KING CITY
CALIFORNIA

Item No. 11(A)

REPORT TO THE CITY COUNCIL

DATE: **SEPTEMBER 22, 2020**

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **STEVEN ADAMS, CITY MANAGER**

RE: **CONSIDERATION OF COVID-19 STATUS REPORT**

RECOMMENDATION:

It is recommended the City Council: 1) receive the status report on City COVID-19 related activities; and 2) provide staff direction on any additional actions requested.

BACKGROUND:

On March 4, 2020, the Governor of California declared a State of Emergency to make additional resources available, formalize emergency actions already underway, and help the state prepare for broader spread of the coronavirus (COVID-19). On March 13, 2020, the President declared a National State of Emergency. As a result, on March 16, 2020, the City Manager signed a Proclamation of Local Emergency in King City, which was ratified by the City Council on March 20, 2020.

On March 18th, the Monterey County Health Officer issued a Shelter in Place Order, which was reissued on April 3rd with increased restrictions. Under the Municipal Code, the County Health Officer also serves as the City's Health Officer. A similar order was issued by the Governor of California for the entire State of California on March 19th, which has been followed with a number of subsequent changes. On April 30, 2020, a subsequent Order was issued by the County Health Officer, which allows additional businesses to reopen under restrictions and established protocols.

Since then, the State has approved a variance request from the County of Monterey enabling the County to proceed to an additional stage of the "Resilience Roadmap for State Reopening", which allowed indoor restaurant dining, indoor retail sales and churches. Additional orders were issued by the County Health Officer on May 8, 2020 and May 26, 2020 to implement the reopening process consistent with the State guidelines. In response to the

Governor's Order, an Order was issued by the County Health Officer on July 8th that once again prohibits operation of bars and indoor dine-in restaurants.

On Friday, August 28th, the Governor issued a new blueprint for reducing COVID-19 in the state with revised criteria for loosening and tightening restrictions. The primary impact on King City is that salons are now allowed to open. The new blueprint places each county in one of 4 risk levels: widespread, substantial, moderate and minimal. Monterey County is in the widespread tier. All but 19 counties in the state are in the same tier. To move to the substantial tier, it must experience less than 7 daily new cases per 100,000 people for 2 consecutive weeks.

The City has been tasked with enforcing the Orders. Therefore, at the April 14th meeting, the City Council adopted an Urgency Ordinance establishing enforcement and appeals procedures for the orders of the County Health Officer related to the COVID-19 pandemic within the City of King in order to establish an effective and clear process. At the May 12, 2020 meeting, the City Council voted to extend the enforcement and appeals procedures through June 9, 2020, at which time it expired.

Since the pandemic began, the City has been involved in implementing an extensive number of measures aimed at enforcement of the County's orders, safety of City facilities and staff, public education, business assistance, and assistance to the public in need due to the impacts of COVID-19. The City has attempted to maintain a consistent approach throughout this crisis in order to respond to both health and economic needs, as well as the diverse concerns of those in the community. This approach has been to maintain the City's focus on fulfilling the responsibilities it is assigned in the most fair and impartial manner possible; to accurately follow the directions of the County Health Officer, Governor and medical experts; and to take all proactive steps feasible to effectively manage the tasks assigned, but to limit actions to the City's authority and technical expertise.

At the June 23, 2020 meeting, the City Council requested staff to place on each agenda an ongoing status report of City COVID-19 efforts. In response, staff has prepared this report, which provides a history and summary of the impacts, status and response related to COVID-19 in King City. Staff intends to provide the same written report to the Council each meeting with new activities added to it. By doing that, anyone from the public seeking information can obtain the full overview be accessing the most recent report.

DISCUSSION:

COVID-19 Case Summary

As of September 16, 2020, the County of Monterey has had a total of 9,197 confirmed COVID-19 cases, 539 hospitalizations, and 65 fatalities. Of the total number of cases, 6,325 have recovered. In the 93930 zip code, there have been a total of 600 cases, which represents 6.52% of the total in Monterey County and a slow but steady reduced percentage. Of this number, 449 have recovered.

Completed and Ongoing City Activities

The following is a summary of the most significant measures the City has taken in response to the pandemic since it began:

- A comprehensive Pandemic Emergency Plan was immediately prepared, implemented and continues to be updated as circumstances evolve.

- The City is coordinating closely with the other South Monterey County cities, and the City's multi-agency Emergency Preparedness Committee has met via teleconference on a regular basis to coordinate a community-wide response.

- The City partnered with Mee Memorial Hospital to access N-95 masks and training for public safety personnel.

- Strict sanitation and social distancing policies have been implemented in all City operations.

- All City public events and recreation programs were cancelled.

- All park playground, restroom and picnic areas were closed and signs and temporary fencing installed.

- Technology capabilities were established to implement telecommuting practices to reduce the number of staff on site. Public Works crews were divided into separate work units to avoid potential exposure. With the reopening of City Hall, these practices have been discontinued at this time except on an as needed basis.

- New procedures were established and technology acquired to implement virtual City Council and other regular ongoing meetings.

- Notification of each of the Shelter in Place Orders issued by the County Health Officer were translated and distributed door to door to each business

by the Police Department. The Police Department provided personal assistance to businesses by explaining and reviewing compliance with reopening requirements.

- Retail business public safety best practices were drafted and delivered to each exempted business during the Shelter in Place Order prior to the State's guidance of safety requirements.

- The Police Department established a process for making determinations on which businesses met the criteria of an "essential" business in a fair and impartial manner, as well as response to other questions regarding what activities are allowed.

- The Police Department has patrolled the downtown area and responded to complaints regarding violations of the Shelter in Place Order.

