



Staff Report

TO: City Council
FROM: Todd Parton, City Manager
DATE: June 16, 2020
SUBJECT: **Procedures and Timing for Conducting Public Meetings in the Beaumont Council Chambers**

Background and Analysis:

City staff is requesting direction from the City Council on the timing and protocols for re-opening public meetings to the general public. As Beaumont businesses continue to reopen and the community becomes more active, City staff anticipates that it will be necessary to allow the general public to physically attend all public meetings in a manner that helps to ensure personal safety.

City staff recommends that the following protocols be established for reopening public meetings to the general public:

1. Six feet of physical separation to be maintained for all elected and appointed located on the dais,
2. Six feet of physical separation to be maintained for public seating (this will limit seating within the chambers to 3),
3. Phone-in and emailed public comments to remain an option for public input,
4. Queuing outside the chambers to be allowed provided that six feet of social distancing is maintained within the building,
5. Face masks to be required of all individuals in attendance (includes City elected and appointed officials, City staff, members of the public),
6. Any individuals who have a fever or who are exhibiting signs of illness to be prohibited from physically attending,
7. Any individuals queuing outside of the building are to be encouraged to observe social distancing protocols and to wear face masks, and
8. All applicable health and safety guidelines and orders are to be observed.

City staff will be prepared to facilitate in-person attendance at public meetings beginning in July.

Fiscal Impact:

City estimates that preparation of this report cost approximately \$250.

Recommended Action:

City staff recommends that the City Council affirm the meeting protocols outlined in this report and direct City staff on its desired timeline to allow in-person attendance at public meetings.