



COVID-19 CONTINUITY PLAN

CITY OPERATIONS & SERVICE DELIVERY

STATUS REPORT #1

TASK	ACCOMPLISHMENTS March – Aug. 2020	PROPOSED ACTIONS Sept. – Oct. 2020	OTHER
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citizen engagement

1. Promote community solidarity.			
a. Issue regular community messages from the Mayor	<ul style="list-style-type: none"> Five completed messages 	<ul style="list-style-type: none"> Messages as needed 	
b. Provide visual messages of hope, respect, & empathy	<ul style="list-style-type: none"> 2020 Graduates Video #WeGotThisTC Campaign <ul style="list-style-type: none"> - Billboard messages - Lawn sign program - Social media posts 	<ul style="list-style-type: none"> #WeGotThisTC Campaign <ul style="list-style-type: none"> - Billboard messages - Social media messages - Traffic sign messages 	
c. Encourage resident-driven initiatives	<ul style="list-style-type: none"> Face Mask PSA Contest Social media shares <ul style="list-style-type: none"> - @Instafleets - @TCChalkWalk - Face Mask Sewing - Goofy Sidewalk - Teddy Bear Hunt 	<ul style="list-style-type: none"> COVID-19 Local Heroes Campaign Social media shares (when available) 	
d. Initiate targeted campaigns	<ul style="list-style-type: none"> Face Mask PSA Contest Lawn Sign Program Senior Face Mask Giveaway 	<ul style="list-style-type: none"> Open for Business Banners #SupportTCBiz Campaign Temple City Life Postcard Campaign 	
2. Go virtual.			
a. Amend current video production contract to support future virtual initiatives	<ul style="list-style-type: none"> Aug. 18: Council approves contract 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Task completed



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b. Move suitable events & recreational programming onto a virtual platform	<ul style="list-style-type: none"> • Camp-A-Palooza • Day Camp • Summer Concerts • Temple City's Got Talent • Virtual Recreation Center 	<ul style="list-style-type: none"> • Crafting Club • Fall Car Show • Fall Recreational Programming • Healthy Temple City • Online Homework Help • Trivia Night 	<ul style="list-style-type: none"> • A viable format is being explored for Citizens Academy • Marketing has shifted to (social media) sponsored ads because of low cost & effective reach
c. Broadcast interactive town hall meetings & other informational events	<ul style="list-style-type: none"> • Neighborhood Watch Meeting #1 	<ul style="list-style-type: none"> • Coyote Awareness (w/SGVCOG) • Neighborhood Watch Meeting #2 • Relay for Life (co-sponsorship) 	
3. Create "get-out-of-the-house" opportunities.			
a. Provide socially-distanced outdoor exercise classes & similar activities		<ul style="list-style-type: none"> • Explore field use by youth sports groups 	<ul style="list-style-type: none"> • The current health order does not carve out outdoor fitness activities for municipal recreation programs
b. Create community events or programs that adhere to public health guidelines	<ul style="list-style-type: none"> • Drive-In Movie Nights 	<ul style="list-style-type: none"> • Drive-Through Halloween Event 	
4. Support the vulnerable senior population.			
a. Solicit & implement recommendations from the Committee on Aging		<ul style="list-style-type: none"> • Formalize senior database • Create monthly senior newsletter to advertise available resources 	<ul style="list-style-type: none"> • Future programming will shift to broader quality of life programs (e.g., wellness checks, virtual bingo, chair exercises, etc.)
b. Leverage & create programs that boost wellness & eliminate isolation	<ul style="list-style-type: none"> • Partnered with youth volunteers to write letters to Senior Meal Program participants; also distributed activity packs 	<ul style="list-style-type: none"> • Formalize new offerings via AARP & local health providers 	<ul style="list-style-type: none"> • See comment above



