



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 16, 2020**

**FROM: CITY MANAGER'S OFFICE** **WARDS: ALL**

**SUBJECT: STANDING COMMITTEE, BOARD AND COMMISSION MEETING OPERATIONS DURING LOCAL, STATE AND FEDERAL EMERGENCY**

## **ISSUE:**

Receive and file a report outlining the proposed meeting operations of the City Council Standing Committees, Boards, and Commissions during the Local, State and Federal Emergency.

## **RECOMMENDATION:**

That the City Council receive and file a report outlining the proposed meeting operations of the City Council Standing Committees, Boards, and Commissions during the Local, State and Federal Emergency.

## **LEGISLATIVE HISTORY:**

The California Emergency Services Act (Government Code section 8550, et seq.), Government Code section 8630, and Riverside Municipal Code sections 2.68.010 and 9.20.060 empower the Director of Emergency Services and the Riverside City Council to proclaim a Local Emergency when the City Council is not in session when there exist conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of the City of Riverside which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of other political subdivisions to combat.

## **BACKGROUND:**

On March 4, 2020, Governor Newsom declared a state of emergency for the State of California as a result of the threat of COVID-19. On March 11, 2020, Governor Newsom issued his policy recommending the cancellation of public gatherings of 250 people or more and limitations on gatherings of people who are at higher risk for COVID-19 to 10 people or fewer, and delaying or canceling meetings where attendees cannot observe at least six (6) feet of "social distance" from one another.

On March 8, 2020, the Riverside County's Public Health Officer declared a local health emergency based on an imminent and proximate threat to public health from the introduction of a Novel

Coronavirus (COVID-19) in Riverside County. On March 10, 2020, the County of Riverside ratified the local emergency.

On March 11, 2020, the Work Health Organization characterized COVID-19 as a pandemic.

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

On March 13, 2020, the City of Riverside declared a local emergency to increase its efforts to protect the public from COVID-19. The City of Riverside's proclamation of local emergency notes that "there exists conditions of a disaster or of extreme peril to the safety of persons or property within the territorial limits of the City of Riverside that are beyond the control of the services, 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 May 26, 2020.

On March 19, 2020 a Minimal 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 May 26, 2020.

## **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.

Council Standing Committee, Board, and Commission Chairs were recently surveyed to determine the appropriate meeting type they would like to implement to allow them to safely meet while the COVID-19 emergency order continues to be in effect. 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; 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; 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. Said order provides 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); 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 or committee members in the “pit” (self-designated). Requires increased sanitization between meetings. For higher profile public meetings, committee 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**

\*Live streaming of meetings from other locations are more costly.

The survey is ongoing. The attached chart outlines the responses received thus far.

### **FISCAL IMPACT:**

The fiscal impact varies per department and is dependent upon the tier at which the meeting will operate, as well as, the length and scheduled time of the meeting.

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### **Attachments:**

1. Meeting Options
2. Proposed Operation of Board and Commission Meetings
3. Proposed Operation of Council Standing Committee Meetings
4. Presentation