



CITY OF MORRO BAY CITY COUNCIL AGENDA

The City of Morro Bay provides essential public services and infrastructure to maintain a safe, clean and healthy place for residents and visitors to live, work and play.

NOTICE OF SPECIAL MEETING

**Thursday, March 19, 2020 – 4:00 P.M.
Veterans Memorial Hall
209 Surf St., Morro Bay, CA**

ESTABLISH QUORUM AND CALL TO ORDER

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Pursuant to the Governor's Executive Order N-29-20 issued on March 17, 2020 in response to the present State of Emergency in existence due to the threat of COVID-19, the City Council is authorized to hold public meetings via teleconferencing and to make meetings accessible electronically to all members of the public seeking to observe and to address the legislative body, and all requirements in the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived..

Public Participation:

In accordance with Executive Order N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

- *Due to social distancing, community members are strongly encouraged to submit agenda correspondence in advance of the meeting and watch the meeting live on either cable Channel 20 or streamlined on the City's [website](#).*
- *Agenda correspondence received by the City Clerk's office prior to the meeting will be published on the City website with a final update one hour prior to the meeting start time.*
- *Public comment received after 3:00 p.m. on March 19, will be accepted by email to cityclerk@morrobayca.gov during the meeting. Each email received after 3:00 p.m. but prior to the close of public comment will be read into the record by the City Clerk, subject to the allowed 3-minute time limit.*
- *In order to prevent and mitigate the effects of the COVID-19 pandemic, and limit potential spread within the City of Morro Bay, in accordance with Executive Order N-29-20, the City will not make available a physical location from which members of the public may observe the meeting and offer public comment.*

SPECIAL MEETING AGENDA ITEMS:

- I. ADOPT RESOLUTION NO. 23-20 RATIFYING THE CITY OF MORRO BAY'S LOCAL EMERGENCY DECLARATION; ADOPT RESOLUTION NO. 24-20 APPROVING THE CITY OF MORRO BAY'S EMERGENCY AND DISASTER PURCHASING POLICY; AND ADOPT RESOLUTION NO. 25-20 CONCERNING PUBLICATION OF CALIFORNIA EMERGENCY ORDER AND LAW REGARDING RESIDENTIAL EVICTIONS; (CITY MANAGER)

RECOMMENDATION: Staff recommends the City Council

- 1. Adopt Resolution No. 23-20 ratifying the City of Morro Bay's Local Emergency Declaration, and**
- 2. Adopt Resolution No. 24-20 adopting the City of Morro Bay's Emergency and Disaster Purchasing Policy, and**
- 3. Adopt Resolution No. 25-20 concerning Publication of California Emergency Order and Law regarding Residential Evictions, and**
- 4. Discuss and provide directions on actions related to Federal, State and County orders related to the pandemic of virus known as COVID-19.**

- II. OVERVIEW OF THE EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION FOR THE COVID-19 PANDEMIC LOCAL EMERGENCY; (FIRE CHIEF / CITY MANAGER)

RECOMMENDATION: Receive presentation from the Emergency Operations Center Director (Fire Chief Steve Knuckles) and provide direction as appropriate.

- III. RATIFICATION OF THE CITY MANAGER'S DETERMINATION TO ACTIVATE THE CITY'S SHORT-TERM FISCAL EMERGENCY PLAN: (CITY MANAGER)

RECOMMENDATION: Ratify the City Manager's determination to activate the City's Short-Term Fiscal Emergency Plan.

ADJOURNMENT

DATED: March 18, 2020



John Headding, Mayor

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN A CITY MEETING, PLEASE CONTACT THE CITY CLERK'S OFFICE AT LEAST 24 HOURS PRIOR TO THE MEETING TO INSURE REASONABLE ARRANGEMENTS CAN BE MADE TO PROVIDE ACCESSIBILITY TO THE MEETING.



AGENDA NO: I

MEETING DATE: March 19, 2020

Staff Report

TO: Honorable Mayor and City Council **DATE:** March 17, 2020

FROM: Scott Collins, City Manager

SUBJECT: Adopt Resolution No. 23-20 ratifying the City of Morro Bay’s Local Emergency Declaration; Adopt Resolution No. 24-20 adopting the City of Morro Bay’s Emergency and Disaster Purchasing Policy; Adopt Resolution No. 25-20 concerning Publication of California Emergency Order and Law regarding Residential Evictions

RECOMMENDATION

Staff recommends the City Council

1. Adopt Resolution No. 23-20 ratifying the City of Morro Bay’s Local Emergency Declaration, and
2. Adopt Resolution No. 24-20 adopting the City of Morro Bay’s Emergency and Disaster Purchasing Policy, and
3. Adopt Resolution No. 25-20 concerning Publication of California Emergency Order and Law regarding Residential Evictions, and
4. Discuss and provide directions on actions related to Federal, State and County orders related to the pandemic of virus known as COVID-19.

BACKGROUND

In December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) was first identified in Wuhan City, Hubie Province, China. The Federal Centers for Disease Control and Prevention (“CDC”) activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country. On March 4, 2020, Governor Newsom declared the existence of a state of emergency for the State of California and on March 13, 2020, the President of the United States declared that the outbreak of COVID-19 in the United States constitutes a national emergency.

On March 13, 2020, the County of San Luis Obispo Health Officer declared a public health emergency, the County of San Luis Obispo Emergency Services Director proclaimed a local emergency due to the COVID-19 pandemic, and local school closures went into effect. On March 14, 2020, the County of San Luis Obispo Public Health Department announced the first confirmed case of COVID-19 in the County and since that date further cases of COVID-19 have been confirmed.

The health, safety and welfare of City of Morro Bay (“City”) residents, businesses, visitors and staff are of utmost importance to the City and additional future measures may be needed to protect the community. It is imperative to prepare for and respond to suspected or confirmed COVID-19 cases within the City, and to prepare to respond to an increasing number or individuals who may require

Prepared By: <u> JC </u>	Dept Review: _____
City Manager Review: <u> SC </u>	City Attorney Review: <u> CFN </u>

medical care. Preparing for, responding to, mitigating, and recovering from the spread of COVID-19 requires the City to divert resources from normal day-to-day operations, and has and will continue to impose extraordinary requirements on and expenses to the City.

DISCUSSION

After consideration of the facts reasonably available at the time, on March 14, 2020, the City Manager acting as the Director of Emergency Services proclaimed the existence of a state of local emergency to make additional resources available to address the effects of COVID-19. Pursuant to Government Code § 8630 a local emergency throughout the City declared by the Director of Emergency Services shall not remain in effect for a period in excess of seven (7) days unless it has been ratified by the City Council; therefore, the Director of Emergency Services requests the City Council ratify and affirm the existence of a local emergency throughout the City of Morro Bay effective March 4, 2020, when Governor Newsom declared the existence of a state of emergency for the State of California, with the adoption of Resolution No. 23-20.

Emergency and Disaster Purchasing Policy

Disaster purchasing has a number of facets, first emergency spending limits are expanded and authorized by council without the need to obtain their prior approval. There can be individual limits and aggregate limits which give emergency managers the necessary authority to act quickly under exigent circumstances.

Secondly, emergency purchasing practices includes special exemptions or processes for soliciting bids for emergency work. Emergency work covers two separate concepts. The first concept regards purchases made under “crisis” conditions, where there is an immediate threat to health, safety, or improved property. When this condition (an immediate threat to health, safety or improved property) exists, the city has wider latitude to do what is necessary to save lives and prevent further damage to improved property. Once the “immediate threat” phase has passed, this wide latitude is greatly narrowed in regard to using “sole source” or “no-bid” procurement. When the “immediate threat” phase has passed, then the “sole source” or “no-bid” option is essentially no longer available.

However, serious emergency situations may still exist for which there is a need for “expedited” purchasing procedures. This is the purpose for alternative advertising methods, alternative locations for posting requests for proposals, the minimum number of bids required and shortened periods of time for submission of bids. The “normal” procurement process essentially continues, but with slightly lesser requirements than for the “normal” procurement process. Under both the “crisis” and “expedited” procurement provisions, the delegation of purchasing authority may still be to expedite the process.

A third facet of disaster purchasing is the identification and separation of “disaster purchases” from routine day-to-day purchases for the purpose of tracking disaster costs. All purchases made under emergency circumstances and that fall within this policy will be coded to a specific disaster project code, set up within the Finance System with disaster identification. This will help to track and identify disaster purchases.

It is extremely important to have a “Disaster Purchasing Policy.” It is not sufficient to merely waive the existing policy. FEMA (Federal Emergency Management Agency) requires agencies to follow their own policies. Having a “no policy,” as when requirements are to be waived, is to have no policy in place which can be followed. The purpose of the “Disaster Purchasing Policy” is to reduce the normal policy requirements, while giving the organization the flexibility to respond effectively to exigent circumstances. Given the nature of emergency purposes to make purchases under “crisis” conditions, where there is an immediate threat to health, safety or improved property, the policy and

regulations allow for the city has wider latitude to do what is necessary to save lives and prevent further damage to improved property. Therefore, the draft policy provides for purchase priority for local community and county vendors first in order to expeditiously receive goods and services and prevent further threat to public health and safety.

State Order and Law on Residential Evictions

On March 4, 2020, Governor Newsom declared the existence of a state of emergency for the State of California. Penal Code § 396(f) provides in part: “It is unlawful for a person, business, or other entity to evict any residential tenant of residential housing **after the proclamation of a state of emergency declared by ... the Governor ...** and for a period of 30 days following that proclamation or declaration, or any period that the proclamation or declaration is extended by the applicable authority and rent or offer to rent to another person at a rental price greater than the evicted tenant could be charged under this section...” (Emphasis added.)

On March 16, 2020, Governor Newsom issued Executive Order N-28-20, which in part ordered in Section (1): “The time limitation set forth in Penal Code section 396, subdivision (f), concerning protections against residential evictions, is hereby waived. Those protections shall be in effect through May 31, 2020.”

The City desires that residents of Morro Bay are informed and aware of their rights as residential tenants under said State emergency orders and law. Adoption of the related resolution will provide for publication of the state order and law on residential evictions, so Morro Bay residents know these rights during this time of emergency.

CONCLUSION

Staff recommends that Council review the proposed policies and adopt Resolutions No. 23-20, 24-20, and 25-20 and provide other direction as deemed appropriate by a majority of the Council.

ATTACHMENTS:

1. Resolution No. 23-20 Proclaiming and Affirming the Existence of a Local Emergency
2. Morro Bay Municipal Code Chapter 8.08
3. Government Code section 8634
4. Resolution No. 24-20 adopting an Emergency and Disaster Purchasing Policy
5. Resolution No. 25-20 concerning Publication of State of California’s Emergency Order and Law in Response to COVID-19 (Coronavirus) on Residential Evictions

RESOLUTION NO. 23-20

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, STATE OF CALIFORNIA,
PROCLAIMING AND AFFIRMING THE EXISTENCE OF A LOCAL
EMERGENCY, AND CONFIRMING AND RATIFYING PROCLAMATION
BY CITY'S DIRECTOR OF EMERGENCY SERVICES OF EXISTENCE
OF A LOCAL EMERGENCY, IN RESPONSE TO COVID-19
(CORONAVIRUS)**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) was first identified in Wuhan City, Hubei Province, China; and,

WHEREAS, COVID-19 is a respiratory disease that may result in serious illness or death and is easily transmissible from person to person; and

WHEREAS, COVID-19 has since spread outside of China, impacting more than 100 countries, now including the United States; and

WHEREAS, COVID-19 at present has sickened more than 198,000 people around the world, over 6,400 in the United States and over 730 in California, COVID-19 has killed over 7,900 people worldwide, including over 100 in the United States, and there has been a significant escalation of United States domestic cases of and deaths from COVID-19; and

WHEREAS, the federal Centers for Disease Control and Prevention ("CDC") activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS, the California Department of Public Health has activated its Medical and Health Coordination Center, and the Office of Emergency Services recently activated the State Operations Center to provide support and guide actions to preserve public health; and

WHEREAS, on March 4, 2020, Governor Newsom declared the existence of a state of emergency for the State of California; and,

WHEREAS, on March 11, 2020, the Director-General for the World Health Organization declared that COVID-19 can be characterized as a "pandemic"; and

WHEREAS, on March 13, 2020, the President of the United States declared that the outbreak of COVID-19 in the United States constitutes a national emergency; and

WHEREAS, on March 13, 2020, the County of San Luis Obispo Health Officer declared a public health emergency, the County of San Luis Obispo Emergency Services Director

proclaimed a local emergency due to the COVID-19 pandemic, and local school closures went into effect; and

WHEREAS, on March 14, 2020, the County of San Luis Obispo Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County after an individual in San Luis Obispo County tested positive for COVID-19, and since that date further cases of COVID-19 have been confirmed in San Luis Obispo County; and

WHEREAS, the health, safety and welfare of City of Morro Bay (“City”) residents, businesses, visitors and staff are of utmost importance to the City and additional future measures may be needed to protect the community; and

WHEREAS, it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases within the City, and to prepare to respond to an increasing number or individuals who may require medical care; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 requires the City to divert resources from normal day-to-day operations, and has and will continue to impose extraordinary requirements on and expenses to the City; and

WHEREAS, strict compliance with certain municipal code and other City regulations would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19, which issue cannot be timely addressed absent a declaration of local emergency; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to COVID-19, the City may require additional assistance in the future, and proclamation of local emergency allows additional resources to flow to the City in a timely manner; and

WHEREAS, Morro Bay Municipal Code (“MBMC”) § 8.08.050(A) appoints the City Manager as the Director of Emergency Services (“Director”); and

WHEREAS, MBMC § 8.08.020 defines “emergency,” and that definition includes “actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the city caused by such conditions as... epidemics”; and

WHEREAS, MBMC § 8.08.060(A)(1) empowers the Director to proclaim the existence or threatened existence of a local emergency if the City Council is not in session; and

WHEREAS, after consideration of all facts reasonably available presently then for review and all items, on March 14, 2020 the Director of Emergency Services proclaimed the existence of a state of local emergency to make additional resources available to address the effects of COVID-19; and

WHEREAS, pursuant to Government Code § 8630 a local emergency throughout the City declared by the Director of Emergency Services shall not remain in effect for a period in excess of seven (7) days unless it has been ratified by the City Council; and

WHEREAS, the Director of Emergency Services requests that the City Council of the City of Morro Bay proclaim and affirm the existence of a local emergency throughout the City, ratify the proclamation on March 14, 2020 by the Director of Emergency Services of the existence of a state of local emergency, and affirm the existence of a state of local emergency for the City of Morro Bay as of the date of March 4, 2020 when Governor Newsom declared the existence of a state of emergency for the State of California; and

WHEREAS, the Governor's declaration on March 4, 2020 of a state of emergency in California includes the following order: "The 60-day time period in Government Code § 8630, within which local government authorities must renew a local emergency, is hereby waived for the duration of this state emergency. Any local emergency proclaimed will remain in effect until each local governing authority terminates its respective local emergency"; and

WHEREAS, the California Emergency Services Act, Government Code §§ 8558(c) and 8630, authorize the proclamation of a local emergency, when conditions of a disaster or extreme peril to the safety of persons and property exist within the territorial limits of a city; and

WHEREAS, after consideration of all facts reasonably available presently for review and all items, the City Council of the City of Morro Bay now desires to proclaim and affirm the existence of a state of emergency throughout the City to make additional resources available to address the effects of COVID-19, ratify the proclamation of the Director of Emergency Services made on March 14, 2020, and affirm the existence of a state of local emergency for the City of Morro Bay as of the date of March 4, 2020 when Governor Newsom declared the existence of a state of emergency for the State of California.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. **Recitals.** The City Council hereby finds and believes that the above recitals are true and correct and incorporate them herein by reference.
2. **Proclamation of Local Emergency.** The actual existence of conditions of extreme peril to the safety of persons and property have arisen within the City of Morro Bay, caused by the effects of COVID-19. The City Council, based upon the foregoing, now does proclaim, declare and affirm the existence of a local emergency throughout the City.
3. **Ratification.** The aforementioned conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency throughout the City of Morro Bay by the City's Director of Emergency Services on March 14, 2020. The City Council of the City of Morro Bay does hereby ratify and affirm the proclamation of a local emergency throughout the City of Morro Bay by the City's Director of Emergency Services on March 14, 2020 (attached hereto and incorporated herein by reference).
4. **Effective Date of Local Emergency.** The City Council of the City of Morro Bay does hereby affirm the existence of a state of local emergency for the City of Morro Bay as of the date of March 4, 2020, when Governor Newsom declared the existence of a state of emergency for the State of California, for the reasons articulated in the declaration by Governor Newsom of the existence of a state of emergency for the State of California on March 4, 2020, the reasons articulated herein, and for the reasons in the proclamation of a local emergency throughout the City of Morro Bay by the City's Director of Emergency Services proclaimed on March 14, 2020.