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c. Modify existing contracts to expand necessary services	<ul style="list-style-type: none"> Shifted Dial-A-Ride service hours to start earlier (at 7 a.m. to take advantage of senior-only shopping hours) 	<ul style="list-style-type: none"> As needed 	<ul style="list-style-type: none"> Senior meals (offered through YWCA San Gabriel Valley) have moved from daily to weekly pick-ups

financial solvency

5. Evaluate reserves & revenue losses.			
a. Identify budget gaps on a continual basis	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Reviews are conducted monthly (<i>budget vs. actuals</i>) Quarterly reports are presented to Council (<i>see Item 5d</i>)
b. Review development proposals that are delayed or no longer moving forward			<ul style="list-style-type: none"> Analysis to be completed in Nov. 2020 Findings to be presented in 2020 Q4 report Task identifies impact on projected tax base
c. Participate in informational seminars regarding COVID-19 revenue trends	<ul style="list-style-type: none"> Attended several webinars sponsored by CSMFO, CA League of Cities & HdL on potential COVID-19 financial impacts & federal CARES Act funding 	<ul style="list-style-type: none"> Participate in three webinars from various organizations (incl. those in the "Accomplishments" column) 	<ul style="list-style-type: none"> Task incorporates assumptions into financial forecasts
d. Recommend quarterly financial adjustments via Council action	<ul style="list-style-type: none"> May 19: Council approves 2020 Q3 report 	<ul style="list-style-type: none"> Sept. 15: Council to review 2020 Q4 report, including budget amendments 	<ul style="list-style-type: none"> Quarterly reports are now presented as New Business items on the Council's meeting agenda



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6. Document reimbursable COVID-19 expenses.			
a. Categorize invoices & payroll <i>(as required to mitigate health impact)</i>	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> A project code has been developed to record COVID-19 expenses (including administrative leave) into the City’s financial system Focus will continue on identifying appropriate invoices & time worked for COVID-19-related items
b. Maintain separate COVID-19 expense records	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Task entails maintaining copies of paid invoices specifically due to COVID-19 mitigation
c. Retain records for five years after final reimbursement payment	<ul style="list-style-type: none"> Maintained records in a separate file for invoices & timesheets 	<ul style="list-style-type: none"> Digitize records for easy organization & access 	<ul style="list-style-type: none"> Includes general ledger, budget records, payroll & timesheets, receipts & invoices, agreements, & correspondence
7. Monitor legislative funding proposals.			
a. Advocate for local needs	<ul style="list-style-type: none"> June 4: Council approves CARES Act letter 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Staff is monitoring Round 2 of CARES Act funding for municipalities Round 1 of CARES Act funding to be disbursed in December (for reimbursement of the City’s expenses between March & Dec. 2020)
b. Leverage partnerships with elected officials & professional organizations	<ul style="list-style-type: none"> The above task was coordinated with the League of California Cities 	<ul style="list-style-type: none"> As needed 	



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public information

8. Maintain a resource-based COVID-19 website.			
a. Update subsections regularly	<ul style="list-style-type: none"> Completed 	<ul style="list-style-type: none"> Ongoing 	
b. Build brand awareness <i>(templecity.us/coronavirus)</i>	<ul style="list-style-type: none"> Vanity URL Collateral cross-promotion 	<ul style="list-style-type: none"> Billboard ad 	
9. Use social media & mass notification platforms as key information tools.			
a. Create posts that reflect popular/relevant content & community concerns	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Focus is on original posts that include a balance of information The number of followers continues to rise; e.g., followers of our Facebook account have increased by 661 (to 3,405) since March 15. Nixle is only used for public safety & COVID-19 public health messages
b. Provide responses to direct messages within one business day	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Inquiries have generally focused on overnight parking enforcement, code enforcement cases, & available COVID-19 resources



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10. Disseminate information to those without online access.			
a. Leverage local print media by issuing news releases	<ul style="list-style-type: none"> Generated Pasadena Star-News stories: first reported COVID-19 case, summer concerts, & city financial assistance program Generated World Journal stories: first reported COVID-19 case, available city financial assistance programs, Hualien PPE donations, & a feature on Summer Rolls & Camellia Square (as part of a larger article on indoor dining restrictions) 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Publicity has focused more on social media given its flexibility, broader reach, & no need for a formal news release Recently-issued news releases include launch of the Open for Business banner program & #SupportTCBiz campaign
b. Craft & strategically disseminate regularly-issued reports of noteworthy items	<ul style="list-style-type: none"> Provided regularly through the City Manager’s bi-monthly report 	<ul style="list-style-type: none"> Consideration of a temporary newsletter in lieu of CONNECT 	
c. Establish & man a community hotline for coronavirus & related inquiries	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> See comment under 9b City’s general line number continues to be promoted in-lieu of a community hotline, which could be confusing to the public Front-line staff has been trained to properly route community inquiries
d. Leverage reach of the City’s cable channel, Rosemead Boulevard billboard, & traffic message boards	<ul style="list-style-type: none"> City cable channel broadcasted Temple City’s Got Talent, summer concert series, & revised informational slides Rosemead Boulevard billboard advertised reformatted lawn sign messages Traffic message boards reminded residents to wash hands & stay safe 	<ul style="list-style-type: none"> Publicity approach to focus on Rosemead Boulevard & traffic message boards given their broad reach & ease of use City cable channel to continue broadcasting virtual events, e.g. community events & Neighborhood Watch 	<ul style="list-style-type: none"> Reach of the City’s cable channel is limited



