

conducting business via telephone. Additionally, we may need to direct non-essential staff to stay home. If possible, we will have some employees work from home as the job allows.

If we do get to a point where some staff are staying home to avoid potential infection, they are still our employees that have bills and need to buy groceries. If we get to point where we are directing staff to stay home, we need to continue to pay them as if they had worked a full schedule. Conversely, if one of our employees does get sick, or their family gets sick, or has a scare with someone that's infected and need to be quarantined (and we are still open), I'd like the flexibility to give staff paid time off to stay home on a case by case basis. This would require documentation of course. But the last thing we need is someone who is potentially compromised showing up at work and contaminating the rest of staff. We will also explore flexible work schedules to allow staff to complete work in a safe environment. We should also be comfortable that we may need to cancel the annual egg hunt.

These are unique times and there really isn't a rulebook on how to handle these situations. We are a small family of people in the office and one contamination in the group could wipe out our whole operation. As stated, my number one goal is ensuring that staff is healthy and ready to work when called upon. The public expects us to be responsive in dire times and to the best of our ability, that will be my intention.

Budget wise, we have a healthy fund balance that could carry us through a period of time if circumstances warrant. Hopefully that isn't the case. We plan to document any expenses we may have related to this event as there is always the potential the federal government offers some reimbursement of expenses.

I have no doubt that there are likely scenarios we have not considered, but it's my hope that with the City Council's flexibility, we can navigate any potential challenge.

Recommendation

Assign a small committee with the City Administrator, Fire Chief, Assistant City Administrator, Mayor and another Council Member to make real time decisions in the interest of public safety as well as staff's health and well-being. Specifically, I'd like flexibility in compensation of staff during these challenging times. I fully recognize that this event could blow over with minimal issues, but we have an obligation to the community and staff to ensure we are at least considering the worst case scenario.

Attachments

- Email to staff

