



## **PROPOSED OPERATION OF COMMITTEES, BOARDS, AND COMMISSIONS DURING LOCAL, STATE AND FEDERAL EMERGENCY**

**City Manager's Office**

City Council  
June 16, 2020

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1

### **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



2

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2

## 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 in on May 26, 2020

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

March 31, 2020 – City Council ratified minimal staffing order and most recently continued the order on May 26, 2020



3

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3

## 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.



4

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4

## DISCUSSION

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 orders continues to be in effect. These meeting types were broken into “tiers” based on features, number of required staff for each type, and health risk levels.



5

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5

## 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.



6

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6

## TIER 1

### Commissions

- Airport Commission
- Commission on Aging
- Commission on Disabilities
- Historic Preservation Fund Commission
- Park and Recreation Commission

### Boards

- Board of Ethics
- Human Resources Board



7

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7

## 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



8

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8

## TIER 2

### Standing Committees

- Housing and Homelessness Committee

### Commissions

- Human Relations Commission

### Boards

- Board of Library Trustees
- Museum of Riverside Board



9

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9

## 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



10

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10

## TIER 3

### Standing Committees

- Economic Development, Placemaking, and Branding/Marketing Committee

### Commissions

- Planning Commission
- Community Police Review Commission
- Budget Engagement Commission

### Boards

- Cultural Heritage Board
- Transportation Board



11

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11

## 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



12

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12

## TIER 4

- City Council

### Standing Committees

- Financial Performance and Budget Committee
- Mobility and Infrastructure Committee

### Boards

- Board of Public Utilities



13

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13

## 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



14

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14

## OUT FOR SURVEY

### Standing Committees

- Inclusiveness, Community Engagement, and Governmental Processes Committee
- Mayor's Nominating and Screening Committee
- Safety, Wellness, and Youth Committee
- Land Use, Sustainability, and Resilience Committee



15

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15

## NOTES

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



16

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16



## 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.



17

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