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11. Message proactively.			
a. Develop FAQs, address rumor control & provide adequate notice on modified services	<ul style="list-style-type: none"> As needed; included a FAQ on the eviction moratorium, timely clarifications via the Mayor’s message, & social media posts publicizing modified municipal services 	<ul style="list-style-type: none"> As needed 	
b. Publicize public discussion of newsworthy Council items	<ul style="list-style-type: none"> As needed 	<ul style="list-style-type: none"> As needed 	<ul style="list-style-type: none"> Past social media posts focused on the state’s proposed housing bills, recent crime trends, a moratorium on evictions, & available CARES Act financial assistance
c. Continue cross-information gathering from other departments & external stakeholders	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Information is gathered from weekly staff meetings & social media monitoring
d. Translate critical messaging collateral into Chinese, as needed	<ul style="list-style-type: none"> Translation of the Mayor’s message, which is then distributed to local Chinese media & the Temple City Chinese-American Association 	<ul style="list-style-type: none"> As needed 	<ul style="list-style-type: none"> A court-certified translator is under contract for timely & accurate translations

response & recovery planning

12. Continue regional response efforts.			
a. Proclaim local emergency	<ul style="list-style-type: none"> March 13: Council proclaimed a local emergency via Resolution No. 5457 	<ul style="list-style-type: none"> As needed 	<ul style="list-style-type: none"> Governor’s proclamation (of a state of emergency) on March 4 waives the requirement within Government Code Section 8630 to renew a local emergency within 60 days
b. Activate emergency operations center	<ul style="list-style-type: none"> March 16: Remotely activated at Level 3 	<ul style="list-style-type: none"> Ongoing 	



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c. Develop city facility & response protocols; amend as needed	<ul style="list-style-type: none"> COVID-19 Cleaning Checklist & Schedule Staggered Schedule & Action Plan (Phase I) 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Plans, policies & protocols are amended based on Health Officer orders & COVID-19 statistics
d. Establish crisis action team; deploy as needed	<ul style="list-style-type: none"> Crisis action team is comprised of executive staff members 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Task completed
e. Issue situational reports	<ul style="list-style-type: none"> Ongoing; reports began April 28 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Reports are issued on Tuesdays & Fridays
f. Adjust responses, as needed			
13. Strategize a COVID-19 City operations & service delivery continuity plan.			
a. Adopt plan	<ul style="list-style-type: none"> Aug. 18: Council approves continuity plan 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Task completed Status reports to be provided every 60 days
b. Modify initiatives & schedule, as needed			<ul style="list-style-type: none"> As needed
14. Continue regional response efforts.			
a. Maintain coordination with Disaster Management Area D			<ul style="list-style-type: none"> Done on a daily basis
b. Attend & participate in LA County Public Health teleconferences			<ul style="list-style-type: none"> Ongoing; participation includes virtual & tele-briefings with LA County Public Health
c. Issue status reports to the County Office of Emergency Management			<ul style="list-style-type: none"> Ongoing; jurisdictional status reports are provided via the Operational Area Response & Recovery System (OARRS)



