



**Notice of and Agenda for Special Meeting  
of the Town of Colma City Council**

**Colma Town Hall  
1198 El Camino Real  
Colma, California**

**Wednesday, March 18, 2020  
6:00 PM**

*This meeting will include teleconference participation from a quorum of councilmembers in locations not open to the public in compliance with the Governor's Executive Order N-25-20 issued on March 12, 2020, allowing for deviation of teleconference rules required by the Ralph M. Brown Act. The purpose of this order was to provide the safest environment for Council Members, staff and the public while allowing for public participation.*

*The meeting will be held at Colma Town Hall for any members of the public who wish to speak in person, though we do encourage all members to participate remotely by calling in to (425) 436-6375 and entering access code 411902.*

*Members or the public are welcome to submit comments (in accordance with the three-minute per speaker limit) via email to [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov) prior to or during the Meeting. The City Clerk will read all comments into the record.*

**NOTICE IS HEREBY GIVEN that the City Council of the Town of Colma will hold a Special Meeting at the above time and place for the purpose of transacting the following business:**

**NEW BUSINESS**

- 1. PROCLAIMING AND RATIFYING A LOCAL EMERGENCY RELATED TO COVID-19**  
*Consider:* Motion to Adopt A Resolution Proclaiming a Local Emergency Regarding Novel Coronavirus (COVID-19), and Ratifying the Proclamation of Local Emergency by the City Manager/Director of Emergency Services.
- 2. ADOPTION OF FY 2020-21 BUDGET – ROLLOVER FROM FY 2019-20**  
*Consider:* Motion to Adopt a Resolution Appropriating Funds and Adopting the Annual Budget for the Fiscal Year 2021.
- 3. AUTHORIZATION OF PANDEMIC PAID TIME OFF**  
*Consider:* Motion to Adopt a Resolution Authorizing Pandemic Paid Time Off to Town Employees Impacted by Operational Reductions During the Covid-19 Outbreak.

Dated: March 17, 2020

*Caitlin Corley*  
\_\_\_\_\_  
Caitlin Corley, City Clerk





# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Christopher J. Diaz, City Attorney  
VIA: Brian Dossey, City Manager  
MEETING DATE: March 18, 2020  
SUBJECT: Proclaiming and Ratifying a Local Emergency Related to COVID-19

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## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION PROCLAIMING A LOCAL EMERGENCY REGARDING NOVEL CORONAVIRUS (COVID-19), AND RATIFYING THE PROCLAMATION OF LOCAL EMERGENCY BY THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES

## EXECUTIVE SUMMARY

The City Council is being asked to adopt a resolution that would proclaim a local emergency within the Town of Colma based on the health risk associated with the spread of novel coronavirus ("COVID-19"). In addition to proclaiming a local emergency, the City Council is also being asked to ratify the action of the City Manager/Director of Emergency Services who declared a local emergency on Monday March 16, 2020 consistent with Colma Municipal Code Subchapter 1.17 and California Government Code Section 8630.

## FISCAL IMPACT

The City Council's adoption of the resolution proclaiming a local emergency may have a net positive financial impact on the Town as the proclamation of a local emergency allows the State to provide mutual aid to the Town including personnel, equipment, and other available resources, to assist during the local emergency. For example, in Governor Newsom's Proclamation of State of Emergency signed on March 4, 2020, the Governor directed State agencies to enter into contracts for the procurement of goods and supplies that could be provided to impacted local government including the Town. Further, the Governor also directed the Office of Emergency Services to provide assistance to local governments impacted by COVID-19. By adopting the resolution, the Town would be indicating to the State that there is a need in the Town now or in the near future to these State resources as the Town continues to address the impacts caused by the spread of COVID-19.

## ANALYSIS

COVID-19 causes infectious diseases resulting in symptoms of fever, coughing, and shortness of breath.<sup>1</sup> Reported illnesses have ranged from very mild to severe, including illnesses resulting in death. Older people and people of all ages with severe underlying health conditions such as heart disease, lung disease and diabetes, seem to be at higher risk of developing a serious COVID-19 illness. Based on the experience with other coronaviruses that cause respiratory illness, the U.S. Center for Disease Control and Prevention (CDC) currently believes that symptoms appear in two (2) to fourteen (14) days after exposure. At this time, there is no vaccine to protect against COVID-19 and no medications to treat it. Since its discovery in December 2019 in Wuhan City, Hubei Province, Coronavirus has resulted in thousands of deaths.<sup>2</sup>

On March 4, 2020, California Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments and help the State prepare for broader spread of COVID-19. (See Attachment B).

Government Code section 8630 permits the governing body of a city or town to declare a local emergency when conditions of disaster or extreme peril to safety of persons and or property is likely to exceed the resources of any single county, city and county, or city and the combined force of a mutual aid region or regions is required.<sup>3</sup> A local emergency is defined as "the existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county or city..."<sup>4</sup>

The action to declare a local emergency may be taken by the governing body during a public meeting, if the declaration is made by a designated official, the declaration must be confirmed by the City's governing body within seven (7) days.<sup>5</sup> Normally, the local governing body must review the need for continuing the local emergency at least once every 60 days until the local governing body terminates the local emergency.<sup>6</sup> However, under Gov. Newsom's state of emergency proclamation, the 60-day time period in Government Code section 8630 was waived for the duration of the statewide emergency. As such, the local emergency proclamation will remain in effect until each local governing authority terminates its respective local emergency.

Although the City Council cannot declare a local health emergency, as the City Council may be aware, the San Mateo County Health Officer has issued various orders as it relates to COVID-19 with the County Board of Supervisors ratifying certain actions of the Health Officer as follows:

- On March 5, 2020, the San Mateo County Health Officer declared a Local Health Emergency pursuant to Health and Safety Code Section 101080 due to the potential introduction of COVID-19 in San Mateo County.

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

<sup>2</sup> <http://www.publichealth.lacounty.gov/media/Coronavirus/>

<sup>3</sup> Gov. Code, § 8630.

<sup>4</sup> Gov. Code, § 8558 (c).

<sup>5</sup> Gov. Code, § 8630.

<sup>6</sup> Id.

- On March 10, 2020, the San Mateo County Board of Supervisors voted to ratify the Health Officer's declaration of a Local Health Emergency in response to COVID-19.
- On March 12, 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.
- On March 14, 2020, the San Mateo County Health Officer issued an update regarding the legal order prohibiting mass gatherings. The new order now specifies that public and private gatherings of groups of 50 or more persons are now prohibited in San Mateo County.

Since these declarations and orders have been issued, confirmed COVID-19 infections have continued to increase in the United States and internationally. The CDC reports that it is likely that more cases of COVID-19 are likely to be confirmed in communities across the U.S., and at some point, widespread transmission in the country will occur.<sup>7</sup> Thus, the continued spread of COVID-19 will require critical infrastructure to address the medical care of large numbers of residents at the same time, including requesting mutual aid when such mutual aid is necessary. The declaration of a local emergency will allow neighboring local jurisdictions and the State to provide mutual aid to ensure the Town has sufficient resources to address the emergency conditions related to the spread of COVID-19.

