



City Council Update COVID-19 Emergency Response

City of Monrovia

March 17th, 2020



Presentation Overview

- Timeline of Events
- Emergency Operations Center (EOC)
- Department Work Activities
- Proclamation of Existence of Local Emergency
- Questions & Answers



Schedule of Events

- March 4th – California Proclamation of a State Emergency
- March 12th – Activation of Emergency Operations Center
- March 13th – Proclamation of Existence of a Local Emergency by the Emergency Services Director
- March 13th – Presidential Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease Outbreak
- March 17th – City Council Ratifies Proclamation of Existence of a Local Emergency



As of Monday, March 16th

Los Angeles County Health Officer Order for the Control of COVID-19

- Immediately requires closing the following types of businesses:
 - (1) Bars and Nightclubs that do not serve food.
 - (2) Gyms and Fitness Centers.
 - (3) Movie Theaters, Live Performance Theaters, Bowling Alleys, and Arcades.
- Effective March 16, 2020 and continuing through March 31, 2020, all public and private group events and mass gatherings, as defined below, of 50 or more people are prohibited anywhere within the Los Angeles County Public Health Jurisdiction.
- Social Distancing Measures for gatherings of 10-49 people.
- Effective immediately, and in accordance with Governor Newsom's Guidance and Mayor Garcetti's New City Measures to Address COVID-19, all permanent food facilities, as defined by Health and Safety Code § 113849, may only prepare and offer food that is provided to customers via delivery service, via pick-up for takeout dining, and via drive-thru



As of Monday, March 16th (cont.)

Governor Newsom Executive Order N-28-20

- Any provision of state law that would preempt or otherwise restrict a local government's exercise of its police power to impose substantive limitations on residential or commercial evictions...is hereby suspended to the extent that it would preempt or otherwise restrict such exercise.
- Public housing authorities are requested to extend deadlines for housing assistance.
- Dept. of Business Oversight shall engage with financial institutions to identify tools to be used to afford Californians relief from the threat of residential foreclosures and displacement.



Emergency Operations Center

- About & Definition
- What "Activation" means
- Incident Action Plans



What is an EOC?

- Physical location for staff to gather and work safely during an emergency
- Outcome following lessons learned during 9/11
- The City is progressive in its use of VEOCI
- During this emergency, the EOC will
 - Protect the health and safety of our employees, volunteers and community members
 - Reduce the risk of community spread of COVID-19
 - Provide a continuity of essential city services to the extent possible



Different Levels of EOC Activation

- **Level Three**

Level Three activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may be activated at a minimal level or may not be activated. Off-duty personnel may be recalled.

- **Level Two**

Moderate to severe emergency wherein local resources are not sufficient and mutual aid may be required.

- **Level One**

Major local or regional disaster wherein resources near the impacted area are overwhelmed and extensive state and/or federal resources are required.



City of Monrovia EOC

- Physical Location – Community Room at Monrovia Police Department
- Virtual Location – VEOCI
- All Departments Involved
 - Emergency Services Director – City Manager
 - Deputy Emergency Services Director – Fire Chief, Police Chief
 - Planning Section Chief – Community Development Director
 - Logistics Section Chief – Community Services Director
 - Operations Section Chief – Police Captains, Fire Division Chiefs
 - Public Information – Jackie Tran, Communications Analyst



Incident Action Plan – March 13th-March 16th Thru March 31st, 2020 Planning Period

Objectives

- Close all non-essential city facilities to the public to promote social distancing and protect staff. To include: Library, Community Center, Canyon Park.
- Communicate closures through CMO office to: elected officials, employee groups, community.
- Cancel community events/gatherings, special events, facility rentals and programs. Communicate closures to appropriate groups/individuals.
- Postpone non-essential City Council agenda items.
- Cancel board and commission meetings.
- All department directors to be provided with remote access and voice mail forwarding. To be coordinated through CMO IT department.
- Determine upcoming recruitments (Human Resources) and discuss status at planning meeting 03/16/2020.
- Continue/evaluate disinfection of public facilities.



Incident Action Plan – March 16th-March 19th Thru March 31st, 2020 Planning Period

Objectives

- City Council to ratify Proclamation at March 17th meeting.
- Each department director to provide modified work for employees to reduce public interaction and maintain social distancing.
- Department directors to submit safety plan for city manager review by 3/19. Emphasis on what each department is doing to prevent spread.
- CERT volunteers to contact all individuals on Relief for Elderly and Disabled (RED) list and provide update of needs.
- Lock public access doors at: City Hall, Public Works Yard/Office, Fire Stations. Distribute limited number of access keys. Provide suitable alternatives for public business.
- Recruitment: Human Resources to focus on essential positions and processes that are far enough along to complete.



Administrative Services

Current Planning Priorities

- Enroll employees in direct deposit
- Process payroll
- Cash handling for city hall
- Pay vendors/contractors

Future Planning Priorities (throughout duration of Local Emergency)

- Coordinate water bill payments
- Postpone late payment penalties/fees for late water bill payments
- Will not disconnect water services for non-payment during proclaimed Emergency.