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15. Ensure that City emergency operations plans address COVID-19.			
a. Update the City’s emergency operations plan			<ul style="list-style-type: none"> • Project initiation: Late spring 2021 • Plan to be updated/re-written in compliance with FEMA Guidance Document CPG-101
b. Develop a phased reconstitution strategy	<ul style="list-style-type: none"> • Staggered Schedule & Action Plan (Phase I) 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • In Phase I until further notice • A decision to transition into Phase II will be based on the latest health officer orders & COVID-19 statistics
16. Assist with local economic recovery.			
a. Finalize plan for Council approval	<ul style="list-style-type: none"> • July 7: Council approves recovery plan 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Task completed • Regular updates to be provided under this reporting format
b. Implement key components	<p><u>FINANCIAL ASSISTANCE</u></p> <ul style="list-style-type: none"> • Aug. 4: Council waives fees on business banner permits • Council allocates CDBG/CARES Act funding for rental & business assistance • Staff markets available assistance via social media, direct mail, & a news release • The first round of rent checks was sent to landlords; applications continued to be reviewed • Reviews began on applications for small business assistance 	<p><u>FINANCIAL ASSISTANCE</u></p> <ul style="list-style-type: none"> • Continue disbursement of CDBG/CARES Act funding • Apprise Council about progress on reviewing & approving applications • Continue marketing assistance program <p><u>TECHNICAL ASSISTANCE</u></p> <ul style="list-style-type: none"> • Sept. 15: Council to approve Chamber of Commerce contract for a six-month period • Distribute business needs survey • Initiate focus groups • Announce ombudsman services 	<ul style="list-style-type: none"> • An ordinance capping delivery service commissions is under consideration • Funded grants to date: 36 residential, 0 commercial • Staff is currently reviewing the first round of commercial assistance applications • Staff will soon open a second round of applications for residential assistance



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	<p><u>TECHNICAL ASSISTANCE</u></p> <ul style="list-style-type: none"> Finalized Chamber of Commerce contractual scope Publicized guidelines for business reopenings <p><u>MARKETING ASSISTANCE</u></p> <ul style="list-style-type: none"> Developed concepts for the <i>Open for Business</i> banner program & #SupportTCBiz campaign <p><u>BUSINESS-FRIENDLY POLICIES</u></p> <ul style="list-style-type: none"> July 7: Council extends planning entitlements for a year Aug. 4: Council eases dining restrictions for restaurants Aug. 18: Council approves amended banner regulations 	<p><u>MARKETING ASSISTANCE</u></p> <ul style="list-style-type: none"> Launch Open for Business banner program & #SupportTCBiz campaign Conceptualize restaurant tour or long-table event <p><u>BUSINESS-FRIENDLY POLICIES</u></p> <ul style="list-style-type: none"> Sept. 15: Council to set standards, eliminate fees for outdoor businesses Provide restaurants with loading zones Expedited planning reviews 	
c. Issue status reports	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Sept. 1: Council received a program update on the rental assistance & small business grants 	<ul style="list-style-type: none"> See comment under 16a

service delivery

17. Finalize a continuity-of-government plan.			
a. Define various stages with identified closures, precautions & service modifications			<ul style="list-style-type: none"> Ongoing; Refer to Items 12c & 22a



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b. Articulate essential & non-essential city services			<ul style="list-style-type: none"> • Ongoing; adjustments are made based on updated County health orders & the state's four-tier color-coded system • Essential services like public safety & public works continue without modifications
c. Use as a guiding document moving forward; amend as needed			<ul style="list-style-type: none"> • This report now serves as the guiding document • Recommendations containing operational or policy changes will be presented for Council review
18. Position governance to remote meetings.			
a. Train local officials & staff on videoconferencing technology	<ul style="list-style-type: none"> • Task completed 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • City uses GoToMeeting service • Meeting agendas include GoToMeeting access information for the community • Technical support is ongoing
b. Recommend ongoing technical or procedural support			<ul style="list-style-type: none"> • As needed
c. Include a telephonic option for the community	<ul style="list-style-type: none"> • Task completed 		<ul style="list-style-type: none"> • Meeting agendas provide an access telephone number