Town staff requests that the City Council adopt a resolution declaring a local emergency to protect and preserve the public health and safety of Town residents and property. In particular, declaring a local emergency would allow for mutual aid to help control the emergency and allows the Town to promulgate orders and regulations to protect life and property if needed in the future. (Gov. Code, § 8634.) Governor Newsom's state of emergency declaration provides that the State shall provide assistance to local governments that have demonstrated extraordinary or disproportionate impacts from COVID-19 under the authority of the California Disaster Assistance Act. As such, local agencies are not required to proclaim a local emergency to recover emergency funding since the Governor has already issued a state emergency declaration. (Gov. Code, §§ 8633, 8685.2.) However, declaring a local emergency would send a clear signal to the State that the Town will need access to these resources. Further, declaring a local emergency also protects local officials and employees from liability when exercising or performing, or failing to exercise or perform, a discretionary function or duty on the part of the Town in carrying out the provisions of California Emergency Services Act ("CESA"). (Gov. Code, § 8655.) The privileges and immunities from liability apply to public officers, agents and employees when those persons are performing any of their functions or duties extraterritorially pursuant to CESA. (Gov. Code § 8657.)

### **Council Adopted Values**

The City Council's adoption of the resolution is the *responsible* thing to do as it will signal to the State that the Town may be in need of mutual aid and other assistance as it becomes available and as the Town continues to deal with the on-going effects of COVID-19 as it spreads throughout the nation.

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<sup>7</sup> <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>.

## **Alternatives**

The City Council could choose not to adopt the resolution or may wait to adopt the resolution. Doing so is not recommended, however, as it is unknown when the City Council may be able to reconvene again, and the declaration of local emergency proclaimed by the City Manager/Director of Emergency Services on March 16, 2020 will need to be ratified within 7 days or it will expire.

## **CONCLUSION**

The City Council should adopt the resolution.

## **ATTACHMENTS**

- A. Resolution
- B. Governor's March 4, 2020 State of Emergency Proclamation

**RESOLUTION NO. 2020-\_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION PROCLAIMING A LOCAL EMERGENCY REGARDING NOVEL  
CORONAVIRUS (COVID-19), AND RATIFYING THE PROCLAMATION OF LOCAL  
EMERGENCY BY THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES**

The City Council of the Town of Colma does hereby resolve as follows:

**1. Background**

(a) 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, ("COVID-19"), as well as deaths caused by this illness.

(b) The World Health Organization declared COVID-19 a public health emergency of international concern, and the CDC announced that community spread of COVID-19 is likely to occur in the United States.

(c) On or about March 4, 2020, as part of the State of California's response to address the global COVID-19 outbreak, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19 following one official COVID-19 death.

(d) On March 5, 2020, the San Mateo County Health Officer declared a Local Health Emergency pursuant to Health and Safety Code Section 101080 due to the potential introduction of COVID-19 in San Mateo County.

(e) On March 10, 2020, the San Mateo County Board of Supervisors voted to ratify the Health Officer's declaration of a Local Health Emergency in response to COVID-19.

(f) On March 11, 2020, the World Health Organization made the assessment that COVID-19 can be characterized as a pandemic.

(g) The United States Centers for Disease Control and Prevention (CDC) has determined that the virus presents a serious public health threat, requiring coordination among state and local health departments to ensure readiness for potential health threats associated with the virus. On March 11, 2020, the CDC issued recommendations for 30-day mitigation strategies based on the current situation with COVID-19 transmission and affected health care facilities including the recommendation to cancel large gatherings e.g., greater than 250 people or move to smaller groupings.

(h) On March 11, 2020, the Governor of the State of California announced that California public health officials have determined that gatherings of more than 250 people should be postponed or canceled across the State until at least the end of March.

(i) On March 12, 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.

(j) On March 13, 2020, the President of United States declared a national emergency with regard to COVID-19.

(k) On March 14, 2020, the San Mateo County Health Officer issued an update regarding the legal order prohibiting mass gatherings. The new order now specifies that public and private gatherings of groups of 50 or more persons are now prohibited in San Mateo County.

(l) The imminent and proximate threat of introduction of COVID-19 in the Town of Colma threatens the safety and health of Town residents.

(m) California Government Code Section 8630 and Colma Municipal Code Subchapter 1.17 empowers the City Council to proclaim the existence of a local emergency to protect and preserve public welfare when the Town is affected or likely to be affected by a public calamity.

(n) A declaration of a local emergency will assist in a coordinated public health response to reduce transmission and illness severity, provide assistance to health care providers, coordinate and mitigate public services that may be disrupted from this emergency, and mitigate any other effects of this emergency on the citizens of the Town.

(o) Under Government Code section 8630(b) and Colma Municipal Code Subchapter 1.17, a proclamation of local emergency made by the City Manager/Director of Emergency Services must be ratified by the City Council within seven (7) days to remain in effect.

(p) Government Code section 8630 generally requires the City Council to review the need for continuing the local emergency at least every sixty (60) days, but as part of Governor Gavin Newsom's March 4, 2020 Declaration of a State of Emergency in California due to COVID-19, this provision has been waived for the duration of the statewide emergency, allowing the City to maintain its emergency in place until terminated by the City Council.

(q) The City Council now desires to declare a local emergency and ratify the proclamation of local emergency by the City Manager/Director of Emergency Services.

## **2. Findings and Order**

(a) Pursuant to California Government Code section 8630 and Colma Municipal Code Subchapter 1.17, the City Council hereby finds and proclaims and ratifies a local emergency caused by conditions or threatened conditions of COVID-19 in the Town of Colma, which constitutes an extreme peril of health and safety of persons within the territorial limits of the Town.

(b) The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

(c) The City Manager, acting as the Director of Emergency Services, is hereby authorized to furnish information, to promulgate orders and regulations necessary to provide for



the protection of life and property pursuant to California Government Code section 8634, to enter into agreements and to take all actions necessary to obtain State emergency assistance to implement preventive measures to protect and preserve the residents of the Town within the scope of the local emergency hereby declared.

(d) During the existence of said local emergency, the powers, functions, and duties of the emergency organization of this Town shall be those prescribed by state law, ordinances, and resolutions of the Town of Colma.

