



**CITY OF PACIFIC GROVE
300 FOREST AVENUE
PACIFIC GROVE, CALIFORNIA 93950
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Date: March 18, 2020
To: Honorable Mayor and City of Pacific Grove
From: Ben Harvey, City Manager
Re: Proclamation of Local Emergency by the City Manager

The following directives/modifications (in no particular order) have been established pursuant to the above-referenced Proclamation:

- Established a Public Information Office for efficient disbursement of information.
- Encouraged online viewing and public participation of City Council meeting via email and phone line.
- Complying with recommended social distancing rules.
- Because non-essential personnel must shelter in place, the City will be unable to timely respond to requests for public records, or meet other deadlines, including those under the Permit Streamlining Act. The City considers any such deadlines to be tolled during the period in which employees are required to shelter in place.
- Cancelled non-advisory Boards, Commissions and Committee meetings.
- Closed Library closed through 4/8/20 or further notice.
- Closed Recreation Facilities through April 5: Youth Center, Community Center, Little House @ Jewell Park, Chautauqua Hall; cancelled all meetings, reservations and use of Recreation Facilities through April 5
- Pre-School & Afterschool Programs: Cancelled March 14 – April 5 (3 weeks)
- Recreation Classes: Cancelled & Refunded all classes for youth and adults from March 14- March 31 (56 classes); Postponed all classes for youth and adults from April 1-5 (will attempt to reschedule/make-up these classes if closures are lifted).
- Special Events Cancelled: Good Old Days and Monterey Bay Half Marathon & Kids 3K
- Procured resources for potential remote work.
- Assigned Public Works Buildings and Grounds staff to clean and sanitize City facilities multiple times per day. Low priority work orders will be addressed as time permits.
- Not accepting payment at parking meters - suspended until April 1. All other parking rules are still in effect.
- Livescan services and appointments have been canceled.
- All Fire and Police public education programs are suspended.
- Established temporary Telecommunication and Alternative Work Schedule Policies
- Sally Griffin Center & Meals on Wheels classes and programs cancelled.
- Point Pinos Lighthouse closed.

- Museum closed.
- City Volunteer Activities postponed.
- Golf Course closed.
- Pacific Grove Municipal Code Section 18.36.040 makes it unlawful to park any trailer or any motor vehicle on any public street, highway, roadway, alley, parking lot, or other public place for the purposes of camping or sleeping between the hours of midnight to 5:00 a.m.. Due to the County's Shelter-in-Place order, the City finds it paramount to temporarily suspend enforcement of the time limit imposed in PGMC Section 18.36.040. All other provisions of Section 18.36 shall continue to be enforced.