in other

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countries. These numbers are growing daily.

Actions are being taken to protect public health and limit the spread of COVID-19 in the United States. The County of San Mateo has declared a State of Emergency caused by the COVID-19, and many public institutions are closed, including public schools in an effort to reduce the spread of the COVID-19 virus. On March 13, 2020, the President of the United States declared a coronavirus pandemic a national emergency.

On March 13, 2020, the San Mateo County Health Officer issued a legal order prohibiting mass gatherings of 250 or more persons. The order applies to public and private gatherings and includes exceptions for houses of worship, museums, malls, hospital and medical facilities, and the normal operations of hotels and airports.

The City is following all recommendations from San Mateo County Health, and remains in constant communication with County, State, and Federal officials to monitor and respond to any updates.

As part of the local emergency, the City will be taking steps to scale back City operations. The City is aware that certain employees may be impacted by the reduction of services, as well as potential health concerns requiring taking leave from work. As a result, the staff is recommending that each City employee be provided paid time off (PTO) in the amount of 120 hours, which they may use as necessary to offset the potential negative effects associated with limited operations and/or necessary time off. The PTO has no cash value and must be used no later than December 31, 2020.

Fiscal Impact

Through the action of declaring a local State of Emergency, the City may receive mutual aid resources from the State of California to assist in response to and containment of the spread of COVID-19. The Governor has proclaimed a State of Emergency and requested a Presidential Declaration. If granted, the City of Daly City could be eligible for cost recovery funds related to the local emergency.

Summary/Conclusion

The City Council consider by a four-fifths vote, adoption of the attached Resolution declaring the existence of a local emergency caused by the novel coronavirus ("COVID-19") threat, and authorizing paid time off for all city employees.

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Staff is available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,



Shawna Maltbie
City Manager

Attachment: Draft Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY DECLARING
THE EXISTENCE OF A LOCAL EMERGENCY IN THE CITY OF DALY CITY AND
AUTHORIZING 120 HOURS OF PAID TIME OFF (PTO) TO ALL CITY EMPLOYEES

WHEREAS, the federal Centers for Disease Control and Prevention ("CDC") has confirmed multiple cases of individuals who have severe respiratory illness caused by a Novel Coronavirus, called COVID-19 ("COVID-19"), as well as deaths caused by this illness; and

WHEREAS, according to the CDC, there is currently no vaccine to prevent COVID-19, and no specific antiviral treatment recommended for COVID-19 at this time; and

WHEREAS, COVID-19 has now been identified in San Mateo County and other Bay Area counties; and

WHEREAS, on March 4, 2020 the Governor proclaimed a statewide emergency regarding the novel COVID-19 virus effects statewide, which are incorporated herein and since that time conditions have continued to worsen; and,

WHEREAS, on March 13, 2020, the President of the United States declared the COVID-19 virus pandemic a national emergency; and

WHEREAS, conditions perilous to the safety of persons or property have arisen within said City, caused by the expanding threat of COVID-19 to employees, businesses and public safety workers; and,

WHEREAS, these threatening conditions from COVID-19 are or are likely to be beyond the control of the services, personnel equipment, and facilities of said City; and,

WHEREAS, under Government Code Section 8630, a local emergency may be declared by the City Council; and

WHEREAS, the City Council shall review the need for continuing the local emergency at least once every 60 days until the City Council terminates the local emergency, pursuant to Government Code Section 8630; and

WHEREAS, as part of the local emergency, the City will be taking steps to scale back City operations and the City is aware that certain employees may be impacted by the reduction of services, as well as potential health concerns that require taking leave from work; and

WHEREAS, staff is recommending that each City employee be provided paid time off (PTO) in the amount of 120 hours, which they may use as necessary to offset the potential negative effects associated with limited operations and/or necessary time off. The PTO has no cash value and must be used no later than December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City that it does hereby declare that a local emergency now exists throughout said City of Daly City; and

BE IT FURTHER RESOLVED, that the City Manager, or her designee, is hereby authorized to execute for or on behalf of the City of Daly City, any agreement or application for, and to file the agreement with, the California Governor's Office of Emergency Services for the purposes of obtaining federal financial assistance; and

BE IT FURTHER RESOLVED, that the City Council hereby authorizes that each City employee be provided paid time off (PTO) in the amount of 120 hours, which they may use as necessary to offset the potential negative effects associated with limited operations and/or necessary time off. The PTO has no cash value and must be used no later than December 31, 2020.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the _____ day of _____, 2020, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: _____

NOES, Councilmembers: _____

Absent, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Meeting Agenda Report

Item # _____

Meeting Date: March 16, 2020

Subject: Continuation of Adopted Fiscal Year 2020 Operating and Capital Budget for Fiscal Year 2021

Recommended Action

Staff recommends that the City Council City adopt and declare that the second year of the Comprehensive Operating and Capital Budget for Fiscal Years 2019 and 2020 (Fiscal Year 2020) as the same Comprehensive Operating and Capital Budget for Fiscal Year 2021.

Background

The City of Daly City prides itself on an open, inclusive, and comprehensive biennial budget process that values input of the community. This process traditionally takes place over the course of several weeks and has involved a number of study sessions in which the public has been invited to participate.

Discussion

Due to an unprecedented public health crisis and accompanying State of Emergency at the National, State, and local level, the City of Daly City will be unable to complete the traditional budget development process prior to June 30, 2020. The State of Emergency being declared by the City of Daly City in conjunction with this recommendation will have significant impacts upon the ability of the City to engage the public in a meaningful dialog concerning the next two-year operating and capital budget.

The present health concerns prevent responsible engagement of the public and will limit opportunities for critical public discussion concerning the Fiscal Year 2021 and Fiscal Year 2022 operating and capital budget. Projected personnel shortages due to the current health crisis are expected to significantly reduce the ability of City staff to complete the necessary detailed financial projections required to complete a new two-year budget. What staffing is available will be engaged in financial support functions that are expected to accompany the emerging public health crisis.

Fiscal Impact

The action recommended in this agenda report will not in itself have any significant fiscal impact on the City of Daly City. Staff will determine fiscal impacts of necessary changes to the budget in the weeks and months ahead. These impacts would include the labor cost increases from adopted Memoranda of Understanding (MOUs) with collective bargaining units.

Summary/Conclusion

Staff recommends that the City Council adopt and declare that the second year of the Comprehensive Operating and Capital Budget for Fiscal Years 2019 and 2020 through Resolution No. 18-73 as the same Comprehensive Operating and Capital Budget for Fiscal Year 2021.

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Staff further recommends that the City Council authorize the City Manager or her designated representative to authorize and direct any consistent or conformity changes or transfers of appropriations within any City department, and from one department to another if she deems it necessary or feasible under circumstances existing.

Staff is available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,



Timothy Birch
Deputy Director of Finance and
Administrative Services



Todd High
Director of Finance and
Administrative Services