



MEMORANDUM
City Manager's Office
13831 San Pablo Avenue, Bldg. #1
San Pablo, CA 94806

DATE: Thursday, March 19, 2020
TO: ALL CITY EMPLOYEES
FROM: Matt Rodriguez, City Manager / Emergency Services Director
RE: CORONAVIRUS COVID-19 UPDATE AND MODIFIED CITY OPERATIONS PLAN – REVISION/UPDATE (Version #2; 031920)

REVISED MODIFIED CITY OPERATIONS PLAN
(SUBJECT TO ONGOING CHANGE BY CITY MANAGER)

Please be advised the City Manager, acting as the City's Emergency Services Director, is providing this Modified City Operations Plan update issued today pursuant to SPMC requirements (2.36)

REVISED MODIFIED CITY OPERATIONS:

On March 19, 2020, the following Modified City Operations changes are in effect:

- **GENERAL INFORMATION:**

- ❖ **City website/dedicated COVID-19 Webpage**

The City Manager's Office has set-up a dedicated webpage for updated information on the City's on Modified City Operations, public closures, and other important information on the coronavirus COVID-10 for public access/review. Please go the attached link at:

<https://www.sanpabloca.gov/2676/CORONAVIRUS-COVID-19-INFO>

❖ **City Business Deliveries**

All City Business deliveries should be curtailed during this period. However, City Departments need to coordinate one point of access/control point for infrequent City-related business deliveries (i.e. UPS, Amazon, et. al.).

❖ **City Parks and Playgrounds**

All City Parks and Trails are open for use. The playgrounds have been closed to reduce the opportunity for transmission of the COVID-19 virus.

❖ **Essential Staffing Plans**

As of March 17, 2020, all City Departments have implemented an Essential Staffing Plan to support limited City services to the public in alignment with all directives and protective orders issued by Contra Costa County Public Health Officer to date. There is a minimal number of essential City staff for each City Department on-site at City facilities, with other employees working remotely from home via VPN access.

Note: The City Manager/Emergency Services Director may modify current City employee work schedules to ensure that there is an ample reserve of City employees to serve as local disaster workers to be deployed in the event of catastrophic incidents and/or events.

❖ **Emergency Operations Center (EOC) Activation**

The City's EOC, located at the Police Department Building, is in partial activation mode as of March 16, 2020. Two (2) daily briefings are scheduled with designated EOC staff. Summaries of EOC briefings and additional City employee/local disaster worker information will be shared with City employees beginning next week.

❖ **Public Access to City Administrative Offices**

Exterior doors and public service counters shall remain CLOSED and will be locked to the public. City staff will limit access and schedule appointments as necessary for public counter business. Social distancing guidelines of 6 feet of separation must be followed for any City employee gatherings or any scheduled internal City meetings at all times.

• **CITY CLERK'S OFFICE**

❖ **City Public Meetings**

All City Boards and Commission regular meetings remain CANCELLED until further notice. City staff are exploring teleconference options under the Governor's Executive Order No. N-29-20 issued on March 17, 2020 to comply with Brown Act requirements for the duration of this pandemic (See Attachment). **The next regular City Council meeting is scheduled for Monday, April 6, 2020 at 6:00p.m.** More additional information to be provided prior to this scheduled meeting, including new procedures developed to ensure public participation and transparency.

• **COMMUNITY & ECONOMIC DEVELOPMENT/PUBLIC WORKS DEPARTMENT**

- ❖ The public counters for the City Departments of Community & Economic Development and Public Works will be closed **effective March 16, 2020**, until further notice. All City Department communications will be done via email and telephone only.
- ❖ A drop-box for plans, applications, license renewals, etc. will be placed outside the door of Building 3, 13831 San Pablo Avenue, San Pablo. These will be picked-up regularly.
- ❖ For additional information, please contact the following via email or phone:
 - Planning: (510) 215-3030 / Planning@sanpabloca.gov
 - Building: (510) 215-3030 / Building@sanpabloca.gov
 - Business License: (510) 215-3030 / Businesslicense@sanpabloca.gov
 - Public Works/Engineering: (510) 215-3060 / PWEngineering@sanpabloca.gov
- ❖ Building Division and Public Works Inspections will be limited to Tuesdays and Thursdays Only, with non-essential and non-emergency inspections being postponed to a later date.
- ❖ Public Works inspections are by appointment only. Please call (510) 215-3060.
- ❖ Residential Health & Safety Inspections: No inspections until further notice, effective March 16, 2020.