### **Certification of Adoption**

I certify that the foregoing Resolution No. 2020-\_\_ was duly adopted at a special meeting of said City Council held on March 18, 2020 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor					
Diana Colvin					
Raquel Gonzalez					
Helen Fisicaro					
Joanne F. del Rosario					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_  
John Irish Goodwin, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk



**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**PROCLAMATION OF A STATE OF EMERGENCY**

**WHEREAS** in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), was first identified in Wuhan City, Hubei Province, China, and has spread outside of China, impacting more than 75 countries, including the United States; and

**WHEREAS** the State of California has been working in close collaboration with the national Centers for Disease Control and Prevention (CDC), with the United States Health and Human Services Agency, and with local health departments since December 2019 to monitor and plan for the potential spread of COVID-19 to the United States; and

**WHEREAS** on January 23, 2020, the CDC activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

**WHEREAS** on January 24, 2020, the California Department of Public Health activated its Medical and Health Coordination Center and on March 2, 2020, the Office of Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health; and

**WHEREAS** the California Department of Public Health has been in regular communication with hospitals, clinics and other health providers and has provided guidance to health facilities and providers regarding COVID-19; and

**WHEREAS** as of March 4, 2020, across the globe, there are more than 94,000 confirmed cases of COVID-19, tragically resulting in more than 3,000 deaths worldwide; and

**WHEREAS** as of March 4, 2020, there are 129 confirmed cases of COVID-19 in the United States, including 53 in California, and more than 9,400 Californians across 49 counties are in home monitoring based on possible travel-based exposure to the virus, and officials expect the number of cases in California, the United States, and worldwide to increase; and

**WHEREAS** for more than a decade California has had a robust pandemic influenza plan, supported local governments in the development of local plans, and required that state and local plans be regularly updated and exercised; and

**WHEREAS** California has a strong federal, state and local public health and health care delivery system that has effectively responded to prior events including the H1N1 influenza virus in 2009, and most recently Ebola; and

**WHEREAS** experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

**WHEREAS** it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases in California, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care and hospitalization; and

**WHEREAS** if COVID-19 spreads in California at a rate comparable to the rate of spread in other countries, the number of persons requiring medical care may exceed locally available resources, and controlling outbreaks minimizes the risk to the public, maintains the health and safety of the people of California, and limits the spread of infection in our communities and within the healthcare delivery system; and

**WHEREAS** personal protective equipment (PPE) is not necessary for use by the general population but appropriate PPE is one of the most effective ways to preserve and protect California's healthcare workforce at this critical time and to prevent the spread of COVID-19 broadly; and

**WHEREAS** state and local health departments must use all available preventative measures to combat the spread of COVID-19, which will require access to services, personnel, equipment, facilities, and other resources, potentially including resources beyond those currently available, to prepare for and respond to any potential cases and the spread of the virus; and

**WHEREAS** I find that conditions of Government Code section 8558(b), relating to the declaration of a State of Emergency, have been met; and

**WHEREAS** I find that the conditions caused by COVID-19 are likely to require the combined forces of a mutual aid region or regions to appropriately respond; and

**WHEREAS** under the provisions of Government Code section 8625(c), I find that local authority is inadequate to cope with the threat posed by COVID-19; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in California.

**IT IS HEREBY ORDERED THAT:**

1. In preparing for and responding to COVID-19, all agencies of the state government use and employ state personnel, equipment, and facilities or perform any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan, as well as the California Department of Public Health and the Emergency Medical Services Authority. Also, all residents are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. As necessary to assist local governments and for the protection of public health, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services needed to assist in preparing for, containing, responding to, mitigating the effects of, and recovering from the spread of COVID-19. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of COVID-19.
3. Any out-of-state personnel, including, but not limited to, medical personnel, entering California to assist in preparing for, responding to, mitigating the effects of, and recovering from COVID-19 shall be permitted to provide services in the same manner as prescribed in Government Code section 179.5, with respect to licensing and certification. Permission for any such individual rendering service is subject to the approval of the Director of the Emergency Medical Services Authority for medical personnel and the Director of the Office of Emergency Services for non-medical personnel and shall be in effect for a period of time not to exceed the duration of this emergency.
4. The time limitation set forth in Penal Code section 396, subdivision (b), prohibiting price gouging in time of emergency is hereby waived as it relates to emergency supplies and medical supplies. These price gouging protections shall be in effect through September 4, 2020.
5. Any state-owned properties that the Office of Emergency Services determines are suitable for use to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services for this purpose, notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.
6. Any fairgrounds that the Office of Emergency Services determines are suitable to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services pursuant to the Emergency Services Act, Government Code section 8589. The Office of Emergency Services shall notify the fairgrounds of the intended use and can immediately use the fairgrounds without the fairground board of directors' approval, and

notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.

7. The 30-day time period in Health and Safety Code section 101080, within which a local governing authority must renew a local health emergency, is hereby waived for the duration of this statewide emergency. Any such local health emergency will remain in effect until each local governing authority terminates its respective local health emergency.
8. The 60-day time period in Government Code section 8630, within which local government authorities must renew a local emergency, is hereby waived for the duration of this statewide emergency. Any local emergency proclaimed will remain in effect until each local governing authority terminates its respective local emergency.
9. The Office of Emergency Services shall provide assistance to local governments that have demonstrated extraordinary or disproportionate impacts from COVID-19, if appropriate and necessary, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
10. To ensure hospitals and other health facilities are able to adequately treat patients legally isolated as a result of COVID-19, the Director of the California Department of Public Health may waive any of the licensing requirements of Chapter 2 of Division 2 of the Health and Safety Code and accompanying regulations with respect to any hospital or health facility identified in Health and Safety Code section 1250. Any waiver shall include alternative measures that, under the circumstances, will allow the facilities to treat legally isolated patients while protecting public health and safety. Any facilities being granted a waiver shall be established and operated in accordance with the facility's required disaster and mass casualty plan. Any waivers granted pursuant to this paragraph shall be posted on the Department's website.
11. To support consistent practices across California, state departments, in coordination with the Office of Emergency Services, shall provide updated and specific guidance relating to preventing and mitigating COVID-19 to schools, employers, employees, first responders and community care facilities by no later than March 10, 2020.
12. To promptly respond for the protection of public health, state entities are, notwithstanding any other state or local law, authorized to share relevant medical information, limited to the patient's underlying health conditions, age, current condition, date of exposure, and possible contact tracing, as necessary to address the effect of the COVID-19 outbreak with state, local, federal, and nongovernmental partners, with such information to be used for the limited purposes of monitoring, investigation and control, and treatment and coordination of care. The

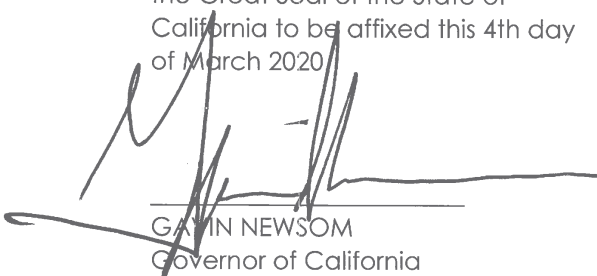
notification requirement of Civil Code section 1798.24, subdivision (i), is suspended.

13. Notwithstanding Health and Safety Code sections 1797.52 and 1797.218, during the course of this emergency, any EMT-P licensees shall have the authority to transport patients to medical facilities other than acute care hospitals when approved by the California EMS Authority. In order to carry out this order, to the extent that the provisions of Health and Safety Code sections 1797.52 and 1797.218 may prohibit EMT-P licensees from transporting patients to facilities other than acute care hospitals, those statutes are hereby suspended until the termination of this State of Emergency.