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19. Shift to remote working arrangements (where applicable).			
a. Employ web-based telephone & document sharing	<ul style="list-style-type: none"> Began research on SharePoint (Office 365) for organization-wide document storage & access Determined that a cloud-based telephone system is not feasible 	<ul style="list-style-type: none"> Assess the feasibility of using SharePoint (Office 365) 	<ul style="list-style-type: none"> Feasibility completion: Spring 2021 Known challenges include document migration & setting up authorizations
b. Establish & maintain a protocol for daily staff check-ins	<ul style="list-style-type: none"> Completion of daily checklist for employees, contractors & customers 	<ul style="list-style-type: none"> Continue to maintain protocols 	<ul style="list-style-type: none"> Task completed Completed checklists are submitted to the Administrative Services Department
c. Provide adequate IT support	<ul style="list-style-type: none"> June 16: Council approves one-year contract amendment for information technology (IT) services Purchased additional laptops & webcams for remote working arrangements Set up VPNs 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> The Administrative Services Director uses in-office days to review task & projects with the City's IT service provider An RFP for information technology services will be circulated in FY 2021-22
20. Enhance internal communications.			
a. Hold regular conference calls between management & front-line staff	<ul style="list-style-type: none"> Instituted monthly all-hands meetings 	<ul style="list-style-type: none"> Ongoing 	
b. Create & maintain an agenda of critical issues for ongoing focus & assessment	<ul style="list-style-type: none"> Integrated into the City Manager's weekly operations update 	<ul style="list-style-type: none"> Ongoing 	
c. Encourage staff to recommend service improvements	<ul style="list-style-type: none"> Delegated to department heads; information is then presented at weekly management meetings 	<ul style="list-style-type: none"> Ongoing 	



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d. Communicate COVID-19 precautions & related personnel actions	<ul style="list-style-type: none"> • Provided via monthly all-hands meetings & the City Manager’s weekly operations update 	<ul style="list-style-type: none"> • Ongoing 	
e. Use internal input as basis for external communications	<ul style="list-style-type: none"> • Disseminated via social media, news releases & COVID-19 situation summaries 	<ul style="list-style-type: none"> • Ongoing 	
21. Grow online services.			
a. Add online service capabilities	<ul style="list-style-type: none"> • Created online portals for the submission of planning applications, & building permits & plans • Created an online appointment booking system • Used the City Manager’s Update to highlight the City’s online RequestTracker system & how the community can report issues • Leveraged functions of the city website to track enrollment of no-fee programming 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Task completed
b. Enhance document archiving systems	<ul style="list-style-type: none"> • April 7: Council approves Laserfische contract • Project completed in June 2020 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Task completed • Project transitioned online City records from the city server to cloud storage • Searchable documents include agreements, meeting agendas, staff reports, resolutions & ordinances
c. Post signage at City facility entrances advertising online services	<ul style="list-style-type: none"> • Task completed 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Signs are replaced as needed



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d. Assign & train staff to administer online service requests	<ul style="list-style-type: none"> Conducted internal trainings for RequestTracker & ActiveNet 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Task completed Staff provides same-day delegation of received RequestTracker submissions ActiveNet is being used for online recreation offerings & class refunds
22. Further employee support.			
a. Reinforce & modify practices for safe working environments	<ul style="list-style-type: none"> Alternate work schedules Cleaning & disinfecting schedules Floor markings Mandatory in-facility appointments Plexiglas at public counters PPEs, air purifiers & sanitizing supplies Temperature kiosks Video doorbell for appointment check-ins 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Practices are updated based on the latest County health order Monthly all-staff meetings communicate trends & the latest protocols
b. Offer flexible scheduling & employee childcare services	<ul style="list-style-type: none"> March & July onward: Offered internal, weekday childcare services Instituted an in-office, one-day staggered work week (Phase I) for employees 	<ul style="list-style-type: none"> See comment in "Other" column 	<ul style="list-style-type: none"> Staggered work week is indefinite Childcare services remain available
c. Promote available employee assistance resources	<ul style="list-style-type: none"> Informed employees about available employee assistance program (EAP) services 	<ul style="list-style-type: none"> See comment in "Other" column 	<ul style="list-style-type: none"> Reminders to be sent quarterly Upcoming staff engagement programs include virtual Halloween & Christmas events



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d. Create temporary job duties for continued employment	<ul style="list-style-type: none"> Expanded job roles: <i>Management Analyst (CDD)</i> <i>Office Assistant (CDD)</i> <i>Recreation Leaders (P&RD)</i> 	<ul style="list-style-type: none"> See comment in “Other” column 	<ul style="list-style-type: none"> To be reviewed on an ongoing basis Recreation leaders monitor Live Oak Park to address & document social distancing non-compliance All employees are required to follow & implement sanitizing protocols
e. Provide administrative leave	<ul style="list-style-type: none"> April 21, May 5, June 29, July 21: Council authorizes the City Manager to establish or extend administrative leave for staff 	<ul style="list-style-type: none"> Sept. 15: Council to extend administrative leave for staff 	<ul style="list-style-type: none"> City Manager to continue assessing need for extended administrative leave

