# IMPORTANT NOTICE REGARDING

# CITY OF KINGSBURG PUBLIC MEETINGS

Based upon recommendations from the CDC regarding social distancing relative to COVID-19 (coronavirus) and in accordance with the applicable provisions of Executive Orders N-25-20 and N-29-20 issued by Governor Newsom ("EO"), all public meetings will be held via teleconference. The City will have available a free call-in conference call number for those who wish to listen and/or provide public comment during the public comment period of the agenda or on a specific agenda item.

Those wishing to join via call-in conference should call (US): 1 (559) 207-3003 (Pass code: 5821). If you are intending to comment, we are asking you to please contact City Clerk Abigail Palsgaard in advance of the meeting at apalsgaard@cityofkingsburg-ca.gov, or by calling 559-897-6520. We are asking those to pre-register so that we can keep the meeting orderly, given everyone will be non-visible. There will still be time to provide public comment should you not pre-register. We will be asking all those interested to please call in 5 minutes prior to the regular meeting start time and keep their telephones on "mute" unless speaking during the public comment portion of the agenda or speaking on a specific agenda item after the Mayor requests public comment on the specific agenda item. If you would like to comment, please say your name clearly for the record.

If you need any special assistance or have questions please contact City Clerk Abigail Palsgaard at apalsgaard@cityofkingsburg-ca.gov, or by calling 559-897-6520.

The City will also be providing a video stream of the teleconference for those wishing to listen. The stream will be available via the City's official Facebook page. The live stream will not be monitored for comments/questions. The video will be made available after the meeting for those who do not have a Facebook account.

For continual updates regarding COVID-19, visit the city's website at www.cityofkingsburg-ca.gov.

*City of Kingsburg*

1401 Draper Street, Kingsburg, CA 93631-1908
Phone (559)897-5821 Fax (559)897-5568

Mayor Michelle Roman
Mayor Pro Tem Laura North
Council Member Sherman Dix
Council Member Vince Palomar
Council Member Jewel Hurtado

City Manager Alexander J. Henderson

# AGENDA

## KINGSBURG CITY COUNCIL
## REGULAR MEETING

**VIA TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM. THE COUNCIL CHAMBER WILL BE CLOSED TO THE PUBLIC. PUBLIC WILL HAVE THE OPTION TO CALL 1 (559) 207-3003 PASSCODE 5821 TO PROVIDE COMMENTS ON AGENDA ITEMS. WRITTEN COMMENTS WILL CONTINUE TO BE SUBMITTED BY MAIL OR EMAIL TO APALSGAARD@CITYOFKINGSBURG-CA.GOV. THE CUT OFF FOR WRITTEN COMMENTS IS 3/31/2020 at 4:30pm. THEY WILL NOT BE READ OUT LOUD.**

## Wednesday, April 1, 2020 at 6pm

Invocation to be given by Pastor Dean Youngblood, Potter's House, followed by the Pledge of Allegiance led by Mayor Michelle Roman.

**6 P.M. REGULAR SESSION MEETING:**

**1. Call to Order and Roll Call**

**2. Public Comments:** This is the time for any citizen to come forward and address the City Council on any issue within its jurisdiction that is not listed on the Agenda. A maximum of five (5) minutes is allowed for each speaker.

**3. Approve Agenda:** Action by the Council to approve the agenda or to make modifications. Items that can be added to the agenda is constrained by State law.

**4. Consent Calendar:** Items considered routine in nature are to be placed on the Consent Calendar. They will be considered as one item and voted upon in one vote unless individual consideration is requested. Each vote in favor of the Consent Calendar is considered and recorded as a separate affirmative vote in favor of each action listed. Approval of the Consent Calendar items include recitals reading ordinance(s) by titles(s) only and adoption of recommended action(s) contained in Staff Reports.

**4.1 Approval of City Council Minutes**: Approve the minutes from the March 18, 2020 Regular City Council Meeting and March 23, 2020 Special City Council Meeting, as prepared by City Clerk Abigail Palsgaard.

**4.2** **Check Register:** Ratify/approve payment of bills listed on the check register for the period March 12, 2020 through March 25, 2020 as prepared by Accounts Payable Clerk Grace Reyna.

**4.3** **Accept the Athwal Park Improvements project completed by Steve Dovali Construction and authorize the City Engineer to file the Notice of Completion.-** Staff Report prepared by City Engineer Dave Peters

**4.4** **Adopt Resolution 2020-023**- Authorizing the destruction of City Records approved by the City Attorney.

## 5. Regular Calendar

**5.1** **Coronavirus Disease 2019 (COVID-19)** - Staff Report by City Manager Alexander Henderson
Possible Action(s):
a. Presentation by City Manager Alexander Henderson
b. Council Discussion
c. Informational- No Action Necessary

**5.2** **COVID-19 Leave Policy Update**- Staff Report by Christina Windover, Director of Administrative Services
Possible Action(s):
a. Presentation by the Director of Emergency Services Alexander Henderson
b. Council Discussion
c. Action as Deemed Necessary

**5.3** **City Engineer Project Progress Report**- Report by City Engineer Dave Peters
Possible Action(s):
a. Presentation by City Engineer Dave Peters
b. Council Discussion
c. Informational- No Action Necessary

**5.4** **Capital Improvement Plan 2019/2020 Update**- Staff Report by City Manager Alexander Henderson
Possible Action(s):
a. Presentation by City Manager Alexander Henderson
b. Council Discussion
c. Informational- No Action Necessary

## 6. Council Reports and Staff Communications

**6.1** Community Services Commission
**6.2** Public Safety Committee
**6.3** Chamber of Commerce
**6.4** Economic Development
**6.5** Finance Committee
**6.6** Planning Commission
**6.7** South Kings Groundwater Sustainability Agency Joint Powers Authority (SKGSA)
**6.8** City Manager's Report

**7. Other Business that may come properly before the City Council**

**8. Future Agenda Items**

These items will be added to a future agenda with direction from Council.

8.1 Consider written request from Kingsburg Joint Union High School regarding removal of crosswalk on 18th Ave.

8.2 Consider citizen request for policy discussion regarding backyard chickens.

**9. Adjourn Regular Kingsburg City Council Meeting.**

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall, in the City Clerk's office, during normal business hours. In addition, such writings and documents may be posted on the City's website at www.cityofkingsburg-ca.gov.

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the front entrance of City Hall not less than 72 hours prior to the meeting. Dated this 27th day of March 2020.

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Abigail Palsgaard, City Clerk

**KINGSBURG CITY COUNCIL**
**REGULAR MEETING MINUTES**
**MARCH 18, 2020 – 6:00 P. M.**

Invocation was given by Pastor Ricky Chambers, Kingsburg Community Church.

Based upon recommendations from the CDC regarding social distancing relative to COVID-19 (coronavirus) and in accordance with the applicable provisions of Executive Order N-25-20 issued by Governor Newsom on March 12, 2020 ("EO"), the regular City Council meeting scheduled for March 18, 2020 was held via teleconference. Per the EO, the City Council Chamber, located at 1401 Draper St., remained open during the teleconference for those who wish to listen and/or provide public comment during the public comment period of the agenda or on a specific agenda item. In addition, the City had a free call-in conference call number for those who wish to participate, but do not wish to come in person to the City Council Chamber.

**6 P.M. REGULAR SESSION MEETING:**

**Call to Order and Roll Call:** At 6:00 P. M. Mayor Michelle Roman called the regular meeting of the Kingsburg City Council to order.

**Council Members Present via Teleconference:** Jewel Hurtado, Vince Palomar, Sherman Dix, Laura North, and Mayor Michelle Roman.

**Staff present:** City Manager Alexander Henderson, Police Chief Neil Dadian, and City Clerk Abigail Palsgaard.

**Staff present via teleconference:** City Attorney Michael Noland

**Public Comments:** Elisa Rivera, representing Senator Caballero, stated that the Senator gives gratitude for conducting the City Council meeting this way to help stop the spread of the virus. She commended the awesome job by the City, the Kingsburg community, KCAPS, and the School District are doing during the COVID 19 emergency. She stated that their office will be open, but physically closed to the public. We will be updating our website with information and where to report price gauging, scams, and fraud. The Senator is encouraging the public to be safe and check on your neighbors and seniors.

**Approve Agenda:** A motion was made by Council Member North, seconded by Council Member Hurtado, to approve the Agenda, as published. The motion carried by unanimous voice vote.

**Consent Calendar:** Mayor Roman asked that Item No. 5 be pulled asked if this resolution not allowing dogs at the Car Show has to come to council every year from the Chamber of Commerce. City Manager Henderson stated the Car Show has been cancelled for this year. No action was taken on Item No. 5.

A motion was made by Council Member North, seconded by Council Member Dix, to approve the remaining items on the Consent Calendar. The motion carried by unanimous voice vote.

**4.1** **Approval of City Council Minutes**: Approve the minutes from the March 4, 2020 Regular City Council Meeting, as prepared by City Clerk Abigail Palsgaard.

**4.2** **Check Register:** Ratify/approve payment of bills listed on the check register for the period February 18, 2020 through March 11, 2020 as prepared by Accounts Payable Clerk Grace Reyna.

**4.3** **Adopt the Revised Trolley Rental Agreement-** Staff Report by City Clerk Abigail Palsgaard

**4.4** **Waive the second reading and adopt Ordinance No. 2020-002, An Ordinance Of The City Of Kingsburg Amending Section 15.40.010 Of Chapter 15.40 Of Title 15 Of The Kingsburg Municipal Code with the following recital constituting reading the title of the Ordinance:**

**"AN ORDINANCE OF THE CITY OF KINGSBURG AMENDING SECTION 15.40.010 OF CHAPTER 15.40 OF TITLE 15 OF THE KINGSBURG MUNICIPAL CODE"**

**4.5** **Pulled**

**4.6** **Adopt Resolution 2020-021**- Authorizing the destruction of City Records approved by the City Attorney.

**4.7** **Receive and File Kingsburg Police Stats for February 2020- Report prepared by Police Records Supervisor Corina Padilla.**

**REGULAR CALENDAR**

**Coronavirus Disease 2019 (COVID-19)**
City Manager Alexander Henderson gave an update on the past 14 days regarding the COVID 19 virus. He said it is changing hourly with the City of Fresno passing Shelter in Place a few hours ago. We have recommendations about guidelines for employees for conducting meetings and emergency proceedings. He reviewed the City's Emergency Operating Procedures (EOP), adopted in 2010. With the Feds, the State, and the County declaring emergency our EOP is activated. We are not at the point of opening our EOP Control Center. The Fresno County Health Department has the jurisdiction of the County. He spoke about upcoming discussions and concerns since we are in a tri-county area. We are recommending that all public meetings happen with teleconference and that restaurants promote take out/drive through options. City Hall is closed to the public but has been helping customers virtually. Public Safety is working at normal staffing, trash collection is normal; all water turn offs will be suspended till further actions; processing building and planning virtually; Senior Center is closed; partnering with KCAPS for home delivery meals; recreation and community service is closed for now; pool is suspended because we cannot train life guards; and we have created a specific webpage on our website with helpful links.

Council Member Dix asked if we are ratifying the Governor's executive order. City Attorney Michael Noland said that we will be ratifying any order by the Governor from here to the next meeting.

Mayor Roman said that if we declare an emergency, it will put it in place for funding in case we do need it in the future.

City Attorney Michael Noland said that you can do that if Council desires. He said that we think the funding will come through the counties to the cities. We do have the ability to declare our own emergency. Mayor Roman said that she is fine with waiting the two weeks till the next Council meeting.

Council Member Palomar asked if Kingsburg has a way to test for the virus. City Manager Alexander Henderson said no, as a city we not. Council Member Palomar asked if you report your symptoms to your healthcare professional. He said that we need to have somewhere for our citizens to go. Mr. Henderson said that you report the symptoms to your doctor, and they will direct you.

Mayor Roman stated that if you have symptoms, call ahead and don't rush down to the doctor's office.

City Manager Alexander Henderson said that the Fresno County Health Department is our contact. They have tests but I don't know how many or how they pass them out.

Council Member Dix said that Tulare County has 40 tests to use each day and it takes 3-4 days for them to return. He said that right now numbers are low but can spike and it will be difficult to test.

City Manager Alexander Henderson said that some counties are being more restrictive than others. Fresno County has not.

Mayor Roman said that she is worried about small businesses and them being evicted. She said that she knows it is for residents, but she would like to protect businesses. Council Member Palomar said that he thinks it is a great idea. Council Member Hurtado said that she agrees. We can see what we can try to do. She mentioned different stores that were open during certain hours to allow seniors to shop. Mayor Roman said that she we would like to talk to the businesses. Council Member Dix agreed with Council Member Hurtado. He would like to promote in-home deliveries for seniors and people at risk.

Sandra Staats, representing West Star Construction, said that we think Kingsburg is on the right track, and we would like to do whatever we can to help. We need to support small businesses and if the mandate comes down, if we are tied to agriculture, we can stay open.

Council Member Dix said that he appreciates Sandra and is glad to see the Building Department is still functioning. Keeping building moving along is very important so we don't have partially built structures.

Council Member Palomar thanked Sandra and said that we will pass on the information.

Council Member Dix said that he has a question about employee policy about negative leave. Is there a limit? City Manager Alexander Henderson said that there is no limit. We are open for suggestion. Mayor Roman said that we want to make sure the employee is healthy before they come back to work Mr. Henderson said that this was put together last week- FMLA has already been expanded and there might be additional sick leave from the Federal Government. Council Member Dix asked if we are tracking these costs in anticipation if there is reimbursement? Mr. Henderson said that we are monitoring all of it.

Council Member North gave recommendations to contact health care providers before going to the Office. Mayor Roman asked again about the declaration of emergency. City Attorney Michael Noland said that he and the City Manager will research to see if there is anything that would be beneficial.

A motion was made by Council Member Hurtado, seconded by Council Member Palomar, to approve the following:

1. Adopt the emergency personnel policy as presented.
2. Any emergency City facility closure to occur with the recommendation of the City Manager and the concurrence of the Mayor.
3. Public meetings to be held via teleconference.
4. Suspension of water turn-offs.

The motion carried by unanimous voice vote.

**T-Mobile Merger Update-** Oral Report by City Manager Alexander Henderson

City Manager Alexander Henderson stated that they are moving forward with the call center. AD Baccerra settled the lawsuit with T-Mobile. The settlement had conditions, including that they do open the call center in Kingsburg. On the heels of that, there are a few more hurdles, one is the California Utility Commission. They have announced they are planning to vote to approve at their 4/16 meeting. They also have conditions that are in line with what T-Mobile has done in other states. They will be taking public comment at their 4/16 meeting and Mayor Roman will be giving comment. We want to make sure if they are hiring, that they are hiring people from around here and transportation issues.

**Public Comment**- None

## 6. Council Reports and Staff Communications

**6.1 Community Services Commission** – Council Member North reported that it hasn't met.

**6.2 Public Safety Committee** – Council Member Palomar reported -----?

**6.3 Chamber of Commerce** – Council Member North reported that they met on 3/10 at the Annual Business Meeting. They are meeting every two weeks for the BID and the next meeting is tomorrow. It sounds like it is going well with marketing. They cancelled the annual car show but have not cancelled the Swedish Festival. The 2020 directory is complete as of last week. The Chamber has closed their office as of right now. City Manager Alexander stated that we were going to have a BID update tonight, but we shrank our agenda. We will have an update in January.

**6.4 Economic Development Committee –** City Manager Alexander Henderson reported that they have not met since the last meeting. The focus is on what the assistance will be from the State and Federal levels.

**6.5 Finance Committee** – Council Member Dix reported that it hasn't met. City Manager Alexander Henderson stated that tentatively they will meet next week.

**6.6** **Planning Commission** – City Manager Alexander Henderson stated that they will have an April meeting via teleconference.

**6.7** **South Kings Groundwater Sustainability Agency Joint Powers Authority (SKGSA) –** Council Member Dix stated that their meeting was cancelled.

**6.8** **City Manager's Report**- City Manager Alexander Henderson stated that he has no specific report. If the Council has questions from the public, please let staff know so it is as useful as possible.

**7. Other Business that may come properly before the City Council**

Mayor Roman stated that SKF is asking that the public please not flush disinfecting wipes into the system.

**8. Future Agenda Items**

These items will be added to a future agenda with direction from Council.

Council Member Palomar stated that he would like to see smoking prohibited at all public events. City Manager Alexander Henderson said that we will look into it.

**9. Adjourn –** At 7:16 P. M. Mayor Roman adjourned the Regular Kingsburg City Council Meeting.

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Abigail Palsgaard, City Clerk

**KINGSBURG CITY COUNCIL**
**SPECIAL MEETING**
**March 23, 2020 at 6 pm**

Based upon recommendations from the CDC regarding social distancing relative to COVID-19 (coronavirus) and in accordance with the applicable provisions of Executive Order N-25-20 issued by Governor Newsom on March 12, 2020 ("EO"), the Special City Council meeting scheduled for March 23, 2020 was held via teleconference. Per the EO, the City Council Chamber, located at 1401 Draper St., was closed during the teleconference. The City had a free call-in conference call number for those who wish to provide public comment during the public comment period of the agenda or on a specific agenda item.

**6 P.M. SPECIAL SESSION MEETING:**

**Call to order and roll call**: At 6:00pm Mayor Michelle Roman called the special meeting of the Kingsburg City Council to order.

Council Members present via teleconference: Jewel Hurtado, Vince Palomar, Sherman Dix, Laura North and Mayor Michelle Roman.

Staff Members present: City Manager Alexander Henderson, City Clerk Abigail Palsgaard and City Attorney Michael Noland via teleconference.

