



CITY OF SAN PABLO  
City of New Directions



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

**DATE:** Wednesday, April 1, 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 #3; 040120)

**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:**

Pursuant to new requirements issued the Contra Costa County Public Health Officer under Order No. #HO-COVID19-03 issued on March 31, 2020, the following Modified City Operations changes are in effect, as follows:

• **GENERAL INFORMATION:**

❖ **Shelter-In-Place Order Extended through May 3, 2020**

The County Order No. #HO-COVID19-03 issued on 03/31/20 went into effect at **12:00 midnight, March 31, 2020**, which supersedes the previous Order issued on March 16, 2020, and hereby extends the Shelter-In-Place through **May 3, 2020**.

❖ **City Business Deliveries**

All City Business deliveries should be curtailed or eliminated 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.).

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❖ **City Parks and Playgrounds**

All City Parks, Picnics, BBQ areas are CLOSED until further notice due to potential transmission of COVID-19.

❖ **Public Access to City Administrative Offices**

Exterior doors and public service counters shall remain CLOSED and will be locked to the public. There will no public interaction or admittance into City Administrative Offices until further notice.

❖ **Essential Services/Meetings**

For essential services and staffing, video conferencing and conference calls should be implemented for all internal meetings at all times. Social distancing guidelines of 6 feet of separation must be followed for all City employees.

• **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 on new procedures developed to ensure public participation and transparency with the posting of the full City Council agenda.

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

❖ The public counters for the City Departments of Community & Economic Development and Public Works were closed **effective March 16, 2020**, until further notice. **All City Department communications will be done via email and telephone only.**

❖ **No drop-box** for plans, applications, license renewals, etc. will be provided due to the new Order No. #HO-COVID19-03 restrictions, non-essential travel and allowed construction activities. **All submittals shall be done electronically or by mail only.**

❖ For additional information, please contact the following via email or phone:

○ Planning: (510) 215-3030 / [Planning@sanpabloca.gov](mailto:Planning@sanpabloca.gov)

○ Building: (510) 215-3030 / [Building@sanpabloca.gov](mailto:Building@sanpabloca.gov)

○ Business License: (510) 215-3030 / [Businesslicense@sanpabloca.gov](mailto:Businesslicense@sanpabloca.gov)

○ Public Works/Engineering: (510) 215-3060 / [PWEngineering@sanpabloca.gov](mailto:PWEngineering@sanpabloca.gov)

❖ Building Division Inspections will be limited to Tuesdays and Thursdays only, with non-essential inspections being postponed to a later date in accordance with County Order No. #HO-COVID19-03.

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- ❖ **Public Works inspections are by appointment only for Essential Infrastructure construction activities defined by County Order No. #HO-COVID19-03.** Please call (510) 215-3060 at least 24 hours in advance to schedule an inspection.
- ❖ **Residential Health & Safety Inspections:** No inspections until further notice, effective March 16, 2020.
- **COMMUNITY SERVICES DEPARTMENT:**
  - ❖ **FREE (ages 60+) 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. For more Information, please contact: 510-215-3098 or email: [seniors@sanpabloca.gov](mailto:seniors@sanpabloca.gov).  
  
FREE meal Drop off is available 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. For more information, please contact: 510-215-3095.  
  
For any questions, please contact: Zee DeLeon at 510-215-3096.
  - ❖ **FREE Senior Food Bank (Pending qualifications):** Davis Park Senior Center, 1667 Folsom Ave;  
1<sup>st</sup> and 3<sup>rd</sup> 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.  
  
FREE Senior Food Bank delivery is available (pending transportation status) 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. For more information, please contact: 510-215-3095.
  - ❖ **Community Produce Program:** Davis Park Parking lot, 1667 Folsom Ave;  
2<sup>nd</sup> & 4<sup>th</sup> Friday; 12:00 noon – 1:00 pm
  - ❖ **Food Assistance Program:** Davis Park Parking lot, 1667 Folsom Ave;  
3<sup>rd</sup> 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 for a minimal fee; no emergency medical transport is available. For questions, please contact Maria Garcia at 510-215-3097.

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• **ESSENTIAL PUBLIC WORKS PROJECTS DECLARATION:**

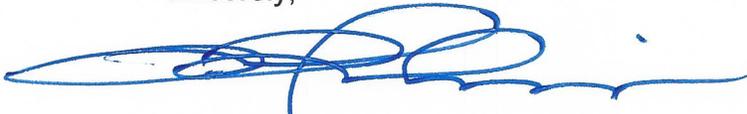
The following active City projects have been deemed "Essential Governmental Functions/Essential Public Works Projects" by the City of San Pablo pursuant to Section 13, subpart f, item v. *Construction*, under County Order #HO-COVID19-03 issued March 31, 2020, as follows:

| Essential Governmental Functions/<br>Essential PW Project:                     | CIP Project Code:     | CCHS Order Justification<br>(Issued: 03/31/20) |
|--------------------------------------------------------------------------------|-----------------------|------------------------------------------------|
| New City Hall Project                                                          | (CIH-CON)             | Section 13.f.v.4                               |
| County Fire Station #70 Project                                                | County/CCCFPD Project | Section 13.f.v.4                               |
| Wildcat Creek Restoration and Trail Project<br>(Parking Lot Construction Only) | 0201 (WCC-TRL)        | Section 13.f.v.7                               |

For any additional concerns or questions, please contact me directly at (510) 215-3016, or via email at: [MattR@sanpabloca.gov](mailto: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](mailto:ReinaS@sanpabloca.gov).

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) Contra Costa County Public Health Order No. #HO-COVID19-03 issued 03/31/20