

ORDER NO 20-01 OF THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF BRENTWOOD, CALIFORNIA

WHEREAS, the California Emergency Services Act (Government Code Sections 8550, et seq.) authorizes the proclamation of a local emergency when conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a city exist; and

WHEREAS, per Government Code Section 8630, such an emergency may be proclaimed by the governing body or by an official designated by ordinance adopted by the governing body; and

WHEREAS, Section 2.16.060(A)(1) of the Brentwood Municipal Code empowers the City Manager as the Director of Emergency Services to proclaim a local emergency when the City of Brentwood ("City") is affected or likely to be affected by a public emergency and the City Council is not in session; and

WHEREAS, following the declarations of State and National Emergency, on March 16, 2020, the Director of Emergency Services proclaimed a local emergency in the City of Brentwood due to the COVID-19 Pandemic (the "Proclamation"), which was ratified by the City Council on March 17, 2020, by Resolution No. 2020-36; and

WHEREAS, the Proclamation closed, or significantly limited to the public, all City facilities; and cancelled or postponed all non-essential City sponsored meetings and events; and

WHEREAS, the Proclamation also put into effect the City's emergency procurement practices; and

WHEREAS, on March 16, 2020, the City Manager, acting in his role of Director of Emergency Services, directed the Director of Human Resources and Director of Finance and Information Systems to notify all City employees that, effective, March 17, 2020 through April 7, 2020:

1. The City will cease non-essential operations and services at physical locations.
2. During this declared emergency, Department Directors have identified essential services that must be provided and those services that are non-essential.
3. Any employee sent home due to the closure will be on paid leave and not required to use accruals, unless sick and unable to telework.
4. As determined by the appropriate Department Director, many essential employees have been requested to continue working, and other essential employees are teleworking.
5. All employees who are sent home should remain available and ready for work in the event the City requires them to either report for work or telework; and

WHEREAS, also on March 16, 2020, the County Health Officer issued an order (the "March 16, 2020 County Health Order") that directed individuals living in the County to shelter at their place of residence unless they are required to engage in certain essential activities, work for essential businesses, or provide essential governmental services, through April 7, 2020; and

WHEREAS, the March 16, 2020 County Health Order also directed all businesses and governmental agencies to cease non-essential operations at physical operations in the County;

prohibited all non-essential gatherings of any number of individuals; and ordered cessation of all non-essential travel; and

WHEREAS, on March 31, 2020, the County Health Officer issued Order No. HO-COVID19-03, which, among other things, superseded, clarified, and strengthened selected terms of the March 16, 2020 County Health Order, and extended the duration of the shelter in place regulations through May 3, 2020; and

NOW THEREFORE, IT IS HEREBY ORDERED by the Director of Emergency Services of the City of Brentwood that during the existence of this Local Emergency affecting the City of Brentwood:

1. General Operations Policy. To address the Federal, State, and County orders to protect the public from the spread of COVID-19, a General Operations Policy, attached as Exhibit "A," is adopted.
2. Housing Successor and Local Successor Agency activities. Given limited staffing, the processing of housing loan or subordination requests will be deferred for the duration of the Local Emergency. Given the City's General Operations Policy, payoff demands may be delayed for the duration of the Local Emergency, with the understanding that holders of such obligations are not excused from performance and may be required to delay close of escrows.
3. Prohibited behavior by the public. No person shall:
 - a. Willfully obstruct, hinder or delay any member of the Emergency Organization in the performance of official duties;
 - b. Commit an act imperiling the lives or damaging property of the residents of the City; or
 - c. Wear, carry, or display any means identifying him/her as a registered disaster service worker unless he/she is performing officially assigned emergency related duties on behalf of the City government.
4. Effective date. The foregoing shall be effective immediately.

DATE AND TIME:

4/3/20 3:25pm



Tim Y. Ogden, Director of Emergency Services

Exhibit "A"

CITY OF BRENTWOOD COVID-19 GENERAL OPERATIONS POLICY

I General Information

A. City website/dedicated COVID-19 Webpage

The City Manager's Office has set-up a dedicated webpage for updated information on the City's response to the COVID-19 Local Emergency. This information may be found at the following link: <http://www.brentwoodca.gov/covid19>

B. City Business Deliveries

All City business deliveries are to be curtailed as much as possible during this period, with exceptions permitted for essential items, as determined by individual departments.

C. Public Access to City Facilities

Exterior doors and public service counters will remain closed and will be locked to the public. City staff will limit access and schedule appointments as necessary for certain essential public business. Social distancing guidelines of 6 feet of separation must be followed for any essential City employee gatherings or any scheduled internal meetings.

