



# ADMINISTRATIVE REPORT

**DATE:** MARCH 20, 2020

**TO:** MAYOR AND CITY COUNCIL  
ERIC CASHER, CITY ATTORNEY

**FROM:** ANDREW MURRAY, CITY MANAGER

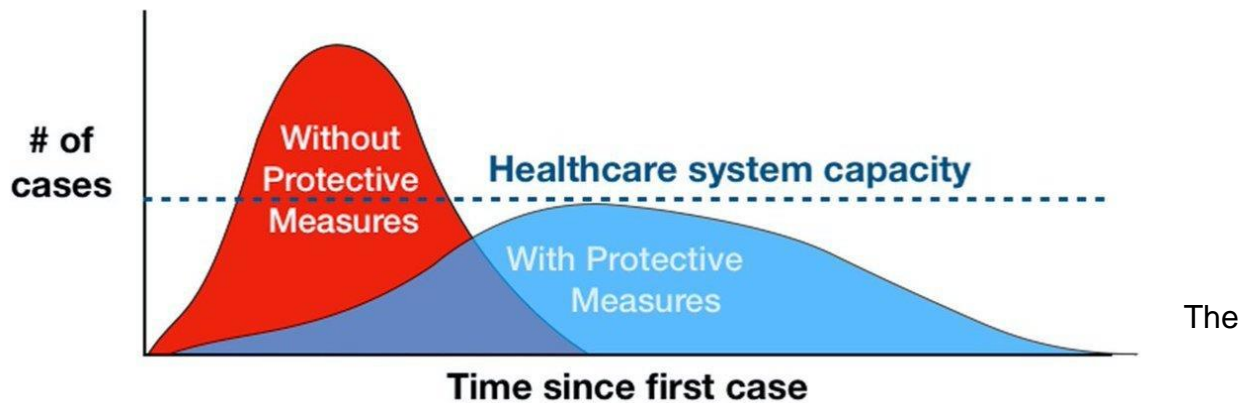
## PLACES TO BE

Date and Time	Event	Location
Monday, March 23, 2020 6:00 pm <b>CANCELLED</b>	Planning Commission Meeting	City Council Chamber 2131 Pear Street
Tuesday, March 24, 2020 6:00 pm <b>SPECIAL MEETING VIA TELECONFERENCE</b>	City Council Meeting	City Council Chamber 2131 Pear Street
Tuesday, April 7, 2020 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street
Tuesday, April 21, 2020 6:00 pm	City Council Meeting	City Council Chamber 2131 Pear Street

## ITEMS OF INTEREST

- **CONTRA COSTA COUNTY SHELTER IN PLACE ORDER- MARCH 16, 2020**

As the Corona Virus continues to spread and to protect the health and wellbeing of those who are most at risk, scientific evidence shows social distancing is one of the most effective approaches to slow the transmission of communicable disease. While proactive means to educate the public has helped, the expected rise in corona cases has resulted in more aggressive measures to Flatten the Curve of exposure.



County Health Department has determined that without protective measures in place the Corona Virus will continue to spread. New data shows that current steps are not working as quickly as expected especially with increasing local transmission of COVID-19, including 258 confirmed cases of COVID-19 with 4 deaths shared by the seven jurisdictions, as of March 15.

The Bay Area's collected confirmed cases is more than half of California's case count. This does not account for the rapidly increasing number of assumed cases of community transmission. As testing capacity increases, the number of laboratory-confirmed COVID-19 cases is expected to increase markedly. Therefore, on March 16, 2020 the Health Department issued a shelter-at-home order effective midnight on March 17<sup>th</sup> through April 7<sup>th</sup>.

The new Order requires all individuals currently living within Contra Costa County to shelter at their place of residence except for those employees in Essential Services. To the extent individuals are using shared or outdoor spaces, they must at all times, as reasonably possible, maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities.

Essential Activities per the order:

- To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members.
- To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others.
- To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements.
- To perform work providing essential products and services at an Essential Business.
- To care for a family member or pet in another household.

- **CITY OF PINOLE CLOSES ALL NON-ESSENTIAL PUBLIC FACILITIES**

In response to the Shelter in Place order, the City of Pinole effective March 17-April 7, 2020, has taken the following actions:

- Cancelled all indoor and outdoor City-sponsored programs, classes, activities and events.
- Suspended all preschool and Recreation programs.
- Cancelled all indoor and outdoor City facility rentals.
- Closed all facilities to the public: Senior Center, Youth Center, Tiny Tots, and Pinole Community Pool.
- There will be no access to public buildings, including the Police Department, City Hall, and the Fire Department for the health and safety of the public and City employees.
- Cancelled all non-essential public meetings.

