



March 27, 2020

Board of Supervisors  
County Administration Building  
Stockton, CA

Dear Board Members:

**Receive Staff Presentation Regarding San Joaquin County Essential Services and Approve the Temporary Closure and Adjustment of Service Hours to the Public for County Departments**

**RECOMMENDATION**

It is recommended that the Board of Supervisors:

1. Receive staff presentation regarding San Joaquin County Essential Services; and,
2. Approve the temporary closure and adjustment of service hours to the public for County departments.

**REASONS FOR RECOMMENDATION**

On March 12, 2020, the San Joaquin County Health Officer declared a Local Public Health Emergency (“Declaration”). In the Declaration, information surrounding the 2019 Novel Coronavirus (COVID-19) at the world, national, State, and local level was noted:

- On January 30, 2020, the World Health Organization declared the outbreak of COVID-19 “a public health emergency of international concern”, and on March 11, 2020, referenced the event as a pandemic.
- On February 25, 2020, the Centers for Disease Control and Prevention announced that community spread of COVID-19 is likely to occur in in the United States.
- On March 4, 2020, the Governor of the State of California proclaimed a State of Emergency.

In light of this information and other recent developments and out of an abundance of caution for the public as well as the health and safety of County employees, some departments have closed their offices to the public or adjusted hours of operation. The following departments have closed their offices/facilities to the public:

- Agricultural Commissioner
- Assessor-Recorder-County Clerk
- Treasurer-Tax Collector
- Veteran Services

These departments will be seeking retroactive approval from the Board for the office closures.

In addition, the District Attorney's Office has closed its offices to large groups, but it is still meeting with the public on an appointment-only and as-needed basis. Parks and Recreation has also closed County parks to the public to reduce the potential spread of COVID-19. The Public Guardian/Conservator has reduced the office hours it is open to the public to two hours per day.

Staff is requesting Board authorization to temporarily close the following County facilities to the public effective April 1, 2020:

- County Administration Building
- Public Works/Community Development shared lobby
- Environmental Health

It is important to note that County departments have identified approximately 260 Essential Services departments deliver that are critical for ensuring the health and safety of the community. All Essential Services will continue to be delivered by the County via a combination of on-line, telephone, and other service delivery models during these temporary office closures/adjustments to hours of service. A list of the available essential County services is under development and will be posted on the County website and on the County's COVID-19 webpage by April 3, 2020.

### **FISCAL IMPACT**

It is anticipated that there will be a negative fiscal impact as a result of certain County facility closures. An example is the closure of County parks. At this point in time, it is anticipated that County Parks and Recreation will realize a loss in revenue of approximately \$650,000 in 2019-2020 as a result of the closures. The County may realize other negative fiscal impacts. The County Administrator's Office will work closely with departments to monitor the impacts as they unfold.

### **ACTION TO BE TAKEN FOLLOWING APPROVAL**

Upon approval by the Board, the departments/facilities listed in this document will modify office hours open to the public as necessary to ensure the continued delivery of Essential Services in a manner that protects County employees and the public to the extent possible during the pandemic. A return to normal operating hours will be brought before the Board for consideration once the Public Health Emergency is ended.

Sincerely,



Monica Nino  
County Administrator

c: Department Heads  
Clerk of the Board for 03/31/20 Agenda

BL03-03

Reviewed by County Counsel's Office:



J. Mark Myles, County Counsel

3/30/2020