**Public Comments:** Heather Dunn, Resident, asked City Council revisit allowing backyard chickens. The importance of self-reliance regarding food has been brought to light with the shortages in stores. It will help families provide for their own.

**Regular Calendar**

**Adopt Resolution 2020-022 A Resolution Of The City Council Of The City Of Kingsburg Proclaiming The Existence Or Threatened Existence Of A Local Emergency (Covid-19)**

City Manager Alexander Henderson stated this is a continuation of discussion from last Wednesday's meeting specific to the declaration of a local emergency regarding COVID 19. The Federal Government and the State of California have declared an emergency. Mr. Henderson said he has now declared an emergency and through this action he is designated Director of Emergency Services. The City Council must consider and ratify within 7 days.

Mayor Roman asked for the record who is on the Kingsburg Disaster Committee. City Manager Henderson said by the City Code it is the Mayor, the City Manager, the Fire Chief and the Police Chief. According to the adopted Emergency Operations Plan Chief Perkins would be the Assistant Director.

Council Member Dix asked what the limitation of the actions of the Disaster Committee are compared to City Council. City Manager Henderson reviewed City Code Section 2.40.040 – The powers and duties of the Disaster council shall be and it is hereby empowered, to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.

City Manager Henderson explained the Emergency Operations Plan is more relative as the City Code was adopted in 1973 and the Emergency Operations Plan in 2010. City Council remains the decision-making body. City Attorney Noland explained these issues would come as recommendations to the City Council for purposes of review and adoption. Council Member Dix said it would make sense to name the Fire Chief the Assistant Director. He asked if we have the line of succession. City Manager Henderson stated according to the Emergency Operations Plan it is the City Manager, then the Police Chief and then the Fire Chief.

Dave Crinklaw, West Star Construction, commended everything City Council has done to take action. He said they have shown great leadership and asked to be contacted if he can help in anyway.

Council Member North made a motion to approve a request from the Director of Emergency Services for the City of Kingsburg that the City Council of the City of Kingsburg proclaim the existence or threatened existence of a local emergency (COVID-19) and adopt Resolution 2020-022 of the City Council of the City of Kingsburg proclaiming the existence or threatened existence of a local emergency (COVID-19). Council Member Hurtado seconded the motion. The motion carried by unanimous voice vote.

**City Manager's Report**

City Manager Henderson relayed that staff did contact all the grocery stores as directed by Council to see if they have special hours for seniors. Save Mart has senior specific hours, does do delivery through Instacart with a fee. The other ones, late last week, were not offering senior specific hours. Staff has started a list of open business with hours and if they have online options, City Manager Henderson said he has been talking to other city managers regarding eviction relief, continuing to look into that. The ambulance calls for service have been down 50%.

There are potential revenue impacts, building permits have slowed, user fees for recreation and parks have gone down due to the program and the parks being closed. Staff suspects lower TOT taxes as travel is not recommended. CalPERS has lost 69 billion and won't know total losses until Summer 2020. Council Member Dix asked for Finance Director Colado to do an analysis if TOTs are down and if sales tax with gas prices are dropping so we can get an idea of those numbers. City Manager Henderson said he is having a tax consultant updating sales tax recession numbers.

Council Member North asked if city employees are not getting paid if they are not working. City Manager Henderson said they are not getting paid, if they have sick leave, they can use it. The After School Recreation is a cost neutral program. Council member Dix asked if there is a way to repurpose those employees. City Manager Henderson said he will look into it.

Mayor Roman discussed the potential evictions in town due to the shelter in place. She would like to pass something that supports stopping evictions and foreclosures. Council Member Dix said it is difficult to get involved in a private contract. He would rather leave it up to the individual to decide, maybe work on a rent reduction. No evictions translate to no rent, possibly. Mayor Roman clarified that she is not talking about eliminating rent, just that the tenant cannot be evicted because of a late payment. Council Member Dix gets that they are talking about deferring rent, but we need to look at the burden on landlords. It is not the place of City Council to decide.

Mayor Roman said it already is passed for residential mortgages. Council member Dix said it is up to the local jurisdiction to determine. City Manager Henderson said there are two different mortgage reliefs, one is federal and only related to FHA loans. The other the Governor gave local jurisdictions the ability to give

specific direction. He didn't provide any specific relief. Council Member Hurtado stated the Governor left it up to local jurisdictions. City Attorney Noland said the Fresno County Court cut back hours and consequently cases are not being seen. The Court has limited access in the actions that can be brought, including any type of civil action. Council Member Dix stated that commercial tenants can be exonerated from eviction, even if they are currently 6 months behind which could stop the landlord from renting to a hospital or the government. Council Member North said it is so new, and we don't know what the future holds. We can hold off and come back in a future time. Council agreed.

City Manager Henderson said the Governor is asking for passive compliance. Recently Staff and Council Members have had folks ask about playgrounds and parks. We are asking people to follow the guidelines. Until the Governor goes to mandated enforcement, that has been our approach at the local level. It is new and confusing. There is updated information on the website for our citizens. The City Manager said he is available for questions. Council Member North said she had a citizen contact her that they concerned about children playing at park equipment, other communities have put up police tape. City Manager Henderson said staff has closed restrooms, put up signs about proper hygiene, have been wiping down equipment but can't do it everyday. If there is a desire to fence off the parks, we can. Council Member Dix said he thinks points are a valid; high touch areas could be spreading it. He can imagine a lot of police tape being ripped down. Council Member Hurtado said she saw lots of kids playing yesterday at Athwal. She doesn't know if police tape is the best idea. Parks are a high touch area. Mayor Roman asked if we have orange fencing. City Manager Henderson said he will work with Community Services Director Adam Castaneda and Public Works with barricades and signage. Council Member Palomar feels citizens are not taking it seriously. He thinks it a good idea to look at fencing up parks. Council gave staff direction.

Mayor Roman said she appreciates all of Economic Development Consultant Jolene Polyack's work on the list of what businesses are open. It is on the City website.

**Other Business that may come properly before the City Council**

Council Member Palomar said he is worried about going into a recession and water shutoffs. We will need a policy for how they can pay it back.

Mayor Roman thanked staff and citizens, we will work together and get through it.

The Special Kingsburg City Council Meeting was adjourned at 6:48pm.

Submitted by:

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Abigail Palsgaard, City Clerk

# Accounts Payable

## Checks by Date - Summary by Check Date

User: gracer
Printed: 3/26/2020 4:29 PM

City of Kingsburg
1401 Draper Street
Kingsburg, CA 93631-1908
(559)897-5821

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|---|---|---|---|---|
| ACH | 3231 | ICMA RETIREMENT CORPORATION - \ | 03/13/2020 | 661.63 |
| ACH | 3470 | Internal Revenue Service - ACH | 03/13/2020 | 40,483.04 |
| ACH | 3471 | Employment Development Department - A( | 03/13/2020 | 6,182.73 |
| ACH | 3472 | CalPERS - ACH | 03/13/2020 | 31,646.68 |
| ACH | 3475 | Empower | 03/13/2020 | 2,915.00 |
| ACH | 3476 | CHILD SUPPORT STATE DISBURSEME | 03/13/2020 | 471.22 |
| ACH | 3526 | Public Employees Retirement System 457 I | 03/13/2020 | 20.00 |
| ACH | 3470 | Internal Revenue Service - ACH | 03/13/2020 | 1,333.87 |
| ACH | 3471 | Employment Development Department - A( | 03/13/2020 | 283.06 |
| 77503 | 4149 | US DEPARTMENT OF EDUCATION AW( | 03/13/2020 | 313.03 |
| | | | Total for 3/13/2020: | 84,310.26 |
| 77504 | 3005 | AFLAC | 03/25/2020 | 863.54 |
| 77505 | 3006 | AIRGAS NCN | 03/25/2020 | 667.55 |
| 77506 | 3020 | ANGELICA TEXTILES SERVICES COR | 03/25/2020 | 250.65 |
| 77507 | 3029 | AT&T CALNET 3 | 03/25/2020 | 1,523.51 |
| 77508 | 3030 | AT&T MOBILITY | 03/25/2020 | 2,106.63 |
| 77509 | 3035 | BAUER COMPRESSORS, INC. | 03/25/2020 | 1,935.00 |
| 77510 | 3038 | BENETRAC | 03/25/2020 | 425.00 |
| 77511 | 4207 | CALIFORNIA COMMERCIAL POOLS | 03/25/2020 | 124,317.00 |
| 77512 | 3704 | CANON FINANCIAL-EQUIPMENT SAL | 03/25/2020 | 1,303.37 |
| 77513 | 3068 | BARBARA CARPENTER | 03/25/2020 | 810.00 |
| 77514 | 3074 | CENTRAL SANITARY SUPPLY | 03/25/2020 | 26.94 |
| 77515 | 3079 | CENTRAL VALLEY SWEEPING, INC. | 03/25/2020 | 4,550.00 |
| 77516 | 3918 | CINTAS | 03/25/2020 | 1,106.56 |
| 77517 | 3111 | COLLINS & SCHOETTLER | 03/25/2020 | 3,105.00 |
| 77518 | 3115 | COMCAST-PD | 03/25/2020 | 151.20 |
| 77519 | 3134 | CSJVRMA | 03/25/2020 | 102,997.00 |
| 77521 | 4216 | DARIO PRUNEDA | 03/25/2020 | 65.00 |
| 77522 | 4222 | DEPT FORESTRY & FIRE PROTECTION | 03/25/2020 | 1,616.00 |
| 77523 | 3146 | DINUBA FIRE | 03/25/2020 | 5,436.69 |
| 77524 | 3750 | EAGLE ENGRAVING, INC. | 03/25/2020 | 8.20 |
| 77525 | 3987 | MARK EATON | 03/25/2020 | 400.00 |
| 77526 | 3158 | ENER POWER | 03/25/2020 | 800.00 |
| 77527 | 3174 | FIRECREST DESIGNS | 03/25/2020 | 91.54 |
| 77528 | 3175 | FIVE CITIES EDA | 03/25/2020 | 978.52 |
| 77529 | 3187 | FRESNO COUNTY DEPT OF COMM. HI | 03/25/2020 | 1,901.59 |
| 77531 | 3219 | HEALTHWISE SERVICES | 03/25/2020 | 175.00 |
| 77532 | 3222 | HENRY SCHEIN, INC. | 03/25/2020 | 560.27 |
| 77533 | 3534 | JACK'S REFRIGERATION, INC. | 03/25/2020 | 159.00 |
| 77534 | 3860 | JAS PACIFIC | 03/25/2020 | 14,181.13 |
| 77535 | 3237 | JC'S LAWN SERVICE | 03/25/2020 | 5,000.00 |
| 77536 | 3983 | JIM CRAWFORD CONSTRUCTION | 03/25/2020 | 704.99 |
| 77537 | 3242 | JOE SAUBERT INC. | 03/25/2020 | 323.62 |
| 77538 | 3248 | KAHN, SOARES & CONWAY, LLP | 03/25/2020 | 5,665.00 |
| 77539 | 3488 | KINGSBURG BUDDHIST CHURCH | 03/25/2020 | 90.00 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|---|---|---|---|---|
| 77540 | 3254 | KINGSBURG CHEVRON | 03/25/2020 | 135.00 |
| 77541 | 3625 | KINGSBURG MEDIA FOUNDATION | 03/25/2020 | 12,542.51 |
| 77542 | 4081 | L.N. CURTIS & SONS | 03/25/2020 | 22.80 |
| 77543 | 3272 | LEE ENTERPRISES ADVERTISING LEE | 03/25/2020 | 242.98 |
| 77544 | 3275 | LIEBERT, CASSIDY, WHITMORE | 03/25/2020 | 75.00 |
| 77545 | 4220 | M. V. NAILS & SPA | 03/25/2020 | 25.00 |
| 77546 | 3282 | MAACO COLLISION REPAIR | 03/25/2020 | 642.15 |
| 77547 | 3288 | MCCLASKY, INC. | 03/25/2020 | 1,475.00 |
| 77548 | 3293 | MID VALLEY DISPOSAL | 03/25/2020 | 103,656.82 |
| 77549 | 3297 | MORGAN'S VILLAGE FLOORING | 03/25/2020 | 25.88 |
| 77550 | 3300 | MuniServices/Avenu | 03/25/2020 | 1,513.55 |
| 77551 | 3466 | NAPA AUTO PARTS | 03/25/2020 | 1,084.49 |
| 77552 | 3312 | O'REILLY AUTO PARTS | 03/25/2020 | 632.94 |
| 77553 | 3315 | P G & E | 03/25/2020 | 18,985.40 |
| 77554 | 4215 | PARAGON PARTNERS | 03/25/2020 | 3,967.35 |
| 77555 | 3326 | PITNEY BOWES | 03/25/2020 | 193.33 |
| 77556 | 3334 | PROFESSIONAL PRINT & MAIL, INC | 03/25/2020 | 1,289.04 |
| 77557 | 3335 | PROFORCE LAW ENFORCEMENT | 03/25/2020 | 7,492.07 |
| 77558 | 3922 | RAGNASOFT, INC. | 03/25/2020 | 1,885.00 |
| 77559 | 3359 | S&W HEALTHCARE CORP. | 03/25/2020 | 137.21 |
| 77560 | 3363 | SAVE MART SUPERMARKETS | 03/25/2020 | 84.32 |
| 77561 | 3368 | SIGN RANCH BY ROD'S CUSTOM SIGN | 03/25/2020 | 890.84 |
| 77562 | 3369 | SILVAS OIL COMPANY, INC. | 03/25/2020 | 2,666.96 |
| 77563 | 4142 | SPARKLETTS | 03/25/2020 | 120.00 |
| 77564 | 3378 | STAPLES ADVANTAGE | 03/25/2020 | 1,488.16 |
| 77565 | 3380 | STATE OF CALIFORNIA-D O J | 03/25/2020 | 513.00 |
| 77566 | 4129 | STEVE DOVALI CONSTRUCTION | 03/25/2020 | 307,191.53 |
| 77567 | 4218 | GILBERT TANG | 03/25/2020 | 260.00 |
| 77568 | 3397 | THE GAS COMPANY | 03/25/2020 | 5,015.89 |
| 77569 | 4221 | HELEN WEATHERS | 03/25/2020 | 70.00 |
| 77570 | 3433 | EVA ZIMMERMAN | 03/25/2020 | 408.25 |
| | | | Total for 3/25/2020: | 759,027.97 |
| | | | Report Total (75 checks): | 843,338.23 |

**Meeting Date**: 04/01/2020
**Agenda Item**: 4.3

**CITY COUNCIL MEETING STAFF REPORT**

**REPORT TO:** **Mayor Roman & City Council**

**REPORT FROM:** **David Peters, City Engineer** **REVIEWED BY**: AP

**AGENDA ITEM:** **Acceptance of Athwal Park Improvements**

**ACTION REQUESTED**: ___Ordinance ____Resolution __√__Motion _____Receive/File

## EXECUTIVE SUMMARY

The City Council previously awarded a contract to Steve Dovali Construction for the Athwal Park Improvements project. The project was completed to the satisfaction of the City Engineer and the Public Works Department staff. The one-year warranty period will begin upon the filing of the Notice of Completion which will follow the Council's acceptance of the project.

## RECOMMENDED ACTION BY CITY COUNCIL

Accept the Athwal Park Improvements project completed by Steve Dovali Construction and authorize the City Engineer to file the Notice of Completion.

## POLICY ALTERNATIVE(S)

None

## REASON FOR RECOMMENDATION/KEY METRIC

Steve Dovali Construction completed the project to the satisfaction of the City Engineer.

## FINANCIAL INFORMATION

**FISCAL IMPACT:**

1. Is There A Fiscal Impact? No
2. Is it Currently Budgeted? N/A
3. If Budgeted. Which Line? N/A

## FINANCIAL SUMMARY

None

## BACKGROUND INFORMATION

None

**RESOLUTION NO. 2020-023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KINGSBURG AUTHORIZING DESTRUCTION OF SPECIFIED RECORDS OF THE CITY**

**WHEREAS,** the records (collectively "**Records**") of the City of Kingsburg described in Exhibit "A" which is attached to this Resolution and made a part hereof are now obsolete, no longer required by the City of Kingsburg and should be destroyed without retaining copies of the Records.

**WHEREAS,** Section 2.36.010 of Chapter 2.36 of Title 2 of the Kingsburg Municipal Code authorizes the destruction of obsolete records no longer required by the City of Kingsburg without retaining copies of such records so long as such destruction is performed in accordance with the applicable provisions of the California Government Code and other applicable laws and regulations, approved in writing by the City Attorney and approved by resolution of the City Council.

**WHEREAS**, the City Attorney has provided the City of Kingsburg with its written approval for the destruction of the Records.

**NOW THEREFORE, BE IT RESOLVED** that the Kingburg City Council hereby approves the destruction of the records identified in Exhibit "A" to this Resolution without retaining copies of the records.