Additionally, to assure the well-being and health of our employees and the community, all City facilities will be closed until further notice.

We will continue to update the City website with appropriate information for the public, particularly about City facility closures, as well as broadcasting it on PCTV.

We appreciate your understanding and patience under these unusual, unpredictable time. Please practice self-care.

- **CITY OF PINOLE DECLARES EMERGENCY- MARCH 18, 2020**

In order to protect the health, safety and welfare of Pinole residents, businesses, visitors and staff is of utmost importance to the City and additional future measures may be needed to protect the community. The City may require additional assistance in the future, and a formal declaration of emergency allows the City to access resources in a timely manner in a timely fashion.

Existing conditions related to the COVID-19 pandemic warrant the proclamation of emergency, as defined by Pinole Municipal Code Chapter 2.32 and as defined by State law. Therefore, the Director of Emergency Services of the City of Pinole determined that extraordinary measures are required to protect the public health, safety, and of persons and property within the City, that are or are likely to be beyond the control or capability of the services, personnel, equipment, and facilities of the City.

As such, on March 18<sup>th</sup>, the City Manager, Andrew Murray signed a proclamation of emergency. This Proclamation shall remain in effect for the next seven (7) days, at which time the City Council, pursuant to Government Code Section 8630, must ratify the Proclamation. A copy of the Proclamation can be found on the City's website.

- **[FIRE SERVICES STUDY FINAL PRESENTATION – APRIL 7, 2020](#)**

Emergency Services Consulting International (ESCI) was asked to provide additional information as an addendum to the City of Pinole Fire Service Study. Because some of the data required for the addendum was dependent on responses from outside agencies, there has been a slight delay in information collection. As such, the anticipated final presentation of the Fire Service Study is at the City Council meeting on Tuesday, April 7, 2020.

Join the Community Service Commission as they host Community Service Day. This is an opportunity to make our community beautiful by volunteering on service projects. These projects will clean, brighten and prune public spaces and community resources. If you would like to volunteer, please email [recreation@ci.pinole.ca.us](mailto:recreation@ci.pinole.ca.us) or call 510-724-9062. Please see the attached flyer for additional information.

- **[GET INVOLVED! JOIN A CITY BOARD, COMMITTEE OR COMMISSION!](#)**

The City is recruiting to fill vacancies on the following boards and commissions. If you are a citizen interested in community service in a variety of disciplines, there are several opportunities available. These vacancies will remain *open until filled*:

**Traffic and Pedestrian Safety Committee (1 position)**

The Pinole Traffic and Pedestrian Safety Committee is a five-member panel who recommend or review action on traffic safety, traffic control and planning, speed limits, parking and other traffic related matters. The committee makes recommendations to the City Council; committee members service two-year terms.

**Contra Costa Library Commission (1 position - 2-year term as Alternate Delegate):**

The Contra Costa County Library Commission was established by the Contra Costa County Board of Supervisors in March 1991. The Commission was created (March 1991) to serve in an advisory capacity to the Board of Supervisors and the County Librarian. The Library Commission is comprised of 24 members:

- 18 members representing the cities/towns in Contra Costa County - these Commissioners are appointed by the city/town councils (Richmond does not participate)
- 5 members represent Contra Costa County - each member of the Board of

Supervisors appoints one Commissioner

- 1 member representing the Central Labor Council.

Currently the Commission meets every other month, on the fourth Thursday evening at 7:00 pm at the Library Administration in Martinez <http://guides.ccclib.org/Commission>.

**Contra Costa County Advisory Council on Aging (1 position):**

The Contra Costa County Advisory Council on Aging (ACOA) is appointed by the Board of Supervisors to advise them on all matters associated with the planning, development and administration of programs relating to older adults. The ACOA consists of forty (40) members. Fifty percent (50%) of the ACOA must be age 60 and above.

Currently the ACOA meets on the third Wednesday of each month, 9:30 a.m. – 11:30 a.m. at 500 Ellinwood Way, Pleasant Hill in Board Rooms A & B. Please submit your **Letter of Interest** and/or an application or additional information.

Applications for all Commissions and Committees, and supplemental questionnaires for certain positions, are available on the City's website at:

[https://www.ci.pinole.ca.us/city\\_government/city\\_clerk/boards\\_and\\_commission](https://www.ci.pinole.ca.us/city_government/city_clerk/boards_and_commission)

For more information, you are encouraged to contact the City Clerk's office at 510-724-8928 or email City Clerk Heather Iopu at [hiopu@ci.pinole.ca.us](mailto:hiopu@ci.pinole.ca.us). Candidates must be appointed by action of the City Council to all Commissions or Committee.

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