



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

DATE: Wednesday, April 8, 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 #4; 040820)

REVISED MODIFIED CITY OPERATIONS PLAN
(SUBJECT TO ONGOING CHANGE BY THE EMERGENCY SERVICES DIRECTOR)

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 San Pablo Municipal Code Chapter 2.36 and the City's ongoing Declaration of an Emergency (Resolutions 2020-034 and 2020-042).

REVISED MODIFIED CITY OPERATIONS:

Pursuant to new requirements issued by the Contra Costa County Public Health Officer under Order No. #HO-COVID19-03 on March 31, 2020, and in addition to previous Modified City Operations Plans issued on March 16, 2020, March 19, 2020, and April 1, 2020, which are still in effect to the extent not superseded by a subsequent Modified Operations Plan, the following are additional updated requirements for Modified City Operations, as follows: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 extends the Shelter-In-Place through **May 3, 2020**.

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❖ **City U.S. Regular Mail and Business Deliveries**

Effective Monday, April 13, 2020, access gates into the current Civic Center Plaza will be **CLOSED to non-City employees** until further notice. All United States Postal Service regular daily mail will be temporarily forwarded to the Police Department. **Business Deliveries (i.e. Amazon, Federal Express, UPS, etc.) should be re-routed by each designated Department staff to the Police Department for safety and security purposes, located at:**

**City of San Pablo
Police Department
13880 San Pablo Avenue
San Pablo, CA 94806**

Attention: (appropriate City Department or person)

PW/Maintenance staff will retrieve mail and packages from the Police Department on a daily basis. Mail will be delivered to Building #2 for distribution to the appropriate Department mail slots, and packages will be delivered to the appropriate Department lobby. Additional information for vendors providing services to the Civic Center will be provided on the easels at the front access gates to the Civic Center.

• **CITY CLERK'S OFFICE**

❖ **City Public Meetings**

All City Boards and Commission regular meetings remain **CANCELLED** until further notice. All City Council regular/special meetings are scheduled via virtual tele/video conferencing until further notice. Instructions for oral communications and comments from the public for all scheduled City Council meetings will be continuously provided on each posted City Council agenda. **The next regular City Council meeting is scheduled on Monday, April 20, 2020 at 6:00 p.m.**

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

❖ **Building Division Inspections:** The Building Division shall conduct inspections only on **Wednesdays for construction work deemed an "Essential Business"**, with inspections to non-essential businesses being postponed to a later date. Only Building Permits for **"Essential Business"** projects will be issued through May 3, 2020 as defined in the Contra Costa County Public Health Shelter-in-Place Order No. #HO-COVID19-03* (see below), or subsequent County Orders or guidance. Please contact the Building Division at: (510) 215-3030/Email: Building@sanpabloca.gov

❖ **Public Works inspections are by appointment only for "Essential Business" or "Essential Infrastructure construction activities" defined by County Order No. #HO-COVID19-03** issued on March 31, 2020* (see below) or subsequent County Orders or guidance. Please call (510) 215-3060 at least 24 hours in advance to schedule an inspection.

***County Order No. #HO-COVID19-03 issued on March 31, 2020 (Section 13; subpart f.):**

v. Construction, but only of the types listed in this subparagraph below:

1. *Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;*
 2. *Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations, provided that such construction is directly related to the COVID-19 response;*
 3. *Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least 10% income-restricted units;*
 4. *Public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;*
 5. *Shelters and temporary housing, but not including hotels or motels;*
 6. *Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;*
 7. *Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and*
 8. *Construction or repair necessary to ensure that residences and buildings containing Essential Businesses are safe, sanitary, or habitable to the extent such construction or repair cannot reasonably be delayed;*
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• **ALL CITY DEPARTMENTS**

❖ **City Administrative Offices (Restrictions on In-office, Essential Services)**

Effective immediately, due to ongoing advisement from County Public Health Officials on restrictions to prevent the spread of the COVID-19 pandemic during the months of April and May 2020, all City Departments are directed to limit essential services staff at Civic Center Offices to a **maximum of 2 days per employee per week**.

All City administrative staff should be working remotely as much as possible to avoid reporting to Civic Center Offices on a daily basis. Routine, recurring administrative work must be scheduled on one or two days per employee per week to limit interaction and contact with the public and other City employees at all times.

(NOTE: Exception to this directive includes essential services/staffing levels at: Senior Center Meal Program, Senior Paratransit Program, Police Department Patrol/Operations and PW Inspection/Maintenance/Corp Yard who all remain on alternative deployment schedules at this time).

• **MAJOR COMMUNITY EVENTS**

- ❖ **Community-wide Events:** All City-sponsored, large-scale community events and gatherings are **CANCELLED** per the Governor's State-wide Executive Orders No. N-25-20 (03/12/20) and No. N-33-20 (03/19/20) in addition to County Order No. #HO-

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COVID19-03 issued on March 31, 2020 due to more restrictive social-distancing requirements in effect.

Annual 4th of July Event and Multi-Cultural Celebration (July 2020): Advanced City operational planning and staffing resources for major community events have been deemed “Non-Essential Services” and will not be available during this Shelter-In-Place period through May 3, 2020. Additionally, following issuance of the “Suspension on Non-Essential Spending for FY 2019/20” memorandum in effect since March 16, 2020 from the City Manager/Emergency Services Director, the City will not be able to proceed with GF budget expense authorization, operational planning or formally scheduling of the Annual 4th of July Event and Multi-Cultural Celebration scheduled in July 2020 at this time until further notice.

For any additional concerns or questions regarding this Modified City Operations Plan, please contact me directly at (510) 215-3016, or via email at: MattR@sanpabloca.gov. Or, alternatively, please contact Assistant City Manager/Asst. Emergency Services Director Reina Schwartz at (510) 215-3003, or via email at: ReinaS@sanpabloca.gov.

Thank you for your time and consideration in this matter.

Sincerely,



Matt Rodriguez,
City Manager

cc: Mayor and City Council
City Attorney
Assistant City Manager
Executive Leadership Group