- King City was the only jurisdiction in Monterey County to adopt its own enforcement, citation and appeal ordinance.

- Information was distributed to the public regarding procedures to report price gauging violations.

- Warning signs for customers were prepared and placed at the entrance of every exempted store. These have now been replaced by new professionally designed and printed signs that have been distributed to each business to display on their window.

- Instructional pedestrian signs were placed on the sidewalks in the downtown area, and handwashing stations were placed at strategic locations throughout the commercial areas. These items were removed when most businesses were allowed to reopen.

- A budget contingency plan to address the revenue impacts from COVID-19 was prepared and later adopted by the City Council.

- The Finance Department submitted an application for Federal Emergency Management Agency (FEMA) reimbursement of COVID-19 emergency response expenditures and established an expense tracking system.

- The City has distributed public education information to the public on an ongoing basis through regular Facebook posts, flyers, press releases, KRKC radio ads, and public service announcements.

- A direct mailer was distributed to every household to notify the public on the County Health Officer Order requiring face coverings.

- A new section devoted to COVID-19 information was created on the City's website and updated on a regular basis.

- The Mayor and Mayor Pro Tem recorded a series of public service announcements in both English and Spanish, which were posted on Facebook and YouTube.

- The City coordinated a joint public service announcement of all the South Monterey County mayors.

- A special issue of the City Newsletter was dedicated entirely to information on COVID-19 and was distributed to every household and business.

- The City developed a contact list of local agricultural employers, facilitated a virtual training session with Mee Memorial Hospital provided to representatives of each employer, developed and distributed guidelines and requested best practices, and provided masks at no cost for agricultural workers.

- City staff prepared an inventory of all food and supply assistance and delivery programs, prepared and distributed informational materials to the public on the services available, coordinated with the Monterey County Food Bank to provide a new weekly food pickup program, and acquired resources to make available free pet food and diapers to the public in need on a periodic basis.

- The City partnered with the Small Business Development Center (SBDC) to offer personal assistance to business owners in applying for Federal Cares Act and other funding grants and loans, prepared and mailed multiple flyers on each of the deadlines to every King City business, and contacted businesses by phone to promote workshops held by the SBDC.

- The City Council adopted an ordinance to prohibit evictions of commercial tenants to accompany the Governor's Order restricting evictions of residential tenants.

- Restricted parking was installed upon request to assist restaurants to provide curbside service.

- A program was developed in partnership with Cal Water to freeze minimum water and wastewater accounts while businesses were closed.

- Hundreds of free Census 2020 masks were distributed by the Police Department to businesses to provide to their customers.

- Equipment was purchased and installed at City Hall to protect the health of City employees and customers in order to reopen City Hall, which include screens, signage, floor mat social distancing signs, and access barriers.

- The City developed an expanded public information campaign in July to increase public safety compliance by promoting the importance of three basic practices; 1: wearing face coverings; 2) distancing 6 feet from other individuals; and 3) washing hands before touching one's face. Since regulations became increasingly complex and rapidly changing, the campaign was designed to emphasize the most important basics. A public information mailer was designed and mailed to all households within King City and the surrounding areas. New radio ads have aired on KRKC and frequent items are posted on Facebook.

- A process has been established on how to respond if an employee is tested positive for COVID-19, which has been communicated to all employees. Human Resources has tracked and is prepared to implement all leave benefits established by the Federal government.

- The City Council adopted an urgency ordinance establishing a citation process on face covering requirements. Staff released a press release, posted a Facebook announcement, and included information on the website.

- A letter was approved and sent to the County Health Officer requesting guidance on concerns involving bounce houses. Public information on bounce house safety measures was provided to the City.

- Banners with park restrictions have been designed, printed and installed at City parks.

- In response to the letter submitted by the Mayor to the County Health Officer, flyers were received from the County providing bounce house safety information. The flyers have been printed and distributed by the Police Department to party stores with a request to provide a copy to anyone renting a bounce house.

Current City Activities

- The City is leading an extensive effort to help identify strategies to relocate the homeless individuals in the nearby encampment to temporary or permanent housing. A committee consisting of over 30 representatives from multiple agencies has been meeting on a regular basis. Funding has been obtained from the County Homeless Coalition and staff is pursuing

other funding sources through the County and the City's allocation of various CARES funds. Information has been recorded for each individual by a team of case workers, who are now working together to identify assistance each may be eligible for based on their specific situation and needs.

- Two grants have been obtained to fund a program of providing rent, mortgage and utility bill assistance for those whose incomes have been negatively impacted by COVID-19. Staff has developed the process and forms, which will be launched on October 15th.

- Staff solicited bids for increased contract cleaning services on a temporary basis, but implementation is on hold until staff can confirm the costs will be reimbursed by FEMA.

- Since the face covering ordinance was adopted, the Police Department has issued 8 warnings and no citations.

COST ANALYSIS:

No cost impact is associated with this item since it is limited to an update of past and current activities. Staff continues to track expenses associated with the COVID-19 response for 75% FEMA reimbursement.

ENVIRONMENTAL REVIEW:

Since this is an update on ongoing activities, this matter is not a "project" for the purposes of the California Environmental Quality Act (CEQA) as it does not have the potential for resulting in either a direct physical change to the environment, or a reasonably foreseeable indirect physical change in the environment. No further action is required under CEQA for City Council action.

ALTERNATIVES:

The following alternatives are provided for Council consideration:
1. Receive the status report;
2. Provide staff direction on any desired additional actions;
3. Provide staff direction on any current activities Council requests to change or discontinue; or
4. Provide staff other direction.

Prepared and Approved by: _____
Steven Adams, City Manager