



**CITY OF DEL MAR**  
**CITY COUNCIL SPECIAL MEETING MINUTES**  
**MARCH 14, 2020**  
**City of Del Mar Town Hall**  
**1050 Camino del Mar, Del Mar California 92014**

The minutes set forth the actions taken by the City Council on the matters stated. Audio/video recordings of regular City Council proceedings are retained for a period of ten years, in accordance with the City's Records Retention Schedule. Not all City Council special meetings are recorded. Audio/video recordings, as well as written materials presented to the City Council, including Red Dots (materials provided to the City Council after the agenda has published), are available on the City's website at [www.delmar.ca.us/AgendaCenter](http://www.delmar.ca.us/AgendaCenter) or by contacting the Administrative Services Department at (858) 755-9313.

**CALL TO ORDER**

Mayor Haviland called the Special Meeting to order at 9 a.m.

**ROLL CALL**

Present: Mayor Ellie Haviland; Deputy Mayor Terry Gaasterland; Council Members Dave Druker, Sherryl Parks, and Dwight Worden

Absent: None

Staff Present: City Manager CJ Johnson; Assistant City Attorney Chris Cameron; Assistant City Manager Kristen Crane; Administrative Services Director/City Clerk Ashley Jones; Community Services Director/Lifeguard Chief Jon Edelbrock; Planning & Community Development Director Joseph Smith; Public Works Director Joe Bride; Fire Chief Mike Stein; Information Technology Manager Emily Bernardo; Environmental Sustainability/Special Projects Manager Clement Brown; Fire Department Emergency Services Coordinator Zech Smith; and Senior Management Analyst Beth Murray

**PLEDGE OF ALLEGIANCE**

Deputy Mayor Gaasterland led the Pledge of Allegiance.

**PUBLIC ORAL COMMUNICATIONS**

- 1) Dr. Don Mosier, Rimini Road, Del Mar – Provided a presentation on the Coronavirus and encouraged the Council to take immediate action to cancel public meetings and take whatever steps necessary to prevent the spread of the virus.
- 2) Dr. Frank Chisari, Crest Road, Del Mar – Spoke about the seriousness of the Coronavirus; data being reported; and the current trajectory of the spread of the illness. Encouraged everyone to practice social distancing and sanitizing to prevent the spread of illness.
- 3) Bob Gans, Hoska Drive, Del Mar - Spoke on behalf of the Del Mar Foundation and reported on the upcoming Foundation events that have been cancelled and pledged the Foundation's support to assist the Council with getting COVID-19 information out to the community or whatever else may be needed.

Councilmember questions to Dr. Mosier and Dr. Chisari focused on the best place to obtain accurate national data; manifestation of the illness and incubation period; process to develop and release a vaccine; availability of test kits; best practices to stop the spread of illness; whether immunities will be built up over time by those who contract and recover from the illness; use of bleach as surface disinfectant; and the need for those in leadership roles to only disseminate data from accurate and reliable sources.

### **CITY RESPONSE TO CORONAVIRUS PANDEMIC (CLERK'S FILE NO. 1104-3)**

The Mayor talked about the discussion format and objectives for the Council with regard to this agenda item.

Fire Chief Stein and Emergency Services Coordinator Smith provided a presentation on steps being taken by the Fire Department in response to COVID-19; training being implemented; procurement of necessary medical supplies and protective equipment; data available from Johns Hopkins University Coronavirus Resource Center and other data sources and how data is being used as part of preparation efforts; concerns related to the exponential growth rate of the virus; and challenges with getting accurate data for the United States due to delayed testing and availability of test kits.

Council questions focused on the best way to handle sick family members with symptoms; need to isolate the elderly, including from grandkids and other family members, for their own protection; whether you build up immunities if you catch and recover from the Coronavirus; and how emergency medical staff are learning and preparing based on what is occurring in other affected countries.

City Manager Johnson provided an overview of the City's efforts to respond to COVID-19 including communications with the public and employees; opportunities to allow staff to telecommute; purchasing necessary equipment and supplies; closure of some public facilities such as the Fire Station, Public Works building, Lifeguard Tower and Powerhouse Community Center; and increased cleaning. City Manager Johnson reviewed a list of items that she wanted the Council provide direction or take action on including declaring a state of emergency; authorization for the City Manager to spend up to \$50,000 for needed equipment, services or supplies to respond to the virus; authorizing the cancellation of public meetings; temporarily allowing for full refunds for special event cancellations; and cancellation of community classes at the Powerhouse Community Center.