14. The Department of Social Services may, to the extent the Department deems necessary to respond to the threat of COVID-19, waive any provisions of the Health and Safety Code or Welfare and Institutions Code, and accompanying regulations, interim licensing standards, or other written policies or procedures with respect to the use, licensing, or approval of facilities or homes within the Department's jurisdiction set forth in the California Community Care Facilities Act (Health and Safety Code section 1500 et seq.), the California Child Day Care Facilities Act (Health and Safety Code section 1596.70 et seq.), and the California Residential Care Facilities for the Elderly Act (Health and Safety Code section 1569 et seq.). Any waivers granted pursuant to this paragraph shall be posted on the Department's website.

**I FURTHER DIRECT** that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

**IN WITNESS WHEREOF** I have  
hereunto set my hand and caused  
the Great Seal of the State of  
California to be affixed this 4th day  
of March 2020



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: March 18, 2020  
 SUBJECT: Adoption of FY 2020-21 Budget – A Rollover from FY 2019-20

## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPROPRIATING FUNDS AND ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2020-21.

## EXECUTIVE SUMMARY

In light of the novel coronavirus ("COVID-19") threat and the San Mateo County Health Officer issuing a legal order prohibiting mass gatherings of 50 or more persons, Staff is recommending rolling over the FY 2019-20 operating budget and ratifying the FY 2020-21 capital budget per the FY 2019-2024 Five-Year Capital Improvement plan. Staff will monitor the Town's financial condition and will bring back the amended budget for review and potential modifications as part of the quarterly financial updates.

## FISCAL IMPACT

The FY 2020-21 Operating and Capital Budget is as followed:

	General Fund	Other Funds	Total
Total Revenues	\$ 17,800,830	\$ 1,950,793	\$ 19,751,623
Total Operating Expenditures	16,971,516	1,724,591	18,696,107
Total Capital Budget	0	2,331,520	2,331,520
Total Transfers In/(Out)	(1,284,169)	1,284,169	0

There will be no change to City Council committed and assigned reserve balance for litigation, insurance, disaster, budget stabilization, debt reduction, and accrued leave payouts.

## BACKGROUND

The Town of Colma's budget process traditionally takes place over several months and two study sessions in which the public has been invited to participate. Due to an unprecedented public health crisis and accompanying the State of Emergency at the National, State, and local level, the Town will be unable to complete the traditional budget development process before June 30, 2020. The Town has declared a local emergency in conjunction with this recommendation and the current emergency situation presented by COVID-19 will have had significant impacts upon the Town's ability to engage the public in a meaningful dialog concerning the next year's 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 2020-21 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 annual budget. What staffing is available will be engaged in financial support functions that are expected to accompany the emerging public health crisis.

## ANALYSIS

The City Council adopted the FY 2019-20 budget on June 12, 2019 as shown on Table 1. The budget included appropriation of \$16,971,516 in General Fund, \$565,441 in Special Revenues and Debt, and \$1,254,150 in Enterprise Funds. These appropriations are allocated for the recurring operating budget and will be rolled over to FY 2020-21.

<b>Table 1</b>						
<b>2019-20 Adopted Budget</b>	<b>General</b>	<b>Special</b>	<b>Capital</b>	<b>Vehicle</b>	<b>Enterprise</b>	
<b>Town-wide Financial</b>	<b>Funds</b>	<b>Revenues and Debt Funds</b>	<b>Funds</b>	<b>Replacement Fund</b>	<b>Funds</b>	<b>Total</b>
<b>Expenditures by Category</b>						
Salaries, Wages, & Benefits	11,044,245	228,639	0	0	0	11,272,884
Supplies & Services	2,585,430	9,433	0	0	1,159,150	3,754,013
Professional & Contract Services	3,048,639	30,000	0	0	0	3,078,639
Capital Outlay	293,202	0	0	0	0	293,202
Capital Projects	0	0	1,060,984	277,640	95,000	1,433,624
Debt Service	0	297,369	0	0	0	297,369
<b>Total Expenditure by Category</b>	<b>16,971,516</b>	<b>565,441</b>	<b>1,060,984</b>	<b>277,640</b>	<b>1,254,150</b>	<b>20,129,731</b>
<b>Operating Surplus/ (Deficit)</b>	<b>829,314</b>	<b>(312,840)</b>	<b>(707,792)</b>	<b>(20,340)</b>	<b>(166,450)</b>	<b>(378,108)</b>
<b>Other Activities</b>						
Transfers In	0	297,369	1,317,000	0	160,700	1,775,069
Transfers (Out)	(1,775,069)	0	0	0	0	(1,775,069)
<b>Net Transfers In/(Out)</b>	<b>(1,775,069)</b>	<b>297,369</b>	<b>1,317,000</b>	<b>0</b>	<b>160,700</b>	<b>0</b>

As part of the quarterly financial update, Staff will present budget amendments as needed to ensure adequate appropriation for Town operations.

The budget also included \$1,060,984 in Capital and \$277,640 in Vehicle Replacement. Capital Projects and Vehicle Replacements are non-recurring in nature, and therefore the budget will not

be rolled over to FY 2020-21. Rather, Staff is recommending the FY 2020-21 project spending projection in the 2019-2024 Five-Year Capital Improvement Plan be adopted.

On March 13, 2019, the City Council adopted the 2019-2024 Capital Improvement Plan. Attachment C summarizes the projects and the corresponding spending requirement by fiscal year. Total projected capital spending is \$2,331,520, of which \$826,100 is expected to be transferred from the General Fund. As mentioned above, budget amendments for the capital program will be presented with the Quarterly Financial updates in FY 2020-21.

General Fund also supports debt payments, sewer operations, and capital improvement programs. Below is a summary of the transfers ins and (outs).

TRANSFERS IN/(OUT)	General Fund	Other Funds
Debt Service	\$ (297,369)	\$ 297,369
Sewer Operations	(160,700)	160,700
Capital Program	(826,100)	826,100
Total Transfers In/(Out)	(1,284,169)	1,284,169

The amount to be transferred to Debt Service and Sewer is based on the FY 2019-20 Budget. The amount to be transferred to the Capital Program is based on the 2019-2024 Capital Improvement Plan.

### Reasons for the Recommended Action/Findings

With the current threat from COVID-19 and the resulting legal mandates, it will be difficult to conduct and complete a thorough budget analysis and discussion as the Town has traditionally done. Without an approved budget, the Town cannot operate starting July 1. Rolling over the FY 2019-20 Operating Budget to FY 2020-21 and ratifying the 2019-2024 Capital Improvement Plan projection for FY 2020-21 will ensure business continuity come July 1, 2020. For FY 2020-21, the budget analysis and discussion will be part of the budget amendment.

### Council Adopted Values

Approving to roll over the FY 2019-20 Operating Budget to FY 2020-21 and ratifying the 2019-2024 Capital Improvement Plan projection for FY 2020-21 is a *responsible* action. It ensures the Town can continue to provide vital services to local businesses and residents.

### CONCLUSION

Staff recommends that the Council conduct a public hearing and adopt the attached resolution appropriating funds and approving the 2020-21 Rollover Budget.