I, Abigail Palsgaard, City Clerk, City of Kingsburg, hereby certify that the foregoing Resolution was passed and adopted by the City Council of the City of Kingsburg at a regular meeting thereof held on the 1st day of April 2020, by the following vote:

Ayes: Councilmember(s):

Noes: Councilmember(s):

Absent: Councilmember(s):

Abstain: Councilmember(s):

_____

Abigail Palsgaard, City Clerk CMC
City of Kingsburg

**Exhibit A**

Records Destruction Inventory

Department: City Clerk | City Attorney:

| | Record Name: | Description: | Date it May Be Destroyed | Comments: |
|---|---|---|---|---|
| 1 | Historical Park Grant 1985 | | 1991 | |
| 2 | FICA Tax Witholdings 1980-1982 | | 1989 | |
| 3 | Tax Witholdings and W2s 1980-1985 | | 1992 | |
| 4 | Senior Center Insurance 1981-1984 | | 1995 | |
| 5 | Senior Center Correspondences | 1970-1985 | 1988 | |
| 6 | Correspondences from 2000 | | 2003 | Copies from Draper/Washingtion site plan |
| 7 | Copies of Wong Lease 1997 | | 2000 | Original is on file |
| 8 | Expired Gun Club Leases | Expired 1991 | 1997 | |
| 9 | Correspondences from 1987 | Stroud Easement | 1990 | |
| 10 | Correspondences to Fresno County | 1978 | 1981 | Regarding request zone change/VanDell |
| 11 | Correspondences regarding 394-070-06 | 1979 | 1982 | Request and then retraction for annexation |
| 12 | Correspondences to SKF | 1979 | 1982 | Information regarding industial load |
| 13 | Correspondences to DOT | 1973-1975 | 1978 | Plan line study for Sierra Street |
| 14 | Correspondences regarding tree removal | 1978 | 1982 | 1201 8th |
| 15 | Future Population Exisiting Land Use | 1960 | 1963 | Report |
| 16 | Wooden Bus Stop at Downtown Park | 1985 | 2019 | letters with COG/Plans. It has been replaced |
| 17 | Mark Smith Personnel File | 1981 | 1987 | Reserve Police Officer |

| | |
|---|---|
| **Meeting Date**: | 03/18/2020 |
| **Agenda Item**: | 5.1 |

# CITY COUNCIL MEETING STAFF REPORT

**REPORT TO:** **Mayor Roman & City Council**

**REPORT FROM:** **Alexander J. Henderson, ICMA-CM** **REVIEWED BY: MN**

**AGENDA ITEM:** **COVID-19 Update 4/1/2020**

**ACTION REQUESTED**: __Ordinance __Resolution ___Motion _✓_Receive/File

## EXECUTIVE SUMMARY

**NOTE: This information is the best available as of posting on Friday, March 27. The rapidly changing nature of this pandemic means information may not be accurate with current events.**

The topic on everyone's mind is the rapidly changing pace of details related to COVID-19 (coronavirus) on a local, state and global level. City staff have been engaged in continual conversations regarding both employee and resident-level response as the situation changes.

On March 23, the city council declared a local state of emergency. Staff continues to monitor and follow public health experts' advice. Over the past week, staff has working on the following related to COVID-19:

1. Development of updated leave policy to be compliant with newly enacted Federal legislation.
2. Continued organizational continuity planning for employees working from home (technology, alternate work schedules).
3. Examination of revenue projections and impacts on sales tax, transient occupancy tax and community development fees.
   - Sales Tax Forecast information is attached. Avenu Insights has also provided a spreadsheet that allows staff to project potential impacts depending upon the duration of COVID-19 impacts (beginning March 2020).
4. The city's Economic Stabilization Fund was created for just this purpose. The fund currently has balance of $630,509. These funds can be utilized to help stabilize short-term General Fund impacts due to the anticipated loss of revenue.
5. Development of internal protocols should virus spread affect Kingsburg – including continuity of operations planning for all departments. Coordination with Fresno Co. Dept. of Public Health. This includes potential deployment of emergency operations center.
6. Focused efforts on communicating during a crisis. Information provided by Bloomberg Harvard City Leadership Initiative (see attached tips).
   - Experts are stressing to make all messaging consistent, honest (no predictions), empathetic, realistic and hopeful.

## RECOMMENDED ACTION BY CITY COUNCIL

*Informational- No Action Necessary*

## POLICY ALTERNATIVE(S)

None

**STRATEGIC GOAL(S) MET:**

1. Improve Community Communication
2. Ensure Financial Stability

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

| | | |
|---|---|---|
| 1. | Is There A Fiscal Impact? | Potentially |
| 2. | Is it Currently Budgeted? | N/A |
| 3. | If Budgeted, Which Line? | N/A |

**BACKGROUND INFORMATION**

**Community Preparedness**

- Our facilities are equipped with the necessary sanitizing supplies and we have been regularly cleaning public counters, as we always do. All of our public counters have CDC fact sheets providing educational information about the virus as well as information regarding proper prevention techniques.

- We have been in regular contact with local school administrators as well as Fresno County Public Health officials to coordinate any local notifications and to monitor the changing landscape. Current guidelines continue to offer recommendations related to practicing safe hygiene as well as guidance should the County move to a community-transmitted scenario.

- Closed our public playgrounds to further promote social distancing recommendations.

- Created and continue to update an active businesses list.

- Working to ensure all seniors have at least one meal during the week. We are providing meals for 60+ seniors during the week.

- The City and Chamber of Commerce are working on contingency plans that may impact future events. The Car Show has been canceled.

- Council has approved policy related to the suspension of water shut offs for non-payment.

**Organizational Preparedness**

- Taking care of employees is a vital concern. All our departments and employee areas have CDC fact sheets providing educational information about the virus as well as information regarding proper prevention techniques.

- City Hall is operating virtually, closed to the public since March 16. Continued organizational continuity planning for employees working from home (technology, alternate work schedules).

- The City utilizes and internal employee newsletter that is used frequently to provide updated information related to the virus and actions being taken to protect employees.

- First responders and their safety remain a big focal point, and we are utilizing expert fact sheets that provide guidance for EMS and Law enforcement providers as well.

- On March 11, the Kingsburg Tri-County Health Care District authorized up to $75,000 in funding to help with the sanitizing of first responder vehicles and equipment, as well as emergency funding for a potential

declared emergency that could impact the community. We have purchased four (4) commercial fogging/decontamination machines capable of large-scale dissemination of a viricidal agent.

**Federal & State Action**
The President and State of California have declared emergencies regarding the COVID-19 pandemic. Each have provided several resources, including:

- FEMA
- State of California
- CDC

**ATTACHED INFORMATION**

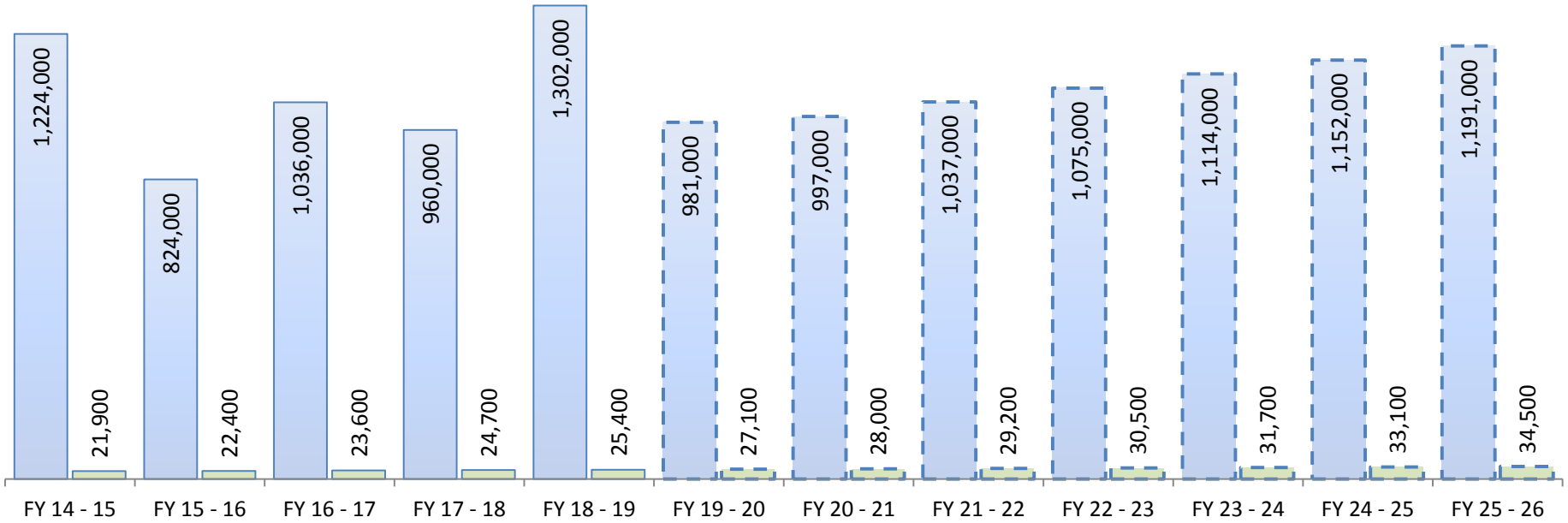
1. Sales Tax Forecast
2. Critical Public Health Information
3. Communicating in a Crisis

# City of Kingsburg Sales & Use Tax Forecast Summary

Accrual through August Clean-up

| Bradley Burns | FY 18 - 19 | FY 19 - 20 | FY 20 - 21 | FY 21 - 22 | FY 22 - 23 | FY 23 - 24 | FY 24 - 25 | FY 25 - 26 |
|---|---|---|---|---|---|---|---|---|
| Cash Projection | 1,302,000 | 981,000 | 997,000 | 1,037,000 | 1,075,000 | 1,114,000 | 1,152,000 | 1,191,000 |
| Percent Change | 35.6% | -24.7% | 1.6% | 4.0% | 3.7% | 3.6% | 3.4% | 3.4% |
| | (11,700) | CDTFA "Extra June Advance" Received Aug '18 for unprocessed 2018Q1 sales tax returns | | | | | | |
| **Final Cash Projection** | **1,290,300** | **981,000** | **997,000** | **1,037,000** | **1,075,000** | **1,114,000** | **1,152,000** | **1,191,000** |
| | **34.4%** | **-24.0%** | **1.6%** | **4.0%** | **3.7%** | **3.6%** | **3.4%** | **3.4%** |
| | (140,646) | Balance of Estimated 2018Q1 & 2018Q2 unprocessed sales tax returns | | | | | | |
| Normalized | FY 18 - 19 | FY 19 - 20 | FY 20 - 21 | FY 21 - 22 | FY 22 - 23 | FY 23 - 24 | FY 24 - 25 | FY 25 - 26 |
| for Missing Payments | 1,149,654 | 981,000 | 997,000 | 1,037,000 | 1,075,000 | 1,114,000 | 1,152,000 | 1,191,000 |
| Percent Change | 19.8% | -14.7% | 1.6% | 4.0% | 3.7% | 3.6% | 3.4% | 3.4% |

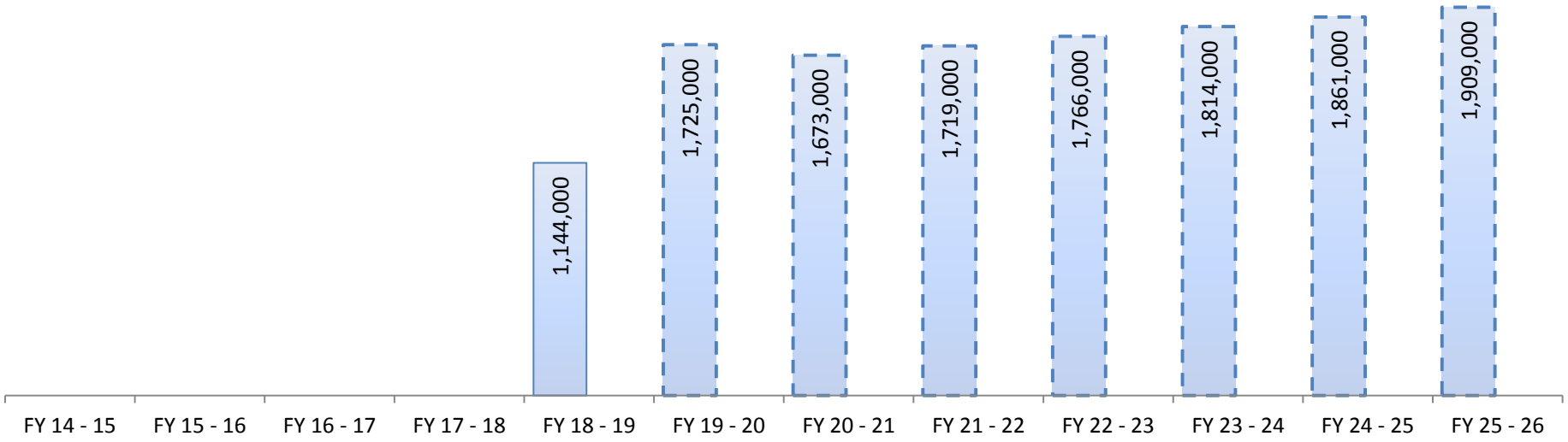
| Prop 172 | FY 18 - 19 | FY 19 - 20 | FY 20 - 21 | FY 21 - 22 | FY 22 - 23 | FY 23 - 24 | FY 24 - 25 | FY 25 - 26 |
|---|---|---|---|---|---|---|---|---|
| Cash Projection | 25,400 | 27,100 | 28,000 | 29,200 | 30,500 | 31,700 | 33,100 | 34,500 |
| Percent Change | 2.8% | 6.7% | 3.3% | 4.3% | 4.5% | 3.9% | 4.4% | 4.2% |



# Kingsburg T&UT 1% Sales & Use Tax Forecast Summary

Accrual through August Clean-up

| Voter Approved | FY 18 - 19 | FY 19 - 20 | FY 20 - 21 | FY 21 - 22 | FY 22 - 23 | FY 23 - 24 | FY 24 - 25 | FY 25 - 26 |
|---|---|---|---|---|---|---|---|---|
| Cash Projection | 1,144,000 | 1,725,000 | 1,673,000 | 1,719,000 | 1,766,000 | 1,814,000 | 1,861,000 | 1,909,000 |
| Percent Change | | 50.8% | -3.0% | 2.7% | 2.7% | 2.7% | 2.6% | 2.6% |
| | 0 | CDTFA "Extra June Advance" Received Aug '18 for unprocessed 2018Q1 sales tax returns | | | | | | |
| **Final Cash Projection** | **1,144,000** | **1,725,000** | **1,673,000** | **1,719,000** | **1,766,000** | **1,814,000** | **1,861,000** | **1,909,000** |
| | | **50.8%** | **-3.0%** | **2.7%** | **2.7%** | **2.7%** | **2.6%** | **2.6%** |
| | 0 | Balance of Estimated 2018Q1 & 2018Q2 unprocessed sales tax returns | | | | | | |
| Normalized | FY 18 - 19 | FY 19 - 20 | FY 20 - 21 | FY 21 - 22 | FY 22 - 23 | FY 23 - 24 | FY 24 - 25 | FY 25 - 26 |
| for Missing Payments | 1,144,000 | 1,725,000 | 1,673,000 | 1,719,000 | 1,766,000 | 1,814,000 | 1,861,000 | 1,909,000 |
| | | 50.8% | -3.0% | 2.7% | 2.7% | 2.7% | 2.6% | 2.6% |



BLOOMBERG HARVARD | City Leadership Initiative

JOHNS HOPKINS
BLOOMBERG SCHOOL of PUBLIC HEALTH

# COVID-19

## SITUATION REPORT

March 26, 2020 | Joshua Sharfstein, MD

# Coronavirus COVID-19 Global Cases by the Center for Systems Science and Engineering (CSSE) at J...

**Total Confirmed**

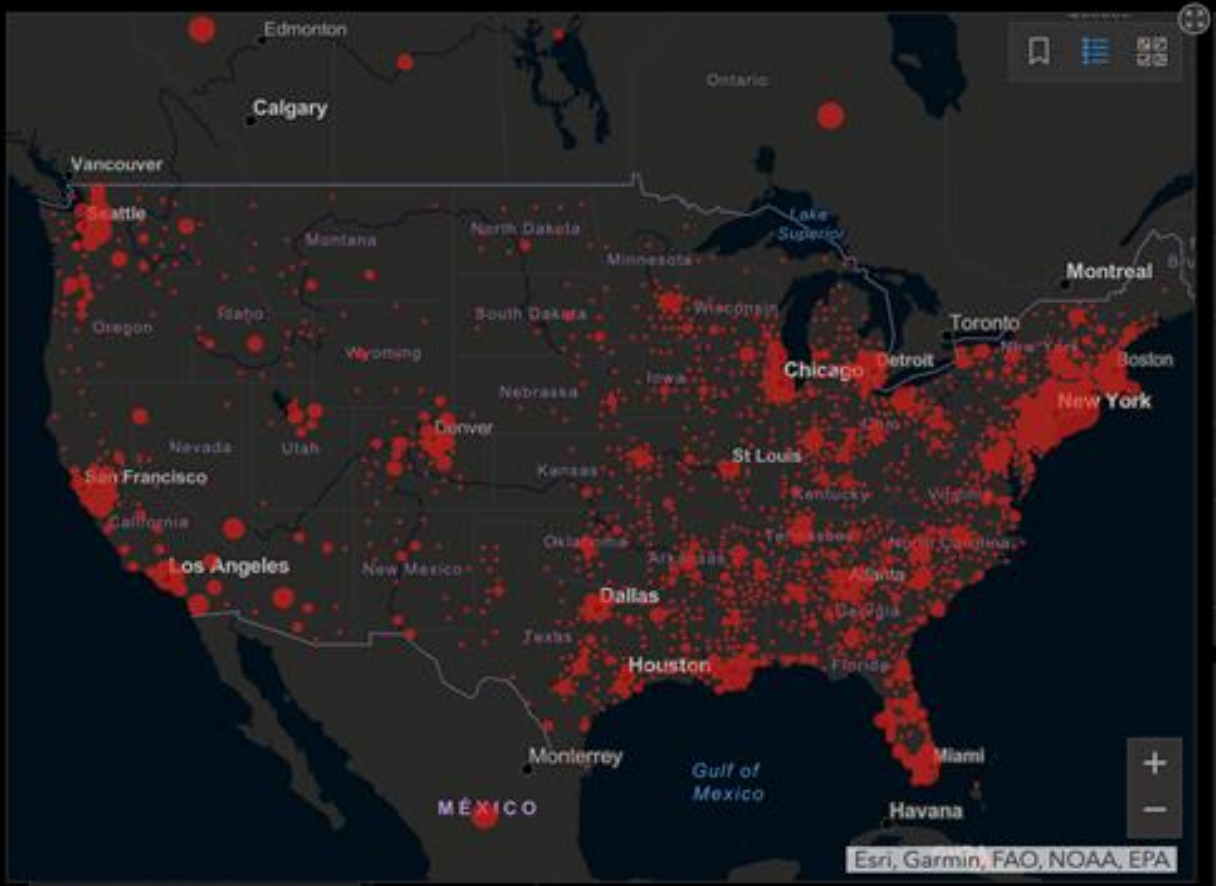
**69,197**

**Confirmed Cases by Country/Region/Sovereignty**

- 81,782 China
- 74,386 Italy
- 69,197 US
- 56,188 Spain
- 39,502 Germany
- 29,406 Iran
- 25,604 France
- 11,125 Switzerland
- 9,642 United Kingdom
- 9,241 Korea, South
- 6,440 Netherlands
- 6,235 Belgium