• **COMMUNITY SERVICES DEPARTMENT:**

- ❖ **City Private Facility Reservations**
All private City facility reservations (building and fields) are hereby **CANCELLED** until further notice, with all refunds of City application and reservation fees authorized to applicants. Members of the public who have active facility reservations, please contact: Joann Pulido, 510-215-3085.
- ❖ **City Community Center and Senior Centers**
The San Pablo Community Center, Church Lane Senior Center, and Davis Park Senior Centers are hereby **CLOSED** until further notice, **effective March 16, 2020.**
- ❖ **Community Services/Recreation Events, Programs & Services/Social Trips**
All City-provided activities, classes, programs and services provided by the City's Community Services Department are **CANCELLED** until further notice. Members of the public who have active classes and reservations, please contact: Recreation staff at 510-215-3080.

- ❖ **Senior Meal and Nutrition Programs (in conjunction with Contra Costa County)**
Location: Church Lane Senior Center; 1943 Church Lane; Currently Tuesdays Only: 11:45am-12:45pm. Once a week pick-up for 7 days of frozen meals. Reservations must be made the Monday before Tuesday scheduled pick-up by 12:30pm. More Information: 510-215-3098 or email: seniors@sanpabloca.gov.

Meal Drop off is available (for a fee) to San Pablo Residents signed-up for the transportation program. For more information on how to set that up, visit our City website <https://www.sanpabloca.gov/1396/Transportation> to fill out the application. Or, for more information, please contact: 510-215-3095.

For any questions, please contact: Zee DeLeon at 510-215-3096.

- ❖ **Senior Food Bank:** Davis Park Senior Center, 1667 Folsom Ave; 1st and 3rd Fridays; 10am-11am; For more information and to sign up, please refer to City's website: <https://www.sanpabloca.gov/1474/Senior-Food-Bank-Program> Or, for more information, please contact: 510-215-3090.
- ❖ **Community Produce Program:** Davis Park Parking lot, 1667 Folsom Ave; 2nd & 4th Friday; 12:00 noon – 1:00 pm
- ❖ **Food Assistance Program:** Davis Park Parking lot, 1667 Folsom Ave; 3rd Monday of each month; 10:00 am – 12:00 noon
- ❖ **Fresh Approach – Mobile Farmers' Market:** San Pablo City Hall Parking Lot, 13831 San Pablo Avenue; Friday's Only; 10:00 am -2:00 pm.
- ❖ **City Paratransit Programs (Medical Appointments, Grocery & Bank Trips Only)**
The San Pablo Paratransit Program will remain in service for medical appointments and essential services only; no emergency medical transport is available. For questions, please contact Maria Garcia at 510-215-3097.
- ❖ **School Based Partnerships and San Pablo Youth Commission**
Any school-based programs or services provided through the Team for Youth and Childhood Obesity Prevention Grant Programs are cancelled until further notice. Also, the San Pablo Youth Commission is suspended until further notice. For more information, please contact Jora Atienza-Washington 510-215-3092.

For any additional concerns or questions, please contact me directly at (510) 215-3016, or via email at: MattR@sanpabloca.gov. Or, if not available, please contact Assistant City Manager/Asst. Emergency Services Director Reina Schwartz at (510) 215-3003, or via email at: ReinaS@sanpabloca.gov.

TO: MAYOR AND CITY COUNCIL
Re: CORONAVIRUS COVID-19 UPDATE AND MODIFIED CITY OPERATIONS PLAN - REVISION/UPDATE (Version #2; 031920)
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Thank you for your time and consideration.

Sincerely,



Matt Rodriguez,
City Manager/Emergency Services Director

cc: San Pablo City Council
City Attorney
Assistant City Manager (Asst. Emergency Services Director)
Executive Leadership Group

Attachments:
(1) Governor's Executive Order No. N-29-20 issued 03/17/20

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-29-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

WHEREAS the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

WHEREAS time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

WHEREAS social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow

members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

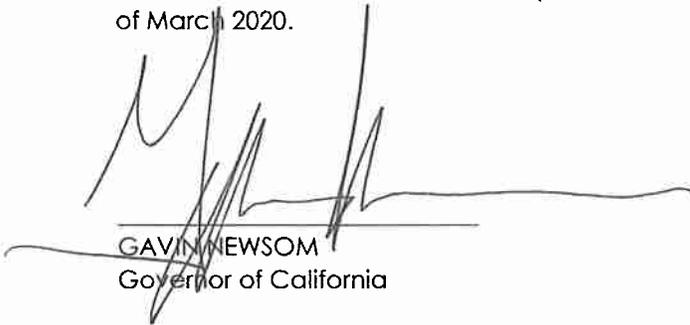
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 17th day of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State