

**** Per Section 3 of [Resolution 2082](#) Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020:**

- All in-person Committee meetings of the City Council are cancelled.
- Council and committee meetings may be held telephonically regardless of whether the City has the capability of video recording meetings.
- The public comment portion of Council meetings and any scheduled public hearings are temporarily suspended to discourage public in-person attendance of City Council meetings.
- Meetings may be viewed live or viewed after the fact on the [City of Anacortes website](#) or on [Channel 10](#).
- The public may also listen to the meeting by phone: 312-757-3121, Access Code: 373-576-877
- The public is encouraged to comment via [email](#) or written comment addressed to: City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to 5:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

**** This meeting will be held electronically only ****

March 30, 2020
6:00 p.m.

PRELIMINARY AGENDA

[Packet Materials](#) / [Watch Meeting](#)

1. **Call to Order**
2. **Study Session**
 - a. COVID-19 Impacts and Community Resources (Discussion)
3. **Adjournment**

Our mission is to maintain and improve the quality of life reflecting community expectations through a focus on public participation and employees-mayor-council teamwork.



Anacortes City Council

NOTICE OF SPECIAL MEETING

**Monday, March 30, 2020
6:00 p.m.**

**Municipal Building Council Chambers
904 6th Street**

NOTICE IS HEREBY GIVEN that the Anacortes City Council will hold a special meeting on Monday, March 30, 2020 beginning at 6:00 p.m. in the City Council Chambers for the purpose of conducting a study session on COVID-19 impacts and community resources.

No testimony will be received and no final action will be taken.

Published: March 27, 2020

**Distribution: City Council
 Media**

A. Agenda Review

B. Situational Awareness

- (1) Number of cases in Skagit; Washington State trendline
- (2) Governor's orders re (a) stay-at-home and (b) OPMA
- (3) Expectation for length of stay-at-home orders
- (4) Discuss who is currently working in-office

C. Planning Goal 1: Protect employee and public health.

- (1) Is reliance on County Health appropriate?
- (2) How are we enforcing the stay-home order?
- (3) Are city staff still working on premises when they should be at home?
- (4) What work are staff from closed facilities (e.g., library) doing?
- (5) Do we need personnel policy amendments to justify leave pay?

D. Planning Goal 2: Ensure continued city services (including and especially emergency response services).

- (1) Can staff answer phone calls remotely?
- (2) Do first responders have sufficient PPE?
- (3) Are we effectively communicating with public?
 - (a) Website
 - (b) TV10
 - (c) Anacortes American
 - (d) Anacortes School District
- (4) Improve communication with City Council.

E. Planning Goal 3: Plan for funding sources to fluctuate during the pandemic, and prepare for recovery funding.

- (1) What are expectations for city financial situation?
- (2) Are we tracking time for federal disaster reimbursement?
- (3) Should we suspend all LTAC expenditures this year?

F. Planning Goal 4: Accelerate digital transition for remote work.

- (1) What is the current city capacity for WFH?
- (2) We need council access to systems for council communication and remote work. Council needs to be able to setup its own meetings.
- (3) Are we continuing fiber deployment? We need it now more than ever.

G. Planning Goal 5: Ensure cybersecurity and information security.

- (1) Are city staff using home computers putting the city network at risk?
- (2) What investments do we need to make?

H. Planning Goal 6: Prepare for multiple simultaneous emergencies or disasters.

- (1) Emergency Plan
 - (a) Distribution of plan
 - (b) How are we using plan
 - (c) ICS training
- (2) Need to work directly with Island Hospital to plan for individuals who maybe discharged, but not able to return home or to an assisted living facility. That may require hotel space, school gym space, or other options.
- (3) City of Edmonds emergency code authorization for closures and penalties

I. Planning Goal 7: Prepare for critical personnel replacements and succession in case of illness.

- (1) Cross-training, re-org, and coordination
- (2) City of Edmonds emergency code on mayoral succession

J. Planning Goal 8: Prepare for Return to Work

- (1) Do we have shovel-projects ready for potential future Recovery Act funding? Do we need to spend money to get there? How will we prioritize/authorize such projects?
- (2) Have we extended permit time periods for projects on hold?

City of Anacortes Personnel Policy
Families First Coronavirus Response Act (FFCRA)
DRAFT March 30, 2020

On March 18, 2020, the Federal Government passed the Families First Coronavirus Response Act (FFCRA), an economic stimulus package in response to the COVID-19 pandemic. The new law will take effect on April 1, 2020.

In response the City of Anacortes outlines the following personnel policies that will be in effect from April 1 through December 31, 2020:

Section 1: Public Health Emergency Leave (PHEL) – A Temporary Expansion of the Federal Family and Medical Leave Expansion Act [FMLA] (through December 31, 2020):

- 1. Eligibility:** Regular and temporary City employees, except first responders including Firefighters and Police Officers and Public Works personnel, who have been employed for at least 30 days are eligible for the leave.
- 2. Leave Entitlement:** Eligible employees are entitled to take up to 12 weeks of protected leave if the employee is unable to work (or telework) based on a need to care for their child under age 18 due to closure of the child's school or unavailability of a child care due to a public health emergency with respect to COVID-19.