### ATTACHMENTS

- A. Resolution Appropriating Funds and Adopting the 2020-21 Rollover Budget
- B. FY 2019-20 Operating Budget Summary
- C. 2019-2024 Capital Improvement Plan Project Summary



**RESOLUTION NO. 2020-\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROPRIATING FUNDS AND ADOPTING THE ANNUAL BUDGET FOR  
 FISCAL YEAR 2020-21**

The City Council of the Town of Colma does resolve as follows.

**1. Background**

- (a) The Town of Colma has declared a local emergency in response to the novel coronavirus (COVID-19) and is required to comply with the San Mateo County Health Officer's order prohibiting mass gatherings;
- (b) The traditional budget process requires the two budget study sessions and budget adoption be in public forums and may violate the San Mateo County Health Officer's order;
- (c) The FY 2019-20 Budget and the 2019-2024 Five-Year Capital Improvement Plan have been available to the public for more than fifteen days for review;
- (d) Rolling over the FY 2019-20 operating budget and ratifying the FY 2020-21 projection as stated in the 2019-2024 Five-Year Capital Improvement Plan would ensure business continuity come July 1, 2020;
- (e) Quarterly financial updates are tool to monitor and discuss potential budget amendments and funding strategies; and
- (f) The City Council duly considered the proposed budget and public comments, if any, thereon.

**2. Findings and Order.**

- (a) *Budget Approval.* The FY 2020-21 budget consists of the City Council adopted 2019-20 appropriation and transfers for general fund, special revenues funds, debt service funds, and enterprise funds and the FY 2020-21 projection in the City Council adopted 2019-2024 Five-Year Capital Improvement Plan. This FY 2020-21 budget proposed by the City Manager, dated July 1, 2020, shall be, and hereby is, adopted as the budget for the Town of Colma for Fiscal Year 2020-21.
- (b) *Summary of Appropriations.* A summary (Exhibit A) is attached hereto and by reference made part of this Resolution, reflects the *Department Limitation*. The City Council authorizes the expenditure of funds for the items specified in the budget, provided that the total expenditures for the department shall not exceed the total budget by fund, for the department.
- (c) *Staffing.* The number and classifications of employment positions shown in the proposed budget is hereby approved as the authorized staffing level for the Town. The City Manager and each department head may not expand the number of full-time equivalent employees beyond that shown as the authorized staffing level for the Town without specific approval of the City Council.

(d) *Purchasing Ordinance.* All expenditures for services, goods, or public works projects must comply with the Town's Purchasing and Contracting Ordinance (Subchapter 1.06 of the Colma Municipal Code).

(e) *Administration of Annual Budget.* The City Manager shall be responsible to administer the Budget and financial records and the City Council authorization includes the following administrative actions as may be required during the year:

(i) Transfer budgeted amounts between line items, provided that the transfer is within the same fund, and within the same Department.

(ii) Increase grant funded revenue and expenditure budgets. Changes may be administratively processed, when revenue estimates exceed the amount identified in the Budget due to increases in grant revenues, as verified by financial records. The adjustment will also account for increased expenditures in an amount not to exceed the amount of increased grant revenue. Increased appropriations shall continue to be documented in the financial records and conveyed to the City Council as part of the quarterly financial reports.

(iii) Make transfers among the various funds designated as "Transfers In / Transfers Out" as stated in Exhibit B. All fund transfers shall be recorded in the financial records.

(iv) Administratively adjust the Fiscal Year 2020-21 Operating Budget appropriations to account for the carryover of unspent 2019-20 appropriations for contracts entered into before June 30, 2020, where funds are encumbered. The City Manager shall use discretion in approving carryovers and all such adjustments shall be clearly recorded in the Town financial records. These amendments shall be identified and included in the Fiscal Year 2020-21 quarterly financial report.

(v) Administratively adjust the Fiscal Year 2020-21 Capital Project appropriations to account for the carryover of unspent appropriations from Fiscal Year 2019-20. All such adjustments shall be clearly recorded in the Town financial records and shall only be for projects that remain incomplete as of June 30, 2020.

### **3. Reserves**

The City Council hereby declares the following classifications of reserves (Net Income):

(a) A Debt Reduction reserve shall be recorded in the General Fund in the amount of \$600,000 as of June 30, 2021. This amount represents a minimum of two years of COP Debt Service. (Committed Fund Balance – Designated by City Council)

(b) The Budget Stabilization Reserve as of June 30, 2021 is established at \$12,000,000, being the amount sufficient to ensure continuity of operations in the event of a severe economic downturn, which amount is hereby determined to be 100% (rounded to the nearest \$100,000) of the General Fund expenditures for the prior fiscal year. The exact amount of this reserve shall

be determined based on the final audit and financial statements. (Committed Fund Balance – Designated by City Council)

(c) Accrued Leave Payout Reserve shall be recorded in the General Fund in the amount of \$715,000 as of June 30, 2021. (Committed Fund Balance – Designated by City Council)

(d) Assigned Fund Balances – General Fund: Assigned fund balance includes amounts intended to be used by the Town for specific purposes, subject to change. The City Council authorizes the City Manager to establish the following assignments in the General Fund:

(i) Litigation Reserve of \$100,000, which may fund expenditures in the event of extraordinary legal expenses.

(ii) Insurance Reserve in the amount of \$100,000, which may fund expenditures in the event of extraordinary insurance claims and related expenses.

(iii) Disaster Response and Recovery in the amount of \$750,000 which may fund expenditures in the event of a catastrophic event.

(e) Assigned Fund Balances – Capital Project Fund / Fleet Replacement Fund: All reserves in the Capital Project Fund and Fleet Replacement Fund shall be recorded as assigned for future projects. Changes in the assignment shall be subject to City Council action.

(f) General Fund 2020-21 – Decrease Reserve: The remaining balance.

#### **4. Transfer to Unassigned Reserve**

All General Fund net income on hand on June 30, 2020, which is not designated for a specific reserve category shall be recorded in the Unassigned Reserve.

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### Certification of Adoption

I certify that the foregoing Resolution No. 2020-\_\_ was duly adopted at a special meeting of the City Council of the Town of Colma held on March 18, 2020, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor					
Diana Colvin					
Raquel Gonzalez					
Helen Fisicaro					
Joanne F. del Rosario					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_  
John Irish Goodwin, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk



**"EXHIBIT A": SUMMARY OF APPROPRIATIONS FY 2020-21**

Town-wide Financial	Special Revenues and Debt Funds		Capital Funds	Vehicle Replacement Fund	Enterprise Funds	Total
	General Funds	(21, 23, 24, 25, 27, 29, 43)	(31, 32, 33)	(61)	(81, 82, 83)	
	(11,12)					
Revenues by Categories						
Sales tax	11,400,000	0	0	0	0	11,400,000
Cardroom tax	4,250,000	0	0	0	0	4,250,000
Property and other taxes	751,700	0	0	0	0	751,700
Licenses and permits	277,034	0	0	0	0	277,034
Fines and forfeitures	92,846	0	0	0	0	92,846
Use of money and property	609,998	1,730	0	7,300	193,700	812,728
Revenues from other agencies	67,010	250,871	851,000	0	0	1,168,881
Charges for current services	159,942	0	0	0	894,000	1,053,942
Allocations	65,000	0	0	250,000	0	315,000
Other revenues	127,300	0	4,000	0	0	131,300
Total Revenues	17,800,830	252,601	855,000	257,300	1,087,700	20,253,431
Expenditures by Function						
General Government						
City Council (110)	333,490	0	0	0	0	333,490
City Attorney (130)	312,500	0	0	0	0	312,500
City Manager (140)	1,364,030	0	0	0	0	1,364,030
Human Resources (141)	218,482	0	0	0	0	218,482
Finance (150)	561,407	0	0	0	0	561,407
General Services (151)	1,209,650	0	0	0	0	1,209,650
COP Debt (620)	0	297,369	0	0	0	297,369
Public Safety						
Administration (210)	1,716,548	0	0	0	0	1,716,548
Patrol (220)	5,566,357	10,033	0	0	0	5,576,390
Communication/Dispatch (230)	1,121,777	0	0	0	0	1,121,777
Community Services CSO (240)	36,189	228,039	0	0	0	264,228
Public Works & Planning						
Admin/Engr/Building (310)	982,400	0	0	0	0	982,400
Maintenance/Sewer (320)	1,214,033	30,000	0	0	1,054,700	2,298,733
Facility Operations (800s)	706,175	0	0	0	98,550	804,725
Planning (410)	497,420	0	0	0	0	497,420
Recreation (510)	1,115,908	0	0	0	0	1,115,908
Capital Projects	0	0	2,206,000	125,520	0	2,331,520
Total Expenditure by Category	16,971,516	565,441	2,206,000	125,520	1,159,150	21,027,627
Operating Surplus/ (Deficit)	829,314	(312,840)	(1,351,000)	131,780	(71,450)	(774,196)
Other Activities						
Transfers In	0	297,369	1,035,100	0	160,700	1,493,169
Transfers (Out)	(1,284,169)	(209,000)	0	0	0	(1,493,169)
Net Transfers In/(Out)	(1,284,169)	88,369	1,035,100	0	160,700	0
Change in Fund Balance	(454,855)	(224,471)	(315,900)	131,780	89,250	(774,196)

"EXHIBIT B": SUMMARY OF TRANSFERS FY 2020-21

Transfers In/(Out)	Special & Debt			Enterprise	Total
	General Fund	Funds	Capital Funds	Funds	
Debt Service	(297,369.00)	297,369.00			-
Sewer Operations	(160,700.00)			160,700.00	-
Capital Programs	(826,100.00)	(209,000.00)	1,035,100.00		-
<b>Total</b>	(1,284,169.00)	88,369.00	1,035,100.00	160,700.00	-

# Town-Wide Financial Summary For the Fiscal Year 2019-20

Town-wide Financial	General Funds	Special Revenues and Debt Funds	Capital Funds	Vehicle Replacement Fund	Enterprise Funds	Total
<b>Revenues by Categories</b>						
Sales tax	11,400,000	0	0	0	0	11,400,000
Cardroom tax	4,250,000	0	0	0	0	4,250,000
Property and other taxes	751,700	0	0	0	0	751,700
Licenses and permits	277,034	0	0	0	0	277,034
Fines and forfeitures	92,846	0	0	0	0	92,846
Use of money and property	609,998	1,730	0	7,300	193,700	812,728
Revenues from other agencies	67,010	250,871	349,192	0	0	667,073
Charges for current services	159,942	0	0	0	894,000	1,053,942
Allocations	65,000	0	0	250,000	0	315,000
Other revenues	127,300	0	4,000	0	0	131,300
<b>Total Revenues</b>	<b>17,800,830</b>	<b>252,601</b>	<b>353,192</b>	<b>257,300</b>	<b>1,087,700</b>	<b>19,751,623</b>
<b>Expenditures by Category</b>						
Salaries, Wages, & Benefits	11,044,245	228,639	0	0	0	11,272,884
Supplies & Services	2,585,430	9,433	0	0	1,159,150	3,754,013
Professional & Contract Services	3,048,639	30,000	0	0	0	3,078,639
Capital Outlay	293,202	0	0	0	0	293,202
Capital Projects	0	0	1,060,984	277,640	95,000	1,433,624
Debt Service	0	297,369	0	0	0	297,369
<b>Total Expenditure by Category</b>	<b>16,971,516</b>	<b>565,441</b>	<b>1,060,984</b>	<b>277,640</b>	<b>1,254,150</b>	<b>20,129,731</b>
<b>Operating Surplus/ (Deficit)</b>	<b>829,314</b>	<b>(312,840)</b>	<b>(707,792)</b>	<b>(20,340)</b>	<b>(166,450)</b>	<b>(378,108)</b>
<b>Other Activities</b>						
Transfers In	0	297,369	1,317,000	0	160,700	1,775,069
Transfers (Out)	(1,775,069)	0	0	0	0	(1,775,069)
<b>Net Transfers In/(Out)</b>	<b>(1,775,069)</b>	<b>297,369</b>	<b>1,317,000</b>	<b>0</b>	<b>160,700</b>	<b>0</b>
<b>Fund Balance</b>						
Change in Fund Balance	(945,755)	(15,471)	609,208	(20,340)	(5,750)	(378,108)
Beginning Fund Balance @ 7/1/19	23,788,035	447,384	2,605,350	592,701	91,518	27,524,988
<b>Ending Fund Balance</b>	<b>22,842,280</b>	<b>431,913</b>	<b>3,214,558</b>	<b>572,361</b>	<b>85,768</b>	<b>27,146,880</b>
<b>Trust Funds Balance</b>						
OPEB Trust (71)						4,822,340
Pension Trust (72)						1,369,675
<b>Ending Fund Balance - All Funds</b>						<b>33,338,896</b>

# Historical Expenditure Summary (Function)

(For All Funds)

				[a]	[b]	[b]-[a]	[b]/[a]-1
Town-wide Financial	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Adopted	Change in Budget \$	%
<b>Expenditures by Function</b>							
General Government							
City Council (110)	246,988	249,459	287,610	312,454	333,490	21,036	7%
City Attorney (130)	216,816	234,402	337,500	265,000	312,500	47,500	18%
City Manager (140)	783,939	907,671	1,274,720	1,250,206	1,364,030	113,824	9%
Human Resources (141)	227,145	243,946	117,400	113,839	218,482	104,643	92%
Finance (150)	438,500	516,357	504,550	509,271	561,407	52,136	10%
General Services (151)	908,078	1,004,608	1,085,700	1,084,750	1,209,650	124,900	12%
COP Debt (620)	299,069	295,069	299,869	301,669	297,369	(4,300)	-1%
Public Safety							
Administration (210)	1,211,991	1,344,896	1,544,848	1,382,385	1,716,548	334,163	24%
Patrol (220)	3,945,115	4,635,394	5,043,091	5,026,088	5,576,390	550,302	11%
Communication/Dispatch (230)	880,709	956,379	1,030,350	1,006,165	1,121,777	115,612	11%
Community Services CSO (240)	124,196	146,409	208,800	195,505	264,228	68,723	35%
Public Works & Planning							
Admin/Engr/Building (310)	1,004,928	851,234	992,200	956,200	982,400	26,200	3%
Maintenance/Sewer (320)	1,616,846	1,839,601	2,087,170	2,086,959	2,298,733	211,774	10%
Facility Operations (800s)	463,013	485,174	699,800	698,120	825,775	127,655	18%
Planning (410)	470,800	443,698	515,950	354,900	497,420	142,520	40%
Recreation	954,007	981,431	1,025,840	1,035,144	1,115,908	80,764	8%
Capital Projects	3,748,859	8,507,936	8,681,679	6,428,368	1,433,624	(4,994,744)	-78%
<b>Total Expenditure by Category</b>	<b>17,540,999</b>	<b>23,643,664</b>	<b>25,737,077</b>	<b>23,007,023</b>	<b>20,129,731</b>	<b>(2,877,292)</b>	<b>-13%</b>