Admin1

Last Updated at (M/D/YYYY)
3/26/2020, 7:29:49 AM




Cumulative Confirmed Cases | Active Cases

**175**

*Lancet Inf Dis* Article: Here. Mobile Version: Here. Visualization: JHU CSSE. Automation Support: Esri Living Atlas team and JHU APL. Contact US. FAQ.
Data sources: WHO, CDC, ECDC, NHC, DXY, 1point3acres, Worldometers.info, BNO, state and national government health departments, and

**Total Deaths**

**1,046**

- 280 deaths New York City **New York** US
- 100 deaths King **Washington** US
- 44 deaths Unassigned **New Jersey** US
- 37 deaths Orleans **Louisiana** US
- 31 deaths Unassigned **Georgia** US
- 31 deaths

**Total Recovered**

**619**

619 recovered
**Recovered** US

Confirmed | Daily Increase



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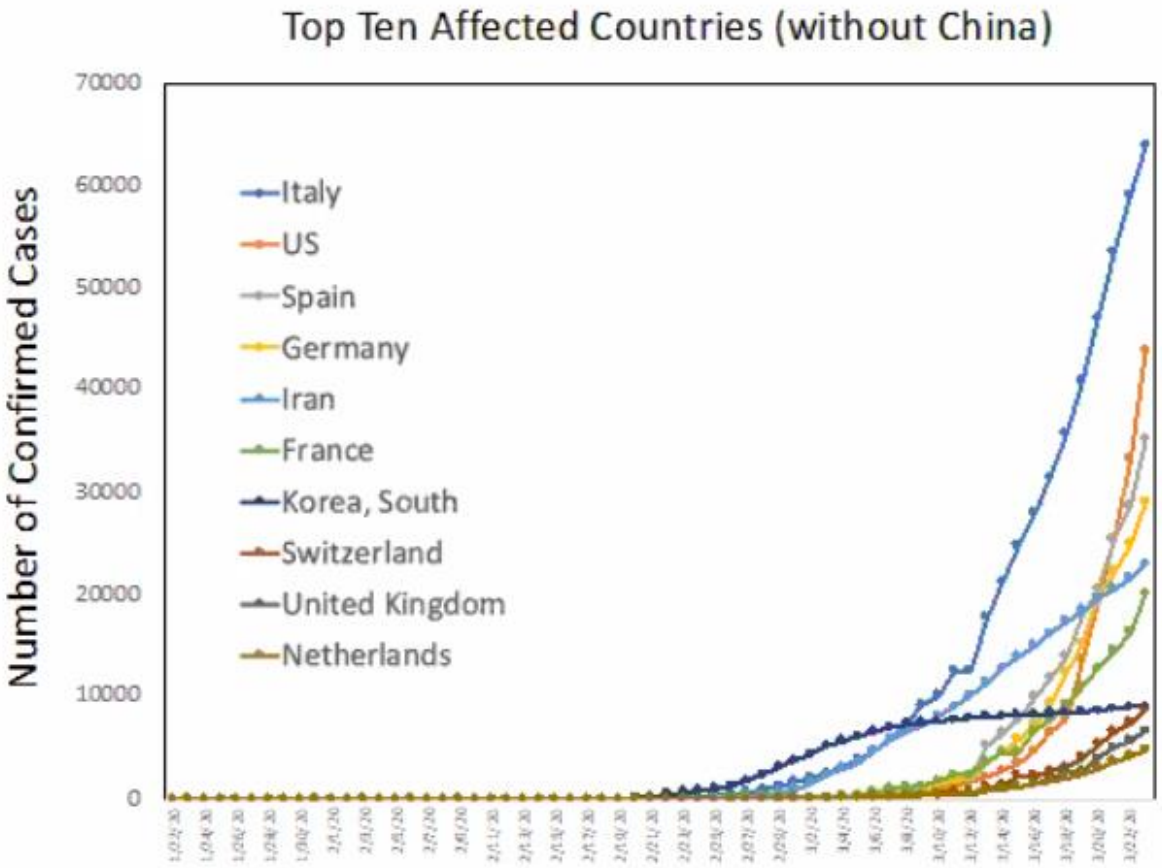
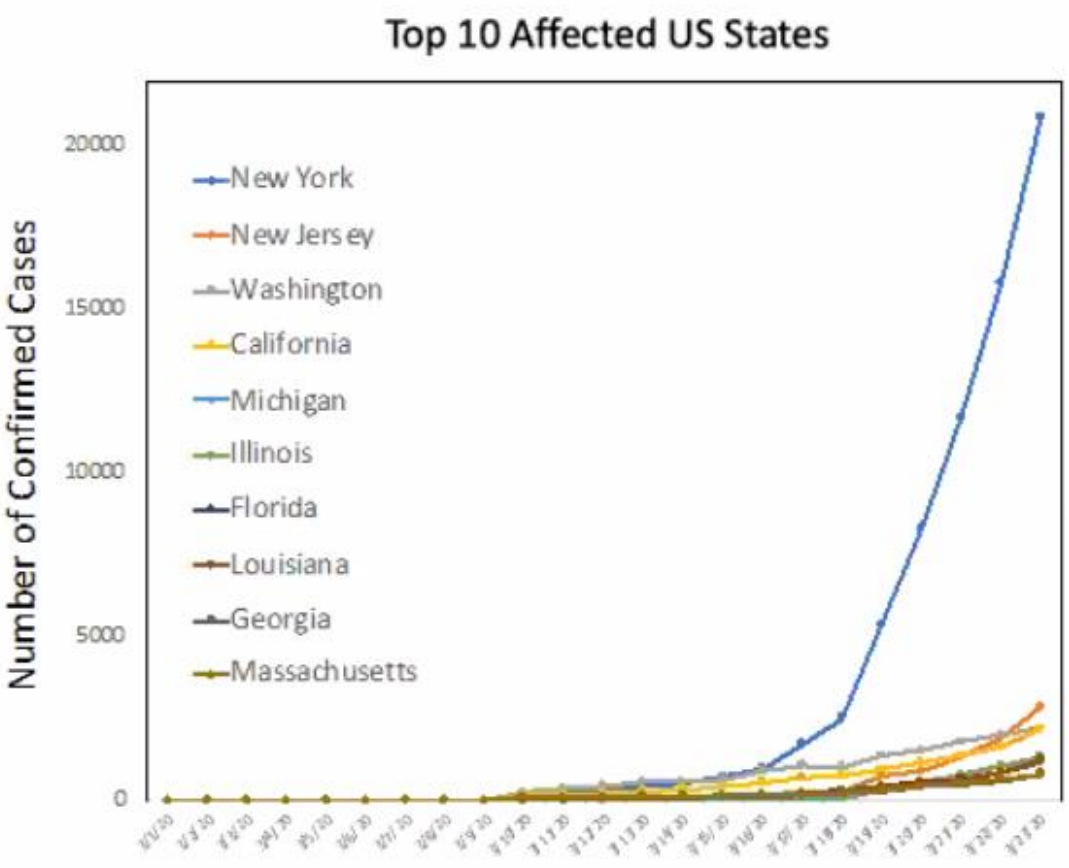
# The U.S. Has Followed the Trajectory of Other Heavily Impacted Countries




More cases in U.S. per day than any country. More cases reported per day in U.S. than at peak of Chinese epidemic.

*Source: CSSE COVID Dashboard, Johns Hopkins*

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# What’s New This Week

## New York

There has been a major surge of seriously ill patients in New York City.

## For Mayors

Even if a slower rise than in New York, other cities could follow a similar path. Strong control measures remain necessary.

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# What’s New This Week

## Therapeutics

Rising demand for chloroquine – despite no high-quality studies demonstrating effectiveness – has created shortages for patients who need these medications for other conditions.

## For Mayors

Instead of chasing after unproven therapies, mayors should support the gathering of high-quality evidence to find out what works.

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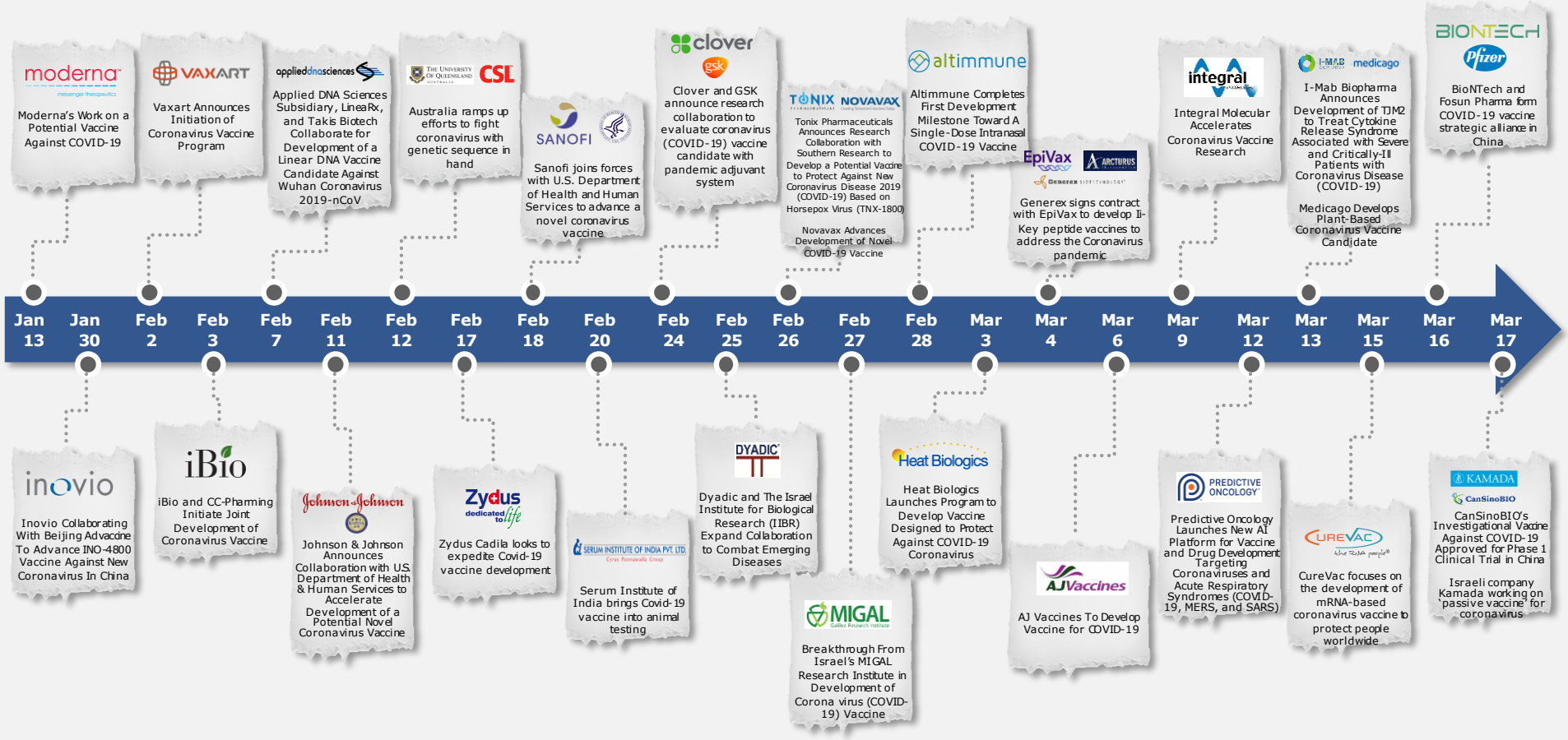
# What's New This Week

## Many biotech companies are investing in COVID-19 vaccines



# What's New This Week

## Serology Tests

FDA has cleared the first serology tests, which measures the antibody response to the virus.

## For Mayors

This is an example of a tool that will help inform local efforts over time and help with strategic decisions on opening the economy. We are not stuck in this period of uncertainty forever.

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# Focus:

## When is it appropriate to end extreme social distancing?

### Dr. Tom Frieden

- President and CEO, Resolve to Save Lives
- Former Director, U.S. Centers for Disease Control and Prevention
- Former Health Commissioner, New York City

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# COVID-19

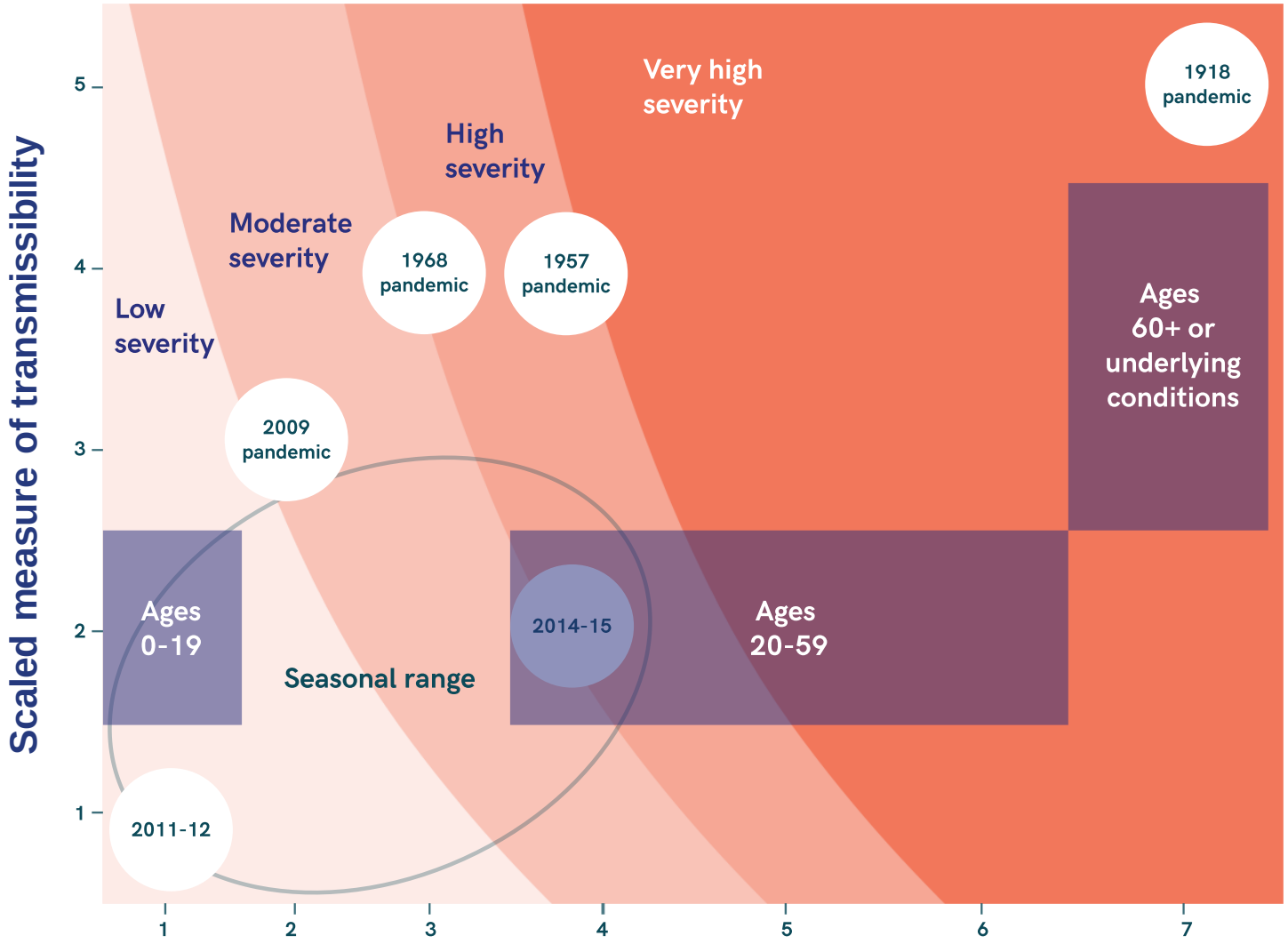
DR. TOM FRIEDEN | MARCH 26, 2020

# COVID-19 is more severe for older people and those with underlying health conditions

Likely severity of COVID-19, based on what is known about spread and severity compared to historic seasonal and pandemic influenza

