



## BUDGET ENGAGEMENT COMMISSION MEETING OPERATIONS DURING THE LOCAL, STATE AND FEDERAL COVID-19 EMERGENCY

Finance Department

Budget Engagement Commission  
July 16, 2020

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### BACKGROUND

March 4, 2020 - Governor Newsom declared a state of emergency for California as result of COVID-19

March 8, 2020 - Riverside County's Public Health Officer declared a local health emergency based on an imminent and proximate threat to public health from COVID-19 in Riverside County

March 10, 2020 - County of Riverside ratified the local emergency

March 11, 2020 - WHO characterized COVID-19 as a pandemic

March 13, 2020 - President Trump declared the COVID-19 pandemic a national emergency



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## BACKGROUND

March 13, 2020 - City of Riverside declared a local emergency to increase its efforts to protect the public from COVID-19

March 17, 2020 – City Council ratified the emergency proclamation and most recently continued it on June 30, 2020

March 19, 2020 – City issued Minimum Staffing Order in order to slow down the spread of COVID-19 amongst City Staff

March 31, 2020 – City Council ratified the Minimum Staffing Order and most recently continued the order on June 30, 2020



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## 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.



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## TIER 1

### Tier 1: No cost

**Staff/Public Health Risk:** Low

- All meetings will continue to be postponed until State/County/City Emergency Orders are lifted.

**Good 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.



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## TIER 2

### Tier 2: or

**Staff/Public Health Risk:** Low

- MS Teams Virtual Meetings with e-comment, live streaming of meeting
- Meetings must be broadcasted by 1 staff member in Council Chambers. An additional staff member is required if there is a PowerPoint presentation needed during the meeting.

**Good for:** lower profile public meetings, committee members that are able and willing to fully use MS teams, and those that do not expect a lot of public input or comments



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## TIER 3

### Tier 3:

**Staff/Public Health Risk:** Low

- MS Teams Virtual Meeting with e-comment and telephone call in for items on the agenda, live streaming of meeting
- Meetings must be broadcasted by 2 staff members in Council Chambers. 1 additional staff member are needed for the call-in process, totaling 3.

**Good for:** higher profile public meetings, committee members that are able and willing to fully use MS teams, and those that do expect a lot of public input or comments



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## TIER 4

### Tier 4:

**Staff/Public Health Risk:** Medium

- MS 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 4 staff members plus security to uphold social distancing requirements. Requires 6 max on dais and the remaining board or committee members in the "pit" (self-designated). Requires increased sanitization between meetings.

**Good for:** higher profile public meetings, committee members that are mixed in that some are able and willing to fully use MS teams and some are not, and those that do expect a lot of public input or comments



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## TIER 5

### Tier 5: \*

**Staff/Public Health Risk:** Low if pandemic is over, high if COVID-19 still has community spread

- Full, in-person meetings at City Hall Council Chambers & other standard locations with e-comment and in person comments (no phone, no MS Teams)

**Good for:** after State/County/City Emergency Orders are lifted



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## NOTES

1. The BEC is currently operating under Tier 3.
2. Live streaming of meetings from other locations are more costly.
3. Committees, Boards, and Commissions proposing to operate at a lower tier may reevaluate at a later date and proceed to a higher tier option.
4. Committees, Boards, and Commissions shall not fluctuate back and forth between tiers.



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## RECOMMENDATION

That the Budget Engagement Commission select the Tier 2 or Tier 3 meeting operation type for the Budget Engagement Commission during the local, state, and federal COVID-19 emergency.



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