



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

5/26/2020

SUBJECT:

Coronavirus Response Actions - City Restoration of Operations Plan Status

RECOMMENDED ACTION:

Receive an update on the City's response to the Coronavirus health crisis and the development of a City Restoration of Operations Plan (ROOP).

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BACKGROUND/DISCUSSION:

A novel coronavirus, named "COVID-19" by the World Health Organization (WHO), was first detected in 2019. The virus has since spread rapidly throughout the world. The WHO declared COVID-19 a pandemic on March 11, 2020. National, state, county, and local governments also declared health emergencies for COVID-19 in early March to confer special authority and leverage resources to address the crisis: United States, March 13; California, March 4; San Mateo County, March 10; and City of Pacifica, March 16. The purpose of this report is to outline the current status of continuation of City of Pacifica operations during the current crisis, and to describe tentative plans that are underway to prepare for restoration of operations as the crisis evolves.

Due to time constraints and the daily-changing nature of Coronavirus response actions, this staff report is summary in nature; a presentation with greater detail will be provided at the May 26 City Council meeting, summarizing a draft Restoration of Operations Plan (ROOP) document, which is intended to be an evolving and working guidance manual for ROOP decision-making and actions.

Continuity of Operations Plans

In response to the COVID-19 pandemic, San Mateo County has issued a series of Health Officer Orders, including a Shelter in Place (SIP) Order. COVID-19 presents a very fluid and complex set of conditions, which are constantly subject to change. In the face of this historic pandemic, cities remain committed to public service and communicating and informing residents about County Health Orders and enforcing them where necessary; continuing to deliver essential services; and responding to existing community needs as well as responding to new issues which have emerged as a result of the crisis. At the same time, City operations are

necessarily subject to the same operational restrictions as the entire County, and operations have been modified as required.

At the outset of the SIP order, all City departments evaluated their administrative, functional, and field operations within the parameters established by San Mateo County Health, and established a Continuity of Operations Plan (COOP) to be able to continue to provide services as fully and seamlessly as possible, while still adhering to the health orders, and protecting the public as well as employees from possible infection. Pacifica's COOP was immediately developed in early-March.

This was not a one-size-fits-all exercise, as the nature of the work, urgency, and strategy to reduce exposure and still deliver public services varies dramatically for functions such as Police, Fire, Public Works, Parks, Beaches and Recreation, and Planning, Administrative Services, Economic Development, City Clerk, and City Attorney. While each department has distinct operational missions, there is also the need to apply consistent employee policies and protections for similar functions, such as office workers and field staff. To address this unprecedented situation, the Human Resources Division created new administrative instructions related to COVID-19 impacted operations, including amended sick and family medical leave policies.

The City began operating under the SIP Order with modified operations on Tuesday, March 17, 2020. In general, all non-essential and administrative staff who were able to work from home were directed to do so. City buildings and counters were closed to the public, with only skeleton staffing on-site. Field staff levels were reduced, performing only essential duties in staggered shifts when practicable. Police and Fire Departments continued their standard public safety operations, with certain modifications to reduce the exposure of the public and employees such as temporarily closing public counters, and suspended or reduced non-essential programs and operations. PB&R public programs and facilities were temporarily cancelled or closed (except for meal delivery programs for Seniors) as required by the SIP, with alternative virtual and some limited services gradually implemented. The City also quickly implemented and adapted to technology changes to be able to accommodate employees working remotely where feasible, and transitioning to entirely virtual meetings for employees and public official meetings.

Duration and Modification of Health Orders Over Time

California has communicated that COVID-19 is not going away soon; full recovery may take 12 to 18 months. Modifications to Stay-at-Home Orders will be guided by health risks and a commitment to equity; taking responsibility is required at all levels - individual, business, and government. Restoration of "normal" operations will be a graduated and phased process which will advance in stages, and may require a step back if there is an upsurge in COVID-19 cases. The Federal Government has developed a four-phase guidance document, "Opening Up America Again", which addresses the aspects of daily life for which restrictions remain appropriate due to COVID-19. California has also developed a four-stage Resilience Roadmap which defines how determinations for easing restrictions will be made, with the clear understanding that at this time, no dates can be assigned to when each milestone stage can be achieved. The ROOP document will include more detail about these various guidance documents.

City of Pacifica Departmental Restoration of Operation Plans (ROOP)

The City is closely monitoring changes in this health crisis, endeavoring to be as responsive and nimble as possible in adapting to updated orders. Departments have developed tentative plans for how to restore services utilizing a four phased model, in parallel with the State and County models. The following general definitions were utilized in developing ROOP plans: Phase 1: current restrictions under the SIP Order - closed to public except for essential services; Phase 2: some relaxation, but restrictions remain moderate - closed to public except for essential

services with transition to reopening lower risk altered services; Phase 3: further relaxation, restrictions are light - transition to reopening higher risk altered services; Phase 4: restrictions are lifted and society returns to pre-COVID-19 conditions or post-COVID-19 conditions (new normal).