5. **Authority.** During the existence of said local emergency, the powers, authority, functions and duties of the Director of Emergency Services and the City's emergency services organizations shall be those prescribed by State Law, City ordinances, resolutions, and approved plans of the City in order to mitigate the effects of said local emergency.
6. **Duration.** The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.
7. **Continuing Need.** The Government Code § 8630 requirement that the Council review the need for continuing the local emergency at least once every 60 days until the City Council terminates the local emergency has been waived for the duration of the statewide emergency declared by Governor Newsom. In the event this declaration of local emergency extends for more than the duration of the statewide emergency declared for COVID-19, City Staff are directed to thereafter return this item for Council review of the need for continuing the local emergency at least once every 60 days until the City Council terminates the local emergency.
8. **Severability.** If any subsection, sentence, clause, phrase, or word of this Resolution or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Resolution.
9. **Effective Date of Resolution.** This Resolution shall be effective immediately upon passage and adoption. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.
10. **Publication.** This Resolution and its contents will be published and promulgated in as widespread a manner as is reasonably feasible under the conditions prevailing during this local emergency.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Morro Bay, California, at a special meeting thereof held on the 19th day of March 2020 by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

 JOHN HEADDING, Mayor

ATTEST:

 DANA SWANSON, City Clerk

PROCLAMATION OF THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF MORRO BAY, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, DECLARING THE EXISTENCE OF A LOCAL EMERGENCY WITHIN THE CITY OF MORRO BAY (COVID-19)

WHEREAS, in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) was first identified in Wuhan City, Hubei Province, China; and,

WHEREAS, COVID-19 is a respiratory disease that may result in serious illness or death and is easily transmissible from person to person; and

WHEREAS, COVID-19 has since spread outside of China, impacting more than 100 countries, now including the United States; and

WHEREAS, COVID-19 at present has sickened more than 120,000 people around the world, over 1,300 in the United States and nearly 200 in California, COVID-19 has killed over 4,300 people worldwide, and there has been a significant escalation of United States domestic cases of and deaths from COVID-19; and

WHEREAS, the federal Centers for Disease Control and Prevention ("CDC") activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country, and;

WHEREAS, the California Department of Public Health has activated its Medical and Health Coordination Center, and the Office of Emergency Services recently activated the State Operations Center to provide support and guide actions to preserve public health; and

WHEREAS, on March 3, 2020, Governor Newsom declared the existence of a state of emergency for the State of California; and,

WHEREAS, on March 11, 2020, the Director-General for the World Health Organization declared that COVID-19 can be characterized as a "pandemic"; and

WHEREAS, on March 13, 2020, the President of the United States declared that the outbreak of COVID-19 in the United States constitutes a national emergency; and

WHEREAS, on March 13, 2020, the County of San Luis Obispo Health Officer declared a public health emergency, the County of San Luis Obispo Emergency Services Director proclaimed a local emergency due to the COVID-19 pandemic, and local school closures went into effect; and

WHEREAS, on March 14, 2020, the County of San Luis Obispo Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County after an individual in San Luis Obispo County tested positive for COVID-19; and

WHEREAS, the health, safety and welfare of City of Morro Bay ("City") residents, businesses, visitors and staff are of utmost importance to the City and additional future measures

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PROCLAMATION OF THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF MORRO BAY,
IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, DECLARING THE EXISTENCE OF
A LOCAL EMERGENCY WITHIN THE CITY OF MORRO BAY (COVID-19)

may be needed to protect the community; and

WHEREAS, it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases within the City, and to prepare to respond to an increasing number of individuals who may require medical care; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 requires the City to divert resources from normal day-to-day operations, and has and will continue to impose extraordinary requirements on and expenses to the City; and

WHEREAS, strict compliance with certain municipal code and other City regulations would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19, which issue cannot be timely addressed absent a declaration of local emergency; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to COVID-19, the City may require additional assistance in the future, and proclamation of local emergency allows additional resources to flow to the City in a timely manner; and

WHEREAS, Morro Bay Municipal Code ("MBMC") § 8.08.050(A) appoints the City Manager as the Director of Emergency Services ("Director"); and

WHEREAS, MBMC § 8.08.020 defines "emergency," and that definition includes "actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the city caused by such conditions as... epidemics"; and

WHEREAS, MBMC § 8.08.060(A)(1) empowers the Director to proclaim the existence or threatened existence of a local emergency if the City Council is not in session; and,

WHEREAS, per Government Code § 8630 a local emergency declared by the Director of Emergency Services shall not remain in effect for a period in excess of seven days unless it has been ratified by the City Council; and

WHEREAS, after consideration of all facts reasonably available presently for review and all items, the Director of Emergency Services now desires to proclaim the existence of a state of local emergency to make additional resources available to address the effects of COVID-19.

NOW, THEREFORE, the Director of Emergency Services for the City of Morro Bay does find and proclaim as follows:

1. The Director of Emergency Services finds that the actual existence of conditions of extreme peril to the safety of persons and property have arisen within the City of Morro Bay, caused by the effects of COVID-19.
2. The Director of Emergency Services finds that the City Council is not currently in session and cannot be immediately called into session.
3. The aforementioned conditions warrant and necessitate the proclamation of the existence

of a local emergency by the City's Director of Emergency Services.

4. Pursuant to the authority granted by City ordinance, I hereby proclaim that a local emergency now exists throughout the City.
5. It is further proclaimed and ordered that during the existence of said local emergency, the powers, authority, functions and duties of the Director of Emergency Services and the City's emergency services organizations shall be those prescribed by State Law, City ordinances, resolutions, and approved plans of the City in order to mitigate the effects of said local emergency.
6. Consistent with Government Code § 8630(b) the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the City Council.
7. This proclamation and its contents will be published and promulgated in as widespread a manner as is reasonably feasible under the conditions prevailing during this local emergency.
8. This proclamation of a local emergency shall take effect immediately as of the date first set forth below.

Dated: _____

3/14/2020



Scott Collins, City Manager,
Director of Emergency Services

Chapter 8.08 - EMERGENCY SERVICES ORGANIZATION

Footnotes:

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Editor's note— Ord. No. 619, § 1, adopted January 22, 2019, amended Chapter 8.08 in its entirety to read as herein set out. Former Chapter 8.08, §§ 8.08.010—8.08.100, pertained to civil defense and emergency services, and derived from Ord. No. 181, 1980; Ord. No. 311, 1987 and Ord. No. 372, 1990.

8.08.010 - Purposes.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons.

(Ord. No. 619, § 1, 1-22-19)

8.08.020 - Emergency defined.

As used in this chapter, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the city caused by such conditions as accidents (transportation—industrial), civil disturbances, earthquakes, epidemics, fire, flood, nuclear incident, oil spill, pipeline incident, pollution (air—water), riot, storms, tsunami (tidal wave), and hazardous materials spill or other conditions, including conditions resulting from war or imminent threat of war or terrorism, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the city requiring the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage which requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

(Ord. No. 619, § 1, 1-22-19)

8.08.030 - Disaster council—Membership.

The Morro Bay disaster council is created and shall consist of the following:

- A. The city manager is the director of emergency services, who is the chairperson;
- B. One member of the city council;
- C. The deputy director of emergency services, the fire chief, who will be the vice-chairperson;
- D. City staff as provided for in the current emergency plan of the city adopted pursuant to

the provisions of this chapter;

- E. Other representatives may include civic, business, labor, veteran, professional, or other organizations having an official emergency responsibility as may be appointed by the director of emergency services with the advice and consent of the city council.

(Ord. No. 619, § 1, 1-22-19)

8.08.040 - Disaster council—Powers and duties.

It shall be the duty of the Morro Bay disaster council and it is empowered to develop, and recommend the adoption by the city council of, emergency agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairperson or, in his/her absence from the city or inability to call such a meeting, upon call of the acting chairperson.

(Ord. No. 619, § 1, 1-22-19)

8.08.050 - Director of emergency services, and deputy director of emergency services.

- A. There is created the office of director of emergency services. The city manager shall be the director of emergency services.
- B. There is created the office of deputy director of emergency services, who shall be the fire chief.
- C. There is created the office of acting director of emergency services, who shall be appointed by the director of emergency services to serve in his/her absence.

(Ord. No. 619, § 1, 1-22-19)

8.08.060 - Powers and duties of the director of emergency services, and deputy director of emergency service.

- A. Director. The director is empowered to:
 1. Request the city council to proclaim the existence or threatened existence of a "local emergency" if the city council is in session, or to issue such proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;
 2. Request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;
 3. Control and direct the effort of the emergency organization of the city for the accomplishment of the purposes of this chapter;
 4. Direct cooperation between the coordination of services and staff of the emergency

organization of the city, and resolve questions of authority and responsibility that may arise between them;

5. Represent the city in all dealings with public or private agencies on matters pertaining to emergencies as defined in this chapter;
 6. In the event of the proclamation of a "local emergency" as provided in this section, the proclamation of a "state of emergency" by the Governor or the director of the state office of emergency services, or the existence of a "state of war emergency," the director is empowered:
 - a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;
 - b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use;
 - c. To require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which the city is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he/she deems necessary in the execution of his/her duties, such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;
 - d. To requisition necessary personnel or material of any city department or agency;
 - e. To execute all of his/her ordinary power as city manager, all of the special powers conferred upon him/her by this chapter or by resolution or emergency plan pursuant hereto adopted by the city council, and all powers conferred upon him/her by any statute, by any agreement approved by the city council, and by any other lawful authority; and
 - f. In addition to the powers granted herein, the director of emergency services shall have such powers incidental to the performance of duties as said director as shall be necessary to allow the director to carry out the emergency operations plan of the city.
- B. Order of Succession to Office. The city manager shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his/her duties during an emergency.
- C. Deputy Director of Emergency Services. The deputy director of emergency services shall assist the director of emergency services in all respects, particularly in coordinating the activities of city staff members and volunteer members of the emergency organization. The

deputy director of emergency services shall, under supervision of the director of emergency services and with the assistance of department heads, develop emergency plans and manage the emergency programs of the city, and shall have such other powers and duties as may be assigned by the director of emergency services.

(Ord. No. 619, § 1, 1-22-19)

8.08.070 - Emergency organization.

All officers and employees of the city, and all groups, organizations, and persons who may by agreement or operation of law, including persons appealed to for service pursuant to the provisions of Section 8.08.060, be charged with duties incident to the protection of life, environment and property in the city during such emergency, shall constitute the emergency organization of the city.

(Ord. No. 619, § 1, 1-22-19)

8.08.080 - Emergency plan.

The deputy director of emergency services, at the direction of the director of emergency services, shall be responsible for the development and continual updating of the city of Morro Bay emergency operations plan. The plan shall provide for the effective mobilization of all of the resources of the city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war or terrorism emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the city council.

(Ord. No. 619, § 1, 1-22-19)

8.08.081 - Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

The city shall use SEMS and NIMS for coordinating all local emergencies. The basic framework of SEMS/NIMS incorporates the use of the incident command system, multi-agency or interagency coordination, the state's master mutual aid agreement, the operational area concept, and the operational area satellite information system.

(Ord. No. 619, § 1, 1-22-19)

8.08.082 - City council—Powers and duties.

The city council is empowered by this chapter to:

- A. Proclaim the existence or threatened existence of a local emergency.
- B. Ratify the existence of a local emergency within seven days of a declaration of local

emergency made by the director of emergency services while the city council was not in session.

- C. Review the need for a continuing emergency declaration at regularly scheduled meetings at least every twenty-one days until the emergency is terminated.
- D. Issue a declaration terminating the local emergency once the situation resulting from the emergency conditions is within the control of the normal protective services, personnel, equipment, and facilities of the city.

(Ord. No. 619, § 1, 1-22-19)

8.08.090 - Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city.

(Ord. No. 619, § 1, 1-22-19)

8.08.100 - Violation—Penalty.

It is a misdemeanor, punishable as set forth in Title 1 of this code, for any person, during an emergency to:

- A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him/her by virtue of this chapter;
- B. Do any act forbidden by any lawful rule or regulation pursuant to this chapter, if such act is of such a nature as to give, or be likely to give, assistance to the enemy or to imperil the lives or property of inhabitants of the city, or to prevent, hinder, or delay the defense or protection thereof;
- C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state.

(Ord. No. 619, § 1, 1-22-19)

West's Annotated California Codes
Government Code (Refs & Annos)
Title 2. Government of the State of California
Division 1. General
Chapter 7. California Emergency Services Act (Refs & Annos)
Article 14. Local Emergency (Refs & Annos)

West's Ann.Cal.Gov.Code § 8634

§ 8634. Orders and regulations; curfew

Currentness

During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities and any city and county to impose pursuant to the police power a curfew for any other lawful purpose.

Credits

(Added by Stats.1970, c. 1454, p. 2859, § 2.)

West's Ann. Cal. Gov. Code § 8634, CA GOVT § 8634

Current with urgency legislation through Ch. 1 of 2020 Reg.Sess

End of Document

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RESOLUTION NO. 24-20

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA,
ESTABLISHING THE CITY OF MORRO BAY'S EMERGENCY
AND DISASTER PURCHASING POLICY**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, the City of Morro Bay wishes to establish an emergency and disaster purchasing policy; and

WHEREAS, the emergency and disaster purchasing policy is activated when a local state of emergency has been declared by the City Manager; and

WHEREAS, the emergency and disaster purchasing policy provides more latitude to allow for expedited purchases when there is an immediate threat to health, safety or improved property; and

WHEREAS, the City Manager on March 14, 2020 declared a local state of emergency in response to the COVID-19 crisis.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, the "Emergency and Disaster Purchasing Policy," as set forth in Exhibit A, attached hereto and incorporated herein, is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a special meeting thereof held on the 19th day of March, 2020, by the following vote:

AYES:
NOES:
ABSENT:

JOHN HEADDING, Mayor

ATTEST:

DANA SWANSON, City Clerk



COUNCIL POLICY

EMERGENCY AND DISASTER PURCHASING POLICY

Policy Statement

The City of Morro Bay (City) is a full-service City, providing police, fire protection, public works, harbor, recreation and development services. In addition, the City manages the City's Tourism function for promotion of Morro Bay as a tourist destination. As such, it is the City's responsibility to establish policies for prudent financial oversight and accountability.

The City Council sets legislative financial management policies, as recommended by staff and advisory committees. During declared states of emergency, the City may be required to invoke emergency purchasing practices to maintain core public services. These emergency practices are only authorized when the City of Morro Bay declares a local state of emergency.

Purpose

When the City of Morro Bay has declared a local state of emergency, any official or employee who is required to purchase materials, supplies or services on behalf of the City for their department shall use purchasing practices set forth in this document until such time as the state of emergency has been lifted.

This Policy modifies the City's normal purchasing practices to assure that, in exigent circumstances caused by a proclaimed disaster or emergency, the City is able to acquire the goods and services required to address an immediate threat to health, safety or improved property while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws. Where the City is included in a major disaster or emergency declared by the President of the United States, this Policy also assures that City procurements comply with federal regulations applicable to FEMA disaster grant reimbursement.

Definitions

For purposes of this Policy, (a) a proclaimed disaster or emergency exists if (i) the Governor has declared a state of emergency for an area which includes the geographic territory of the City; or (ii) the Chief Executive Officer of the City has declared an emergency in the City; (b) "Exigent Circumstances" are situations in which (i) a disaster or emergency has been proclaimed, and (ii) the public exigency for goods and services required to address an immediate threat to health, safety, or improved property will not permit competitive solicitation.

Emergency and Disaster Purchasing Policy

Disaster purchasing has a number of facets, first emergency spending limits are expanded and authorized by council without the need to obtain their prior approval. There can be individual limits and aggregate limits which give emergency managers the necessary authority to act quickly under exigent circumstances.

The concept of emergency purchases regards purchases made under “crisis” conditions, where there is an immediate threat to health, safety or improved property. When this condition (an immediate threat to health, safety or improved property) exists, the city has wider latitude to do what is necessary to save lives and prevent further damage to improved property. Given this, and operating under the understanding that when an emergency is in place, the City will be in need of supplies, goods and services as quickly as possible, local vendors within the City and County will be contacted first to obtain the quickest possible acquisition to preserve immediate health and safety for the Morro Bay Community. This is consistent with the policy directives outlined below.

Section 1 - Delegations of Purchasing Authority in Exigent Circumstances.

- (a) if the City Manager determines that goods and services must be procured before the City Council is able to assemble and approve purchases, the City Manager has authority, subject to the limitations set forth in sub-paragraphs (a)(i) and (a)(ii), to approve the immediate rental or purchase of any equipment, supplies, services or other items necessary to respond to an immediate threat to health, safety or improved property.
 - (i) Limits of Single Purchase Authority. The City Manager shall have the authority to make individual purchases up to \$250,000 on his or her signature alone. The City Manager shall have the authority to make purchases in excess of \$250,000 up to a maximum of \$500,000 when countersigned by the Mayor or in the Mayor’s absence countersigned by another council member.
 - (ii) Limits of Aggregate Purchase Authority. The City Manager shall have the authority to make aggregate purchases up to \$500,000 on his or her signature alone. The City Manager shall have the authority to make purchases in excess of \$500,000 up to a maximum of \$1,500,000 when countersigned by the Mayor or in the Mayor’s absence countersigned by another council member.
- (b) Sub-delegation to EOC Director. The EOC Director shall be a designee of the City Manager at any time that the City Manager is not available to approve purchases as allowed in this section.
- (c) Sub-delegation of Purchasing Authority to Department Heads. If neither the City Manager nor the EOC Director is available, the police department watch commander, duty fire battalion chief, and/or duty public works department manager have authority to rent or purchase from the nearest available source any equipment, supplies, services, or other items necessary for his or her department to respond to an immediate threat to health, safety, or improved property, up to a maximum of \$500,000.
- (d) Administrative Procedures: Reporting Requirements.
 - (i) As soon as possible after purchases are made under this section 1, the City Manager, EOC Director, or department head shall submit to the Purchasing Officer a requisition and a notation that the commodity has been ordered on an emergency basis from the vendor designated.
 - (ii) The Purchasing Officer will inform the City Manager and the City Council of any individual purchase under this section with a contract amount greater than \$125,000, and also whenever the aggregate of purchases under this section is greater than \$200,000 dollars.

- (iii) The Purchasing Officer will obtain the City Manager's (or EOC Director as the City Manager's designee) approval prior to any purchase by a department head if the amount is \$150,000 dollars or more.
- (iv) If the City Manager/EOC Director is unavailable, and the delay in getting his/her signature would imperil life, safety or improved property, the police department watch commander, duty fire battalion chief, and/or duty public works department manager or his/her designee may approve the emergency purchase of \$150,000 dollars or more.
- (v) The Purchasing Officer shall have the authority to approve all disaster related purchases under \$150,000 thousand dollars.
- (vi) The Purchasing Officer will expedite the verification of funds available and complete the preparation of the purchase order.

Section 2 - Procurement Procedures in Exigent Circumstances.

Upon receipt of requisitions under Section 1 above, the Purchasing Officer shall prepare purchase orders for the emergency equipment, supplies, services or other items in accordance with the requirements of this section.

- (a) *Exempt Purchases.* Purchases below \$200,000 shall not be required to be formally bid. Purchases greater than \$200,000 may be made following the procedures specified in this section. The signature(s) of the City Manager, Purchasing Officer and/or Department Head are still required as provided in Section 1.
- (b) Justification of "Sole Source" or "No-bid" Contracts. Where exigent circumstances require immediate procurement from the nearest available source:
 - (i) the Procurement Officer shall use the "Justification Form For Emergency Sole Source or No-Bid Purchase."
 - (ii) procurement should be limited to that portion of the work that must be performed immediately, allowing subsequent procurement by competitive proposals of the remainder of the work.
 - (iii) "Sole source" or "no-bid" acquisitions shall be necessary for one of the following reasons: placement of emergency protective measures; procurement of a scarce commodities, goods, or services; or acquisition or rental of emergency equipment , emergency consulting services, emergency road clearance or other emergency requirements. This is consistent with Morro Bay Municipal Code Section 3.06.070(B)(1) which states as follows:

3.08.070 - Bidding.

A. Except as otherwise provided in subsection B of this section, by this Chapter, or pursuant to applicable law, the purchase of supplies, equipment, materials and public works projects, shall be by bid procedures pursuant to Sections 3.08.100 and 3.08.110.

B. Bidding or open market procedure may be dispensed with only when:

- 1. An emergency requires that an order be placed with the nearest available source of supply;
- 2. The amount involved is less than five hundred dollars.

3. The commodity can be obtained from only one vendor; or
4. Competitive bidding or proposal procedures, substantially similar to the competitive bidding or proposal procedures in this code, have already been utilized either by a federal, state, county, city or special district government agency, or by a legitimate cooperative purchasing agency; and, that the supplies, equipment, materials or public works project provided to the city are at the same or better price, terms and conditions, as was obtained through such prior competitive bidding or proposal procedures.

(Ord. No. 608, § 1, 9-27-16)

- (c) *Provision for Alternate Bid Solicitation Procedures.* The City's normal requirements for sealed bids shall not apply to acquisitions under Section 1. However, the Procurement Officer shall conduct telephonic or other electronic bid solicitation from potential vendors or suppliers, in lieu of written and/or sealed bids, in an effort to obtain multiple competitive proposals when and if time allows in light of the exigent circumstances.
- (d) *Locations of Postings for Requests for Proposals or Solicitation of Bids.* The Procurement Officer may waive normal requirements for public posting of requests for proposals or solicitation of bids. Notices soliciting bids or requests for proposals shall be posted at the Emergency Operations Center or Alternate Emergency Operations Center, if the Primary Emergency Operations Center is not being used.
- (e) *Length of Time for Posting Requests for Proposals or Solicitation of Bids.* The Procurement Officer may shorten the normal bid period to expedite the award of contracts for emergency equipment, goods, or services. The Procurement Officer should seek to assure that the shortened bid period allows multiple suppliers to submit bids.
- (f) *Number of Bids Required.* Solicited bids that are non-responsive shall count towards the minimum numbers of bids required when there is a declared emergency or disaster in the City.

Section 3 - Notification and Ratification

- (a) *Posting of Contract Awards.* Under this section, all contracts awarded that exceed \$750,000 shall be presented to the City Council for ratification and shall be publicly posted within sixty (60) days of the award.
- (b) *Authority to Cancel Emergency Procurements.* As a provision of this policy, the City has the absolute authority to rescind a contract for non-performance within 24 hours when a contractor or vendor, once awarded a contract, is unable to perform under the terms of the contract and the resulting delay or non-performance presents an immediate threat to life, safety or improved property.
- (c) *Notification Requirement for Emergency Purchases.* For any purchase in excess of \$150,000, the City Manager shall report all such purchases to the City Council within thirty (30) days.
- (d) *Requirement for Separate Invoicing.* All purchases or rentals made during proclaimed emergency or disaster conditions shall require separate invoicing from routine (non-disaster related) purchases. All invoices shall state the goods, services or equipment provided and shall specify where the goods or services were delivered and be coded to the designated disaster project code.

- (e) *Auditing of Invoices for Debris Clearance Prior to Payment.* All invoices for debris clearance and removal shall be audited by the City prior to payment to the vendor. Vendors shall be notified of this requirement prior to the awarding of any contract for debris clearance and/or removal. Audits shall be in accordance with procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.
- (f) *Limitations of Disaster Purchasing Policy.* For the purposes of this section, an emergency or disaster shall be deemed to exist when a condition exists that presents an immediate threat to health, safety or improved property and a local emergency or disaster has been proclaimed. Any purchases that do not meet the standard of being necessary for responding to an immediate threat to health, safety or improved property shall follow the City's regular purchasing provisions.

RESOLUTION NO. 25-20

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, STATE OF CALIFORNIA,
CONCERNING PUBLICATION OF STATE OF CALIFORNIA'S
EMERGENCY ORDER AND LAW IN RESPONSE TO COVID-19
(CORONAVIRUS) ON RESIDENTIAL EVICTIONS**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) was first identified in Wuhan City, Hubie Province, China; and,

WHEREAS, COVID-19 is a respiratory disease that may result in serious illness or death and is easily transmissible from person to person; and

WHEREAS, COVID-19 has since spread outside of China, impacting more than 100 countries, now including the United States; and

WHEREAS, COVID-19 at present has sickened more than 198,000 people around the world, over 6,400 in the United States and over 730 in California, COVID-19 has killed over 7,900 people worldwide, including over 100 in the United States, and there has been a significant escalation of United States domestic cases of and deaths from COVID-19; and

WHEREAS, the federal Centers for Disease Control and Prevention ("CDC") activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS, the California Department of Public Health has activated its Medical and Health Coordination Center, and the Office of Emergency Services recently activated the State Operations Center to provide support and guide actions to preserve public health; and

WHEREAS, on March 4, 2020, Governor Newsom declared the existence of a state of emergency for the State of California; and

WHEREAS, on March 13, 2020, the President of the United States declared that the outbreak of COVID-19 in the United States constitutes a national emergency; and

WHEREAS, on March 13, 2020, the County of San Luis Obispo Health Officer declared a public health emergency, the County of San Luis Obispo Emergency Services Director proclaimed a local emergency due to the COVID-19 pandemic, and local school closures went into effect; and

WHEREAS, on March 14, 2020, the County of San Luis Obispo Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County after an individual in San Luis Obispo County tested positive for COVID-19, and since that date further cases of COVID-19 have been confirmed in San Luis Obispo County; and

WHEREAS, Penal Code § 396(f) provides in part: “It is unlawful for a person, business, or other entity to evict any residential tenant of residential housing after the proclamation of a state of emergency declared by ... the Governor ... and for a period of 30 days following that proclamation or declaration, or any period that the proclamation or declaration is extended by the applicable authority and rent or offer to rent to another person at a rental price greater than the evicted tenant could be charged under this section...”; and

WHEREAS, on March 16, 2020, Governor Newsom issued Executive Order N-28-20, which in part ordered in Section (1): “The time limitation set forth in Penal Code section 396, subdivision (f), concerning protections against residential evictions, is hereby waived. Those protections shall be in effect through May 31, 2020.”; and

WHEREAS, the Morro Bay City Council desires that residents of Morro Bay are informed and aware of their rights as residential tenants under said State emergency orders and law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. **Recitals.** The City Council hereby finds and believes that the above recitals are true and correct and incorporate them herein by reference.
2. **State of California Emergency Order on Residential Evictions.** The City Council hereby orders that City staff publicize to City residents in as widespread a manner as is reasonably feasible under the conditions prevailing during this local emergency the State of California’s emergency order and law concerning residential evictions pursuant to Executive Order N-28-20 and Penal Code § 396.
3. **Effective Date of Resolution.** This Resolution shall be effective immediately upon passage and adoption. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

4. **Publication.** This Resolution and its contents will be published and promulgated in as widespread a manner as is reasonably feasible under the conditions prevailing during this local emergency.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Morro Bay, California, at a special meeting thereof held on the 19th day of March 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JOHN HEADDING, Mayor

ATTEST:

DANA SWANSON, City Clerk

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AGENDA NO: II

MEETING DATE: March 19, 2020

Staff Report

TO: Honorable Mayor and City Council **DATE:** March 17, 2020

FROM: Steve Knuckles, Fire Chief
Scott Collins, City Manager

SUBJECT: Overview of the Emergency Operations Center (EOC) Activation for the COVID-19 Pandemic Local Emergency

RECOMMENDATION

Receive presentation from the Emergency Operations Center Director (Fire Chief Steve Knuckles) and provide direction as appropriate.

BACKGROUND

In declaring a local emergency on March 14, 2020 in response to the COVID-19 pandemic, City Manager Scott Collins, acting as the City's Director of Emergency Services, also activated Morro Bay's Emergency Operations Center (EOC).

DISCUSSION

The EOC is typically activated during a major emergency, such as a large earthquake, tsunami or major hazardous material incident. By activating the EOC, the City is able to quickly assemble an organized team to respond methodically and rationally to a major incident. A pandemic qualifies as a major emergency. The Director of Emergency Services activated the EOC on Monday, March 16, 2020.

At the March 19, 2020 Special City Council meeting, the EOC Director, Fire Chief Steve Knuckles, will provide an overview of the EOC and how the City is using the EOC to effectively respond to the COVID-19 pandemic locally. The Continuity of Operations Plan (COOP), which staff rely upon to guide organizing, decision-making and information sharing during an emergency, is attached.

ATTACHMENTS

1. Continuity of Operations Plan

Prepared By: SK

Dept Review: _____

City Manager Review: SC

City Attorney Review: CFN



City of Morro Bay

Comprehensive Disaster Management Plan

Draft Pandemic

Continuity of Operations Plan

Developed for:
Scott Collins
City Manager
City of Morro Bay
Morro Bay, CA

Developed by:
Steven C. Knuckles
Fire Chief
City of Morro Bay
Morro Bay, CA

March 2020

APPROVAL AND IMPLEMENTATION

This Continuity of Operations Plan (COOP) for a Pandemic event was prepared by the City of Morro Bay Leadership Team to develop, implement, and maintain City operations.

This plan (annex) serves as an extension of the City of Morro Bay Emergency Operations Plan (EOP) and provides additional information specific to Pandemic’s in the City. It is implied that upon activation of this plan, the EOP will be active. This plan will be reviewed and exercised periodically and revised as necessary to satisfy changing conditions and needs.

The City Council, City Administration and City Departments give their full support to this plan. The City of Morro Bay Pandemic plan and its supporting contents are hereby approved to become an annex to the Morro Bay City EOP and is effective immediately upon the signing by all signature authorities below.

Steven C. Knuckles
Fire Chief
City of Morro Bay

Date

Scott Collins
City Manager
City of Morro Bay

Date

Comprehensive Emergency Management Plan**FORWARD**

The City of Morro Bay City Continuity of Operations Plan (COOP) for Pandemic events provides an overview of the City's approach to COOP operations should a pandemic occur. It details COOP and City actions, describes the City organization, and assigns tasks. This plan provides guidance for implementing the COOP to ensure the orderly, rapid, and efficient actions of mission essential functions occur under the threat and condition of a pandemic and disruptions of City services to the best of our abilities. During a pandemic it is estimated that absenteeism can range from 10 to 40 percent. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on City of Morro Bay missions, personnel, and facilities.

Coordinated Response

When a Pandemic event impacts the City of Morro Bay and surrounding jurisdictions, Unified Coordination will be established by the Morro Bay County Office of Emergency Services (OES) charged with coordinating the regional response with the County CHADOC¹. California Health and Safety Code gives broad authority to County Health Officers, including their authority to control contagious, infectious, or communicable disease and may "take measures as may be necessary" to prevent and control the spread of disease within the territory under their jurisdiction.²

ICS/SEMS/NIMS

The City of Morro Bay has adopted the Incident Command System (ICS), the Standard Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a Pandemic event impacting the City of Morro Bay.

Unified Incident Command Authority

In the event of a Pandemic Incident, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of Morro Bay's position as Incident Commander.

- No. 1 – The Acting Fire Chief or On-Duty Fire Officer
- No. 2 – The On-Duty Police/Fire Person as appointed by the Fire or Police Chief
- No. 3 – The On-Duty highest ranking Fire Officer or Police Officer

The Unified Incident Commander will alert the Morro Bay City Manager as to the severity of the incident.

Emergency Operations Center Leadership

The City Manager is the Director of Emergency Services. The Fire Chief is the Deputy Director of Emergency Services.

Persons with Baseline Medical, Access and Functional Needs

It is the intent of the City of Morro Bay to ensure Community Members with Baseline Medical needs and Functional & Access Needs have equal services and are prioritized during a Pandemic emergency based on the individual's needs.

¹ CHADOC – County Health Agency Department Operation Center.

² H&S §120175

Comprehensive Emergency Management Plan**Table of Contents**

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INTRODUCTION

Organizations across the nation perform essential functions and services that may be adversely affected in the event of a natural or human-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions and governance. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, humanmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for the City of Morro Bay (MRB) to have a Pandemic Continuity of Operations plan (annex) in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Continuity of Operations Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

PURPOSE

This plan/annex provides guidance to the City of Morro Bay and may serve as the plan for maintaining essential functions and services during an influenza pandemic. This annex neither replaces nor supersedes any current, or approved continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This annex stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing³, increased hygiene, the vaccination of employees and their families, and similar approaches. An infectious disease or influenza may not, in itself, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

CONCEPT OF OPERATIONS

The City of Morro Bay will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Continuity Plan will be implemented as needed to support the continued performance of essential functions. This plan is to be read in conjunction with the City of Morro Bay Local Emergency Operations Plan (EOP). It supplements the EOP by addressing considerations and elements specific to pandemic events and emerging infectious diseases.

The following discussions present the most likely impacts from a Pandemic event occurring in or threatening the City of Morro Bay. These potential emergencies are discussed in detail below as a basis for planning and response. This Plan does not presume to predict the full range and depth of a Pandemic event consequences. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Pandemic impacting event occurring in, or threatening the City of Morro Bay.

Leadership - The strain on local government and its emergency response organization to command and coordinate the response to an extreme Pandemic event could be immediate, severe, and overwhelming. It is critical that the City provide strong and decisive leadership in

³ Social distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings and canceling events.

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order to ensure the needs of the City residents and guests are being met. Mutual Aid assistance from local, state, and federal, agencies will probably not be needed in anything but the most extreme events. If needed, the availability will be limited because of the far-reaching impacts of a pandemic. Logistical support and/or mutual aid requests may have extended reflex arrival time which should be considered in decision making.

Emergency Response - A Pandemic event may initiate or exacerbate emergencies over a widespread area. Such an occurrence is reasonably anticipated to overwhelm emergency response resources and necessitate a change to the traditional response protocol. Normal response to reported emergencies may overload resources.

Shelter in Place/Isolation - The purpose of a shelter in place is to maintain the population in isolation away from affected persons. It is a protective action taken to avoid or reduce the public's exposure to an infectious disease. Managed care facilities with vulnerable populations should activate their emergency exposure control plan. People can self-isolate or they can be ordered to isolate by the County Health Officer.

School Disruptions - Public and private schools may choose to close as the Pandemic threat increases. Communication and coordination between schools, the City of Morro Bay Liaison, County Health Agency Department Operations Center (CHADOC), County EOC and City of Morro Bay Liaison may be necessary. Additional consideration for school closure and the effects of City employees with school age children should be anticipated. School disruptions and closures are typically joint decisions between CHADOC and School Districts though the CHADOC or Public Health Director has the authority to close or modify school operations.

Emergency Services - Emergency medical services may become overwhelmed due to the number of infected, and ill community members. Additional consideration, coordination and communication will be necessary with local hospitals and ambulance.

Emergency Public Information - During a Pandemic event, the public will need basic emergency public information. This information will be provided by the City of Morro Bay's Public Information Officer via a wide range of both public notification systems and social media. The need for a staffed call center will be needed, this could be in conjunction with the County EOC and CHADOC. Typically, communications are centralized and a CHADOC website or <https://www.prepareslo.org/en/index.aspx> is used to centralize or disseminate information. The County is also capable of alerting the public using Reverse 911 and Wireless Emergency Alert System (WEA).

PLAN OBJECTIVES

1. Provide for the safety of the public, agency employees, their families, and first responders at all times. Monitor the health of employees to ensure they receive proper and appropriate care.
2. Ensure that emergency service delivery efforts, both law enforcement, fire and emergency medical service, are uninterrupted.
3. Ensure continued public service and continuity of government capabilities to protect the citizens and to fulfill the City's mission including the provision of water and sewer services.

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4. Institute preventive measures in all City workplaces, promoting proper hygiene to prevent the further spread of the diseases.
5. Provide for timely and accurate release of incident information to the public, media, first responders, agency administrators and cooperators by the EOC Public Information Office through a wide range of mediums.
6. Ensure coordination with law enforcement to maintain the protection of the public and maintain accountability in the event of shelter in place/isolation orders.
7. Ensure that the needs of medically dependent individuals and those with access and functional needs are provided information and assisted as needed/able.
8. Ensure close coordination and communication between Morro Bay EOC, County EOC, CHADOC, San Luis Coastal Unified School District and the City of Morro Bay.
9. Ensure the management actions and efforts will be focused on serving, safeguarding and protecting the community of Morro Bay.
10. Maintain accurate financial documentation which may be necessary for cost reimbursement.

CONTINUITY PLANNING

All City of Morro Bay personnel are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the City Manager or his/her designee. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies are provided by the City Manager or his/her designee to assist in limiting the spread of the virus at the primary and alternate worksite.

The plan emphasizes disease prevention; workforce protection is critical. Treatment options may be uncertain and may not be available. The actions outlined in this plan are intended to minimize the possibility of illness for City employees.

All City employees are Disaster Service Workers⁴ who may be assigned non-traditional responsibilities. All the City employees must understand their potential role as a disaster service worker. When engaged as a disaster service worker, district employees performing duties are considered to be acting within the scope of disaster service duties while assisting any part of the organization or performing any act contributing to the protection of life or property or mitigating the effects of the emergency. This means that the duties assigned to City employees may be different than their traditional duties.

The City must plan to be self-sufficient. Limited availability of mutual aid resources and disruption of the supply chain will require that the City be prepared to operate independently for long periods of time. Stores of food, fuel, and PPE will be required to sustain independent operation. If supplies have not been acquired prior to an event, the city must purchase supplies as early as possible as early information of a pandemic becomes available.

The plan requires action before the event. Parts of the plan depend upon action taken prior to an event. For instance, the use of full PPE during an event depends on acquiring sufficient supplies of PPE beforehand. Pre-event actions are identified in low and medium impact level planning for each function.

⁴ California Government Code Section 3100-3109

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All supervisors are responsible to ensure pre-event actions are completed for each essential function in the City.

Within the workplace, social distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., telecommuting); promoting social distancing between employees and customers to maintain three-feet spatial separation between individuals; and implementing strategies that request and enable employees with an infectious disease such as influenza to stay home at the first sign of symptoms.

City Department Heads are encouraged to communicate protective actions with their employees, particularly any who are in higher risk positions and provide them with necessary personal protective equipment. The messages should follow the City Manager message and should be in the same voice employees' associate with their leader.

Frequent, daily communication is important to keep employees informed about developments in the organization's response, impacts on the workforce, and to reassure employees that the organization is continuing to provide essential functions. City leadership and pandemic response teams should include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies such as:

1. Implement a formal worker and workplace protection strategy of cleanliness⁵.
2. Track and implement changes in approved or recommended protection measures.
3. Pre-position material and protective equipment onsite.
4. Ensure essential personnel are aware of safety measure at the primary worksite.
5. Ensure personnel have access to information/systems to work remotely when appropriate.
6. Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.

The plan is scalable as actions outlined in this plan are based on the impact to the City; the greater the impact, the greater the level of action that will take place.

The plan is flexible as an infectious disease event is dynamic and unpredictable. Although the actions outlined in this plan are based upon specific impact levels, the plan is meant to be flexible. Some actions may need to be taken earlier than planned, and some actions may not be taken at all. In addition, other actions not specifically outlined in this plan may need to be taken as the need arises.

Department-specific risk assessments that identify actual control designations for all personnel and/or positions will be conducted initially and periodically thereafter for each department by the department head in coordination with the City Manager's message. These assessments should be kept as part of each departments action plan documentation.

Departments are encouraged to add their specific plan(s) and procedure(s) of their selected mitigation, prevention, protection, or control measures, to include those necessary during a pandemic.

⁵ Such as requiring surfaces be wiped down after every meeting, lunch hour, staying home when sick, etc.

Lastly, the plan recognizes that our actions are interdependent with the actions of other agencies such as County EOC, Local EMSA, SLO County Health Dept. and CHADOC. City of Morro Bay will cooperate with and assist other agencies whenever possible to best serve the public interest.

PANDEMIC PLANNING ASSUMPTIONS

National Assumptions

1. Susceptibility to the pandemic virus will be universal.
2. Efficient and sustained person-to-person transmission signals an imminent pandemic.
3. The clinical disease attack rate will likely be 35 percent or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children and the elderly (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
4. Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
5. While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
6. Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
7. Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 35 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals, school closures) are likely to increase rates of absenteeism.
8. The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days, to as long as 14.
9. Persons who become ill may shed virus and can transmit infection before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.
10. On average, infected persons will transmit infection to approximately two other people.
11. A pandemic outbreak in any given community will last about six to eight weeks or more for each wave of the pandemic.
12. Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have

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occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

Organizational Assumptions

1. Organizational communication on proper hygiene which greatly reduces the spread of disease.
2. Demand for Fire Department response will increase during the illness. This plan assumes an increase in emergency medical service calls during peak impacts of the disease cycle based on the predicted rates of infection.
3. Medical supplies such as Personal Protective Equipment (PPE) that are needed to respond to an infectious event may be in short supply. These include masks, goggles and gowns. The City may experience disruption of other support infrastructure and services during this event.
4. The City will be provided with guidance and/or direction by Local, State or Federal, governments regarding current pandemic status in our area.
5. The City will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities such as training, meetings and community events.
6. Hygiene protocols may include maintaining a 3-foot bubble between people, no handshaking, posters reminding people to properly wash their hands and readily available liquid hand sanitizers.
7. The City of Morro Bay has a viable Agency-wide continuity capability.
8. The City of Morro Bay will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and consider supporting social distancing operations, including telework and other virtual office options.
9. The City of Morro Bay controlled buildings will be accessible, but right of entry may be limited.
10. During plan implementation, the City of Morro Bay may make alternate facilities available for staff to implement social distancing protocols.
11. Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols. Utilities may implement its own or other operational plans in response to specific localized pandemics to continue to provide its essential functions.
12. Travel restrictions, such as limitations on mass transit, implemented at the Local, State, and Federal levels may affect the ability of some staff to report to work. Transit may implement its own or other operational plans to adjust to specific localized pandemics.
13. Additional funding will be budgeted for the acquisition of additional equipment required for a possible surge in teleworking capabilities.

Comprehensive Emergency Management Plan**PREVENTION STRATEGIES**

Prevention is the key to reducing the impact of this disease on the City's ability to perform its mission. It is also important in protecting our employees and family. The following prevention strategies are to be implemented

1. Training
 - a. Use of Protective Masks
 - b. Hygiene Techniques to Prevent Spread
 - c. Decontamination of Equipment and Workstations
 - d. Medical Equipment Replacement
2. Infected Patient Contact
 - a. Gloves, gown and eye protection will be worn for all patient contacts.
 - b. Properly placed N95 masks or oxygen mask will be worn on patients with a fever and cough or possible infectious illness.
 - c. Place masks on patient with symptoms of infectious disease
3. Public Safety Dispatch (ECC) will notify emergency responding units, when possible, if the reporting party indicated the patient may be symptomatic or the location previously had someone present who was symptomatic.
4. Limit the number of rescuers in contact with an infectious patient or possibly infectious patient.
 - a. One rescuer with full PPE within three feet of the patient when doing an assessment (gloves, N95 mask, gown, and eye protection).
 - b. If additional rescuers are needed within the three-foot bubble, full PPE is required.
5. Contaminated waste will be disposed of properly. Decontaminate eye protection with germicidal wipes.
6. Hygiene Etiquette
 - a. Hand washing is the single most important action to prevent transmission of infectious disease. All personnel should practice good hygiene by regularly washing their hands.
 - b. Always wash hands with soap and water or waterless instant hand antiseptic for a minimum of 20 to 30 seconds every time:
 - i. After any patient contact (in addition to wearing gloves)
 - ii. Before cooking or handling food, eating and drinking
 - iii. After using the restroom
 - iv. After any contact with apparatus and equipment, and when entering station offices and quarters
7. Coughing and sneezing
 - a. All employees will cough or sneeze into their shirt sleeve or wear a simple procedure mask (dust mask).
 - b. Any sick employees with symptoms indicative of flu (fever, headache, muscle aches, respiratory symptoms, sore throat) need to be sent home immediately. Exposing fellow workers and patients puts our workforce and vulnerable patients at risk.

WORK PRACTICES AND PROCEDURES

All Executive Managers shall ensure that their Departments are following preventive actions.

1. Staffing Reductions
 - a. The Fire Chief and Chief of Police will ensure that minimum staffing levels of emergency response personnel are met. Call back, staffing patterns and Mutual Aid may be utilized.

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- b. Department Heads will ensure that staff positions are adequately staffed to meet the department missions. Call back, telecommunicating and setting work priorities may be utilized.
 - c. If staffing shortages exist, priority duty positions will be identified, and personnel moved to fill them.
2. Essential Operational Programs and Functions
- a. Fire Stations – When identified by the Fire Chief or Acting Fire Chief, Fire Stations will be closed to the general public. Outreach programs will be cancelled. Families will not be allowed to visit.
 - b. Police Station – When identified by the Police Chief or Commander, the Police Station will be closed to the general public. Outreach programs will be cancelled. Families will not be allowed to visit.
 - c. Harbor Department – When identified by the Harbor Director or Harbor Patrol Supervisor, the Harbor Department will be closed to the general public. Outreach programs will be cancelled. Families will not be allowed to visit.
 - d. City Hall and City Support Facilities – When identified by the City Manager, the public access will be restricted to specific areas.
 - e. The Corporation Yard, Water Treatment, and Wastewater Treatment access will be closed to the general public and personnel will follow operational plans for assignments to maintain operational programs and functions.

Sharing of Information

1. Daily conference or webinar meetings with Department Heads, Executive Manager’s, and the City Manager as required by current situation.
2. Obtain updated information from Local and State Agencies.
3. Fire Chief or Acting Chief attends meetings/conference calls with MORRO BAY County Health Dept. and / or CHADOC.
4. Email information to all staff as appropriate.
5. Provide updates to Council.

Providing Supplies of Protective Equipment

1. Supplies will be provided by the Fire Department.
2. The Fire Department will maintain no less than a 50% reserve of all virus personal protective equipment.
3. Orders will be placed in a timely manner to ensure product turn-around times.

Items	100% Inventory	50% Inventory
N95 Masks	1,000	500
Simple Mask	500	250
Tyvek Suits/Gowns	100	50
Gloves	10 cases	5 cases
Goggles/Glasses	100	50

Comprehensive Emergency Management Plan**Employee Illness and Exposure**

1. If an employee becomes ill at work, they should be encouraged to go home and to seek medical care. Personal leave credits will be used. Backfill or coverage, if required, should be obtained through the regularly established methods.
2. If an employee feels they were exposed at work, the regular occupational exposure documents will be completed.
3. Family and Medical Leave Act (FMLA) policies should be adhered to.

ELEMENTS OF A VIABLE PANDEMIC CONTINUITY CAPABILITY**Essential Functions**

Given the expected duration and potential multiple waves of pandemic outbreaks, organizations must review the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions. The City has identified essential functions and services needed to sustain its mission and operations during a pandemic. The City Essential Functions are:

1. Police – Law enforcement and public safety
2. Fire – Emergency fire and rescue services
3. Utilities – Water and Wastewater Services
4. Administration – Information Technologies, Telephones, Radios, Dispatch
5. Finance – Payroll Processing, Emergency Payments, Requisitions, Contracts
6. Administration – Leadership, Public Information, Inter/Intra Agency Coordination.
7. City Attorney – Legal Affairs, Public Orders
8. Public Works – Vehicle and equipment maintenance
9. Maintenance Services – Custodial Staff responsible for sanitizing facilities
10. TBD by Pandemic Coordinator (City Manager)

Orders of Succession and Delegation of Authority

The City has identified orders of succession that is described in Section 1 Basic Plan. If it is necessary for a person to succeed due to a pandemic emergency, this document will serve as a delegation of authority to the successor.

Continuity Facilities

The traditional use of continuity facilities to maintain essential functions and services may not be a viable option during a pandemic. Rather, safe work practices, which include social distancing and transmission interventions, reduce the likelihood of contacts with other people that could lead to disease transmission. The City has developed preventative practices such as social distancing procedures, hygiene etiquette, and cancellation of organizations non-essential activities to reduce the spread of the pandemic. Plans shall also be established to relocate to an alternate facility, if applicable.

Continuity Communications

According to the National Strategy Implementation Guidance, workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person-to-person contact. The City has identified communication systems needed to perform essential functions. The City Continuity Communications plan for pandemic influenza is as follows:

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- a. Land line phone (voice/fax) system
- b. Internet access, E-mail, and City website
- c. Two-way radios (public safety)
- d. Satellite phones (EOC and Fire Station)
- e. Amateur radios (EOC and Fire Station)
- f. Cell phones
- g. Wireless Emergency Alert (WEA)
- h. Reverse 911
- i. Emergency Alert System (EAS)
- j. Alerts on radio stations KCBX/KVEC
- k. Social Media, Twitter, Facebook, Next Door, City Website

Critical information systems used to accomplish mission essential functions during normal operations at the primary location must be accessible at the continuity facility. In addition, City personnel should make sure that critical data is stored in such a way that it can be backed up regularly. Each department will coordinate with the IT Department on the specific technical support needed during COOP activation.

Communication Disruptions

Telephone equipment, both hard wired, cellular and voice over internet (VOIP) could be adversely affected. Currently planning is taking place to recognize an electrical power source for our City's phone system located at our City Hall. City Hall does not have a source of back-up power.

Hard wired may remain in-service however overloading may occur. Currently our primary City Emergency Operations Center (EOC) at our Community Center at 1001 Kennedy Way has seven (7) phone lines that are hard wired.

- a. (805) 771-1900
- b. (805) 771-1901
- c. (805) 771-1902
- d. (805) 771-1903
- e. (805) 771-1904
- f. (805) 771-1905
- g. (805) 771-1906

Essential Records Management

The City shall identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions during a pandemic outbreak. The City has an essential records plan for identified systems, databases, and files that are needed to ensure essential functions remain operational.

Human Resources

Although a pandemic outbreak may not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic outbreak. The City will establish plans to protect the entire employee population and their

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families, should a pandemic outbreak occur. This may include logistical support and housing for essential employees and their families in order to maintain critical services.

Delegation of Control and Direction

Delegation is the process of transferring operational control of one or more essential functions to a pre-determined responsible party or parties. Pandemic outbreaks will occur at different times, have variable durations, and may differ in the severity; therefore, full or partial delegation of essential functions may be necessary to continue essential functions and services. The City will establish plans and procedures for delegation, which identify how it will transfer operations, if pandemic influenza renders leadership and essential staff incapable or unavailable.

Proclamation of Emergency

The City Manager is authorized to Proclaim a Local Emergency. The proclamation must be ratified by the City Council within 7 days and reviewed every 60 days until the emergency is over. The City may request for a Cal OES Director's Concurrence, Governor's Proclamation of a State of Emergency, Executive Order, California Disaster Assistance Act (CDAA) funding, and/or a Presidential Declaration of an Emergency or Major Disaster. If the County Proclaims a Local Emergency, the City may be included in that proclamation.

SLO County Office of Emergency Services (OES)

The MORRO BAY County Office of Emergency Services (OES) coordinates all requests for assistance from Morro Bay County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from Morro Bay County OES, contact the Duty Officer at +1 (805) 781-1144.

Reconstitution

Reconstitution is the process whereby an organization has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. The City has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return. The organization's reconstitution plan should consider the possibility that not all employees may be able to return to work at the time of reconstitution.

PANDEMIC RESPONSE**Emergency Operations Center Locations**

The following are the EOC locations for an emergency event. *(Note: These locations may be adjusted or changed depending on the specific circumstances of event).*

Primary:	Morro Bay City Community Center 1001 Kennedy Way Morro Bay, CA 93442
Secondary:	Morro Bay Fire Department 715 Harbor Street Morro Bay, CA 93442

Comprehensive Emergency Management Plan**Pandemic Coordinator and Pandemic Response Team**

The Pandemic Coordinator will oversee a Pandemic Response Team (PRT) to anticipate the impacts of a pandemic on the City and to assist with developing strategies to manage the effects of an influenza or viral outbreak. The City Manager has been designated as the agency Pandemic Coordinator who will work with a team of advisors from the City department head team or their designee.

Each department head or designee will participate on the Pandemic Response Team to support the Pandemic Coordinator. The City is comprised of the following departments:

- | | | |
|--------------------------|-----------------------------|--------------------|
| 1. Administration/IT | 2. City Attorney | 3. Human Resources |
| 4. Community Development | 5. Public Works / Utilities | 6. Harbor |
| 7. Finance | 9. Police | 10. Fire |

Risk Communications

The City will develop influenza pandemic risk communications procedures for communicating with all internal and external stakeholders. This includes the use of existing notification rosters with names and telephone numbers for personnel both working on site and those forced into emergency relocation. These rosters will be maintained and updated by the City Administration staff (PIO) and located on the database. Hardcopies are to be maintained at the City EOC.

City Overview Planning Sheet

The City will undertake actions at each impact level. These impact levels are designed to provide guidance for action timelines. Specific action timelines may be adjusted at the discretion of the City Manager and may vary by Department.

1. **Low Impact (Pre-event)**
 - a. Deliver infectious disease training
 - b. Determine and obtain critical resource stockpiles
 - c. Develop scalable response plans
 - d. Post handwashing signs and other information and City facilities
2. **Medium Impact**
 - a. Publish disease-specific treatment protocols for employees
 - b. Cross-train personnel in critical functions
 - c. Validate continuity plans
3. **High Impact**
 - a. Implement enhanced exposure protection
 - b. Reallocate personnel to support emergency response operations
 - c. Distribute critical resource inventories
4. **Severe Impact**
 - a. Implement strict exposure restrictions
 - b. Restrict public access
 - c. Execute scalable response plans

Pandemic Plan Activation

1. Operational Area Conference Call as necessary
 - a. Morro Bay City EOC Director or Designee

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- b. Morro Bay City Fire & Police Chief
 - c. SLO County OES Director or Duty Officer
 - d. SLO County Medical/Health Officer or Designee
 - e. CAL FIRE Chief or Duty Chief
 - f. San Luis Coastal School District Director or Designee
2. Objectives to be discussed during the conference call:
- a. Attain situational awareness on pandemic and declaration of emergency.
 - b. Identify incident-specific concerns, actions already taken and recommended courses of action.
 - c. Determine implementation of all or part of the COOP.
 - d. PIO implement crisis communications plan with Pandemic information from CHADOC, JIC, and/or CDC.
 - e. Notify Department Heads & Elected Officials by Morro Bay City EOC Director or Designee.
 - f. Morro Bay City EOC Director or Designee determines and communicates activation of EOC to appropriate level:
 - i. Department Heads or assignee report to EOC as required
 - ii. Section Coordinators or assignee report to EOC as required
 - iii. Elected Officials report to EOC as required
 - iv. Recall Safety Employees to duty as required
 - v. Notify SLO Co. OES and our ECC is activated

This tables outline the plan of action the City will take to minimize the effects of an infectious disease incident. Specific actions are outlined on individual Areas and Support Function. Actions are correlated with the potential “Operational Impact Level” of an event. The “Trigger Guidelines” are meant to provide guidance for action timelines. Specific “Action Items” may be adjusted at the discretion of the City Manager (EOC Director) and may vary by Department.

Additionally, The World Health Organization (WHO) has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

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	Response Level & Operational Impact	Trigger Point Guidelines <i>Any or all trigger points may initiate action</i>	Action Items
The risk for a pandemic is greatly increased but not certain. (WHO Level 1)	Level 1 Impact Level: "Normal" Regular City Operations	Daily operations, no impact	<ul style="list-style-type: none"> ● Pre-planning action completed □ Pre-planning action incomplete ○ Imminent event prep action
Spread of disease between humans is occurring in more than one country of one WHO region. (WHO Level 2-3)	Level 2 Impact Level: "Low" Pre-event Planning	New infectious disease identified. Increasing public awareness exists.	<ul style="list-style-type: none"> ● Program in effect - monitoring developing trends ● Obtain Critical resource stockpiles □ Deliver infectious disease/ PPE training □ Develop operational plan ○ Initiate City Dept awareness and ongoing updates □ Review current plan for gaps □ Train personnel in critical functions
Community-level outbreaks are in at least one additional country in a different WHO region from phase 5. A global pandemic is under way (WHO Level 5)	Level 3 Impact Level: "Medium" Specific Event Planning	City Manager to identify probable impact on departments based on communication from all agencies	<ul style="list-style-type: none"> ○ Supervisors finalize event prep and identified needs ○ Pre-event directives issued from City Manager ○ Verify critical resource inventories ○ Publish disease-specific treatment protocols ○ Prepare for protocol changes instituted by MORRO BAY Co. Health Dept and/or EMSA
The global pandemic has been transmitted to SLO County and is occurring and is localized. (WHO Level 6)	Level 4 Impact Level: "High" Event Response	FD identifies increased call volume. Disease spread in the public is increased significantly. Public health notification of incidence of infection with high mortality or hospitalization. Public Safety personnel symptomatic. Human Resources identify increasing or unusual absentee rates.	<ul style="list-style-type: none"> ○ Review and change specific treatment protocols determined by SLO Co Health Dept or EMSA. ○ Implement enhanced exposure protection ○ Reallocate personnel to support essential operations ○ Distribute critical resource inventories ○ Restrict public access

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		Operations staffing is impacted.	
Localized pandemic is severely impacting population and city operations. (WHO Level 6)	Level 5 Impact Level: “Severe” Active Pandemic, High Lethality	City unable to maintain normal staffing. Departments unable to meet increased requests for service	<ul style="list-style-type: none"> o Evaluate staffing distribution matrix and/or reduction of service o Implement strict exposure restrictions

Emergency Operations Center Duties

EOC Director

1. Coordination and Response
 - a. Activate EOC / begin Incident Action Plan development
 - b. Review and set objectives
 - c. Direct EOC team
 - d. Set times utilizing Planning P
 - e. Monitor and assess situation
 - f. Continue coordination with Co. OES, CHADOC, Cal Poly and CAL FIRE
 - g. Coordinate public information
 - h. Order logistical supplies to support operations, EOC and field personnel
 - i. Request for Mutual Aid of non-FD/LE resources through County OES EOC
 - j. Determine need for Local Emergency Proclamation

Elected Officials

1. Determine Local Emergency Proclamation
 - a. Follow same procedures as other emergencies
 - b. Guide policy decisions specific isolation and exposure reduction that may be useful
 - i. To set curfews by resolution
 - ii. Acquisition of resources for public protection as recommended by Emergency Operations Director

*See SLO County Emergency Proclamation and Disaster Declarations guidance

EOC Public Information Officer

1. Communications
 - a. Avoid conflicting information, all public information should be provided by the Emergency Operations Center City of Morro Bay Public Information Officer and typically redirected to County of MORRO BAY website such as <https://www.prepareSLO.org/en/index.aspx>
 - b. Staff phone assistance centers to share critical and accurate information from a single point of contact with public
 - c. Message to coincide with County Health/CHADOC
 - d. Messaging mediums may include:
 - i. Sheriff Reverse 911 <https://SLOsheriff.onthealert.com/>
 - ii. Wireless Emergency Alerting (WEA)
 - iii. Emergency Alert System (EAS)
 - iv. Social Media
 - v. AM/FM Radio Stations

Comprehensive Emergency Management Plan

- vi. Local network television

EOC Liaison

1. EOC Liaison to coordinate as necessary with allied agencies representatives
 - a. SLO County EOC
 - b. CHADOC/EMSA
 - c. Hospitals & Ombudsman
 - d. Voluntary Organization Active in Disaster (VOAD)
 - e. San Luis Coastal School District
 - f. Cal Poly
 - g. SLO Downtown Association & Chamber of Commerce

EOC Operations

1. Support Field Operations
 - a. Communicate with field resources as to:
 - i. Establishing medical isolation areas with CHADOC
 - ii. Supporting CHADOC/Hospital needs (temporary field units)
 - iii. Logistical support needs
 - iv. Specialized decontamination equipment

EOC Planning

1. Establish Planning Coordinator Position
 - a. Assist in Incident Action Plan development
 - b. Review and set objectives
 - c. Monitor and assess situation
 - d. Direct EOC team/ Coordinate Command Staff
 - e. Set meeting times utilizing Planning-P
 - f. Order logistical supplies to support Planning of EOC and field personnel

Pandemic Reduced or Cancelled

1. Operational Area Conference Call Activation
 - a. Morro Bay City EOC Director or Designee
 - b. Morro Bay City Fire & Police Chief
 - c. Morro Bay County OES Director or Duty Officer
 - d. CAL FIRE Chief or Duty Officer
2. Actions to be taken
 - a. Department Heads & Elected Officials notified by Morro Bay City EOC Director or Designee
 - b. Media release messaging in parallel with County EOC & CHADOC
 - c. As incident deescalates
 - i. Systematically release all city staff
 - ii. EOC Director or Designee directs closure of EOC operations
 - iii. Restock and prepare for future Pandemic
3. Conduct after action review (Per EOC Director)

Comprehensive Emergency Management Plan**Recovery**

The City of Morro Bay has a Recovery Plan under development as part of the City of Morro Bay's Comprehensive Emergency Management Plan. The following points are a short overview of the recovery phase.

Demobilization

When response agencies are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (Morro Bay City Manager) or the Deputy Emergency Services Director (Morro Bay Fire Chief) determines that the disaster has entered into a recovery phase, the command staff should develop a formal demobilization plan.

1. The City of Morro Bay Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC).
2. It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible.
3. The Unified Command Staff, as well as other City of Morro Bay agencies, will be heavily involved in short and long-term recovery operations.

Cost Recovery

If State or Federal reimbursement is authorized for the emergency, accurate accounting and records of effort must be maintained and collected. These reimbursable costs could include:

- Actual travel and per diem
- Supplies, materials, and equipment
- Repair, permanent restoration, and replacement costs for public facilities
- The cost of basic engineering services when necessary for construction projects
- Indirect and administrative costs (10% of total approved state share)
- Costs for work performed under interagency assistance agreements for which an eligible applicant is legally obligated to pay
- The local cost share required under federal public assistance programs

Final Report and Activity Log

All department heads from the City of Morro Bay departments involved in the Pandemic event response will be required to complete a narrative report and a master activity log 214. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the Pandemic event. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, Emergency Operations Center messages, Emergency Operations Center activity logs). A copy of the narrative report and activity logs should be forwarded to City Hall as soon as possible and will be part of the official record of the Pandemic event disaster.

CONCLUSION

Maintaining City of Morro Bay essential functions and services in the event of pandemic requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate operating facility, a pandemic may

Comprehensive Emergency Management Plan

not directly affect the physical infrastructure of the organization. As such, a traditional “continuity activation” may not be required during a pandemic outbreak. However, a pandemic outbreak threatens an organization’s human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, the City continuity plan addresses the threat of a pandemic outbreak. Continuity Plans for maintaining essential functions and services in a pandemic should include implementing procedures such as social distancing, infection control, personal hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of key personnel, ERG members, and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.

Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of Morro Bay. Please enter the revision number, the pages, the date the revision was posted, and the name of the person posting the revision.

Revision #	Revision Title	Page Number Revised	Date	Name

Comprehensive Emergency Management Plan

APPENDIX 1: WORLD HEALTH ORGANIZATION PHASES

The World Health Organizations (WHO) developed an alert system to help inform the world about the seriousness of a pandemic. The alert system has six phases, with Phase 1 having the lowest risk of human cases and Phase 6 posing the greatest risk of pandemic. Organizations are encouraged to monitor the WHO phases and establish continuity “triggers” as deemed appropriate.

The phases are applicable globally and provide a framework to aid countries in pandemic preparedness and response planning. The use of a six-phased approach has been retained. However, the pandemic phases have been re-defined (Table 1). In addition, the time after the first pandemic wave has been elaborated into post peak and post pandemic periods.

Table 1: World Health Organization Pandemic Influenza Phases

Phase 1	No animal influenza virus circulating among animals has been reported to cause infection in humans.	Preparedness
Phase 2	An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.	
Phase 3	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.	
Phase 4	Human-to-human transmission (H2H) of an animal or human-animal influenza reassortant virus able to sustain community-level outbreaks has been verified.	Response and Mitigation
Phase 5	The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO region.	
Phase 6	In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.	
Post-Peak Period	Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.	Recovery
Possible New Wave	Level of pandemic influenza activity in most countries with adequate surveillance rising again.	
Post-Pandemic Period	Levels of influenza activity have returned to the levels seen for seasonal influenza in most countries with adequate surveillance.	

The WHO phases of pandemic alert:

In the 2009 revision of the phase descriptions, WHO has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly

Comprehensive Emergency Management Plan

signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in Phase 1 no viruses circulating among animals have been reported to cause infections in humans.

In Phase 2 an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans and is therefore considered a potential pandemic threat.

In Phase 3, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed, and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

During the post-peak period, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

In the post-pandemic period, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

APPENDIX 2: WEBSITES FOR PLANNING AND PREPAREDNESS

1. <http://www.opm.gov/pandemic/index.asp> - Links to policies on leave, pay, hiring, alternative work arrangements and other critical human capital issues in relation to pandemic influenza.
2. <http://www.pandemicflu.gov> - pandemic influenza related information (e.g., signs and symptoms of influenza, modes of transmission, developing individual and family plans, etc.).
3. <http://www.flu.gov/planning-preparedness/federal/index.html#> Pandemic influenza related information for Federal Government agencies to use for planning and preparedness. Links to other federal government agencies.

APPENDIX 3: LEGAL REFERENCE

1. **Morro Bay Municipal Code 8.08.010 Civil Defense and Emergency Services Purposes**
 - a. The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons. **(Ord 181 § 1, 1980)**

2. **CA Code of Regulations (Title 17: §2501 (a))**
 - a. Disease Investigation: The local health officer has the duty to investigate diseases, conditions or outbreaks.

3. **CA Code of Regulations (Title 17: §2515, §2516, §2518, §2520)**
 - a. Isolation, Strict Isolation, Modified Isolation, and Quarantine

4. **CA Health and Safety Code (§101025-101030)**
 - a. Enforcement: The health officer has the duty to enforce local ordinances concerning public health and sanitary matters as well as state statutes, orders and regulations related to public health including quarantine laws, and orders prescribed by CDPH

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AGENDA NO: III
MEETING DATE: March 19, 2020

Staff Report

TO: Honorable Mayor and City Council **DATE:** March 17, 2020
FROM: Scott Collins, City Manager
SUBJECT: Ratification of the City Manager’s Determination to Activate the City’s Short-Term Fiscal Emergency Plan

RECOMMENDATION

Ratify the City Manager’s determination to activate the City’s Short-Term Fiscal Emergency Plan.

BACKGROUND

On December 11, 2018, the City Council of the City of Morro Bay adopted Resolution No. 97-18 approving the City of Morro Bay’s short-term fiscal emergency plan (Attachment 1). The plan was developed in coordination and with feedback from the City’s Employee Budget Advisory Group (Group) and Citizens Finance Advisory Committee (CFAC).

The short-term fiscal emergency plan was developed to create a transparent process and formula for short term action when fiscal first aid may be needed. Having this clear strategy in place for fiscal emergencies that reflects the City of Morro Bay’s values helps to serve as the foundation for decision-making in tough fiscal times and will aid in preserving the City’s long-term fiscal health and vitality.

DISCUSSION

The City’s short-term fiscal emergency plan identifies five conditions that could trigger action under the emergency plan. Those triggers are as follows:

1. Natural disaster
2. Human caused Disaster
3. State take-aways of local revenues
4. Large, unexpected costs
5. Economic downturn: (Defined as below)
 - a. Two consecutive quarters of declining revenues in the major revenue’s sources identified in the MOUs for COLA increases (sales tax, TOT and Property Tax).

The City Manager has activated the fiscal emergency plan under trigger number 1 – Natural Disaster (COVID-19 pandemic). In addition, the plan outlines six mitigation measures as follows:

1. Hiring Chill – City Manager approval will be required to fill vacant positions. City Manager will only approve filling vacant positions if the Department Director can demonstrate that it is necessary to meet public health, safety or other high priority service needs that cannot be meet on an interim basis through a contract, overtime or temporary staffing. Goal: Short-term

Prepared By: <u> JC </u>	Dept Review: _____
City Manager Review: <u> SC </u>	City Attorney Review: <u> CFN </u>

savings and preservation of future options should problem be on-going.

2. Travel Chill – City Manager approval for all travel authorizations (at any level). City's goal is to limit travel and training to achieve short-term savings.
3. Capital Improvement Project Deferrals and or reprioritizations – Department Directors will identify CIP projects that can be presented to Council for possible deferral and/or elimination as well as reprioritizing capital projects that can be supported by funds other than the General Fund.
4. One-Time Operating Cost Review – Identify special projects in the operating budget for possible deferral or elimination (to be presented to City Council for consideration).
5. Fund Balance – Consider use of fund balance below policy levels – City Manager will make recommendation to City Council for consideration.
6. Other – other curtailments as appropriate.

The plan also requires assessment of the situation, during which time the mitigation measures may be used to determine the duration and extent to which fiscal first aid is needed. Given the urgency and rapid fluidity of the COVID-19 pandemic, the City Manager, within authority allowed under plan, activated the plan on Monday, March 16, 2020. As per policy under the plan, the City Manager is to report to Council at the next Council meeting, for ratification, activation of the short-term fiscal emergency plan and recommended measures as well as impact known at the time.

Currently, staff is assessing the impact to local business and the local economy. As such, the City Manager has invoked several of the mitigation measures, including a hiring chill, travel chill, CIP reprioritizations and one-time cost reviews. Staff will be analyzing impacts to the general fund and possibly recommending use of fund balance or other curtailments and this situation evolves and an understanding of other curtailments and the extent of impact is known.

CONCLUSION

Staff recommends that Council ratify the City Manager's determination to activate the City's Short-Term Fiscal Emergency Plan with a report back to Council on economic impact and mitigation measures within 45 days or as emergency conditions allow.

ATTACHMENT:

1. Resolution No. 97-18 Short-Term Fiscal Emergency Plan

RESOLUTION NO. 97-18

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA,
ADOPTING A SHORT-TERM FISCAL EMERGENCY PLAN**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, the City Council and staff have identified fiscal sustainability as a core goal and value for the City; and

WHEREAS, in 2015, the City Council hired Management Partners to develop a ten-year financial forecast to help achieve the goal of fiscal sustainability; and

WHEREAS, in 2017/18, the City Council increased fiscal transparency and accountability in the City by providing financial documents on the City's website and implementing the City's online transparency portal, open-gov; and

WHEREAS, in 2018 the City Council has adopted financial and accounting policies, included fund balance reserve levels for the City's General Fund Emergency Reserve, Internal Service Funds, Enterprise Funds and Morro Bay Tourism Business Improvement District Fund, with the goal of providing staff direction and guidance in City practices to ensure the long-term fiscal sustainability of the City; and

WHEREAS, in 2018, the City Council approved the prepayment of the City's Pension Safety Fire Side Fun to reduce overall costs and achieve long-term savings; and

WHEREAS, in 2018, the City Council directed staff to draft a Short-term Fiscal Emergency Plan and Long-term Fiscal Resiliency Plan to prepare the City for future adverse fiscal circumstances that will likely arise in the future; and

WHEREAS, the Fiscal Emergency Plan is meant to provide a transparent and thoughtful action plan, with identified economic triggers and mitigation measures for the City Manager to utilize if fiscal first aid is required; and

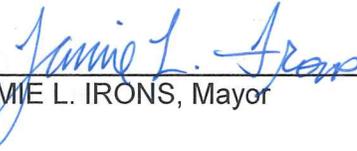
WHEREAS, the City's Employee Budget Group and Citizen's Finance Advisory Committee participated in the identification of both economic triggers and mitigation measures outlined in the fiscal emergency plan; and

WHEREAS, staff recommends the City Council adopt the proposed City of Morro Bay Short-Term Fiscal Emergency Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, the "Short-Term Fiscal Emergency Plan," as set forth in Exhibit A, attached hereto and incorporated herein, is hereby approved.

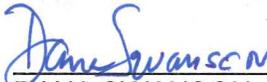
PASSED AND ADOPTED by the City Council of the City of Morro Bay at a special meeting thereof held on the 11th day of December 2018, by the following vote:

AYES: Irons, Davis, Headding, Makowetski, McPherson
NOES: None
ABSENT: None



JAMIE L. IRONS, Mayor

ATTEST:

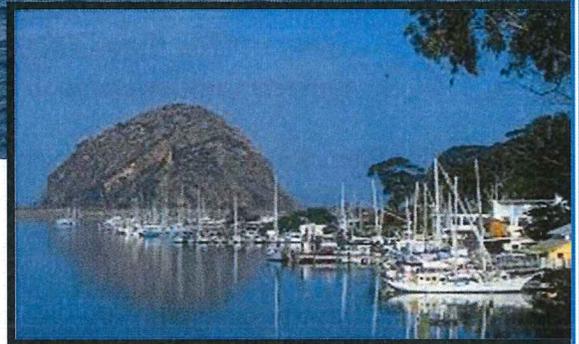
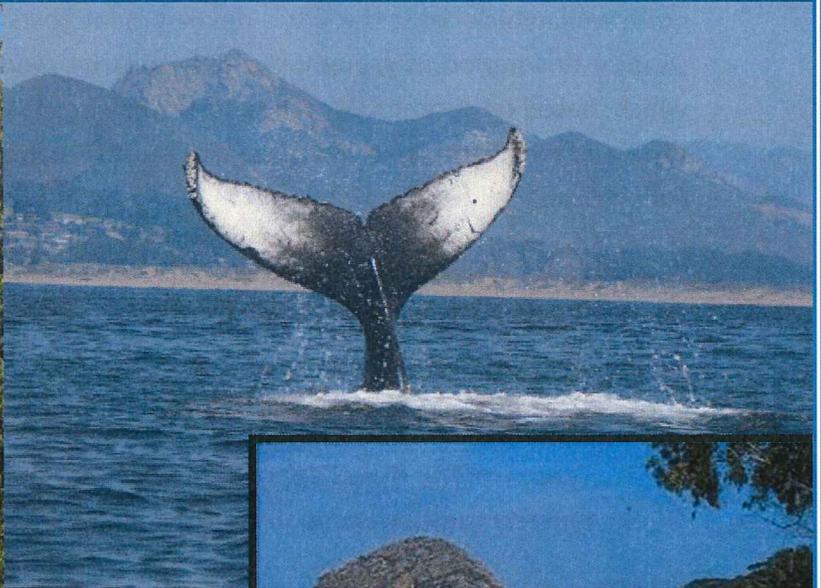
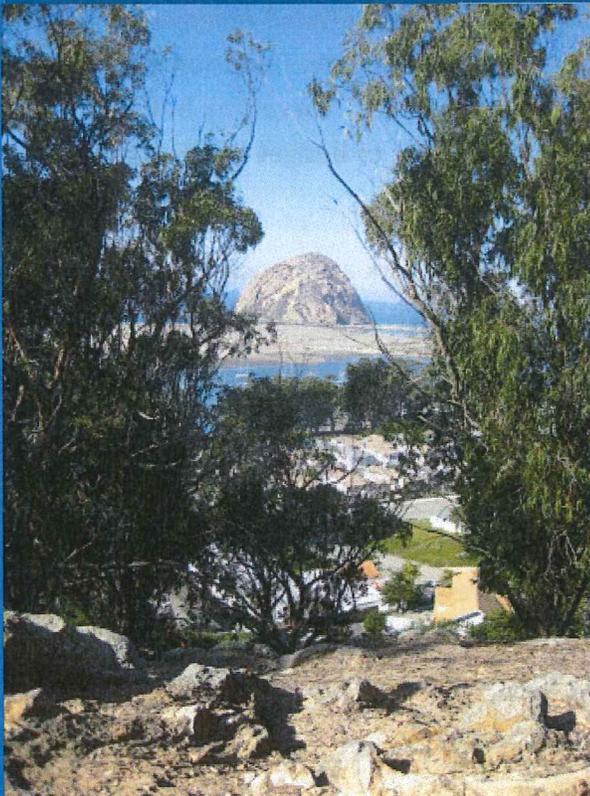


DANA SWANSON, City Clerk

CITY OF MORRO BAY



SHORT-TERM FISCAL EMERGENCY PLAN



INTRODUCTION

The City of Morro Bay's FY 2018/19 budget is a reflection of the City's steady growth, particularly in the City's most economically sensitive revenue categories (sales tax, transient occupancy tax). However, with local signs of leveling sales tax growth present coupled with the rising cost to provide services, including rising employee pension costs, the City Council proactively directed staff to develop a Fiscal Resiliency Plan – both a short-term emergency plan and a long-term fiscal sustainability plan. The City's 10-year financial forecast projects a challenging budget forecast ahead, beginning in FY 2019/20 when the PERS discount rate changes will begin to significantly impact the City. The projected impacts are expected to ensue through 2032.

In 2015, the City Council recognized fiscal substitutability as a core goal following the closure of the power plant. The City hired Management Partners to develop a 10-year financial forecasting tool and began to proactively plan for the City's future. The Council has reaffirmed the importance of fiscal sustainability and transparency ever since, by directing staff to develop a fiscal resiliency plan, adopting Accounting and Financial policies and prepaying pension liabilities to reduce interest expense.

While the City's general fund emergency reserves are healthy, at approximately 25% of ongoing expenditures, development in the city remains strong, with permitting fee revenue trending quite well, which cover the City's development costs and provide an overhead revenue source. Despite this period of growth, the City must be ready to weather the next recessionary cycle, which, based on recent sales tax reports, may be in the very near future. Therefore, both short-term and long-term fiscal sustainability must remain at the forefront of budget discussions and considered in all fiscal actions.

The City's fiscal resiliency plan (Plan) is meant to establish a framework and general strategy for responding to adverse fiscal circumstances in both the short term and long term. The Plan does the following:

1. Ensures that employees and the community are meaningfully involved in the process;
2. Takes a policy-based approach to decision-making; and
3. Reflects the City's organizational values.

The Plan is not a specific "recipe" for expenditure cuts or revenue increases, because such measures need to be determined on a case-by-case basis. There are three problems with preparing detailed reduction or revenue options before they are truly needed:

1. If not taken seriously, quality thought will not be given to them;

2. If taken seriously, this is likely to result in needless anxiety in preparing expenditure reductions and sends a conflicting message if times are good; and
3. Even if the preceding points were not constraints, such options would have a short shelf-life, because municipal needs and priorities change over time.

The Plan, rather, articulates the principles and values upon which specific responses will be based.

SHORT-TERM FISCAL EMERGENCY PLAN

The short-term fiscal emergency plan is meant to be an intermediate, quick response to a fiscal emergency. The mitigation measures enacted under the short-term plan are not to exceed 90 days in length while the City Manager assesses the fiscal condition and makes a recommendation to Council for long-term remediation, if necessary. With Council authorization, the short-term mitigation measures may exceed 90 days in length following a full report from the City Manager indicating additional assessment time is needed to determine a long-term fiscal response plan.

TRIGGERS

The short-term fiscal emergency plan is triggered when one or more of the following occur and estimated expenses exceed \$50,000 in the given fiscal year:

1. **Natural disaster**
2. **Human caused disaster**
3. **State take-aways of local revenues**
4. **Large, unexpected costs**
5. **Economic downturn:** Two consecutive quarters of declining revenues in two of the three major revenues sources of sales tax, Transient Occupancy Tax, and property tax. Quarterly reviews will be tied to the City's quarterly budget status report and update which compares quarterly data to prior years same quarters. Declining revenues must occur on a quarter to quarter comparison in two of the three identified revenue categories to trigger a response.

Clearly defining when fiscal first aid is needed is a key factor in the City's ability to successfully take action on a timely basis and avoid worsening the problem.

While the Plan is focused on the City's General Fund, the enterprise funds - water, sewer, Wastewater Treatment Plant and Harbor – also fully participate for two key reasons: (1) we, as a city organization are all part of one team and all parts need to participate; (2) it's important to

limit enterprise fund rate increases as much as possible, particularly during recessionary periods and at a time when the City may have to consider other General Fund increases, such as a sales tax increase.

ELEMENTS

The City's Plan comprises five key elements: the minimum fund balance; other key budget and fiscal policies and practices; fiscal health monitoring; assessing whether the situation is a short- or long-term problem; and identifying options.

1. **Minimum Fund Balance:** This is the first line of defense in adverse circumstances. Maintaining the General Fund Emergency Reserve minimum fund balance as 25 percent of on-going annual expenditure, as set by Council policy. That reserve amount allows the City to continue operations and projects, while responding to short-term problems and provides breathing room to address longer-term problems when comprehensive response plans are needed to be developed. That is especially true because Proposition 218 (Prop 218), prohibits the City from imposing new taxes or assessments without taxpayer's approval. For example, Prop 218 and Proposition 26 require (i) majority voter approval for new or increased general taxes, (ii) super majority approval of special taxes, (iii) restricts use of general taxes for general governmental purposes, and (iv) restricts imposition of fees on property owners for services that are available to the public at-large or exceed the actual cost to the City for providing the service.

2. **Other Key Budget and Fiscal Policies and Practices:** Adhering to fiscal policies and practices will help prevent problems at the outset and keep problems from getting bigger when they do happen. The City is in process of developing financial and accounting policies, which include:
 - A balanced budget (and a definition of the term);
 - Conservative investment practices;
 - Diversified revenues;
 - User-fee cost recovery;
 - Enterprise funds;
 - New development paying its own way;
 - Limited use of debt financing;
 - Fleet replacement;
 - Contracting for services; and

- Productivity improvements.

3. **Fiscal Health Monitoring and Transparency:** During the past 12 months, City Council and staff has worked extensively at enhancing the City's fiscal health monitoring and transparency. The City has developed and implemented effective ongoing systems for reporting and monitoring its fiscal condition, including interim reporting such as quarterly budget performance status reports, quarterly investment reports, OpenGov on-line transparency portal, a Comprehensive Annual Financial Report, which presents audited financial statements in accordance with generally accepted accounting principles and highest standards. The City uses the following elements as part of its interim reporting:
- An automated financial management system – New World Technologies;
 - Online access to the City's Financial Reporting 24/7 for revenue, expenditure and budget information via the City's website and OpenGov Transparency portal;
 - Bi-Weekly Accounts Payable Registries via the City webpage;
 - Quarterly budget status reviews and updates;
 - Mid-year budget status review and Capital Improvement Plan review;
 - Quarterly investment reports; and
 - Monthly reporting of cash and bank reconciliations via the City's webpage.
4. **Assessing the Situation:** The City uses different strategies for different problems. In the case of a one-time event or downturn that is unlikely to continue indefinitely, one-time fixes are an appropriate response and are considered short-term. However, in the case of ongoing downturns in revenues or systemic increases in costs, one-time fixes won't work – that type of situation requires new ongoing revenues or ongoing expenditure reductions.

If the assessment concludes the situation is a short-term problem, then the following mitigation measures may be utilized. The mitigation measures may also be utilized during the assessment period. The City Manager has discretion to utilize the following mitigation measures, but to the extent possible will report to the City Council with recommended action prior to implementing any of the identified and agreed to measures below. In times of financial emergency or necessity, when the City Manager implements one or more measures before reporting to the City Council with a recommendation, a complete report of the economic and financial condition that triggered a response under the short-term plan must be provided to the City Council at the next scheduled Council meeting for ratification or modification as deemed appropriate by a majority of the Council. Under

Council direction, the City Manager may be directed to reverse course or implement additional or alternative mitigation measures.

MITIGATION MEASURES

- **Hiring Chill** – City Manager approval will be required to fill vacant positions. City Manager will only approve filling vacant positions if the Department Director can demonstrate that it is necessary to meet public health, safety or other high priority service needs that cannot be met on an interim basis through a contract, overtime or temporary staffing. The goal is to achieve short-term savings and preservation of future options should the fiscal condition be on-going.
- **Travel Chill** – City Manager approval for all travel authorizations (at any level). The City's goal is to limit travel related costs to achieve short-term savings.
- **Capital Improvement Plan (CIP) Deferrals and/or Reprioritizations** – Department Directors will identify CIP projects that can be presented to Council for possible deferral and/or elimination as well as reprioritizing capital projects that can be supported in funds other than the general fund.
- **Operating Cost Review** – Identify special projects and ongoing expenses in the operating budget for possible deferral or elimination. The City Manager will present these projects to the City Council for consideration and direction.
- **Fund Balance** – Consider use of fund balance below policy levels – the City Manager will make a recommendation to the City Council prior to implementing this mitigation measure.
- **Other** – Other curtailments as appropriate and necessary.
- **Assessing the Situation** – The City will likely use different strategies for different problems. For example, in the case of a one-time event or downturn that is not likely to continue indefinitely, one-time fixes are an appropriate response and are considered short-term. However, in the case of ongoing downturns in revenues or systemic increase in costs, one-time fixes won't work – that type of situation requires new ongoing revenues or ongoing expenditures reductions. The City Manager is responsible for assessing the fiscal condition and determining if a transition to a long-term plan is necessary. That will be reported to the City Council within 90 days as outlined below.

When an economic trigger occurs and fiscal first aid is deemed necessary, the City Manager will work within the identified seven mitigation measures above to develop a response plan. The mitigation measures may be implemented singularly or collectively at the City Manager's

recommendation and Council direction depending on the extent to which fiscal first aid is needed. Any recommendation and report to the City Council utilizing the Fiscal Emergency Plan as outlined in this document requires an identification of the fiscal condition, forecasted fiscal deficit and corresponding expenditure savings recommended to achieve per the outlined mitigation measures above.

Within 90 days of implementing mitigation measures under this short-term fiscal emergency plan, the City Manager will report back to the City Council with a long-range assessment of the City's fiscal condition. If the assessment determines the fiscal condition is a long-term problem, then the City Manager and Finance Director will prepare a long-term fiscal forecast to define the problem (update to the City's existing 10-year financial forecast with revised revenue and expenditure estimates) and prepare revenue enhancement and expenditure reduction options tailored to the problem defined in the forecast.

Preparing such plans will likely take a minimum of three months. The City Manager is to report to Council on the plan's status and update within 90 days with an understanding that additional time may be needed to finalize the plan. Implementation of an approved plan is likely to take another three to six months. That underscores the importance of a strong fund balance and short-term expenditure reductions to create the time needed to prepare and implement reasonable long-term plans.

5. **Identifying Options:** In the long-term, the solutions are simple – there are only two basic budget-balancing options: Increase Revenues or Reduce Expenditures. In the short-term using fund balance is an option; however it is not a viable long-term solution – strategic use of fund balance to reduce future-year operating costs or increases ongoing revenues may be an acceptable short- and long-term strategy.

EMPLOYEE AND COMMUNITY INVOLVEMENT

Department heads and management staff are responsible for encouraging meaningful employee participation and involvement in preparing to response to both a short-term fiscal emergency or long-term resiliency plan. For the City's Fiscal Year (FY) 2018/19 budget, an Employee Budget Group (EBG) was formed to review over 400 budget suggestions received from City employees. Many of these suggestions were incorporated into the City FY 2018/19 budget and many are still being considered and on the "wait" list for staff time to implement.

In development of the short-term plan as defined above, including identifying the triggers and mitigation measures outlined, the City reactivated the EBG to provide feedback and input as to

appropriate triggers and measures. In the event that the City will utilize the short-term emergency plan, the City Manager and City Management is committed to open communication and engagement with employees for complete transparency. In the event that a long-term response is needed following the City's assessment of the financial condition, the City will strive to identify likely position reductions resulting from a long-term plan six months before implementing them in order to be straightforward with affected employees about their employment outlook, provide transfer opportunities and allow affected employees a reasonable amount of time to make other plans.

While operating under a short-term emergency response or transitioning to a long-term response plan, the key values that will guide action under these plans is responsiveness and respect. Treating employees with respect means informing them about City plans that affect them as soon as possible. It also means sharing hard facts and consequences in a forthright and timely way.

The City is also committed to actively soliciting and encouraging meaningful participation by key stakeholders in the budget-balancing process, including the organization as a whole, employee associations and the community. That will require active and ongoing communication.

Sharing fiscal health resiliency planning with the community, the City will utilize a myriad of tools, including the City's website, City Manager's update and news releases. City staff may make presentations to interested community groups, and periodic newsletters may be distributed in the City's utility bills as inserts. The City will update the city's webpage regularly with information about the process and community forums and workshops that will be held to inform community members and solicit input and work under advisement of the Citizen's Finance Advisory Committee (CFAC) when possible. Depending on the circumstances, the City may also form an ad hoc advisory community group with a clearly defined role and scope of work.

CONCLUSION

While the specifics of both the process and outcomes change with the circumstances, having a clear strategy in place that reflects the City's values and serves at the foundation for decision-making in tough fiscal times will play a key role in preserving the City's organizational vitality and fiscal health. Continued monitoring of the results of any action plan in achieving its goal and reporting back to the City Council, community and staff with respect to the City's fiscal condition is a vital component of implementation of both a short-term or long-term fiscal plan. It will be the responsibility of the City Manager, in conjunction with the City's Finance staff to closely monitor the action plan to ensure it is achieving its goals and quickly report any significant deviations to the City Council for action.

City of Morro Bay Emergency Operations Center

Pandemic 2020

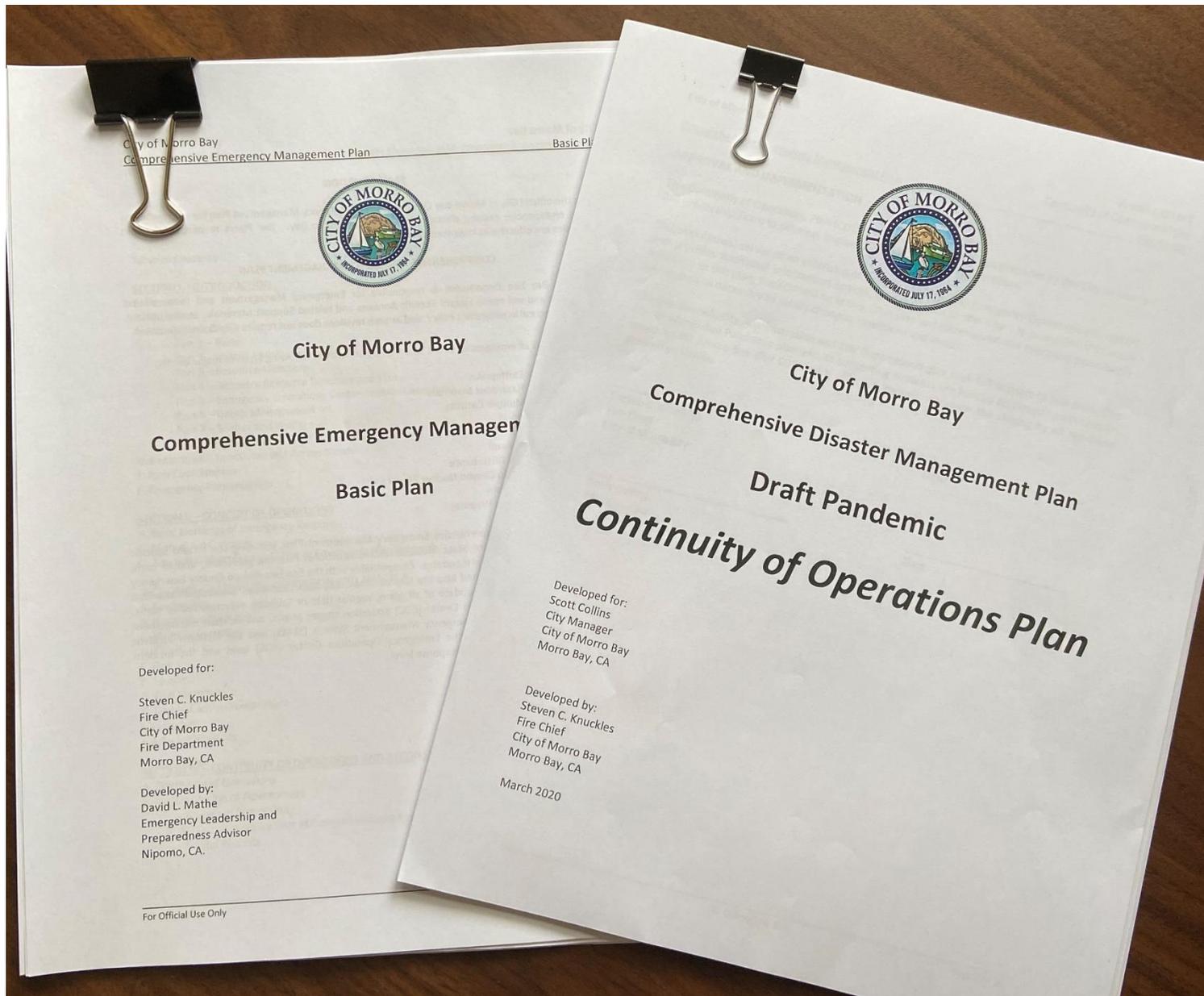
March 2020



Discussion for today...

- We have an Emergency Plan using
 - National Incident Management System(NIMS)
 - Incident Command System (ICS)
- What is your role as an elected official.
- Opened our Emergency Operations Center (Virtual)
- We are using our Emergency Plan plus our Pandemic Continuation of Operations Plan
- What is your role as an elected official





City of Morro Bay
Comprehensive Emergency Management Plan



City of Morro Bay

Comprehensive Emergency Management

Basic Plan

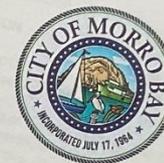
Developed for:

Steven C. Knuckles
Fire Chief
City of Morro Bay
Fire Department
Morro Bay, CA

Developed by:
David L. Mathe
Emergency Leadership and
Preparedness Advisor
Nipomo, CA.

For Official Use Only

Basic Plan



City of Morro Bay

Comprehensive Disaster Management Plan

Draft Pandemic

Continuity of Operations Plan

Developed for:
Scott Collins
City Manager
City of Morro Bay
Morro Bay, CA

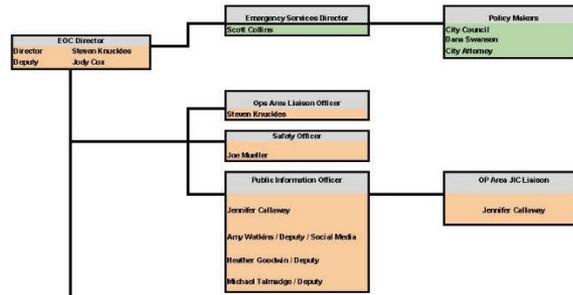
Developed by:
Steven C. Knuckles
Fire Chief
City of Morro Bay
Morro Bay, CA

March 2020

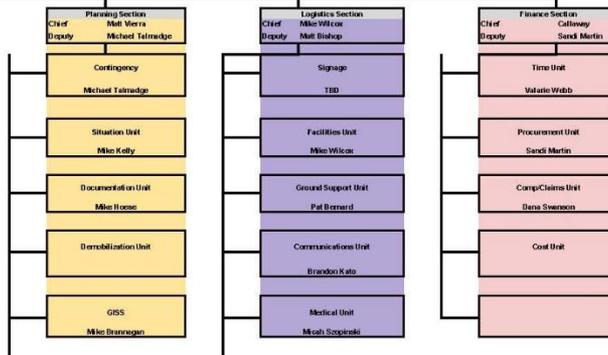


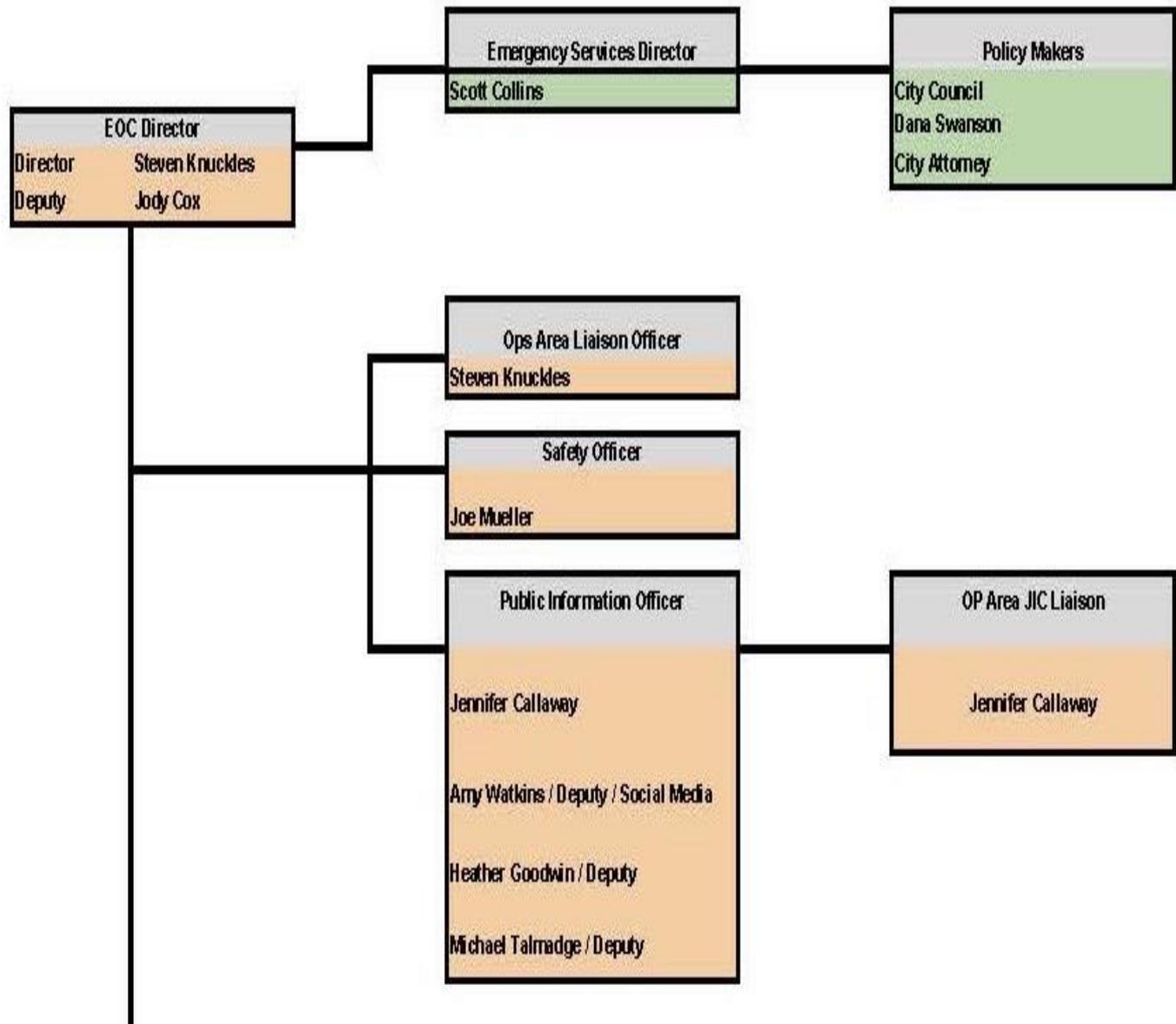
**Morro Bay's Emergency Operations Center
Opened Monday March 16th, at 9 am**

Incident Name:		
Parade: 2020 Morro Bay EOC		
Operational Period:		
From:	3/16/2020	To: 3/22/2020
8000 Hours:		8200 Hours:



Operations	
Chief	Trent Hensch
Deputy	Joe Mueller
Branch Law	
Division/Group Enforcement	Tony Monopoli
Division/Group MFD Volunteers	Amy Watkins
Division/Group	
Division/Group	
Division/Group	
Branch Public Works	Calloway
Division/Group Utilities	Joe Mueller
Division/Group Facilities	Mike Wilcox
Division/Group Corp Yard	Matt Bishop
Division/Group Engineering	Rob Lisek
Division/Group	
Branch Recreation	Carmichael
Division/Group Facilities	Charlie Love
Division/Group Programs	Angela Gallardo
Division/Group Senior Food	Kirk Cartchell
Branch Community Services	Graham
Division/Group Planning	Cindy Jacob
Division/Group Code Enforcement	Jason DeFores
Division/Group Building Inspection	Chad Outmet
Division/Group	
Branch Fire EMS	Subler
Division/Group EMS	Michael Talmadge
Division/Group Facility	Michael Hesse
Division/Group All Risk	Scott Subler
Division/Group EMS Supplies	Michal Szepinski
Division/Group CERT	Mike Hesse
Marine Branch	Frederick
Facilities	Eric Lindrosby
EMS Supplies	Diane Stein
EMS Response	Rocks Kelly
Youngster Arch	ERIC
TBD	Jillene Little
Chairman of Commission	Julie Crawford







Operations	
Chief	Travis Hasch
Deputy	Joe Mueller
Branch Law	Watkins
Division/Group Enforcement	Tony Mosqueda
Division/Group MBPD Volunteers	Amy Watkins
Division/Group	
Division/Group	
Division/Group	
Branch Public Works	Callaway
Division/Group Utilities	Joe Mueller
Division/Group Facilities	Mike Wilcox
Division/Group Corp Yard	Matt Bishop
Division/Group Engineering	Rob Livick
Division/Group	
Branch Recreation	Carmichael
Division/Group Facilities	Charlie Lowe
Division/Group Programs	Angilica Gallardo
Division/Group Senior Food	Kirk Carmichael
Branch Community Services	Graham
Division/Group Planning	Cindy Jacinth
Division/Group Code enforcement	Jason Defores
Division/Group Building Inspection	Chad Ouimet
Division/Group	
Branch Fire EMS	Subler
Division/Group EMS	Michael Talmadge
Division/Group Facility	Michael Hoise
Division/Group All Risk	Scott Subler
Division/Group EMS Supplies	Micah Szopinski
Division/Group CERT	Mike Hoese
Harbor Branch	Endersby
Facilities	Eric Endersby
EMS Supplies	Dana Stein
EMS Response	Becka Kelly
Tourism Branch	Little
TBID	Jeffiner Little
Chamber of Commerce	Erika Crawford



Operations	
Chief	Travis Hasch
Deputy	Joe Mueller
Branch Law	Watkins
Division/Group Enforcement	Tony Mosqueda
Division/Group MBPD Volunteers	Amy Watkins
Division/Group	
Division/Group	
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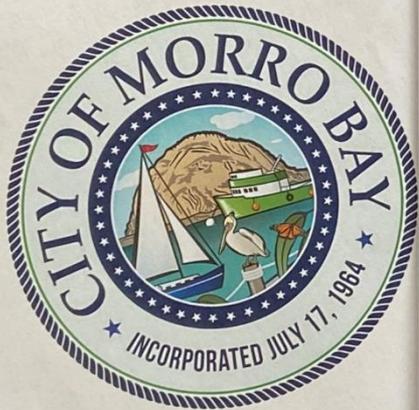


Branch Recreation	Carmichael
Division/Group Facilities	Charlie Lowe
Division/Group Programs	Angilica Gallardo
Division/Group Senior Food	Kirk Carmichael
Branch Community Services	Graham
Division/Group Planning	Cindy Jacinth
Division/Group Code enforcement	Jason Defores
Division/Group Building Inspection	Chad Ouimet
Division/Group	
Branch Fire EMS	Subler
Division/Group EMS	Michael Talmadge
Division/Group Facility	Michael Hoise
Division/Group All Risk	Scott Subler
Division/Group EMS Supplies	Micah Szopinski



Harbor Branch	Endersby
Facilities	Eric Endersby
EMS Supplies	Dana Stein
EMS Response	Becka Kelly
Tourism Branch	Little
TBID	Jeffiner Little
Chamber of Commerce	Erika Crawford

City of Morro Bay
 Emergency Operations Center
 Continuity of Operations
 City of Morro Bay Pandemic 2020



3/16/2020 0900 H
 to
 3/22/2020 0900



INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: City of Morro Bay Pandemic 2020	2. Operational Period: Date From: 3/16/2020 Date To: 3/22/2020 Time From: 0900 Hours Time To: 0900 Hours
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3. Objective(s):

Management Objectives

- Provide for the safety of the public, businesses, agency employees, their families, and first responders.
- Monitor the health of employees to ensure they receive proper and appropriate care.
- Ensure all emergency service delivery efforts are uninterrupted, Fire, Harbor, Police, EMS.
- Ensure continued public service and continuity of government capabilities to protect the citizens and provide water and sewer services
- Foster, contribute, and maintain relationships with all cooperators and stakeholders and support life supporting measures
- Provide for timely and accurate release of incident information to the public, media, first responders, agency administrators and cooperators.
- Ensure that the needs of medically dependent individuals and those with access and functional needs are provided information and assisted.
- Investigate and develop electronic wellness checks on isolated vulnerable population

Control Objectives

- Support Morro Bay's Emergency Declaration and seek ratification from the City Council in 7 days
- Ensure the management actions and efforts will be focused on serving, safeguarding and protecting the community of Morro Bay.
- Ensure close coordination and communication between Morro Bay EOC, County EOC, CHADOC, School District and the City of Morro Bay.
- Maintain accurate financial documentation which may be necessary for cost reimbursement.

General Situational Awareness:

Practice the best practices for limiting virus exposure to all City employees, volunteers, citizens, and families.

5. Site Safety Plan Required? Yes No

Approved Site Safety Plan(s) Located at:

6. Incident Action Plan

<input checked="" type="checkbox"/> ICS 203	<input checked="" type="checkbox"/> ICS 215A	<input type="checkbox"/> Phone List	<input type="checkbox"/> Fire Suppression Repair Plan
<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 220	<input type="checkbox"/> Training Message	<input type="checkbox"/>
<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Incident Map	<input type="checkbox"/> Travel Map	<input type="checkbox"/>
<input checked="" type="checkbox"/> ICS 206	<input checked="" type="checkbox"/> Weather Forecast	<input type="checkbox"/> Demob Plan	<input type="checkbox"/>
<input checked="" type="checkbox"/> ICS 208	<input type="checkbox"/> Fire Behavior	<input type="checkbox"/> Finance Message	<input checked="" type="checkbox"/> ICS 214

7. Prepared By: Matt Vierra Position/Title: PSC Signature: _____
 8. Approved by Incident Commander: Steven Knuckles Signature:

City Council Checklist during EOC activations

- Make sure your family is safe and taken care of for 3 to 5 days
- Obtain a briefing from the City Manager (Director of Emergency Services) and Information Officer ~ New Policy Maker Conference Room at City Hall
- Be prepared to attend an Emergency City Council session to ratify a Proclamation of Local Emergency



City Council Checklist during EOC activations

- Work with our legal team in preparing required legal documents
- Work with our Information Officer to conduct media releases and or conduct media interviews
- Keep the Staff Liaison Officer advised of your location and contact numbers at all times



City Council Checklist during EOC activations

- Attend all City Council briefings by the City Manager
- Work with City Manager to develop short-term policy resolutions to address such as possibilities as curfews, price caps, temporary contract agreements, or general policy needs.
- Be a visible representative of Morro Bay to the public, other elected officials, and state and federal assistance officials.



City Council Checklist during EOC activations

- Work with our Information Officer to enhance public confidence and image through electronic media
- Work with EOC management staff, elected state and federal officials, FEMA, SBA to identify and develop resolutions or ordinances to enhance a rapid recovery
- Establish communication with elected members of our neighboring communities



City Council Checklist during EOC activations

- Be prepared to participate in a “Small Business Recovery Forum” with FEMA, SBA, business associations to assist with recovery efforts.
- Document, Document, Document
- Submit your records, documents, invoices, receipts and information to Documentation Unit in the Finance Section



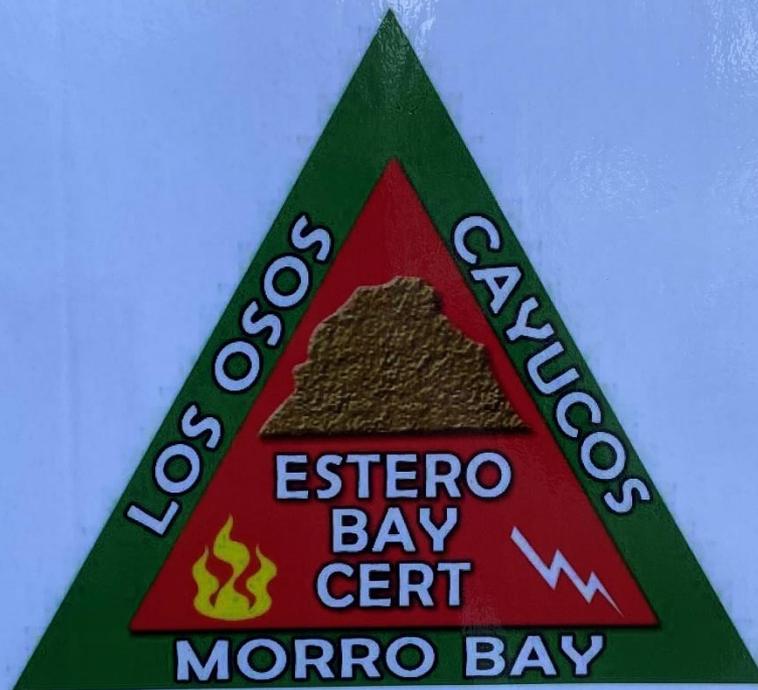
City Council Checklist during Post Emergency

- Work with assigned staff to forecast interim and long-term issues including housing, revenue, and economic development

- Work with assigned staff to identify rebuilding capacity



MORRO BAY CARES



CERT OFFICE





COVID-19 INFO

Pub
at H
Rea



Menu

Sign In



Morro Bay

California

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CORONAVIRUS (COVID-19) UPDATES

[◀ Back to All Categories](#)



March 17, 2020

City Launches “Morro Bay Cares” Program to help the Community in Midst of COVID-19 Pandemic

<http://www.morrobayca.gov/civicalerts.aspx?AID=2348>

