MARANA TOWN COUNCIL
SPECIAL COUNCIL MEETING
NOTICE AND AGENDA
11555 W. Civic Center Drive, Marana, Arizona 85653
Conference Center located on the Second Floor, March 13, 2020, at or after 6:00 PM

Ed Honea, Mayor
Jon Post, Vice Mayor
David Bowen, Council Member
Patti Comerford, Council Member
Herb Kai, Council Member
John Officer, Council Member
Roxanne Ziegler, Council Member

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Marana Town Council and to the general public that the Town Council will hold a meeting open to the public on March 13, 2020, at or after 6:00 PM located in the Conference Center on the Second Floor of the Marana Municipal Complex, 11555 W. Civic Center Drive, Marana, Arizona.

ACTION MAY BE TAKEN BY THE COUNCIL ON ANY ITEM LISTED ON THIS AGENDA. Revisions to the agenda can occur up to 24 hours prior to the meeting. Revised agenda items appear in *italics*.

As a courtesy to others, please turn off or put in silent mode all pagers and cell phones.

Meeting Times

Welcome to this Marana Town Council meeting. Regular Council meetings are usually held the first and third Tuesday of each month at 6:00 PM at the Marana Municipal Complex, although the date or time may change and additional meetings may be called at other times and/or places. Contact the Town Clerk or watch for posted agendas for other meetings. This agenda may be revised up to 24 hours prior to the meeting. In such a case a new agenda will be posted in place of this agenda.

Speaking at Meetings

If you are interested in speaking to the Council during the Call to the Public or Public Hearings, you must fill out a speaker card (located in the lobby outside the Council Chambers) and deliver it to the Town Clerk prior to the convening of the meeting.

All persons attending the Council meeting, whether speaking to the Council or not, are expected to observe the Council rules, as well as the rules of politeness, propriety, decorum and good conduct. Any person interfering with the meeting in any way, or acting rudely or loudly will be removed from the meeting and will not be allowed to return.

Accessibility
To better serve the citizens of Marana and others attending our meetings, the Council Chambers are wheelchair and handicapped accessible. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Town Clerk at (520) 382-1999. Requests should be made as early as possible to arrange the accommodation.

Agendas
Copies of the agenda are available the day of the meeting in the lobby outside the Council Chambers or online at www.maranaaz.gov under Agendas and Minutes. For questions about the Council meetings, special services or procedures, please contact the Town Clerk, at 382-1999, Monday through Friday from 8:00 AM to 5:00 PM.

This Notice and Agenda posted no later than 24 hours prior to the meeting, at the Marana Municipal Complex, 11555 W. Civic Center Drive, the Marana Operations Center, 5100 W. Ina Road, and at www.maranaaz.gov under Agendas and Minutes.

SPECIAL COUNCIL MEETING

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE/INVOCATION/MOMENT OF SILENCE

APPROVAL OF AGENDA

ITEMS FOR DISCUSSION/POSSIBLE ACTION

D1 Relating to Emergency Management; discussion, consideration, and possible direction regarding the Town's precautionary measures and preparedness actions due to the Coronavirus (COVID-19) pandemic (Jamsheed Mehta)

EXECUTIVE SESSIONS

Pursuant to A.R.S. § 38-431.03, the Town Council may vote to go into executive session, which will not be open to the public, to discuss certain matters.

Executive Session pursuant to A.R.S. §38-431.03 (A), Council may ask for discussion or consideration, or consultation with designated Town representatives, or consultation for legal advice with the Town Attorney, concerning any matter listed on this agenda for any of the reasons listed in A.R.S. §38-431.03 (A).

FUTURE AGENDA ITEMS

Notwithstanding the mayor's discretion regarding the items to be placed on the agenda, if three or more Council members request that an item be placed on the agenda, it must be placed on the agenda for the second regular Town Council meeting after the date of the request, pursuant to Marana Town Code Section 2-4-2(B).