Although some preliminary planning has been done for Stages 3 and 4, given the uncertainty of the course of the virus and future progress in accomplishing the resilience readiness indicators defined in California's *Resilience Roadmap*, staff focus is currently primarily on the transition from Stage 1 to early Stage 2. Although as noted previously each department has a unique mission, some uniform policies apply to similar functions across departments, and the ROOP document will include more detail about these uniform policies.

At the May 26 Council meeting, staff will present departmental ROOP plans, primarily focused on the transition from Phase 1 to Phase 2. As noted above, due to the fluid nature of the situation, plans are subject to change as the situation evolves. The City has prepared a working plan and Powerpoint presentation to address major areas of public interest.

City of Pacifica ROOP Introduction

ROOP Phased Plan Overview:

As mentioned above, the ROOP is organized in a phased model:

- Phase 1 - Essential services provided. Closed to the Public.
- Phase 2 - Essential services provided. Transition to reopening lower risk altered services.
- Phase 3 - Transition to reopening higher risk altered services.
- Phase 4 - Reimagining and Reinventing Pacifica - adjusting to new normal and fully operational.

ROOP Outline (working document):

Although staff is continuing its work on developing the ROOP document, and the document is intended to be an evolving and working guidebook, the following outline shows the multi-faceted aspects of responding at the local level to a global pandemic that staff feels important to capture in a comprehensive report to help document what happened, how the City responded, and what needs to be done to move forward.

- Purpose of the ROOP
- Background of COVID-19 developments
- Regulatory structure of health crisis response
- Regional, State, and Federal collaboration considerations
- Financial impacts assessment
- Departmental operational plan and risk considerations
- Physical facility assessments
- Personal protective equipment and supplies
- COVID-19 related City policies to be developed

High Profile Phase 1/Phase 2 ROOP Topics:

Although staff's presentation on May 26 will cover many aspects of restoration of operations issues, the City Manager has identified several near future pressing issues that the Council may specifically want to discuss at the meeting

1. *Public Meetings:* City Council and other public meetings currently are being held 100% virtually via Zoom, with public participation through e-mailing in comments in advance of the meeting or in real time on agenda items. The timeline for transitioning to in-person meetings is unknown at this time, and is dependent on the Governor's Order to suspend

certain Brown Act Requirements related to public noticing and public participation in meetings held by video / teleconference and on allowance for public gatherings / size of gatherings allowed under State and County orders. However, if directed by the Council, staff could research alternatives to allowing verbal public participation in the virtual meeting setting;

2. *City Business on Hold Pending Public Meeting Format:* As detailed in an April 10 City Manager letter to the community, numerous important City business items are currently delayed due to not being able to conduct in-person meetings or because they don't meet criteria for essential City business. As health orders evolve but continue to prohibit group gatherings, the Council may wish to consider moving forward with some of these important City business items that are growing time-sensitive, depending on the public input changes the Council considers in #1 above;
3. *Beach Parking:* Parking is currently closed. The City is working with Half Moon Bay, the County, and State Parks/Beaches to coordinate together concerning the reopening of Beach Parking. By the May 26 Council meeting, the City Manager may have an update and/or a recommendation regarding a coordinated reopening plan;
4. *Parks, Beaches, and Recreation Department Services:* PB&R Services (Child Care, Summer Camps, Classes, Parks, Pool, etc.) are currently closed. The City has recently conducted surveys to gauge the public's interest in certain services (child care, aquatics, recreation, etc.) The City is working on safely reopening services while abiding by local, state, and other regulatory agency guidelines. Reopening depends on regulations, facilities, staffing levels, public participation levels, etc. Staff's presentation on May 26 will include more details about these services;

RELATION TO CITY COUNCIL GOALS AND WORK PLAN:

This plan relates to all City Council Goals; Fiscal Sustainability, An Engaged Community, Stewardship of City Infrastructure, A Healthy and Compassionate Community, Environmental Sustainability, A Strong City Workforce Infrastructure, and Maintaining a Safe Community.

FISCAL IMPACT:

There is no direct fiscal impact related to presentation of the City's ROOP. The larger and longer term fiscal impact of restoring City operations is difficult to determine at this time, due to the uncertainty of when San Mateo County Health will permit relevant activities, and depending on how long each stage of recovery will last. Some additional expenditures will be necessary for personal protective equipment for employees, such as face masks and gloves, hand sanitizer, and office cleaning supplies. Costs may be incurred for deep cleaning facilities in preparation for employee and public occupancy, as well as for more frequent cleaning as operations resume. All expenditures, as well as employee costs, related to COVID-19 are being tracked and will be submitted for potential FEMA partial reimbursement or other sources of reimbursement.

ORIGINATED BY:

City Manager's Office

ATTACHMENT LIST: