

CITY OF CORAL GABLES

- MEMORANDUM -

TO: MAYOR AND COMMISSION **DATE:** SEPTEMBER 1, 2020

FROM: BILLY Y. URQUIA **SUBJECT:** HYBRID CITY
CITY CLERK COMMISSION MEETINGS

This memorandum is in response to a direction given during the City Commission meeting of August 25, 2020, in which you expressed your desire to resume in person meetings and to develop a comprehensive plan in order to maintain a safe and satisfactory environment for everyone involved.

Working in collaboration with the City Manager, the Commission Chambers have been reconfigured in a manner which ensures that all social distancing guidelines will be followed, and the City Commission would be able to sit on the dais with acceptable separation between each member. The City Attorney would be in the section currently set aside for media members and two tables will be placed at opposite ends of the Chambers for the City Manager and the City Clerk (diagram attached). City staff will be positioned outside of the Chambers (safe distancing adhered to) and will be allowed to enter the Chambers when needed to make a presentation. The public and outside presenters would still participate via the Zoom Platform.

Today, September 1, 2020, with the assistance of staff from our Cable TV and Information Technology Departments, a test hybrid meeting was held with participants appearing in person, via the telephone and through the Zoom platform. Every aspect of the meeting was successfully tested, participants were able to request to speak, be muted/unmuted, utilize the "Raise Hand" feature, and shared PowerPoint presentations. The meeting video and camera work functions are similar to regular Commission Meetings. Additionally, the one thing to be mindful of is limiting the amount of simultaneous conversations across platforms.

In conclusion, after going over the logistics, adherence to safety guidelines and testing of the equipment we feel confident moving forward with the hybrid plan, if you so desire at this time.

CC: Peter J. Iglesias, City Manager
Miriam Soler-Ramos, Esq., City Attorney