Note: PHEL **is not an additional** 12 weeks of leave entitlement under the FMLA. If an employee has already used up their 12 weeks of FMLA for a different purpose (or a portion thereof), they are not eligible for an additional 12 weeks of PHEL. Employees who have used any portion of their standard FMLA entitlement are eligible for the remaining portion under the expansion of PHEL.

Intermittent Leave Allowed: Employees may use this leave intermittently. For example, when an employee is able to telework some number of hours may use PHEL for the remaining balance of their regular hours in the week. Employees must arrange for intermittent leave with their supervisor. (See also notice requirements for authorized use of leave, below.)

- 3. Paid Leave Provision:** The first 10 scheduled work days of absence are unpaid, however employees may use any of the following paid leave options to cover the initial unpaid absence:
 - a. Emergency Paid Sick Leave (EPSL, described in *Section 2*, below)
 - b. The employees' accrued Washington Paid Sick Leave (WPSL)
 - c. The employees' accrued City-paid Sick leave
 - d. Any other accrued leave (such as vacation, compensatory time, or exchange time)

Absences after 10 days will be paid at the employee's regular rate of pay for hours they would regularly be scheduled to work. For employees who work a variable-hour schedule, pay will be determined using an average of hours the employee is typically compensated (within the past 6-months) or expected to be compensated upon hire.

4. **Employee Notice to Supervisor:** Employees must provide written notice to their supervisor as soon as practical regarding their need to take leave. Notice via email or text message is acceptable, however the supervisor must confirm receipt of the notice. When possible telework arrangements should be utilized to continue City operations, and may be used on an intermittent basis.

Supervisors are responsible for assessing eligibility and tracking leave time for each employee, with support from the Human Resources department as needed.

5. **Job Restoration:** Upon return from leave, an employee will be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave). If the employee chooses not to return to work for any reason, the employee should notify the City of Anacortes as soon as possible.

Section 2: Emergency Paid Sick Leave (EPSL) – ADDITIONAL Temporary Sick Leave (through December 31, 2020):

1. **Eligibility:** Regular and temporary City employees, except first responders including Firefighters and Police Officers and Public Works personnel, are eligible for the leave. Eligible employees may use the Emergency Paid Sick without any waiting period.
2. **Paid Leave Entitlement:** Full-time employees are entitled up to 80 hours of Emergency Paid Sick Leave. Part-time employees are entitled to the number of hours they typically work over a two-week period as determined by their full time equivalency (FTE) status. Leave is paid at the employee's regular hourly rate of pay.

Note: EPSL **is in addition** to accrued leave already available to employees, and may be used prior to any other type of accrued leave for qualifying purposes (see *Covered Reasons For Taking Leave*, below). The 80-hour maximum of Emergency Paid Sick Leave does not carry forward to 2021.

Intermittent Leave with Multiple Qualifying Events: When an employee returns to work (or telework) after using EPSL the leave eligibility will cease, however any remaining balance of the 80-hour maximum may be used for additional qualifying leave through December 31, 2020.

- 3. Covered Reasons For Taking Leave (Self):** Employees may use emergency paid leave when unable to work (or telework) for the following reasons:
- a. Quarantine or Isolation: The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
 - b. Self-Quarantine: The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - c. Experiencing Symptoms: The employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis.
- 4. Covered Reasons For Taking Leave (Others):** Employees may also use emergency paid leave when unable to work (or telework) for the following reasons:
- d. Care for an Individual in Quarantine, Isolation, or Self-Quarantine: The employee is caring for any individual who is subject to federal, state, or local quarantine or isolation for reasons related to COVID-19, OR the employee is caring for any individual who has been advised to self-quarantine by a health care provider for reasons related to COVID-19
 - e. Care for their Child: If the employee's child's school or care facility is closed due to COVID-19 precautions. As noted in the expanded COVID-FMLA provision (Public Health Emergency Leave, PHEL) above, Emergency Paid Sick Leave may be used in the 10-day waiting period in lieu of accrued leave.
- 5. Employee Notice to Supervisor:** Employees must provide written notice to their supervisor as soon as practical regarding their need to take leave. Notice via email or text message is acceptable, however the supervisor must confirm receipt of the notice.
- Supervisors are responsible for assessing eligibility and tracking leave time for each employee, with support from the Human Resources department as needed.
- 6. Coordination with Other Leave(s):** Emergency Paid Sick Leave may be used in coordination (before or after) other accrued leave, however it may only be used through December 31, 2020. When applicable, Emergency Paid Sick Leave will run concurrently with standard Federal FMLA Leave.

Anticipated Impacts to Revenues

Big impact to Sales Tax:

- March, April, May retail sales (May, June, July City Receipts):
75% decrease those 3 months, totaling \$918,631.
- June, July, August retail sales (Sept, Oct, Nov City Receipts):
50% decrease those 3 months, totaling \$712,287.
- Back to normal by December would be a total sales tax loss
of \$1.631M or 33% of Sales Tax budget.