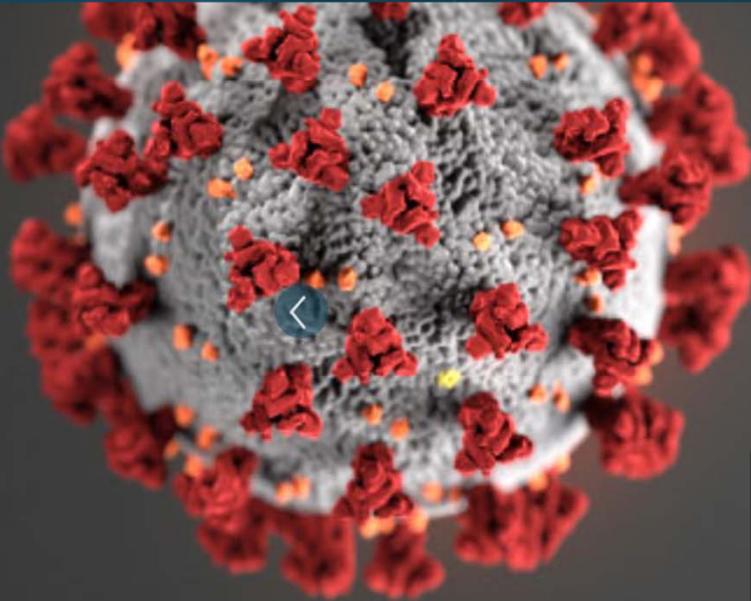
City Manager's Office

Current Planning Priorities

- Coordinate overall response to emergency
- Create and maintain City website and public information
- Prepare limited public access to city hall and public works facility beginning Wednesday to promote social distancing and protect staff
- Ensure necessary city operations continue and are accessible to the public

Future Planning Priorities

- Communicate fast-paced changes at the national, state and regional levels
- Provide daily updates to the community and staff



COVID-19 (CORONAVIRUS)

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Community Development

Current Planning Priorities

- Providing essential building inspections and safety services
- No indoor code enforcement inspections
- Continue essential functions

Future Planning Priorities

- Maximize alternative opportunities for Planning, Building and Business License support to be provided over the phone, email or online
- Develop remote work activities for staff if needed
- Extend processing deadlines where appropriate



Community Services

Current Planning Priorities

- Reopen Canyon Park & Hillside Wilderness Preserve
- Maintain closure of Community Center and Library
- Cancel events, programs, activities of 50 persons or more thru March 31st and possibly beyond

Future Planning Priorities

- Consider virtual program offerings such as virtual storytime, educational tours
- Provide logistics assistance for all City operations
- Coordinate services with community partners



Fire Department

Current Planning Priorities

- Deploy operational changes, guidance to employees, and protective equipment for all first-responders
- Restrict public access to Station 101 and 102

Future Planning Priorities

- Continue supporting citywide emergency operations in the EOC
- Provide situational awareness from across the region
- Ensure fire and rescue services continue through the duration of the emergency



Police Department

Current Planning Priorities

- Maintain public safety
- Deploy operational changes, guidance to employees, and protective equipment for all first-responders
- Restrict public access to the Police Station except for the lobby
- Reduce non-essential police activities

Future Planning Priorities

- Continue supporting citywide emergency operations in the EOC
- Provide situational awareness from across the region
- Ensure police services continue through the duration of the emergency



Public Works

Current Planning Priorities

- Ensure that essential services – water, sewer and waste disposal continue throughout the emergency
- Reduce non-essential public access to public works to promote social distancing and protect staff
- Provide community support via phone, email, website

Future Planning Priorities

- Provide infrastructure repair, maintenance, cleaning
- Ensure continuity of public services and infrastructure for duration of emergency
- Coordinate with utility providers to reduce impacts on residents



Citywide Challenges

- Balance public services with health and safety of staff
- Impact on personal lives of employees
- Keep the public informed
- Reduce non-essential workloads during temporary closures
- Manage financial impact to the City when it is unknown
- Adapt to the frequency of updates and changes



Communitywide Challenges for the City

- Monrovia Unified School District Closures put pressure on working parents
- Local grocers are having trouble keeping up with demand fueled by anxiety (bottled water, toilet paper, medical supplies)
- State and County are acting preemptively
- City must promote communitywide social distancing thru March 31st
- Forthcoming economic impacts on families, workers, business owners, etc.



Proclamation of Existence of Local Emergency

- 1. The Proclamation of Existence of a Local Emergency and the Supplement thereto, as issued by the City Manager/Director of Emergency Services, are hereby ratified pursuant to Monrovia Municipal Code Section 2.44.060.
- 2. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.
- 3. During the existence of this local emergency the powers, functions, and duties of the emergency organization of the City of Monrovia shall be those prescribed by state law, by ordinances, resolutions and approved emergency plans of City of Monrovia.
- 4. A copy of this proclamation shall be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California, pursuant to the Emergency Services Act; issue a proclamation declaring an emergency in Los Angeles County; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.
- 5. The City Clerk shall certify to the adoption of this Resolution.



First Supplement

This was prepared by Monday, March 16th at 5:00p

- As a result of the Local Emergency, the City hereby suspends: (1) the discontinuation or shut-off of water service for residents and businesses in the City for non-payment of water bills, (2) the imposition of late payment penalties or fees for delinquent water and/or sewer bills; and (c) the imposition of late payment penalties or fees for parking violations in the City.
- Suspend parking enforcement on City streets due to street sweeping.



Questions

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For COVID-19 Updates:

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