ADJOURNMENT

Council-Special Meeting **D1**

Meeting Date: 03/13/2020

To: Mayor and Council

Submitted For: Jamsheed Mehta, Town Manager

From: Frank Cassidy, Town Attorney

Date: March 13, 2020

Strategic Plan Focus Area:
Not Applicable

Subject: Relating to Emergency Management; discussion, consideration, and possible direction regarding the Town's precautionary measures and preparedness actions due to the Coronavirus (COVID-19) pandemic (Jamsheed Mehta)

Discussion:

With the heightened concern of transmission of Coronavirus (COVID-19), staff is identifying precautionary measures to protect our employees and reduce our exposure to this fast-spreading medical condition. Attached is a memo that has been released to Town staff, and a press release that has been released to the media. This presentation will provide an opportunity for further discussion and direction from Council to the Town Manager regarding precautionary measures to protect Town employees and patrons.

Staff Recommendation:

Council's pleasure.

Suggested Motion:

Council's pleasure.

Attachments

COVID19 Memo
COVID19 Press Release

MARANA AZ
OFFICE OF THE
TOWN MANAGER

INTEROFFICE MEMORANDUM

TO: Town of Marana employees
FROM: Town Manager Jamsheed Mehta
SUBJECT: Town of Marana response to COVID-19
DATE: Thursday, March 12, 2020
CC:

On Wednesday, March 11, The World Health Organization (WHO) declared the COVID-19 (coronavirus) outbreak as a global pandemic. Shortly after, Arizona Governor Ducey declared a public health emergency, and President Trump limited travel to and from European countries to reduce community transmissions. The Town of Marana does not have additional information regarding the presence of COVID-19 in the community, but seeks to take health and safety precautions based on the guidance from the WHO and the Centers for Disease Control and Prevention (CDC) to ensure the safety of our staff, their families, and our residents. Based on CDC recommendations, social distancing, which is the avoiding of unnecessary close interactions, can reduce community spread and protect vulnerable at-risk populations.

In an abundance of caution, the following initiatives are being implemented to ensure business continuity, and to promote social distancing and overall health and wellness safety regarding COVID-19.

STAY HOME REQUIREMENTS. The following employees should stay home for a period of at least 14 calendar days:

- Employees or employees with household members exhibiting one or more ongoing flu-like symptoms or exposure to COVID-19.
- Employees or employees with household members returning from travel to one of the countries or areas with a level-3 travel health notice (visit https://wwwnc.cdc.gov/travel/notices for more information).

Fourteen days is calculated starting from the day they stay home or are sent home for flu-like symptoms, or starting the day they return from travel. The 14-day period may be extended or shortened based on medical advice or test results.

Flu-like symptoms may include one or more of the following:

- Cough
- Sore throat
- Runny and stuffy nose
- Muscle aches
- Headache
- Chills
- Unusual fatigue
- Nausea, vomiting, and diarrhea
- Fever greater than 100.4 F

Employees required to stay home will use one or more approved types of leave. Employees should use accrued Sick or Managed Time Off (MTO) leave first, and if needed, will be allowed to use accrued Vacation leave and Compensatory leave. Leave donations by fellow Town employees may be permitted when accrued time is exhausted. Additional MTO leave time may be borrowed against future MTO leave allocation up to 80 hours.

PLAN FOR STAFF ABSENCES. Town staff is currently developing flexible leave policies that will allow for staff absences. Departments are expected to identify their essential services, the employees providing those services, and determine how those services can be maintained if one or more employees are out at the same time. Telecommuting may be

considered in the instances as determined by their supervisor and approved by the Town Manager's Office where employees are sent home and can perform essential job duties remotely, or employees are assigned meaningful duties or areas of work that could be performed out of the office. Phone conference and web-hosted meeting services are currently being evaluated and established where appropriate.

TRAVEL RESTRICTIONS. Out-of-state business travel is suspended until further notice. Town officials will continue to monitor and reassess as new information develops. In-state business travel should be limited where possible. Optional or non-essential travel should be avoided.

Employees are encouraged to be thoughtful about personal travel, including where they are traveling and possible exposures.