priority projects

23. Continue critical projects.			
a. City Yard			<ul style="list-style-type: none"> Project launch: Winter 2021
b. Deferred Compensation	<ul style="list-style-type: none"> Consultant selection Data requests Working group formation RFP/solicitation of provider proposals Analyses 	<ul style="list-style-type: none"> Provider interviews Provider selection 	<ul style="list-style-type: none"> Council to receive info. report: Nov. 17 Project completion: Jan. 2021
c. Design Standards	<ul style="list-style-type: none"> Advertised request for proposals 	<ul style="list-style-type: none"> Review proposals <i>(after Sept. 28 submission deadline)</i> Finalize scope & milestones 	



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d. Election Outreach	<ul style="list-style-type: none"> Signed a five-year agreement with LA County to install a vote-by-mail ballot drop box at City Hall Uploaded updated election information & resources onto the City’s website & cable channel 	<ul style="list-style-type: none"> Weekly social media campaign on available election resources Direct link to election information from the City’s homepage Informational items in the City Manager’s Report 	<ul style="list-style-type: none"> Vote-by-mail ballot drop box to be operational 10 days before Nov. 3 election Outreach will use County-provided collateral
e. Financial Policies			<ul style="list-style-type: none"> Project initiation: Jan. 2021 Project completion: June 2021 To focus on the City’s purchasing & General Fund reserve policies Council to provide formal actions
f. Grant Funding Opportunities	<ul style="list-style-type: none"> On-call services agreement Preliminary research 	<ul style="list-style-type: none"> Oct. 20: Council presentation 	
g. Homeless Plan	<ul style="list-style-type: none"> Project kick-off Stakeholder interviews 	<ul style="list-style-type: none"> Needs analysis 	<ul style="list-style-type: none"> Council to receive update report: Nov. 3 Council to review final homeless plan: Jan. 6
h. Housing Element	<ul style="list-style-type: none"> Advertised request for proposals 	<ul style="list-style-type: none"> Review proposals <i>(after Sept. 16 submission deadline)</i> Finalize scope & milestones 	<ul style="list-style-type: none"> Project completion: 2021
i. Las Tunas Repaving <i>Phase I: West city limit to Sultana Ave.</i> <i>Phase II: Sultana Ave. to east city limit</i>	<ul style="list-style-type: none"> Phase I completion July 21: Council approval of Phase II plans Bid analysis 	<ul style="list-style-type: none"> Sept. 1: Council awarded contract Project scheduling Start of construction 	<ul style="list-style-type: none"> Project completion: Dec. 2020
j. LED Retrofits			<ul style="list-style-type: none"> Project launch: Spring 2021



COVID-19 CONTINUITY PLAN

CITY OPERATIONS & SERVICE DELIVERY

STATUS REPORT #1

TASK	ACCOMPLISHMENTS March – Aug. 2020	PROPOSED ACTIONS Sept. – Oct. 2020	OTHER
k. Legislative Analysis	<ul style="list-style-type: none"> Aug. 15: Council report 	<ul style="list-style-type: none"> Bill tracking 	<ul style="list-style-type: none"> Governor to pass bills: Sept. 31 Council to receive update report: Nov. 17
l. Measure A Fund Programming			<ul style="list-style-type: none"> Project launch: Spring 2021
m. Primrose Park	<ul style="list-style-type: none"> Finalized the concept plan to include a restroom & EV charge stations 	<ul style="list-style-type: none"> Oct. 6: Council approval of bid package Circulate bid package Begin development of art component 	<ul style="list-style-type: none"> Project completion: Fall 2021
n. Records Management			<ul style="list-style-type: none"> Progress is ongoing Work entails the annual review of city records (per the latest retention schedule) Updated retention schedule: June 2021
o. Temple City Library	<ul style="list-style-type: none"> Project kick-off Utilities relocation Interior demolition West exterior wall demolition Completion of artwork concept 	<ul style="list-style-type: none"> Interior stud framing Electrical rough-in Furnishing, flooring & signage selection Artwork fabrication contract 	<ul style="list-style-type: none"> Project completion: Spring 2021 Library reopening: Fall 2021