

personnel, equipment and facilities of the City for the reason of COVID-19.” The declaration of local emergency was ratified by the City Council on March 17, 2020. The order was continued on June 30, 2020.

On March 19, 2020 a Minimum Staffing Order was issued to provide for minimum staffing in order to slow down the spread of COVID-19 amongst City Staff. The order was ratified by the City Council on March 31, 2020 and continued on June 30, 2020. City Council will continue to evaluate the Minimum Staffing Order on a week by week basis going forward.

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 that required California residents to stay home except to go to an essential job or to shop for essential needs.

DISCUSSION:

Most of the City’s public meetings were temporarily suspended due to COVID-19. Innovative solutions have enabled essential City Council Meetings to continue. As the City begins to reopen, staff created a list of options to allow suspended meetings to safely resume. These meeting types were broken into “tiers” based on features, number of required staff for each tier, and health risk levels. The tiers are outlined below:

Tier 1: No cost. All meetings will continue to be postponed until State/County/City Emergency Orders are lifted. This option is fitting for meetings that are not pressing, no deadlines, no decisions required, receive and file informational sharing only that can be done through one-way communications via email.

Tier 2: Low cost. Microsoft Teams Virtual Meetings with e-comment, live streaming of meeting. Meetings must be broadcasted by one (1) staff member in Council Chambers. An additional staff member is required if there is a PowerPoint presentation needed during the meeting. This option is fitting for lower profile public meetings, committee members that are able and willing to fully use Microsoft teams, and those that do not expect a lot of public input or comments.

Tier 2 complies with the Brown Act per Governor Newsom’s Executive Order N-29-20. The order states that if a legislative body that holds a meeting via teleconferencing and allows for the public to observe and address the meeting telephonically or otherwise electronically, it has satisfied the provisions of the Brown Act requirement of allowing members of the public to attend public meetings and comment.

Tier 3: Medium cost. Microsoft Teams Virtual Meeting with e-comment and telephone call in for items on the agenda, live streaming of meeting. Meetings must be broadcasted by two (2) staff members in Council Chambers. One (1) additional staff member is needed for the call-in process, totaling three (3). This option is a good fit for higher profile public meetings, committee members that are able and willing to fully use Microsoft Teams, and those that do expect a lot of public input or comments.

Tier 4: High cost. Microsoft Teams/In Council Chamber hybrid meeting with in-person, e-comment, and telephone call-in for items on the agenda, live streaming of meeting. Requires up to four (4) staff members plus security to uphold social distancing requirements. Requires six (6) max on dais and the remaining board, commission, or committee members in the “pit” (self-designated). Requires increased sanitization between meetings. This option is appropriate for higher profile public meetings, members that are mixed in that some are able and willing to fully use Microsoft Teams and some are not, and those that do expect a lot of

public input or comments.

Tier 5: Low cost; Full, in-person meetings at City Hall Council Chambers & other standard locations with e-comment and in person comments (no phone, no Microsoft Teams). **For after State/County/City Emergency Orders are lifted.**

Based on feedback received from Vice-Chair Mendez, the BEC is currently operating under the Tier 3 option, with the meeting fully virtual for all commissioners. Public input on BEC meetings is received through e-comment and by phone in real-time.

FISCAL IMPACT:

BEC meeting costs are funded by Measure Z. Actual meeting costs are dependent upon the tier at which the meeting will operate, as well as the length and scheduled time of the meeting. There is sufficient funding in Measure Z for any of the meeting options previously described.

Prepared by: Kristie Thomas, Budget Manager
Approved as to availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Moises Lopez, Deputy City Manager

- Attachments:
1. Public Meeting Options
 2. Presentation