# Project Summary Listing

Active Projects		Pg	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/ Unfunded
Streets, Sidewalks, and Bikeways										
Annual Roadway Rehabilitation and Preventative Maintenance Program* ( <b>New</b> )		28	\$ 917,900	\$ 0	\$ 150,000	\$ 225,000	\$ 250,000	\$ 292,900	\$ 0	\$ 0
El Camino Real Bicycle and Pedestrian Improvement Plan ( <b>914</b> )		30	225,000	75,000	150,000	0	0	0	0	0
Lawndale and El Camino Real Landscape and Median ( <b>New</b> , Merged with <b>956</b> )		32	2,830,000	0	30,000	100,000	100,000	0	0	2,600,000
Mission Road Bicycle and Pedestrian Improvement Program ( <b>903</b> )		34	1,608,500	153,600	115,000	1,339,900	0	0	0	0
Sterling Park Residential Streetlight Replacement Plan ( <b>New</b> )		36	15,000	0	15,000	0	0	0	0	0
Sewers & Storm Drains										
Colma Creek Channel Repairs ( <b>New</b> )		48	25,000	0	25,000	0	0	0	0	0
Storm Drain System Assessment and Mapping ( <b>New</b> )		50	210,000	0	70,000	70,000	70,000	0	0	0
City Facilities & Long-Range Plans										
Bark Park Upgrades ( <b>New</b> )		58	95,000	0	0	95,000	0	0	0	0
Colma Museum Facility Repair and Painting ( <b>New</b> )		60	75,000	0	0	0	75,000	0	0	0
Creekside Villa Repair and Painting ( <b>New</b> )		62	95,000	0	95,000	0	0	0	0	0
Facility Parking Lot Upgrades and Repairs ( <b>New</b> )		64	198,050	0	0	111,100	86,950	0	0	0

# Project Summary Listing

Active Projects	Pg	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/ Unfunded
General Plan Update (991)	66	403,650	164,420	239,230	0	0	0	0	0
Recreation Operation and Facility Master Plan (New)	68	50,000	0	50,000	0	0	0	0	0
Town-Wide Branding (New)	70	200,000	0	0	100,000	100,000	0	0	0
Major Equipment, Technology & Fleet									
Financial Software Replacement (New)	82	350,000	0	15,000	115,000	215,000	5,000	0	0
IT Infrastructure Upgrades* (986)	84	305,000	55,000	50,000	50,000	50,000	50,000	50,000	0
Parking Permit Software (New)	86	50,000	0	50,000	0	0	0	0	0
Records Management System (989)	88	50,000	20,000	30,000	0	0	0	0	0
Vehicle Replacement Schedule* (987)	90	1,231,100	145,000	277,640	125,520	262,000	252,820	168,120	0
Equipment Purchase and Replacement* (New)	92	550,000	0	250,000	0	300,000	0	0	0
<b>Total Active Projects (20)</b>		<b>\$ 9,484,200</b>	<b>\$ 613,020</b>	<b>\$ 1,611,870</b>	<b>\$ 2,331,520</b>	<b>\$ 1,508,950</b>	<b>\$ 600,720</b>	<b>\$ 218,120</b>	<b>\$ 2,600,000</b>

\* Annual Roadway Rehab, IT Infrastructure Upgrades and Vehicle Replacement Schedule are ongoing programs with many sub-projects. The amount shown under "2018/19 and Prior" column represents the active sub-project budgets. Completed sub-project budget and spending are eliminated.

# Project Summary Listing

Future/Unfunded Projects	Pg	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/ Unfunded
<b>Streets, Sidewalks, and Bikeways</b>									
Colma Blvd Improvement (912)	38	\$ 1,500,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,500,000
El Camino Real & Mission Rd Traffic Signal (904)	39	700,000	0	0	0	0	0	0	700,000
Hillside Blvd Beautification (901)	40	9,101,941	1,941	0	0	0	0	0	9,100,000
Serramonte Blvd/Collins Ave Roadway Improvement† (New)	41	0	0	0	0	0	0	0	0
<b>Sewers &amp; Storm Drains</b>									
Sanitary Sewer System Improvement† (New)	52	0	0	0	0	0	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>									
Colma Community Center Office Space Expansion† (New)	72	0	0	0	0	0	0	0	0
Corporation Yard Car Wash Upgrade (New)	73	170,000	0	0	0	0	0	0	170,000
HVAC System Replacement @ Police Station (New)	74	750,000	0	0	0	0	0	0	750,000
Sterling Park Office and Storage Space Expansion† (New)	75	0	0	0	0	0	0	0	0
<b>Total Future/Unfunded Projects (9)</b>		<b>\$ 12,221,941</b>	<b>\$ 1,941</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 12,220,000</b>

† Total Project Cost cannot be determined at this time. There is a corresponding plan/study in the Active Project list and the Design and Construction costs will be determined upon completion of the corresponding plan/study. See Project Description for more information.

# Project Summary Listing

Closed Projects (By June 30, 2019)	Pg	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/ Unfunded
<b>Streets, Sidewalks, and Bikeways</b>									
Roadway Network Plan (SSAR) (993)	42	\$ 300,000	\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Serramonte Boulevard/Collins Avenue Master Plan (913)	43	400,000	400,000	0	0	0	0	0	0
<b>Sewers &amp; Storm Drains</b>									
Sanitary Sewer System Assessment (971)	53	166,000	166,000	0	0	0	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>									
Climate Action Plan Update (994)	76	35,000	35,000	0	0	0	0	0	0
Sterling Park Playground Improvement (944)	77	537,500	537,500	0	0	0	0	0	0
Town Hall Campus Renovation (947)	78	18,075,348	18,075,348	0	0	0	0	0	0
<b>Major Equipment, Technology &amp; Fleet</b>									
Access Control at Town Facilities (983)	93	335,000	335,000	0	0	0	0	0	0
Dispatch Furniture Upgrade (988)	94	56,371	56,371	0	0	0	0	0	0
Geographic Information System (985)	95	25,105	25,105	0	0	0	0	0	0
<b>Other Projects</b>									
Projects Closed prior to 6/30/2018		110,400	110,400	0	0	0	0	0	0
<b>Total Closed Projects Cost (9)</b>		\$ 20,040,724	\$ 20,040,724	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Costs – All (38)</b>		\$ 41,746,865	\$ 20,655,685	\$ 1,611,870	\$ 2,331,520	\$ 1,508,950	\$ 600,720	\$ 218,120	\$ 14,820,000