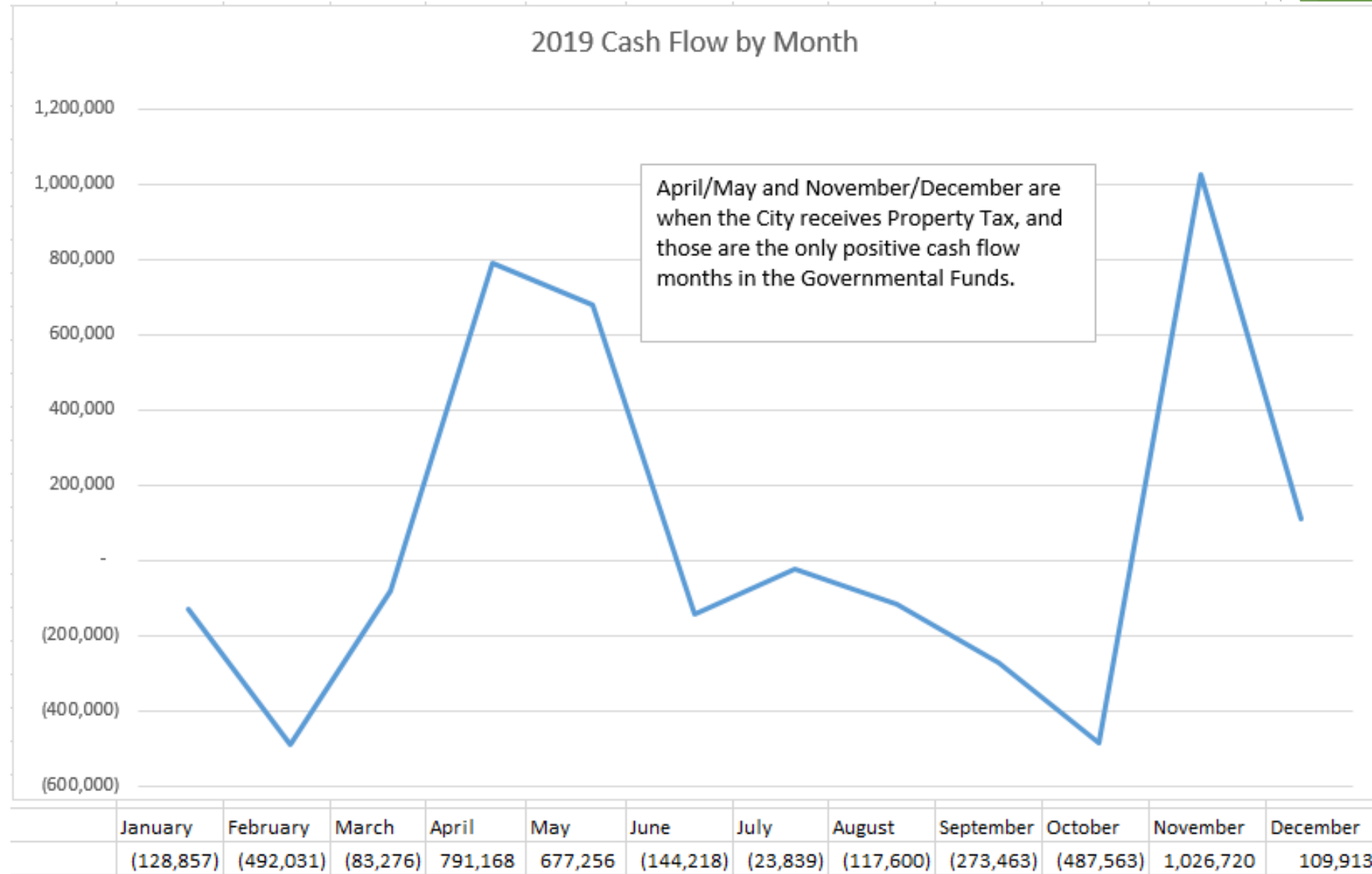
Sales Tax budget: \$4.95M

Anticipated Impacts to Revenues

Charges for Service:

- Park & Rec Charges for Service: \$132,130; 7.3% of budget.
 - Collected YTD: \$16,642
- Washington Park Charges: \$292,876, 100% of budget.
 - Collected YTD \$53,722
- EMS transports are down 20% in March.
- Property tax, Utility tax anticipated to remain relatively
 - Property tax budget: \$5.22M
 - Utility tax budget: \$4.05M

Impacts to Cash



Impacts to Cash

As of February Month End

Burn Rate by Governmental Fund	Februrary 2020 Expenses	# of Months of cash						
001	1,129,408	6.4	General Fund is Reliant on Sales and Utility Tax					
101	157,055	1.2	These Funds rely on Property Tax, as long as Property Tax remains stable these funds will get cash injections in May and November.					
102	19,686	5.7						
103	132,065	1.0						
110	336,558	1.2						
107	20,260	4.8	Washington Park may need General Fund Assistance					