March 10, 2020

## COVID-Pandemic Severity Assessment Framework by Age




**Scaled Measure of Clinical Severity**

*Adapted from Reed et al. Emerg Infect Dis. 2013;19:85-91. Data as of March 9, 2020.*

# Adaptive Response

## Disease Control

- **Early detection (lab testing, alert clinical systems) and case isolation (home, hospital, other facilities)**
- **Extensive testing** — **Extensive testing**
- **Contact tracing** — **Contact tracing**
- **Health care infection prevention and control**
- **Appropriate clinical care including staff surge when needed**

## Non-Pharmaceutical Interventions (NPI)

- **Community engagement with clear communication, assessment of community acceptance leading to adjustment of approach**
- **Everyday personal NPIs** (wash hands, cover coughs, stay home if ill)
- **Environmental NPIs** (clean surfaces, increase ventilation)
- **Personal NPIs** (household quarantine, mask in community if ill)
- **Community NPIs** (high-risk group social distancing and closing schools)
- **Community NPIs** (general social distancing [SD] and closing schools [CS])
- **Community NPIs** (general SD and CS)
- **Community NPIs** (general SD and CS)

## Supporting society

- **Address ongoing health care needs including supply chain management and increased telemedicine**
- **Support continued social and economic activity including learning, emergency services, essential activities**
- **Protect vulnerable populations**

## Pharmaceutical interventions

- **Treatments**
- **Vaccines**

**Containment** — **Mitigation** — **Suppression** — **Prevention**

*Version 2.0, 20 March 2020*

# TWO Reasons for Sheltering-in-Place

## 1

## Flatten the Curve

So health care facilities are not overwhelmed, especially with patients who need intensive care for viral pneumonia

## 2

## Strengthen health care and public health

### Health care

Safer surge: 1. Many mildly ill patients, 2. Intensive care capacity, 3. Continuity of care for people with non-coronavirus-related conditions

### Public health

Capacity for testing, contact tracing, isolation of ill people, quarantine of contacts

# DRAFT CRITICAL PERFORMANCE TARGETS

✓ **1** Empowered incident manager aligned with political leaders

✓ **2** Can test every patient with pneumonia, every symptomatic person, capacity for drive-through (or equivalent) testing

✓ **3** Can start contact tracing within hours of case identification, obtain contacts for >95% of cases, track >95% of contacts, test 100% of symptomatic contacts, monitor >95% of quarantined contacts for 14 days

✓ **4** Daily briefing with accurate numbers on infected, ill, deaths, and updated guidance by credible spokesperson

✓ **5** Health care workers adequately protected with policies, training, and sufficient personal protective equipment

# DRAFT CRITICAL PERFORMANCE TARGETS

- ✓ **6** Health care systems able surge safely to care for large numbers of mildly ill patients, a large increase in patients needing intensive care, and for patients needing ongoing, non-coronavirus-related care
- ✓ **7** System in place to resume targeted or general social distancing measures rapidly if needed
- ✓ **8** Capacity to support nutrition, learning, physical and mental wellbeing, and social needs during sheltering-in-place
- ✓ **9** Community engagement with assessment of community perceptions and behaviors and effectiveness of messaging
- ✓ **10** Rapid and smooth coordination with state, federal, and county governments and health departments

# THREE Considerations for When It's Safe to Come Out Again

1

## Cases no longer spreading widely

Fewer unlinked cases, falling case rates, contact tracing keeping up with case reports

2

## Stronger health care system

Able to withstand blip of cases without risking health care worker and patient lives

3

## Public health capacity

Test patients and trace contacts immediately, isolate the ill, quarantine contacts

# THREE Considerations for How to Safely Loosen the Faucet on Sheltering-in-Place

1

## Medically vulnerable continue to shelter

Potentially, those with prior illness will be protected – but we don't know this yet

2

## Prioritize societal benefit

Day care, maybe schools (protecting the vulnerable), infrastructure, partial safe re-opening, sanitizer/temp checks

3

## Prepare to tighten the faucet if cases spike

Test patients and trace contacts immediately, isolate the ill, and quarantine contacts effectively

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# Coronavirus Local Response Initiative Session Two
# "Communicating in a Crisis"

**This handout reviews key points from session two of the Coronavirus Local Response Initiative for city leaders, drawing on the work of Juliette Kayyem, Herman B. "Dutch" Leonard, Arnold M. Howitt, David W. Giles, and Jorrit de Jong.**

*"You must never confuse faith that you will prevail in the end—which you can never afford to lose—with the discipline to confront the most brutal facts of your current reality, whatever they might be."*

*—Admiral James Stockdale*

## WHY THIS CRISIS IS DIFFERENT

1. **Uncertainty:** We are dealing with a virus that is incompletely understood and continually evolving with unpredictable results. In response, we are taking unprecedented actions with unclear consequences.

2. **Ubiquity:** The global scale of this pandemic and the fact that we live in an interconnected and interdependent world means that ripple effects will continue to impact cities everywhere, even if or when the public health aspects are under control.

3. **Open-endedness***:* We will not know to a moral certainty when adults can safely go back to the office and children back to school. From a public-health point of view, the pandemic doesn't end until we have an effective vaccine that can be widely administered—perhaps 18 months or more.

4. **Pressure**: To contain the spread and the impact of the virus, leaders are making enormously consequential social and economic decisions. Pressure from those suffering economic losses will increase. You will be asked to predict the future, announce when things can go back to normal, or lift restrictions—even when that would put more lives at risk.

5. **Judgment calls:** It is too late to prevent tragedy entirely; our goal is to manage it within the limits of scientific progress and public tolerance. There will be many judgment calls to make. The challenge is to discover, innovate, and learn our way forward into an unknown future.

6. **Community:** The encompassing and protracted nature of this crisis will reveal the strengths and weaknesses of the formal and informal systems and structures in your city and test the character of the community you lead.

## CRISIS COMMUNICATION

Your top goals for communication in this crisis are to convey **information** (transparent, trustworthy, consistent, and coordinated), **empathy** (for everyone affected), and **hope**.

1. **Craft your communications thoughtfully. Consider:**
   - *Messagee*: Who are you trying to reach? Filter the message through their perspective on/understanding of the issue.
   - *Message*: What exactly do you want to convey?
   - *Messager*: Who would lend the most authority, expertise, legitimacy, or political capital as the source of the message?
   - *Messenger*: Who is the best person to deliver the message effectively to the messagee(s)?

2. **Link facts, people, and values to desired actions and outcomes:**
   - Situation: *What is happening?*
     - Define and describe the event in the terms you want your stakeholders to internalize and respond to. How serious is it? How bad could it get? How long is it likely to last?
   - Identity: *Who is this happening to?*
     - Be clear about who is included in the group you are defining. Who is particularly likely to be affected? Whose interests are you trying to understand and taken into account?
   - Values at stake: *Why should we care?*
     - Describe what you think is at stake. How will this event affect the things that matter to us most? What should we focus on preserving? What trade-offs might have to be made and what losses will we be asked to absorb?
   - Action: *What should we do?*
     - What are the specific steps people should take? What should they do to reduce risk to themselves and others? What should they do if they have symptoms? Who are the experts they should listen to? What are the range of potential actions that government may take and *what are the triggers for those actions?*

3. **Take communication very seriously. Keep these recommendations in mind:**
   - Don't "wing it." <u>Prepare</u> carefully and consistently.
   - <u>Coordinate</u> with colleagues to ensure <u>consistency</u> in messaging.
   - Say <u>what you know and how you know it</u>. Let the metrics lead the narrative.
   - Be <u>honest</u> about what you don't know. <u>Don't make predictions.</u>
   - Defer to <u>experts</u> and <u>reinforce</u> what they're saying.
   - Don't cast blame. Look to <u>reassure and build confidence</u>.
   - Say <u>what you are doing</u> and why, and be clear about <u>what you are asking others to do</u>.
   - Show <u>compassion</u> for those who are sick, <u>appreciation</u> for those working so hard to respond, and <u>empathy</u> for those whose lives are disrupted.
   - <u>Pace</u> the unwelcome news. <u>Adaptive leadership</u> is about helping people adjust to changing realities. Find a rate of information fast enough to keep pace with the problem, but not so fast that public reaction will undercut the effort.
   - Whenever possible, look for a <u>simple refrain</u> that gets to the heart of complex ideas (for example, Dr. Fauci's statement: "You don't make the timeline. The virus makes the timeline.")

| | |
|---|---|
| **Meeting Date**: | 04/01/2020 |
| **Agenda Item**: | 5.2 |

# CITY COUNCIL MEETING STAFF REPORT

**REPORT TO:** **Mayor Roman & City Council**

**REPORT FROM:** **Christina Windover, Director of Administrative Services** **REVIEWED BY: AH**

**AGENDA ITEM:** **COVID-19 Leave Policy Update**

**ACTION REQUESTED**: ___Ordinance ___Resolution __✓__Motion ____Receive/File

**EXECUTIVE SUMMARY**

On March 23, the City Council declared a local state of emergency. Staff continues to monitor and follow public health experts' advice. Government Code Sections 8610 and 8634, along with City Municipal Code section 2.40.060 empower the Director of Emergency Services:

1. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council.

As such, staff has been working on the development of updated leave policy to be compliant with newly enacted Federal legislation. The policy merges and clarifies the policy that was previously adopted by council on March 18, 2020. Since that meeting the Federal government has provided additional leave benefits through legislative action. This policy intends to provide an update to our policies to comply with those directives. This new policy includes:

- The expanded provisions of the Family Medical Leave Act (FMLA) provided under the Emergency Leave Expansion Act. The Act allows eligible employees to utilize up to 12 weeks of job-protected leave for qualifying COVID-19 reasons for absence. This leave is not in addition to any other FMLA leave.

- The Emergency Paid Sick Leave Act, which provides employees with up to 80 hours of paid leave for qualifying COVID-19 reasons for absence. This leave is in addition to any other leave accrued under existing Memoranda of Understandings, policies, and employment contracts. The leave expires on December 31, 2020. The sick leave is subject to daily and aggregate caps depending on the COVID-19 reason for absence. The City will be reimbursed for the Emergency Paid Sick Leave through payroll taxes, in accordance with the Department of Treasury guidelines.

- Clarification of the maximum 80-hour negative leave bank for those employees who require additional time beyond the 80 hours provided via the Families First Coronavirus Relief Act.

- Includes an Emergency Telecommuting Policy and Agreement for employees deemed eligible by the Director of Emergency Services. The policy is temporary and may be revoked at anytime by the City Manager. The policy sets forth specific guidelines for employees to maintain professionalism and good work ethics while teleworking.

- Supporting internal forms and agreement templates for all COVID-19 related leaves regardless of paid or unpaid status.

Staff continues to monitor and adjust with regards to internal operations. Several employees are teleworking, and we have modified our in-field procedures for positions that have limitations on teleworking in order to minimize contact with the public.

**RECOMMENDED ACTION BY CITY COUNCIL**

1. *Approve the proposed policy from the Director of Emergency Services relating to employee leave/pay during emergency determined as necessary to safeguard life and property and continue essential services of the city of Kingsburg.*

**POLICY ALTERNATIVE(S)**

1. Council could choose to amend the policy.

**STRATEGIC GOAL(S) MET:**

1. Improve Community Communication
2. Ensure Financial Stability

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

| | |
|---|---|
| 1. Is There A Fiscal Impact? | Potentially |
| 2. Is it Currently Budgeted? | N/A |
| 3. If Budgeted, Which Line? | N/A |

**BACKGROUND INFORMATION**

City council adopted an emergency leave policy during their meeting on Wednesday, March 18. Subsequently, the Federal government has provided additional leave benefits through legislative action. This policy intends to provide an update to our policies to comply with those directives.

**ATTACHED INFORMATION**

1. Proposed Updated Leave Policy

# City of Kingsburg Personnel Policies Due to COVID-19

- Sick Leave and Family Medical Care Leaves
- Emergency Telecommuting Policy
- Emergency Telecommuting Agreement
- Employee Certification to Return to Work
- Repayment of Leave Pay
- Directive of Notice to Not Return to Work
- Employee Certification of Need for Paid Leave
- Employee Certification of Need for Emergency Family and Medical Leave

# Sick Leave and Family Medical Care Leaves

## 804 Sick Leave

### *804.1 Purposes for Sick Leave*

Sick leave is paid leave from work that can be used for the following purposes:

(a) diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse; registered domestic partner; grandparent; grandchildren; or sibling (Labor Code §§ 233(b)(2); 245.5(c); 246.5(a)(1)); or

(b) for an employee who is a victim of domestic violence, sexual assault, or stalking to: i) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or his or her child; or ii) obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety. (Labor Code §§ 230(c); 233(b)(3)(A); 246.5(a)(2).)

Additionally, from April 1, 2020 through December 31, 2020, employees can take Emergency Paid Sick Leave as follows:

(a) Employees are entitled to Emergency Paid Sick Leave at their regular rate of pay if they are unable to work or telework for the following reasons:

(1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

(2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

(3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

(b) Employees are entitled to Emergency Paid Sick Leave at two-thirds of the employee's regular rate of pay if they are unable to work or telework because:

(1) The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19 order as described in subparagraph (1) or has been advised as described in paragraph (2) of subsection (a), above.

### *804.2 Terms of Sick Leave*

**(a) Accrual & Carryover for Different Categories of Employees:**

1) Full time employees who are not seasonal/ temporary or extra help accrue sick leave for each calendar month of paid status; part-time employees who are not seasonal/temporary or extra help accrue sick leave in an amount prorated to the lower number of hours they work each calendar month in paid status. Accrued sick leave carries over from year to year. No accrual limit applies.

2) A s*easonal/ temporary or extra help employee* who works 30 or more days within a year from the commencement of employment with the City of Kingsburg accrues one hour of paid sick leave for every 30 hours worked. (Labor Code § 246(a).) Accrued and unused sick leave carries over to the following year of employment but a **[seasonal/ temporary or extra help employee]** stops earning sick leave once he or she has accrued 48 hours or 6 work days/ shifts, whichever is greater. (Labor Code § 246(i).)

**(b) Sick Leave Use**

An employee may use accrued sick leave, in a minimum increment of two hours, beginning on the 90th day after the first day of employment with the City of Kingsburg, subject to the limits and request provisions in this Policy. (Labor Code § 246(c) & (j).)

**(c)** Emergency Paid Sick Leave:

(1) Leave taken as Emergency Paid Leave is in addition to any other leave accrued and does not accrue beyond 80 hours. Unused leave does not carryover for any employees.

(2) Emergency Paid Sick Leave is subject to the following caps:

i. $511/Day and $5,110 in the Aggregate for the Following Employee-Related COVID-19 Absence Reasons

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

ii. $200/Day and $2,000 in the Aggregate for the Following Reasons Related to the Employee Taking Leave to Care for an Individual or Son or Daughter

1. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).

2. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.

3. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor

(3) Employees may supplement the two-thirds pay with their accrued leaves to achieve 100% of their regular rate of pay.

**(d) Protected Sick Leave:**

1) For full time employees who are not seasonal/temporary or extra help, one-half of the employee's accrued and available annual sick leave is protected and may be used for any of the purposes stated in this Policy. (Labor Code §§ 233(b)(2); 233(b)(3)(A); 246(d).)

2) For seasonal/temporary or extra help employees, up to 48 hours of accrued and available sick leave each year is protected and may be used for any of the purposes stated in this Policy. (Labor Code § 246(d).) The year is measured beginning on July 1, 2015, or the employee's anniversary of hire date, whichever is later.

3) Emergency Paid Leave described in section 804.1 is protected when used for the reasons specified in section 804.1.

4)

**(e) Sick Leave Request:**

To request to use sick leave if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. (Labor Code §§ 246(l); 246.5(a).) If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable. (Labor Code § 246(l).) If the employee is required to be absent on sick leave for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave. Failure to request sick leave as required by this Policy without good reason, may result in the employee being treated as absent without leave.

**(f) Certification**

The City of Kingsburg may require that employees who are not seasonal, temporary, or extra help, must provide a physician's certification to support any absence that involves the illness of the employee or family member if the City of Kingsburg suspects that there is an abuse of sick leave by the employee. All employees, including seasonal, temporary, or extra help**,** who use paid leave to address issues related to domestic violence, sexual assault or stalking, and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter. (Labor Code § 230(d)(2).) An employee using Emergency Paid Sick Leave must certify the reason for the leave.

**(g) Sick Leave on Separation from Employment**

Unused sick leave is not cashed out upon termination, resignation, retirement, or other separation from employment. (Labor Code § 246(f)(1).) Unused sick leave may be converted to retirement service credits only as may be permitted under applicable retirement system laws and regulations.

**(h) Sick Leave Reinstatement:**

If an employee separates and is rehired within one year from separation, accrued and unused sick leave, to a maximum of 6 days or 48 hours, whichever is greater, will be reinstated. (Labor Code § 246(f)(2).) An employee who worked at least 90 days in the initial employment with the City of Kingsburg may immediately use reinstated sick leave. An employee who had not worked 90 days in the initial employment with the City of Kingsburg must work the remaining amount of the 90 day-qualifying period to be able to use accrued sick leave. (Labor Code § 246(c).) Unused Emergency Paid Sick Leave will not be reinstated after December 31, 2020.

