

**MINUTES
SPECIAL CITY COUNCIL MEETING
TUESDAY, MARCH 17, 2020**

The meeting included teleconference participation from all Councilmembers in locations not open to the public in compliance with the Governor's Executive Order N-25-20 issued on March 12, 2020, allowing for deviation of certain teleconference rules required by the Ralph M. Brown Act. The purpose of this order was to provide the safest environment for the Councilmembers, staff and the public while allowing for public participation. The meeting was held at Town Hall, 1600 Floribunda Avenue, Hillsborough, for any members of the public who wished to speak in person, though all members of the public were encouraged to participate remotely. The public could provide public comments, up to 3 minutes, by calling into the meeting at 650.375.7501 PIN: 5001, or by submitting public comments in writing by 10:50 a.m. to myokoyama@hillsborough.net.

SPECIAL CITY COUNCIL MEETING:

Mayor Christianson called the special meeting to order at 11:02 a.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough, California.

ROLL CALL: Present: Christianson, Royse, Benton, Chuang, May

PLEDGE OF ALLEGIANCE

NEW BUSINESS:

1. RESOLUTION PROCLAIMING A LOCAL EMERGENCY DUE TO THE NOVEL CORONAVIRUS (COVID-19)

City Attorney Christopher Diaz stated that the City Council is being asked to adopt a resolution that would proclaim a local emergency within the Town of Hillsborough based on the risks associated with the spread of novel coronavirus ("COVID-19"). He reported that on March 4, 2020, California Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments and help the State prepare for a broader spread of COVID-19. He stated that the declaration provides that the State shall provide assistance to local governments that have demonstrated extraordinary or disproportionate impacts from COVID-19 under the authority of the California Disaster Assistance Act.

Mr. Diaz stated that Government Code section 8630 permits the City Council to declare or proclaim a local emergency when conditions of disaster or extreme peril to the safety of persons and or property is likely to exceed the resources of the Town, and the combined force of a mutual aid region or regions is required. He reported that under Governor Newsom's State of Emergency proclamation, the 60-day time period allowed for in Government Code section 8630 was waived for the duration of the statewide emergency, and therefore the Town's proclamation will remain in effect until the City Council terminates the local emergency.

Mr. Diaz stated that Town staff recommends that the City Council adopt the resolution declaring a local emergency to protect and preserve the public health and safety of Town residents and property. He further stated that declaring a local emergency may assist the Town and Central County Fire Department with obtaining critical mutual aid and other state and federal resources as they become needed and available to address the emergency conditions related to COVID-19. He reported that since the Central County Fire Department is a Joint Powers Authority between the Town of Hillsborough and the City of Burlingame, the City of Burlingame adopted its resolution declaring a local emergency with the same text at its meeting held on Monday, March 16, 2020.

Mr. Diaz reported that the City Council's adoption of the resolution proclaiming a local emergency may have a net positive financial impact on the Town as the proclamation of a local emergency allows the State to provide mutual aid to the Town and Central County Fire Department, including personnel, equipment, and other available resources,

to assist during the local emergency. He stated that by adopting the resolution, the Town would be indicating to the State that there is a need in the Town now or in the near future to these State resources as the Town continues to address the impacts caused by the spread of COVID-19.

The Councilmembers, Mr. Diaz and City Manager Ann Ritzma discussed the resolution proclaiming a local emergency, the process for recovering costs associated with COVID-19, and how the Town will be providing essential services.

Mayor Christianson recommended adding a “Whereas” to the resolution about the Health Officers for the six Bay Area counties issuing a shelter in place order on March 16, 2020. Mr. Diaz stated that he would add that recital.

On motion of Councilmember Benton, seconded by Councilmember May and unanimous with a roll call vote, the resolution with the additional recital proclaiming a local emergency due to the novel coronavirus (COVID-19) was adopted.

CITY COUNCIL ITEMS:

Councilmember Benton requested an update on COVID-19 in San Mateo County. City Manager Ann Ritzma reported that as of this morning the number of cases of COVID-19 is now 64 with one death in San Mateo County. She stated that the San Mateo County Event Center will be a test center by appointment only through an on-line process, and that residents can call the COVID-19 Call Center at 211 to get directions and the web address. She stated that most cities have moved to providing only essential services and staffing, and that in Hillsborough Town Hall is closed to the public with just a skeleton staff; however, the public may contact staff by email and phone. She reported that there has been no increase in 911 calls to the Police Department, and that Central County Fire Department is now having staff stay with a station rather than moving from station to station to prevent the potential spread of COVID-19. She stated that the Building and Planning Department is only conducting life safety inspections and essential services. She reported that she met with all Town staff in the Public Works Corporation Yard and at Town Hall on Monday, March 16, 2020, to answer any questions, and that a memo regarding the Town’s COVID-19 Human Resources Response Plan was sent to all staff by Human Resources Manager Kristin Armbruster. She stated that the County’s website has a Q&A section for residents and that Management Analyst William Li is building a webpage on the Town’s website with a link to the County’s Q&A.

The Councilmembers expressed their interest in participating in the daily County update on COVID-19. City Attorney Christopher Diaz stated that per the Brown Act only two Councilmembers will be able to call into the update; however, Governor Newsom has been asked to make an exception for that. Mr. Diaz stated that he will keep the Councilmembers posted if there is an exception made. Mayor Christianson recommended that in the meantime the Councilmembers can rotate turns calling into the County update to prevent a violation of the Brown Act.

The Councilmembers thanked Ms. Ritzma for doing a terrific job in keeping them informed.

The Councilmembers thanked Ms. Ritzma, Mr. Diaz, department heads and staff for their hard work and commitment during these difficult times.

ADJOURNMENT:

The City Council meeting was adjourned at 11:46 a.m.