# Funding Request Summary by Funds

Funding Request	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/ Unfunded
General Fund (11)	\$ 19,044,504	\$ 16,515,554	\$ 590,000	\$ 826,100	\$ 814,950	\$ 247,900	\$ 50,000	\$ 0
Loan to Grant Projects	0	1,024,192	(199,192)	(825,000)	0	0	0	0
Grant Allocation								
Gas Tax & SB1 (21)	236,500	33,500	0	115,000	44,000	44,000	0	0
Measure A (22)	428,000	160,000	0	94,000	123,000	51,000	0	0
Grant Reimbursement								
Measure M (32)	166,000	0	150,000	16,000	0	0	0	0
SSAR Grant (32)	250,000	250,000	0	0	0	0	0	0
Transit Livable Community (32)	525,000	0	0	525,000	0	0	0	0
Local Street and Road (32)	100,000	0	0	100,000	0	0	0	0
Roadway Maintenance Grant (RMRA, 32)	199,192	0	199,192	0	0	0	0	0
Safe Route to School	200,000	0	0	200,000	0	0	0	0
Capital Improvement (31)	156,371	156,371	0	0	0	0	0	0
Other Contribution								
Park in-lieu (31)	163,664	163,664	0	0	0	0	0	0
Certificate of Participation (33)	5,149,595	5,149,594	0	0	0	0	0	0
Vehicle Replacement (61)	1,231,100	112,374	277,640	125,520	262,000	252,820	168,120	0
City Properties (83)	145,000	0	95,000	0	50,000	0	0	0
Unknown Funding Source	13,751,940	0	0	0	0	0	0	13,751,940
<b>Total Funding Request</b>	<b>\$ 41,714,239</b>	<b>\$ 23,565,249</b>	<b>\$ 1,112,640</b>	<b>\$ 1,176,620</b>	<b>\$ 1,293,950</b>	<b>\$ 595,720</b>	<b>\$ 218,120</b>	<b>\$ 13,751,940</b>





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, City Manager  
 MEETING DATE: March 18, 2020  
 SUBJECT: Authorization of Pandemic Paid Time Off

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## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AUTHORIZING PANDEMIC PAID TIME OFF TO TOWN EMPLOYEES  
 IMPACTED BY OPERATIONAL REDUCTIONS DURING THE COVID-19 OUTBREAK

## EXECUTIVE SUMMARY

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, has issued "shelter in place" order, and many public institutions are closed, including public schools in an effort to reduce the spread of the COVID-19 virus. The Center for Disease Control has issued recommendations against gatherings larger than 10 people, and on March 13, 2020, the President of the United States declared a coronavirus pandemic a national emergency.

The Town 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 Town will be taking steps to scale back Town operations. The Town is aware that certain employees may be impacted by the reduction of services, as well as potential health concerns requiring taking leave from work. For those Town employees who are sent home and/or directed not to report to their regularly scheduled work due to Town-initiated operational changes, or to demonstrating symptoms of communicable disease, or to having been diagnosed with COVID-19 or subject to a mandatory quarantine order, the staff is recommending that each City employee be provided pandemic paid time off ("PPTO") up to maximum 160 hours. The Pandemic Paid Time Off would be used as a supplement to any federally-mandated paid time off that may be adopted in the coming weeks (to a combined maximum of 160 hours), has no cash value, cannot be used for any other purpose than to cover an absence due to lack of work resulting from Town operational reductions. Other absences will be subject to existing Town policies and benefits.

## **FISCAL IMPACT**

Through the action of declaring a local State of Emergency earlier, the Town 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 Town of Colma could be eligible for cost recovery funds related to the local emergency.

## **Council Adopted Values**

Approving the resolution authorizing pandemic paid time off for employees during the COVID-19 outbreak to a maximum of 160 hours per employee is the *responsible* action.

## **Sustainability Impact**

Not applicable.

## **Alternatives**

The City Council could choose not to approve the proposed resolution. However, requiring employees to use their accrued paid leaves due to lack of work caused by circumstances out of their control will likely have significant morale and productivity impacts during an already stressful period of time.

## **CONCLUSION**

Staff recommends that the Council adopt the proposed resolution.

## **ATTACHMENTS**

- A. Resolution

**RESOLUTION NO. 2020-XX  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING PANDEMIC PAID TIME OFF TO ALL TOWN EMPLOYEES  
DURING THE COVID-19 OUTBREAK**

The City Council of the Town of Colma hereby resolves:

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**1. Recitals and Background**

(a) 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; and

(b) The Center for Disease Control has issued recommendations against gatherings larger than 10 people, and the San Mateo County Health Officer issued a shelter in place order other than for the exceptions listed in the order; and

(c) The Town 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; and

(d) As part of the local emergency, the Town will be taking steps to scale back Town operations. The Town is aware that certain employees may be impacted by the reduction of services, as well as potential health concerns requiring taking leave from work. For those Town employees who are sent home and/or directed not to report to their regularly scheduled work due to Town-initiated operational changes, the staff is recommending that each City employee be provided paid time off as set forth below to mitigate the impacts of this unplanned absence.

**2. Findings and Order.**

(a) The foregoing recitals are true and correct.

(b) The City Council hereby approves up to 160 hours of Pandemic Paid Time Off ("PPTO") to Town Employees absent as follows:

(i) Employees who are sent home or instructed not to report for duty due to lack of work (and who are unable to work remotely) resulting from Town operational reductions during the COVID-19 Outbreak.

(ii) Employees who are sent home because they are demonstrating symptoms of communicable disease, and who have not yet been medically cleared to return to work.

(iii) Employees who have been diagnosed with COVID-19 or are subject to a mandatory quarantine order due to exposure to the virus.

Such PPTO shall be provided as a supplement to any federally-mandated paid leave adopted on or after March 17, 2020 (to a maximum combined total of 160 hours). PPTO shall have no other cash value, may not be donated or used for any other purpose, is not considered as "hours worked," and is only available for use prior to June 1, 2020 unless extended by action of the City Council. Full-time employees will be authorized to use such PPTO as a wage replacement for their full-time regularly scheduled work week hours. Part-time employees will be authorized to use such PTO to a maximum of their scheduled work during the closure.

- (c) The City Manager is directed to implement this policy.
- (d) The Resolution shall take effect immediately upon adoption.

### **Certification of Adoption**

I certify that the foregoing Resolution No. 2020-XX was duly adopted at a special meeting of the City Council of the Town of Colma held on March 18, 2020, by the following vote:

	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor					
Diana Colvin					
Raquel "Rae" Gonzalez					
Helen Fisicaro					
Joanne F. del Rosario					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_  
John Irish Goodwin, Mayor

\_\_\_\_\_  
Caitlin Corley, City Clerk