## 806 Family and Medical Care Leaves

### *806.1 Statement of Policy; Concurrent Running of FMLA and CFRA Leaves*

The City of Kingsburg provides family and medical care leave for eligible employees as required by State and federal law. Employees who misuse or abuse family and medical care leave may be disciplined up to and including termination. Employees who fraudulently obtain or use CFRA leave are not protected by the CFRA's job restoration or maintenance of health benefits provisions. This Policy is supplemented by the Federal Family and Medical Leave Act ("FMLA"), and the California Family Rights Act ("CFRA"). Unless otherwise stated in this Policy, "Leave" means leave pursuant to the FMLA and CFRA. Unless otherwise provided by law, the City of Kingsburg will run each employee's FMLA and CFRA leaves concurrently.

### *806.2 Definitions*

(a) "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. (29 CFR § 825.200(b)(4); 2 Cal.Code Regs § 11090(b).)

(b) "Single 12 Month Period" means a 12-month period which begins on the first day the eligible employee takes FMLA leave to take care of a covered servicemember and ends 12 months after that date. (29 CFR § 825.200(f).)

(c) "Child" means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care, and includes a biological, adopted, foster or step-child. A child is "incapable of self care" if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living, such as caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning shopping, taking public transportation, paying bills, maintaining a residence, or using telephones and directories. (29 CFR § 825.102; Gov. Code § 12945.2(c)(1).)

(d) "Parent" means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law. (29 CFR § 825.102; Gov. Code § 12945.2(c)(7).)

(e) "Spouse" means one or two persons to a marriage, regardless of the sex of the persons, and for purposes of CFRA leave, includes a registered domestic partner as defined below. (29 CFR § 825.102; Fam. Code § 300; 2 Cal.Code Regs § 11087(r).)

(f) "Domestic Partner" is another adult with whom the employee has chosen to share their life in an intimate and committed relationship of mutual caring and with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State, and who meets the criteria specified in California Family Code section 297. A legal union formed in another state that is substantially equivalent to the California domestic partnership is also sufficient. (Fam. Code § 299.2.)

(g) "Serious Health Condition" means an illness, injury impairment, or physical or mental condition that involves:

1) Inpatient Care in a hospital, hospice, or residential medical care facility, including any period of incapacity (e.g., inability to work or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom). A person is considered "inpatient" when a health care facility admits

him or her to the facility with the expectation that he or she will remain at least overnight, even if it later develops that such person can be discharged or transferred to another facility, and does not actually remain overnight; or

2) Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

    a. A period of incapacity (i.e., inability to work, or perform other regular daily activities) due to serious health condition of more than three consecutive calendar days; and

    b. Any subsequent treatment or period of incapacity relating to the same condition, that also involves:

        i. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or

        ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.

3) Any period of incapacity due to pregnancy or for prenatal care. (29 CFR § 825.120; Gov. Code §12945.2(c)(8).) Note that pregnancy is a "serious health condition" only under the FMLA. Under California law, an employee disabled by pregnancy is entitled to pregnancy leave. (*See* Policy 808, Leave Because of Pregnancy, Childbirth, or Related Medical Condition.)

4) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

    i. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

    ii. Continues over an extended period of time (including recurring episodes of a single underlying condition); and

iii. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.

5) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by health care provider.

6) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment. (29 CFR § 825.113; Gov. Code § 12945.2(c)(8); 2 Cal.Code Regs § 11087(q)(1).)

(h) "Health Care Provider" means:

1) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the State of California;
2) Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, which directly treats or supervises treatment of a serious health condition;

3) Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;

4) Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;

5) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and

6) Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits. (29 CFR § 825.102; Gov. Code § 12945.2(c)(6).)

(i) "Covered active duty" means: 1) in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or 2) in the case of a member of the reserve component of the Armed Forces, duty during the deployment of members of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions. (29 CFR § 825.102.)

(j) "Covered Servicemember" means: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. (29 CFR § 825.102 & 825.122.)

(k) "Outpatient Status" means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to either: (1) a military medical treatment facility as an outpatient; or (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 CFR § 825.102.)

(l) "Next of Kin of a Covered Servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. (29 CFR § 825.102.)

(m) "Serious Injury or Illness" means: 1) in the case of a member of the Armed forces, including a member of the National Guard or reserves, means an injury or illness that a covered servicemember incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by the service in the line of duty on active duty in the Armed Forces) and that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating; or 2) in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran. (29 CFR § 825.102.)

### *806.3 Reasons for Leave*

Leave is only permitted for the reasons listed below.

(a) The birth of a child or to care for a newborn of an employee; (29 CFR § 825.120; Gov. Code § 12945.2(c)(3)(A));

(b) The placement of a child with an employee in connection with the adoption or foster care of a child; (29 CFR § 825.121; Gov. Code § 12945.2(c)(3)(A));

(c) Leave to care for a child, parent, spouse, or domestic partner who has a serious health condition; (29 CFR § 825.113; Gov. Code § 12945.2(c)(3)(A) & (B));

(d) Leave because of a serious health condition that makes the employee unable to perform any one or more essential functions of his/her position; (29 CFR § 825.113; Gov. Code § 12945.2(c)(3)(C));

(e) Leave for a variety of "qualifying exigencies" arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation (29 CFR § 825.126 -- This is a FMLA leave and not a CFRA leave); or

(f) Leave to care for a spouse, son, daughter, parent, or "next of kin" who is a covered servicemember of the U.S. Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single 12-month period. (29 CFR § 825.127 -- This is a FMLA leave and not a CFRA leave.)

(g) Leave due an inability to work (or telework) due to the care of a child under the Emergency Family and Medical Leave Expansion Act. (Sec. 110 (a)(2)(A).) (*Subject to section 806.19 below.*)

### *806.4 Employees Eligible For Leave*

An employee is eligible for leave if:

(a) The employee has been employed by the City of Kingsburg for at least 12 months; and

(b) The employee has been employed by the City of Kingsburg for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and

(c) The City of Kingsburg directly employs at least 50 full or part-time employees within a 75-mile radius for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year. The workweeks do not have to be consecutive. The phrase "current or preceding calendar year" refers to the calendar year in which the employee requests the leave or the calendar year preceding this request. (29 CFR § 825.109(d)-29 CFR § 825.111; Gov. Code § 12945.2(a) & (b); 2 Cal.Code Regs §§ 11087(d)(1) & 11087(e).)

An employee is eligible for 12 weeks of parental leave to bond with a new child within one year of the child's birth, adoption or foster care placement if:

(a) The employee has been employed by the City of Kingsburg for at least 12 months; and

(b) The employee has been employed by the City of Kingsburg for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and

(c) The City of Kingsburg directly employs at least 20 full or part-time employees within a 75-mile radius. (Gov. Code § 12945.6(a)(1.)

### *806.5 Amount of Leave*

Eligible employees are entitled to a total of 12 workweeks (or 26 workweeks to care for a covered servicemember) of leave during any 12-month period. If FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first. (29 CFR § 825.127.)

### *806.6 Minimum Duration of Leave*

(a) If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g. bonding with a newborn) for less than two weeks duration on any two occasions. (2 Cal.Code Regs § 11090(d).)

(b) If leave is requested to care for a child, parent, spouse or the employee him/herself with serious health condition, there is no minimum amount of leave that must be taken. However, compliance with the notice and medical certification provisions in this Policy is required. (29 CFR § 825.205; 2 Cal.Code Regs § 11090(e).)

### *806.7 Parents both Employed by the City of Kingsburg*

If both parents of a child, adoptee, or foster child are employed by the City of Kingsburg and are entitled to bonding leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period. (29 CFR § 825.120(a)(3).) If both parents of a covered servicemember are employed by the City of Kingsburg and are entitled to leave to care for a covered servicemember, the aggregate number of workweeks of leave to which both may be entitled is limited to 26 work weeks during the 12-month period. This limitation does not apply to any other type of leave under this Policy. (29 CFR § 825.127(f).)

### *806.8 Employee Benefits While On Leave*

(a) **Group Health Insurance During Unpaid Leave:** Leave under this Policy is unpaid. While on unpaid leave, employees will continue to be covered by the City's group health insurance for up to 12 weeks each leave year to the same extent that coverage is provided while the employee is on the job. If the employee is disabled by pregnancy, coverage will continue up to four months each leave year. If an employee disabled by pregnancy also uses leave under the CFRA for baby-bonding, the City of Kingsburg will maintain her

coverage while she is disabled by pregnancy (up to four months or 17 1/3 weeks) and during her CFRA leave (up to 12 weeks). (Gov. Code §§ 12945(a)(2)(A) & 12945.2(s).)

(b) **Payment of Premiums*:*** Employees may make the appropriate contributions for continued coverage under the health benefits plans by payroll deductions (if the employee is using his or her paid leave) or direct payments (if the employee is not using his or her paid leave). The City of Kingsburg will inform the employee whether the direct payments for premiums should be paid to the carrier or to the City of Kingsburg, and the deadlines for paying premiums in order to prevent coverage from being dropped. Employee contribution rates are subject to any changes in rates that occur while employee is on leave.

(c) **Recovery of Premium if the Employee Fails to Return from Leave:** If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the City of Kingsburg shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. (29 CFR § 825.213; Gov. Code § 12945.2(f)(1); 2 Cal.Code Regs § 11092(c)(5).)

### *806.9 Substitution of Paid Accrued Leaves*

Although family and medical care leave is unpaid, an employee may elect and the City of Kingsburg will require an employee to concurrently use all paid accrued leaves during family and medical care leave as described below.

#### *806.9.1 Employee's Right to Use Paid Accrued Leave Concurrently with Family Leave*

An employee may use any earned or accrued paid leave except sick leave for all or part of any unpaid family and medical care leave. An employee is entitled to use sick leave concurrently with family and medical care leave for the employee's own serious health condition or that of the employee's parent, spouse, domestic partner or child. (Gov. Code § 12945.2(e); Labor Code §§ 233 & 246.5(a)(1).)

#### *806.9.2 Right to Require an Employee to use Paid Leave when using FMLA/CFRA Leave*

Employees must use and exhaust their accrued leaves concurrently with family and medical care leave to the same extent that employees have the right to use their accrued leaves concurrently with family and medical care leave with two exceptions:

(a) Employees are not required to use paid leave during leave pursuant to a disability plan that pays a portion of the employee's salary while on leave unless the employee agrees to

use paid leave to cover the unpaid portion of the disability leave benefit; (29 CFR § 825.207(d); 2 Cal.Code Regs. § 11092(b)(2) & (3)); and

(b) An employee must agree to use accrued sick leave to care for a child, parent, spouse or domestic partner. (Gov. Code § 12945.2(e); 2 Cal.Code Regs § 11092(b).)

### *806.9.3 Right to Require an Employee to Exhaust FMLA/CFRA Leave Concurrently with Other Leaves*

If an employee takes a leave of absence for any purpose which also qualifies under both the FMLA and CFRA, the City of Kingsburg will designate that leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement. The only exception is for peace officers and firefighters who are on paid industrial injury leave. (Labor Code §4850(e).

### *806.9.4 City of Kingsburg and Employee's Rights if an Employee Requests Accrued Leave without Mentioning FMLA or CFRA*

If an employee requests to utilize accrued vacation leave or other accrued paid time off without reference to a FMLA/CFRA qualifying purpose, the City of Kingsburg may not ask the employee if the leave is for a FMLA/CFRA qualifying purpose. (2 Cal.Code Regs § 11092(b)(4)(A).) However, if the City denies the employee's request and the employee provides information that the requested time off is for a FMLA/CFRA qualifying purpose, the City of Kingsburg may require the employee to exhaust accrued leave as described above. (2 Cal.Code Regs § 11092(b)(4)(A)(1).)

## *806.10 Medical Certification/ Recertification*

Employees who request leave must provide a medical certification and/or recertification to support the need for the leave as described below:

(a) ***Employee's Own Serious Health Condition***: Employees who request leave for their own serious health condition must provide written certification from the health care provider that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; and a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of his or her position. (Gov. Code § 12945.2(j)(2); 2 Cal. Code Regs § 11087(a)(2); 2 Cal.Code Regs § 11091(b)(2).) Upon expiration of the time period the health care provider originally estimated that the employee needed for his/her own serious health condition, the employee must obtain recertification if additional leave is requested. (Gov. Code § 12945.2(j)(2); 2 Cal. Code Regs § 11091(b)(2); 29 CFR § 825.308.)

(b) ***Family Member Serious Health Condition:*** Employees who request leave to care for a child, parent, domestic partner or a spouse who has serious health condition must provide written certification from the health care provider of the family member requiring care

that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; an estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent, domestic partner, or spouse, and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent or spouse. The term "warrants the participation of the employee" includes, but is not limited to, providing psychological comfort, and arranging third party care for the covered family member, as well as directly providing, or participating in, the medical care. (Gov. Code § 12945.2(k)(1); 2 Cal.Code Regs § 11087(a)(1); 2 Cal.Code Regs § 11091(b)(1).) Upon expiration of the time period the health care provider originally estimated that the employee needed to care for a covered family member, the employer must obtain recertification if additional leave is requested. (Gov. Code § 12945.2(j)(2); 2 Cal.Code Regs § 11091(b)(1); 29 CFR § 825.308.)

(c) ***Servicemember Serious Injury or Illness:*** Employees who request FMLA leave to care for a covered servicemember who is a child, spouse, parent or "next of kin" of the employee, must provide written certification from a health care provider regarding the injured servicemember's serious injury or illness. (29 CFR § 825.310.) The City of Kingsburg will verify the certification as permitted by the FMLA regulations. (29 CFR § 825.310(e) &(f).)

(d) ***Qualifying Exigency:*** The first time an employee requests FMLA leave because of a qualifying exigency, an employee may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to active duty status in a foreign country, and the dates of the military member's active duty service. A copy of the new active duty orders or similar documentation shall be provided to the City of Kingsburg if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different military member. (29 CFR § 825.309.) The City of Kingsburg will verify the certification as permitted by the FMLA regulations. (29 CFR § 825.309(d).)

### *806.11 Time to Provide a Medical Certification*

When an employee has provided at least 30 days' notice for a foreseeable leave, the employee must provide a medical certification before the leave begins. When this is not possible, the employee must provide the medical certification to the City of Kingsburg within the time frame requested by the City of Kingsburg (which must allow at least 15 calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. (2 Cal.Code Regs § 11091(b)(3); 29 CFR § 825.305(b).)

### *806.12 Consequences for Failure to Provide an Adequate or Timely Certification*

If an employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to cure any such deficiency. (2 Cal.Code Regs § 11091(b)(3); 29 CFR § 825.313(a) & (b).) However, if an employee fails to provide a medical certification within the time frame established in this Policy, the City of Kingsburg may delay the taking of FMLA/CFRA leave until required certification is provided, or deny FMLA/CFRA protections following the expiration of the time period to provide an adequate certification. (2 Cal.Code Regs § 11091(b)(3); 29 CFR § 825.313(a).)

### *806.13 Personnel Officer's Review of the Contents of Medical Certification for Employee's Own Serious Health Condition*

(a) **Complete and Sufficient:** The employee must provide a certification for his or her own serious health condition that is complete and sufficient to support the request for leave. A certification is incomplete if one or more of the applicable entries on the certification form have not been completed. A certification is insufficient if the information on the certification form is vague, ambiguous, or not responsive. If the certification is incomplete or insufficient, the Personnel Officer will give the employee written notice of the deficiencies and seven days to cure, unless a longer period is necessary in light of the employee's diligent, good faith efforts to address the deficiencies. (29 CFR § 825.305(c).)

(b) **Authentication and Clarification:** After giving the employee an opportunity to cure the deficiencies in a medical certification for the employee's own serious health condition, the Personnel Officer may contact the health care provider who provided the certification to clarify and/or authenticate the certification. "Authentication" means providing the health care provider with a copy of the certification form and requesting verification that the information on the form was completed or authorized by the health care provider who signed the form. "Clarification" means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of the response. The Personnel Officer may not ask for additional information beyond that required on the certification form. (29 CFR § 825.307(a).)

### *806.14 Second and Third Medical Opinions for Employee's Own Serious Health Condition*

If the City of Kingsburg has a good faith, objective reason to doubt the validity of a certification for the employee's serious health condition, the City of Kingsburg may require a medical opinion of a second health care provider chosen and paid for by the City of Kingsburg. If the second opinion is different from the first, the City of Kingsburg may require the `opinion of a third provider jointly approved by the City of Kingsburg and the employee, but paid for by the City of Kingsburg. The opinion of the third provider will be binding. (29 CFR § 825.307(b) & (c); 2 Cal.Code Regs § 11091(b)(2)(A).) The City of Kingsburg must provide the employee with

a copy of the second and third medical opinions, where applicable, without cost, upon the request of the employee. (29 CFR § 825.307(d); 2 Cal.Code Regs § 11091(b)(2)(D).)

### *806.15 Intermittent Leave or Leave on a Reduced Leave Schedule*

If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule for his or her own serious health condition, or to care for an immediate family member with serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. (2 Cal.Code Regs § 11090(e); 29 CFR § 825.202(b).) The City of Kingsburg may require an employee who certifies the need for a reduced schedule or intermittent leave to temporarily transfer to an alternate position of equivalent pay and benefits that better accommodates the leave schedule. (2 Cal.Code Regs § 11090(e)(1); 29 CFR § 825.204.)

### *806.16 Employee Notice of Leave*

Although the City of Kingsburg recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much verbal or written notice as possible of their need for leave. (29 CFR § 825.304(a).) If leave is foreseeable, at least 30 days' notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact day(s) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. (29 CFR § 825.302(a); 2 Cal.Code Regs § 11091(a)(2) & (3).) For foreseeable leave due to a qualifying exigency, an employee must provide verbal or written notice of the need for leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR § 825.302(a).)