II City Clerk's Office

A. City Public Meetings

While committed to governmental transparency and public involvement, the City has implemented teleconferencing and other remote accessing options for City Council meetings and Committee meetings as allowed by the Governor's Executive Orders for the duration of the Local Emergency. Public participation will be facilitated through the solicitation of public comment through email and phone messages.

B. Public Records Act

While committed to governmental transparency, the City will endeavor to respond to Public Records Act requests as quickly as is practical under the circumstances, but given the Operations Policy, delivery of responsive documents may be delayed.

III. Permit Center/City Inspections

A. Permit Center

The City's Permit Center is closed to the public, but the City will still accept and process plans and permits electronically. Only permits for construction activities permitted by County Order No. HO-COVID19-03, or any superseding order issued by an authority with jurisdiction, will be issued.

B. City Inspections

Only inspections for construction activities permitted by County Order No. HO-COVID19-03, or any superseding order issued by an authority with jurisdiction, will take place.

C. Land Use & Permits Expirations

The following City permits and approvals will not expire or lapse during the period that Contra Costa County Health Officer Order No. HO-COVID19-03 is in effect and for 30 calendar days thereafter:

1. Tentative Tract Maps
2. Conditional Use Permits
3. Design Reviews
4. Building Permits
5. Sign Permits

IV. Parks and Recreation

A. Parks, Playgrounds, and Trails

All City parks and trails are open for use, provided social distancing requirements mandated by County Order No. HO-COVID19-03 and the State of California are maintained. City playgrounds, dog parks, picnic, BBQ areas, courts, and athletic facilities are closed to public use.

B. Recreation Programs

All City-provided recreation programs, including classes, programs, and services, are cancelled through June 1, 2020, with all refunds of registration fees authorized to applicants.

C. City Facility Reservations

All private City facility reservations are cancelled through June 1, 2020, with all refunds of reservation fees authorized to applicants.

V. Finance and Information Systems

A. Business licenses/renewals

The processing of business license applications and renewals is currently continuing through the Local Emergency. The City will still require renewal of existing local business licenses that would otherwise expire during the time in which the Local Emergency is in effect, subject to submission of a business license renewal within 30 days after the termination of the Local Emergency, and late charges will be waived during the Local Emergency.

New business owners are required to wait to operate until their application is approved, unless waived by the Director of Emergency Operations for essential services. All businesses are required to adhere to the operations requirements set forth in County Order No. HO-COVID19-03, or any superseding order issued by an authority with jurisdiction

B. Procurements.

The normal City goods and service procurement requests and purchase practices are continued stayed during this period of emergency, and the City's emergency procurement practices contained in the City's Purchasing Policy (City Council/Administrative Policy No. 10-7) will be put into effect.

C. Utility Billing

Payment for utility bills was open to the public through March 17, but since has only been accepted electronically or via the utility drop box located in front of City Hall at 150 City Park Way. Cash payments cannot be accepted, however, cashier's check or money orders are permissible. Billing for service shall continue. Water shutoffs due to non-payment shall be halted and late fees shall not accrue during this time.

VI. **Police Department**

A. Patrol & Investigations

Investigation of crimes and arrests will continue; however, cold property crimes and other non-urgent, non-life threatening issues will be handled either on-line or by phone calls from officers.

Residents should use the online reporting system to report non-urgent crimes that are not in progress. The types of reports that may be reported on line are: Harassing phone calls, hit and runs, identity theft, informational reports, lost property, supplemental reports, thefts (property value under \$950), thefts from vehicles, unauthorized use of credit card, Vacation Watch requests, vandalism, vandalism to vehicle, and custody order violations.

The online reporting system can be accessed at:

<https://www.brentwoodca.gov/gov/police/reporting/report.asp>.

B. Sex and Drug registrants.

All new and existing sex and drug registrants must still contact the Police Department within the time frames required by State law. However, processing of initial and annual registrations, including fingerprinting, may be delayed.

C. Other Services

The following services are currently limited or not being offered:

- Citation sign-offs
- VIN verifications
- Citizen ride-alongs and facility tours
- Fingerprinting services
- Limited property releases by appointment only
- Vehicle releases will be completed by an on duty police sergeant as time allows

D. Patrol Schedule

Effective April 5, 2020, the Police Department will operate on an Emergency Patrol Schedule. The schedule will maintain minimum staffing at all times, minimize any additional overtime, and ensure the safety of our officers amidst their frequent contact with the public.

The schedule will cover a 28 day cycle where all divisions will move onto Patrol, and after working 12.5 hour shifts of three days on, four days off, then four days on, and three days off, they will have a 14 day period of paid quarantine. All officers rotating through this may be called back to ensure minimum coverage. The schedule will

continue during the declared Local Emergency.