



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 15, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER
JAMES JORDAN, DIRECTOR OF PUBLIC SAFETY
MAUREEN TAMURI, DIRECTOR OF COMMUNITY DEVELOPMENT**

SUBJECT: DISCUSSION REGARDING RETURN TO IN-PERSON COUNCIL MEETINGS: INFORMATION AND PROTOCOLS

**MEETING
DATE: JUNE 24, 2020**

SUMMARY RECOMMENDATION:

That the Council discuss the information contained in this report related to the return to in-person Council meetings in the Council Chambers at a yet to determined date in the future and provide direction to staff.

BACKGROUND:

Since the State and the Los Angeles County Department of Public Health (DPH) implemented stay at home orders in March, all City facilities have been closed and all public meetings have been conducted via teleconference. In anticipation of the gradual lifting of these orders, Staff is seeking direction from the Council related to plans for the resumption of in-person Council meetings in the Council Chambers with the public in attendance.

In initial plans which are being discussed and that will be finalized as more information from DPH becomes available, the following protocols are suggested for the Council's consideration: Councilmembers would be spread out across the dais in order to maintain six feet of distance between them. This would be made

possible by moving the City Manager and Attorney to the staff tables. In addition, the majority of audience chairs will be removed and remaining chairs would be properly social distanced. Masks would be required for all those in attendance. Additional hand sanitizer dispensers would be installed in various locations. Deep cleaning would be conducted before and after meetings. Some cleaning may take place during meetings. Staff has ordered portable plastic partitions similar to bank teller windows and those may be installed as needed.

Staff will also be looking at how other cities are handling their meetings as reopening occur. Protocols are evolving and we will adhere to those directives when we have determined when public meetings will resume.

DISCUSSION/ANALYSIS:

Last week Los Angeles County Department of Public Health asked their County Counsel some questions about the Health Office Orders (HOOs). One of them was holding in-person city council meetings.

Can in-person city council meetings be allowed?

Answer: Cities can make their own determination because this is a government function, but we don't necessarily recommend this yet.

Per Director of Public Safety James Jordan: The HOO does not apply to City Council meetings. If the Council wishes to commence in-person meetings, we should maintain physical distancing between the council members, city attorney, city manager and city clerk. We also have to remove two-thirds of the chairs for the public. Properly spaced chairs could be placed in the lobby if necessary. Everyone attending the meeting would be required to wear a face cover. Staff does not believe that sneeze shields would be necessary as long as the 6' distancing is maintained. The podium is far enough away from the dais and removing chairs within 6' of it should be sufficient. There should be no food provided for the council before a meeting, unless individually packaged for each person. DPH recommends not having buffet style food for any gathering. The attachment to this report addresses social distancing requirements for businesses. Even though the city is exempt from the HOO as essential it still has to comply with the social distancing requirements as much as possible.

FISCAL IMPACT/SOURCE OF FUNDING:

There will be some minor expenses related to cleaning supplies and the purchase of plastic partitions that will not exceed \$2,000.00. The labor costs associated with the implementation of cleaning protocols is unknown at this time but may amount to a significant cost.

REQUESTED ACTION:

That the Council discuss the information addressed in this report related to the return to in-person Council meetings in the Council Chambers at a yet to determined date in the future, and provide direction to staff.

ATTACHMENTS: County of Los Angeles Department of Public Health, Order of the Health Officer: Protocol for Social Distancing: Appendix A