### *806.17 Reinstatement Upon Return From Leave*

(a) **Reinstatement to Same or Equivalent Position:** Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent benefits and pay. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the FMLA/CFRA period. (2 Cal.Code Regs § 11087(f) & (g); 2 Cal.Code Regs § 11089(a); 29 CFR § 825.214-215; 29 CFR § 825.216.)

(b) **Date of Reinstatement:** If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and the City of Kingsburg, the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of his/her readiness to return. (2 Cal.Code Regs § 11089(c)(1) & (2).)

(c) **Employee's Obligation to Periodically Report on His/Her Condition:** Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return. (29 CFR § 825.311.)

(d) **Fitness for Duty Certification:** As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform his or her job, the employee must obtain and present a fitness-for-duty certification from the health care provider stating that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement. (Gov. Code § 12945.2(k)(4); 29 CFR § 825.312.)

(e) **Reinstatement of "Key Employees":** The City of Kingsburg may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid 10 percent of all employed by the City of Kingsburg within 75 miles of the worksite) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the City of Kingsburg, and the employee is notified of the City of Kingsburg's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur. (Gov. Code § 12945.2(r)(1); 29 CFR §§ 825.217-219.)

### *806.18 Required Forms*

Employees must complete the applicable forms to receive family and medical care leave. Contact Administrative Services Director to request the forms.

### *806.19 Emergency Family and Medical Leave Expansion Act*

**(a) Eligibility**

Employees are eligible for up to 12 weeks of job-protected Public Health Emergency Leave if the following requirements are meet:

(1) The employee has worked for the City of Kingsburg for at least 30 calendar days, (FMLA Sec. 110(a)(1)(A);

(2) The employee is unable to work (or telework) due to a need to care for the son or daughter (under 18 years of age) who's school or place of care has been closed, or who's child care provider is unavailable due to a COVID–19 emergency declared by either a Federal, State, or local authority, (FMLA Sec. 110(a)(2)(A) & (B)); and

(3) The employee provided reasonable notice of the need for the leave.

(4) Protected Health Emergency Leave is a form of FMLA leave and is not in addition to any other FMLA leave.

**(b) Paid Leave**

The first 10 days of Emergency Family Medical Leave may consist of unpaid leave unless the employee elects to utilize accumulated leaves, including Emergency Paid Sick Leave in section 804.1 above. For the remaining 10 weeks, an employee is entitled to paid leave at two-thirds of the employee's regular rate of pay. (FMLA Sec. 110(b).) However, paid leave is subject to a cap of $200 per day and $10,000 total.

**(c) Restoration to Prior Position**

Employees out on Emergency Family and Medical Leave are entitled to reinstatement to their prior position unless the position held by the employee does not exist due to economic conditions or other changes in operating conditions caused by a public health emergency during the period of leave. (FMLA Sec. 110(d).)

If the City of Kingsburg is unable to restore the employee to an equivalent position to the employee's prior position, the City of Kingsburg will notify the employee if an equivalent position becomes available within 1-year of either, the date the public health emergency concludes or date which is 12 weeks after the employee started their Emergency Family and Medical Leave, (which ever date is earlier). Notification shall be by regular mail to the employees address on file.

**(d) Expiration**

The provision of this section shall expire on December 31, 2020 or when the Emergency Family and Medical Leave Expansion Act is no longer effective.

(e) Employees shall request leave as soon as practicable and shall certify the need for leave in writing at the time of the request.

(f) The City of Kingsburg may deny this leave to any employee who is a health care provider or emergency responder.

# Emergency Telecommuting Policy

The purpose of the Emergency Telecommuting Policy is to ensure that essential City of Kingsburg functions continue to be performed at an alternative location during the disruption of normal operations. The City of Kingsburg will implement this Policy in keeping with the mission of the City of Kingsburg and the respective Department. This Policy is an emergency policy and the CITY MANAGER has discretion to withdraw the Policy if deemed necessary.

The City Manager shall designate and authorize specific times in which an Emergency Telecommuting Agreement ("ETA" or "Agreement") shall apply. Any ETA is subject to the terms and conditions set forth in this Policy below.

**Eligibility Criteria**

Telecommuting is not suitable for all employees and/or positions. The City Manager has the discretion to determine the employees and positions who may telecommute on an emergency basis utilizing criteria that includes, but is not limited to:

1. The operational needs of the employee's department and the City of Kingsburg;

2. The potential for disruption to the City of Kingsburg's functions;

3. The ability of the employee to perform his or her specific job duties from a location separate from his or her City of Kingsburg worksite ('Alternate Worksite") without diminishing the quantity or quality of the work performed;

4. The degree of face-to-face interaction with other City of Kingsburg employees and the public that the employee's position requires;

5. The portability of the employee's work;

6. The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost;

7. The risk factors associated with performing the employee's job duties from a location separate from his or her City of Kingsburg Worksite;

8. The ability to measure the employee's work performance from a location separate from his or her City of Kingsburg Worksite;

9. The employee's supervisory responsibilities;

10. The employee's need for supervision;

11. Other considerations deemed necessary and appropriate by the employee's immediate supervisor, Department Head, and the City Manager.

**Telecommute Assignment:**

1. Any ETA is only valid for the time period specified in the Agreement. The Agreement is invalid after this time unless the City of Kingsburg approves an extension in writing. The City of Kingsburg may, in its discretion, decide to terminate the Agreement earlier.

2. Employee acknowledges and agrees that the ETA is temporary and subject to the discretion of management. Telecommuting will be approved on a case-by-case basis consistent with the eligibility criteria above.

3. Non-exempt employees who receive overtime shall be assigned a work schedule in the ETA, including rest and meal breaks ("Work Schedule"). Any deviation from the Work Schedule must be approved in advance, in writing, by management. Non-exempt employees must take meal and rest breaks while telecommuting, just as they would if they were reporting to work at their City of Kingsburg worksite. Non-exempt employees may not telecommute outside their normal work hours without prior written authorization from their supervisor. A non-exempt employee who fails to secure written authorization before telecommuting outside his or her normal work hours may face discipline in accordance with the City of Kingsburg's policy for working unauthorized overtime.

4. Telecommuting employees are required to be accessible in the same manner as if they are working at their City of Kingsburg worksite during the established telecommuting Work Schedule, regardless of the designated location for telecommuting, or "Alternate Worksite." Employees must be accessible via telephone, email, and/or network access to their supervisor and other City of Kingsburg employees while telecommuting, as if working at their City of Kingsburg worksite. Employees shall check their City of Kingsburg-related business phone messages and emails on a consistent basis, as if working at their City of Kingsburg worksite.

5. Employees shall work on a full-time basis, according to the Work Schedule. Employees are required to maintain an accurate record of all hours worked at the Alternate Worksite and make that record available to his or her supervisor upon request. Employees shall record all non-productive work time on his/her timesheet.

6. While telecommuting, employees shall adhere to the following:

    a. Be available to the department via telephone and/or email during all ETA designated work hours.

    b. Have the Alternate Worksite be quiet and free of distractions, with reliable and secure internet and/or wireless access.

    c. All periods of employees' unavailability must be approved in advance by management in accordance with department policy and documented on the appropriate leave of absence slip.

    d. Employees shall ensure dependent care will not interfere with work responsibilities.

    e. Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.

f. If the City of Kingsburg has provided City of Kingsburg owned equipment, employees agree to follow the City of Kingsburg's Policy for the use of such equipment. Employees will report to their supervisor any loss, damage, or unauthorized access to City of Kingsburg owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.

**General Duties, Obligations and Responsibilities:**

Employees must adhere to the provisions set forth in this Policy and the terms of the ETA. Any deviation from the ETA requires prior written approval from the City of Kingsburg.

1. All existing duties, obligations, responsibilities and conditions of employment remain unchanged. Telecommuting employees are expected to abide by all City of Kingsburg and departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official City of Kingsburg documents and directives.

2. Employees authorized to perform work at an Alternate Worksite must meet the same standards of performance and professionalism expected of City of Kingsburg employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other City of Kingsburg employees and the public.

3. Employees shall ensure that all official City of Kingsburg documents are retained and maintained according to the normal operating procedures in the same manner as if working at a City of Kingsburg worksite.

4. Employees may receive approval to use personal computer equipment or be provided with City of Kingsburg issued equipment at the discretion of the City Manager.

5. The City of Kingsburg shall not be responsible for costs associated with the use of computer and/or cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (*e.g.*, utilities associated with the employee's telecommuting).

6. Employees may receive a virtual private network ("VPN") account, as approved by the City Manager.

7. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, declare vacation or take other time off from work must be pre-approved in writing by each employee's supervisor. If an employee becomes ill while working under an ETA, he/she shall notify his/her supervisor immediately and record on his/her timesheet any hours not worked due to incapacitation.

8. Employees must take reasonable precautions to ensure their devices (*e.g.*, computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the City of Kingsburg's network and must close or secure all connections to City of Kingsburg desktop or system resources (*e.g.*, remote desktop, VPN connections, etc.) when not conducting work for the City of Kingsburg. Employees must maintain adequate firewall and security

protection on all such devices used to conduct City of Kingsburg work from the Alternate Worksite.

9. Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the City of Kingsburg's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to City of Kingsburg work they access from the Alternate Worksite or transport from their City of Kingsburg worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the Alternate Worksite or transport from their City of Kingsburg worksite to the Alternate Worksite. Employees must return all records, documents, and correspondence to the City of Kingsburg at the termination of the ETA or upon request by their supervisor, Department Head or Human Resources.

10. Employees' salary and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to their supervisor immediately. The City of Kingsburg shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.

11. All of Employees' existing supervisory relationships, lines of authority and supervisory practices remain in effect. Prior to the approval of this Agreement, supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved.

12. Any breach of the telecommuting agreement by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.

# Emergency Telecommuting Agreement

**Employee Acknowledgement:**

I, the undersigned employee ("Employee"), have read the Emergency Telecommuting Policy and the Emergency Telecommuting Agreement ("ETA" or "Agreement") in their entirety and I agree to abide by the terms and conditions they contain. I understand and agree that the ETA is temporary and contingent upon the City Manager's approval. Approval does not imply entitlement to a permanently modified position or a continued telecommute arrangement.

I understand and agree that the ETA is voluntary and may be terminated at any time. I further understand that the City of Kingsburg may, at any time, change any or all of the conditions under which approval to participate in the ETA is granted, with or without notice.

I agree to and understand my duties, obligations and responsibilities. I also understand it is my responsibility to provide adequate advance notification to my supervisor if I am unable to keep any of the agreed upon commitments and/or deliverables. If I fail to do so, I understand this Agreement may be immediately terminated.

The Agreement is valid from _____ to _____. I understand this Agreement expires on _____ and may not continue unless the City of Kingsburg approves a new ETA in writing. The City of Kingsburg may rescind this Agreement at any time.

Regularly Assigned Place of Employment: The days and hours the City of Kingsburg expects the Employee to be physically present at the City of Kingsburg Worksite are the following:

| Day | Morning | | Lunch | Afternoon | | Total Hours |
|---|---|---|---|---|---|---|
| | Start | End | | Start | End | |
| Sunday | | | | | | |
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |

Alternate Worksite: The location and address of the Alternate Worksite is:

_____

Street City Zip Code State

The phone number to reach Employee at the Alternative Worksite while working under this Agreement is:

_____.

The days and hours ("Work Schedule") the City of Kingsburg permits the Employee to be physically present at the Alternate Worksite are the following:

| Day | Morning | | Lunch | Afternoon | | Total Hours |
|---|---|---|---|---|---|---|
| | Start | End | | Start | End | |
| Sunday | | | | | | |
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |

The Employee agrees to report work-related injuries to the Employee's supervisor at the earliest reasonable opportunity. The Employee agrees to hold the City of Kingsburg harmless for injury to third parties at the Alternate Worksite.

I hereby affirm by my signature that I have read this Emergency Telecommuting Agreement, and understand and agree to all of its provisions.

_____

Employee's Name and Title Date

_____

Employee's Supervisor's Name and Title Date

_____

Alexander J. Henderson Date
City Manager

**Submit the completed and executed Agreement to: Administrative Services Director**

## Employee Certification to Return to Work After Exhibiting Symptoms of COVID-19 or Suspicion of Having or Being Exposed to COVID-19

(May be used if a Doctor's Note is not practicable)

I, _____, certify that I have been free of fever (a "fever" is defined as 100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other COVID-19 related symptoms (*e.g.*, cough or shortness of breath) for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (*e.g.*, cough suppressants) and, at least 7 days have passed since symptoms first appeared. I understand that if I do show further signs of having COVID-19 (*e.g.*, fever, cough, or shortness of breath), I must inform my supervisor immediately and the City of Kingsburg may either direct me to stay away from work or may require me to undergo a fitness for duty examination at the City of Kingsburg's expense and according to the City of Kingsburg's policy regarding fitness for duty examinations.

_____ _____

Signature Date

# AGREEMENT FOR REPAYMENT OF LEAVE PAY

In the event an employee has exhausted all vacation, sick leave, compensatory time off, and administrative leave, an employee may accrue up to 80 additional hours of sick leave, according to the terms below.

Based on mutual written agreement between the employee and City Manager, the amount of extra sick leave taken must be repaid within a reasonable time or based on the agreement of both parties.

Except as modified by this Policy, all City of Kingsburg policies, procedures, regulations, and Memoranda of Understanding remain in full force and effect. This is an emergency policy of the City of Kingsburg and is not intended to be a binding practice. This Policy is subject to change at any time, based on changing circumstances and information known about the COVID-19 virus. The City of Kingsburg will notify employees of any changes to this Policy and will comply with all applicable laws regarding notice to bargaining units, as required.

**Reason for Leave**:

_____ Leave because of the closure of my child(ren)'s school(s) or child care provider(s) or the unexpected unavailability my child(ren)'s child care provider.

_____ Leave because I would like to follow Governor Gavin Newsom's March 15, 2020 guidance for the home-isolation of individuals over the age of 65 and those with chronic health conditions.

_____ Leave due to a legal shelter-in-place order issued by a federal, state, or local agency, official, governing body, or other entity.

_____ Leave because, within the last 14 days, I have returned from travel to or through areas with a Warning Level 3 or higher as defined by the Centers for Disease Control (CDC) or from travel on a cruise ship.

_____ Leave because, within the last 14 days, I have had close contact with affected individuals, defined as (a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case); or (b) having direct contact with infectious secretions of a COVID-19 case (*e.g.*, being coughed on).

_____ Leave because I am exhibiting symptoms (*e.g.*, fever [defined as 100.4° F [37.8° C] or greater using an oral thermometer], coughing, and/or shortness of breath) associated with COVID-19 or I have obtained a positive diagnosis of COVID-19.

_____ Leave to care for a family member (as defined below) who is exhibiting symptoms of (*e.g.*, fever (defined as 100.4° F [37.8° C] or greater using an oral thermometer), coughing and/or shortness of breath) or who has obtained a positive diagnosis of COVID-19. The family member I am caring for is my:

_____ (Family Member's Relation to You)

**Repayment:**

Commencing on _____, 20_____ (payroll period ___-___), until the sick leave advanced is repaid I agree to forego my biweekly:

☐ Sick Leave Accrual ☐ Vacation Leave Accrual ☐ Other Leave Accrual

I understand and fully acknowledge that I am required to repay the City of Kingsburg the number of hours of sick leave I accrue under this Agreement within a reasonable time based on the agreement of both parties. If I leave City of Kingsburg employment for any reason prior to the full repayment of the sick leave accrual, I consent to the withholding of the amount necessary to repay the City of Kingsburg for the sick leave advance from my last payroll warrant. If any amount remains due after I have separated from the City of Kingsburg, I agree to pay the remaining balance back to the City of Kingsburg within 60 business days of my date of separation from employment. I understand that if I fail to repay the full balance of the sick leave accrual, the City of Kingsburg will commence litigation to recover the balance due.

Date: _____

Employee Signature: _____

City Manager or Designee Signature: _____
(or designee)

# Notice of Directive to Employee not to Return to Work and Use Sick Leave or other Leave Balance

**CONFIDENTIAL MEMORANDUM**

**To:**
**From:**
**Date:**
**Re:** NOTICE OF DIRECTIVE TO EMPLOYEE TO NOT RETURN TO WORK AND OPPORTUNITY TO USE SICK AND/OR OTHER LEAVE

The City of Kingsburg has a duty under the law, including the California Occupational Safety and Health Act, to maintain safe and healthy working conditions for employees. As part of the City of Kingsburg's obligation to provide a safe work environment for all employees, the City of Kingsburg has directed you to stay home due to exhibiting symptoms of COVID-19 or suspicion of having or being exposed to COVID-19. Specifically, the City of Kingsburg is directing that you do not come to work because of the following:

(1) Exhibition of symptoms associated with COVID-19 (such as fever, defined as 100.4° F [37.8° C] or greater using an oral thermometer, coughing and/or shortness of breath);
(2) Severity of such symptoms;
(3) Travel to or through areas with level 3 or higher area as defined by the CDC or from travel on a cruise ship;
(4) Close contact with affected individuals, defined as a) being within approximately 6 feet (2 meters) of a person diagnosed with COVID-19 for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a person diagnosed with COVID-19, or b) having direct contact with infectious secretions of a person diagnosed with COVID-19 (e.g., being coughed on);
(5) Positive test for COVID-19

You may not return to work until you provide a certification from your treating physician that the symptoms are non-communicable or, if that is not practicable, provide a certification on a form provided by the City of Kingsburg that you are free of fever, signs of a fever, and any other symptoms of COVID-19 for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (*e.g.*, cough suppressants) and, at least 7 days have passed since symptoms first appeared.