LARGE GATHERINGS, COMMUNITY EVENTS, AND PROGRAMMING. Town staff is expected to limit participation in non-essential large gatherings exceeding fifty people. This restriction is applied to public meetings, signature events, employee events, community programming, training, and conferences.

SUPERVISOR RESPONSIBILITIES. Supervisors must identify essential services and staffing. Supervisors are authorized and required to send at-risk employees home per consultation with the Human Resources Department.

EMPLOYEE RESPONSIBILITIES. Employees are expected to be engaged and aware of how they may be feeling. Stay home if sick. Transparency and accountability are essential when sharing travel and exposure information. Continue to practice good hygiene, including 20-second handwashing and not touching your own face and others. Limit sharing of food and other objects or items. Limit physical contact, including handshakes. Be mindful of public interaction and engagement. Avoid engaging or spreading misinformation to the public.

RESOURCES. A FAQ page with COVID-19 information and Town policies will be added to the Employee Portal (https://www.maranaaz.gov/employee-portal). Information regarding COVID-19 can also be found at the following links:

- World Health Organization (https://www.who.int/)

- Centers for Disease Control and Prevention (https://www.cdc.gov/coronavirus/2019-ncov/index.html)
- Arizona Department of Health Services (https://www.azdhs.gov/)
- Pima County Health Department (https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=527452)

The Town of Marana does not have additional information other than what is publicly available on the listed websites. These are the Town's initial steps in proactive promotion of responsible citizenship to limit spread of COVID-19. Similar steps in impacted communities have shown to effectively limit transmission. Staff and officials will continue to monitor and evaluate policies and practices as more information develops. If you have questions, please speak with your supervisor.

PRESS RELEASE: Town of Marana's response to COVID-19

Digital press release:

Thursday, March 12, 2020

CONTACT:
Vic Hathaway
Communications Manager
(520) 382-1984
vhathaway@maranaAZ.gov

MARANA – For the safety and well-being of the community, Town of Marana will be implementing proactive precautionary measures, including canceling major events to promote social distancing amidst the COVID-19 (Coronavirus) pandemic. The Town of Marana does not have any information regarding the presence of COVID-19 in the community besides what has been communicated publicly by the Pima County Health Department, but seeks to take health and safety precautions based on the guidance from the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) to ensure the safety of our community. Based on CDC recommendations, social distancing, which is the avoiding of unnecessary close interactions, can reduce community spread and protect vulnerable at-risk populations.

The impacted events are:

- (March 13) Honea Heights Park Grand Opening: **POSTPONED**
- (March 14) Town of Marana Cape Chase – Adaptive Fun Run: **POSTPONED**

- (March 28) Marana Founders' Day: **CANCELLED**
- (April 4) Marana Presents: Continental Ranch: **CANCELLED**
- (Various dates) Select Marana Parks and Recreation Programming: **CANCELLED OR POSTPONED.** Please contact Marana Parks and Recreation for information (520-382-1950).
- (March 20 and April 10) Discover Marana Gastronomy Tours: **CANCELLED**

Town Council meetings and Planning Commission meetings will still occur as scheduled. For all public meetings, please contact the Town Clerk's Office or the Town Manager's Office for information (520-382-1999).

Future event cancellations and postponements may be forthcoming. For information as it develops, please visit the Town of Marana event calendar located at MaranaAZ.gov and follow the Town of Marana on Facebook, Twitter, and Instagram.

COVID-19 (CORONOVIRUS)

Per the CDC, the virus that causes COVID-19 is spread between people who are in close contact with one another and through respiratory droplets produced when an infected person coughs or sneezes. Older adults and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications. The public is encouraged to follow basic hygiene practices and social distancing. For more information, please visit the following websites:

- World Health Organization (https://www.who.int/)
- Centers for Disease Control and Prevention (https://www.cdc.gov/coronavirus/2019-ncov/index.html)
- Arizona Department of Health Services (https://www.azdhs.gov/)
- Pima County Health Department (https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=527452)