This action is based on the National and State declarations of emergency, as well as guidance by the CDC for the prevention of transmission of COVID-19.

If you wish to be paid during this leave, you will need to use your available sick leave balance, and any other leave balance available to you.

**RIGHT TO RESPOND**

You may provide a written and/or verbal response to this Notice. Your written response must be received by the Administrative Services Director within five (5) working days of your return to work.

If you wish to provide a verbal response, you must advise the Administrative Services Director of that

fact by contacting her at cwindover@cityofkingsburg-ca.gov or 559-897-5821 no later than the close of business of _____ (provide date). The Administrative Services Director will set up a conference for you to present any response to this Notice after you return to work.

This conference is not designed to be a formal evidentiary hearing, but you may be represented by legal counsel or another individual of your choice.

Your failure to provide a written response or to request a conference will constitute a **waiver** of your right to provide a response. Accordingly, the City Manager or his designee's decision to either sustain, modify, or reject this action will be based upon a review of this Notice.

The City Manager or his designee shall provide you with written notice of his/her determination within 5 work days of the response conference.

SIGNATURE: _____

# Employee Certification of Need for Paid Emergency Sick Leave

I, _____, certify that I am unable to work (or telework) for one of the following reasons:

_____ I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

_____ I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

_____ I am experiencing symptoms of COVID-19 (*e.g.*, fever [defined as 100.4° F [37.8° C] or greater using an oral thermometer], coughing, and/or shortness of breath) and seeking a medical diagnosis.

_____ I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Relationship to individual _____

_____ I am caring for my child whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 precautions.

_____ I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

I understand that if my circumstances change, I must immediately inform my supervisor and the City of Kingsburg and I may be directed to report back to work (or telework).

_____ _____

Signature Date

# Employee Certification of Need for Emergency Family and Medical Leave

I, _____, certify that I have a child who is under the age of 18, whose school or place of care has been closed, or whose child care provider is unavailable due to a COVID–19 emergency declared by either a Federal, State, or local authority. Due to the need to care for my child, I am unable to work (or telework). I understand that if my childcare needs change, I must immediately inform my supervisor and the City and I may be directed to report back to work (or telework).

_____ _____

Signature Date

# CITY OF KINGSBURG
# ENGINEERING PROGRESS REPORT
# March 27, 2020

## CAPITAL IMPROVEMENT PROJECTS

### I. Crandall Swim Complex

The project involves pool improvements including re-plastering, tile repairs, decking repairs, lighting upgrades, and associated improvements. The project is complete with the exception of minor correction items.

### II. 10th Avenue Pedestrian Improvements

The project includes construction of gap connection pedestrian walking paths on 10th Avenue between Stroud Avenue and Silverbrooke Street. The project is scheduled to begin construction in April 2020

### III. Madsen Avenue Bike Path Phase 2

The project involves extending the existing Madsen Ave trail from Stroud Avenue to Kamm Avenue. The environmental, design and right-of-way phases of the project are currently underway. Construction is scheduled for spring 2020.

### IV. Marion Street Resurfacing

The project involves resurfacing Marion Street from Sierra Street to Lewis Street with a cape seal. The project is currently in the design phase and construction is anticipated to occur in summer 2020.

### V. Bethel / Sierra Roundabout

The project will construction a roundabout at the intersection of Bethel / Sierra. The project is in the early stages of preliminary design and right-of-way acquisition. Construction is anticipated in spring 2021.

## VI. Mehlert Street Reconstruction

The project will reconstruct Mehlert Street between 10th Street to east of 14th Street. The project is in the design phase and construction is anticipated in summer 2020.

## VII. 18th Avenue Sidewalks

The project includes constructing sidewalks along the west side of 18th Avenue between Tulare Street and Stroud Avenue. The project is in the design phase of the project. Construction is anticipated in summer 2020.

## VIII. Madsen Avenue Street Reconstruction

The project will reconstruct Madsen Avenue between Sierra Street and Kamm Avenue. The project is in the design phase and construction is anticipated in summer 2020.

## IX. TCP Water Treatment Plants

The project consists of constructing two new trichloropropane removal plants at municipal water wells No. 12 and No. 13 as well as chlorination facilities on all city wells. The project began construction in January 2020 and is approximately 20% complete. The project official completion date is November 2020, however, the contractor is anticipating an early completion in August 2020.

# PLANNING & DEVELOPMENT PROJECTS

## X. Development Projects

The City Engineer is performing engineering review and/or inspection of the following entitlement projects:

a) Hash Residential Development – City Engineer is working with the developer for approvals of the Phase 3 improvement plans and providing construction support for the Phase 2 improvements.

b) Senior Housing Project – Fresno Housing Authority has received approval for a senior housing complex near the intersection of Sierra Street / Marion Street. The City Engineer is working with the developer regarding on-site and off-site designs for infrastructure improvements and coordinating with CID, Caltrans, SKF, and Tulare County on the proposed off-site improvements.

c) Washington School Improvements – Campus improvements are currently have been completed. The City Engineer's office is currently providing

working with the school and its contractor to complete paving of Williams Street between Sierra St. and Marion St.

d) Tract 6122 – Construction of the subdivision is nearing completion. Work on 18th Avenue, Kamm Avenue and replacement of the CID irrigation line are currently being performed by the developer.

e) TTM 6151/6167 – The tentative tract maps for these project have been approved. There has been no activity from the developer related to the review and approval of final maps on these tracts.

f) TTM 5073 – The map has been approved, however, the developer still needs to submit the signed Final Map, Subdivision Agreement, and fees prior to recordation of the map.

g) Adventist Health Complex – A new medical complex has been approved at the intersection of Sierra Street / Simpson Street. The City Engineer is working with the developer regarding on-site and off-site designs for infrastructure improvements.

h) Stone Hotel Site – A new mixed use development has been approved for the old Stone Hotel site at California & Draper Streets. The City Engineer is working with the developer regarding on-site and off-site designs for infrastructure improvements.

i) K-Corporate Center (Phase 2) – The City Engineer is reviewing and processing a parcel map and improvement plans for a proposed 58,000 square foot industrial building on Simpson Street at Stroud Avenue.

j) KYBA – New Baseball Field – The City Engineer has prepared grading/site improvement plans for a new baseball field to be constructed by KYBA and is assisting in permitting the project through Tulare County.

## GRANT APPLICATIONS

### XI. Grant Program Applications

A call for projects for the next cycle of Active Transportation Program (ATP) funding has been released. The City Engineer is preparing a grant application for safe route to school improvements around Reagan and Roosevelt schools.

## OTHER PROJECTS

### XII. PG&E Rule 20A Undergrounding Projects

The City Engineer is coordinating the 10th Avenue (Draper Street to Roosevelt Street) undergrounding project within the City of Kingsburg.

### XIII. Golden State Blvd Reconstruction

The project will reconstruct Golden State Boulevard within the entire limits of Kingsburg. The project design and construction phases are being led by the FCOG and Fresno County. Construction work is expected to begin in summer 2020 and be completed by winter 2022.

### XIV. ADA Transition Plan

The ADA transition plan has been completed and adopted by the City Council. The plan typically has a five year life, therefore the next update of the plan will be planned for 2025.

### XV. Downtown Kingsburg Strategic Plan

The City Engineer is preparing a strategic plan for downtown focusing on parking, pedestrian movement, and transit oriented development strategies. The project is funded by a Transit Oriented Development (TOD) grant from the Fresno Council of Governments. Anticipated project completion is July 2020.

### XVI. Traffic Safety Projects

The City Engineer's office is pursuing traffic safety projects at the following locations.

- Rapid Flashing Beacons on the north leg crosswalk at the intersection of 18th Ave / Mariposa.
- Pedestrian 'scramble" at the intersection of 18th / Sierra and removal of mid-block crosswalk on 18th between Sierra & Tulare streets.

### XVII. Groundwater Sustainability Act

The City Engineer is continuing to serve as Secretary of the JPA and is involved in going efforts to develop a GSP.

**Meeting Date**: 04/01/2020
**Agenda Item**: 5.4

# CITY COUNCIL MEETING STAFF REPORT

**REPORT TO:** **Mayor Roman & Council Members**

**REPORT FROM:** **Alexander J. Henderson, City Manager; ICMA-CM** **REVIEWED BY: AP**

**AGENDA ITEM:** **2019/2020 Capital Improvement Plan Update**

**ACTION REQUESTED**: __Ordinance __Resolution __Motion __✓__Receive/File

## EXECUTIVE SUMMARY

Attached is a status update for the 2019/2020 capital improvement plan as adopted by the City Council with the regular budget.

Staff will be available to answer questions and provide oral updates on individual projects.

Staff will also ask the Committee to begin thinking about any relevant projects for the upcoming budget year. Department Heads have submitted their requests.

## RECOMMENDED ACTION BY CITY COUNCIL

1. *Informational only.*

## POLICY ALTERNATIVE(S)

1. N/A

## STRATEGIC INITIATIVE

1. Ensure Financial Stability

## FINANCIAL INFORMATION

**FISCAL IMPACT:**

| | | |
|---|---|---|
| 1. | Is There A Fiscal Impact? | Yes |
| 2. | Is it Currently Budgeted? | Yes |
| 3. | If Budgeted, Which Line? | Varies |

## PRIOR ACTION/REVIEW

None.

## BACKGROUND INFORMATION

See Executive Summary.

## ATTACHED INFORMATION

1. 2019/2020 Capital Improvement Plan Status Update

**Capital Improvement Fund 2019-2020**

| Department | Strategic Goal Met | Type of Request | Item Description | Purpose | Cost | Funding Source | Status Update |
|---|---|---|---|---|---|---|---|
| Council/Committee | Improve Community Communication | IT Equipment | Sound/Video | Council Chambers IT Upgrades; Live Stream Capability | $4,000 | General Fund | Not Yet Started |
| All | All | Equipment | Camera/Security | Installation of Security Cameras at City Hall | $5,000 | General Fund/Water Enterprise | In Progress |
| All | All | Equipment | Computer Replacement | Technology Upgrades (Computers/Monitors) | $4,000 | General Fund | Complete |
| Council/Committee | Improve Public Safety | Infrastructure | Funding Request For Improvements | Public Safety Committee Request | $20,000 | General Fund | In Progress |
| Economic Development | Promote Sustainable Development | Incentive | Upper Floor Residential Rehab Grant | Grant for providing market rate apartments on Draper St. (carry over) | $100,000 | General Fund | Complete |
| Economic Development | Promote Sustainable Development Increase Retail Opportunities | Incentive | Façade/Alley Program | Grant Program for Façade/Alley | $50,000 | Economic Development Fund | In Progress; 3 Apps |
| Economic Development | Promote Sustainable Development Increase Retail Opportunities | Incentive | Econ. Development - Property Tax | Funding for Economic Development Incentives (Council Approved) | $125,000 | Economic Development Fund | In Progress; New Incentive Program |
| Engineering/Planning | Promote Sustainable Development | Planning | Municipal Service Review | LAFCo MSR; Sphere of Influence Expansion | $20,000 | General Gov. Impact Fees | In Progress |
| Engineering/Planning | Promote Sustainable Development | Planning | TOD Parking Study | Downtown Parking Study | $90,000 | Transit Oriented Development Grant | In Progress; June Estimate |
| Engineering/PW | Improve Public Safety | Infrastructure | Alley Improvements | Downtown Improvements; Pedestrian Transition | $80,000 | Measure C | In Progress; Report Complete |
| Engineering/PW | Improve Public Safety | Infrastructure | Road Repair | Marion St. (Cape Seal; Sierra to Lewis) | $210,000 | SB1 | Not Yet Started; Spring Construction |
| Engineering/PW | Improve Public Safety | Infrastructure | Road Repair | 12th Ave (Sierra to Winter) | $276,000 | LTF 8 | Complete |
| Engineering/PW | Improve Public Safety | Infrastructure | Road Repair | Union St. (10th to 18th) | $375,000 | LTF 8 | Complete |
| Engineering/PW | Improve Public Safety | Infrastructure | Road Repair | Mehlert Reconstruction (12th Ave to FWY 99 Off Ramp) | $182,205 | RSTP Grant; LTF 8 Local Share | Not Yet Started; Spring Construction |
| Engineering/PW | Improve Public Safety | Infrastructure | Road Repair | Ave 396 Contribution | $200,000 | Traffic Impact Fees | Complete |
| Engineering/PW | Improve Public Safety | Infrastructure | Road Repair | Madsen Ave. (Sierra to Klepper) | $445,000 | STBG | Not Yet Started; Spring Construction |
| Engineering/PW | Improve Public Safety | Infrastructure | Sidewalk Installation | 18th Ave Sidewalk (west side of street) | $4,375 | CMAQ Grant; LTF 3 Local Share | Not Yet Started; Spring Construction |
| Engineering/PW | Provide Recreation Opportunities for All Ages | Infrastructure | Madsen Ave Bike Path (Stroud to Kamm) | Extend recreational trail north of Stroud | $408,971 | CMAQ Grant; LTF 3 Local Share | In Progress, ROW Acquisition Phase |
| Fire | Improve Public Safety | Equipment | Portable Radios | Replace Line Staff Radios (9) | $9,000 | Measure E | Complete |
| Fire | Improve Public Safety | Equipment | SCBA Equipment | Purchase New SCBA Filling Station | $15,000 | Measure E | Not Yet Started |
| Fire | Improve Public Safety | Equipment | PPE | Replacement of Personal Protective Equipment; 5 Sets | $10,000 | Measure E | Complete |
| Fire | Ensure Financial Stability | Infrastructure | Painting - Station #2 | Wood Repair & Painting | $16,200 | General Fund | Complete |
| Parks | Provide Recreation Opportunities for All Ages | Planning | Design for Recreational Space | Design funding For Park Improvements | $50,000 | Park Impact Fees | In Progress |
| Parks | Provide Recreation Opportunities for All Ages | Equipment | Parks Improvements | Land Acquisition for Recreation Space (carryover) | $600,000 | Park Impact Fees | Not Yet Started; Other Options |
| Parks | Provide Recreation Opportunities for All Ages | Programs | Athwal Park Improvements | Athwal Park Improvements | $640,000 | TCHCD Grant/General Fund | Complete |
| Police | Improve Public Safety | Equipment | IT Equipment | Server Replacement; Video Recorder | $4,000 | General Fund | Complete |
| Police | Improve Public Safety | Vehicle | Vehicle Replacement | Replace Two (2) Patrol Squads | $120,000 | General Fund | Complete |
| Police | Improve Public Safety | Vehicle | Vehicle Replacement | Replace Seven (7) Patrol Squads | $420,000 | Measure E | Complete |
| Police | Improve Public Safety | Equipment | Equipment | Tasers, Rifles, Tablets for Squads | $69,000 | Measure E | Complete |
| Pool | Provide Recreation Opportunities for All Ages | Infrastructure | Sand Filter Replacement | Continued - fourth year of six year replacement schedule | $20,000 | Pool | Complete |
| Public Works | Improve Public Safety | Infrastructure | Curb Ramp Installation | Installation of ADA curb ramps in older neighborhoods (ADA Transition Plan) | $15,000 | Measure C | Complete |
| Public Works | Ensure Financial Stability | Vehicle | Vehicle Replacement | Truck Replacement F-150 - Streets/Parks | $32,000 | General Fund | Complete |
| Public Works | Increase Retail Opportunities | Infrastructure | Downtown Banner Replacement | Downtown Banner Replacement (128) | $32,000 | Measure C | Not Yet Started |
| Public Works | Increase Retail Opportunities | Equipment | Flag Replacement | Swedish/US Flag Replacements | $6,000 | Measure C | In Progress |
| Public Works | Improve Public Safety | Infrastructure | Annual Street Striping | Refresh/replace of striping will enhance safety | $10,000 | LTF 8 | Complete |
| Public Works | Improve Public Safety | Equipment | Sidewalk Repairs | Annual Repairs | $20,000 | Measure C | In Progress |
| Public Works - Parks Dept. | Ensure Financial Stability | Equipment | New Equipment | Mower Replacement | $17,000 | General Fund | Complete; Engine Rebuilt; Funds Redirected |
| Senior Center | Ensure Financial Stability | Infrastructure | Solar Installation | Installation of Solar on Senior Center Roof | $237,500 | CDBG Funds | In Progress; Spring Construction |
| Water Enterprise | Ensure Financial Stability | Vehicle | Vehicle Replacement | Truck Replacement F-150 - Water | $32,000 | Water Enterprise | Complete |
| Water Enterprise | Ensure Financial Stability | Infrastructure | Meter Replacement | Commercial Meter Purchases | $60,000 | Water Enterprise | Complete |
| Water Enterprise | Improve Public Safety | Infrastructure | Chlorination Equipment | Installation of chlorination equipment at all City wells. | $650,000 | Water Enterprise | In Progress; June Estimate |
| Water Enterprise | Improve Public Safety | Infrastructure | Well #12 Pipelines | New water lines to convey well water to treatment facility | $450,000 | Water Enterprise | Complete |
| Water Enterprise | Improve Public Safety | Infrastructure | Well #13 Treatment Facility | Treatment facility | $2,500,000 | Water Enterprise | In Progress; June Estimate |
| Water Enterprise | Improve Public Safety | Infrastructure | Well #12 Treatment Facility | Includes treatment and parking pad | $2,500,000 | Water Enterprise | In Progress; June Estimate |

| | |
|---|---|
| General Fund | $379,700 |
| Measure E | $523,000 |
| Other | $1,864,705 |
| Local Transportation Funds | $2,172,346 |
| Water Enterprise | $6,194,500 |
| **Total Capital Improvement Plan** | **$11,134,251** |