Emergency Declaration Resolution:

**IT WAS MOVED BY COUNCIL MEMBER DRUKER, SECONDED BY DEPUTY MAYOR GAASTERLAND TO APPROVE RESOLUTION 2020-12, "RESOLUTION BY THE CITY COUNCIL OF THE CITY OF DEL MAR DECLARING A LOCAL EMERGENCY RELATED TO THE CORONAVIRUS (COVID-19); AUTHORIZING THE CITY MANAGER TO OBTAIN ANY AND ALL LOCAL, STATE AND FEDERAL AID TO ASSIST WITH ADDRESSING THE LOCAL EMERGENCY AND MAKE PURCHASES, AS NEEDED, UP TO \$50,000 TO ADDRESS THE EMERGENCY", AND THAT A CLAUSE BE ADDED MORE DIRECTLY DECLARING A PUBLIC EMERGENCY. (VOTE 5-0)**

Ayes: Mayor Haviland, Deputy Mayor Gaasterland, and Council Members Druker, Parks and Worden; Noes: 0; Absent: 0; Abstain: 0.

Council discussion focused on the need for staff to facilitate a remote City Council meeting on April 6, 2020, using available technologies such as Zoom or Microsoft Teams; suggestion to work toward allowing for advisory committees meetings by early April; support for full refunds for special events and waiver of late fees for delayed utility payments; support for the cancelling of classes and special events at the Powerhouse and other public spaces; concern about impacts to timing for Housing Element process; appreciation for efforts of staff; support for use of General Fund Contingency Reserve to cover up to \$50,000 in expenditures related to the City's COVID-19 response; similarity of current situation to 1918 Spanish flu pandemic; use of technology to continue to support regular and essential operations; concern about aging demographic in the community; risk associated with outdoor activities in comparison to indoor activities; cancellation of outdoor events by club associations; impacts of cancelling upcoming Planning Commission (PC) and Design Review Board (DRB) meetings; County library actions taken; use of red dots to facilitate community input/Council meeting participation; ways that Del Mar can help support seniors in the community through Del Mar Community Connections (DMCC) or other agencies; planning for potential financial impacts associated with this emergency; plan for shifting Council meeting agendas and potentially holding a special meeting in April for urgent items; support for cancelling the next upcoming PC and DRB meetings to allow time to get the technology in place to facilitate meetings; support for the businesses enduring the economic impacts of COVID-19.

Cancelling of Public Meetings in City facilities:

**IT WAS MOVED BY COUNCILMEMBER WORDEN TO CANCEL ALL ADVISORY COMMITTEE MEETINGS PERSON TO PERSON AND ANY OUTSIDE ENTITIES FOR MEETINGS OF MORE THAN 10 PEOPLE THROUGH APRIL 6 WITH RAMPING UP TECHNOLOGY FUNCTIONS TO FACILITATE REMOTE MEETINGS. FAILED TO GET A SECOND ON THE MOTION.**

**THERE WAS A SUBSTITUTE MOTION BY COUNCILMEMBER DRUKER, SECONDED BY DEPUTY MAYOR GAASTERLAND OF CANCELLATION OF ALL PUBLIC MEETINGS THROUGH 4:30 P.M. ON APRIL 6<sup>TH</sup>. NO VOTE TAKEN.**

**THERE WAS A SUBSTITUTE MOTION BY COUNCIL MEMBER WORDEN, SECONDED BY COUNCIL MEMBER DRUKER OF CANCELLATION OF ALL LIVE MEETINGS AND NO EXPECTATION OF TELECONFERENCING OF PUBLIC MEETINGS UNTIL APRIL 6, WHICH ALSO APPLIES TO ADVISORY COMMITTEES AND OUTSIDE ENTITIES THAT ARE USING CITY FACILITIES. (VOTE 5-0)**

Ayes: Mayor Haviland, Deputy Mayor Gaasterland, and Council Members Druker, Parks and Worden; Noes: 0; Absent: 0; Abstain: 0.

Council acknowledged that the City Manager has the discretion to determine public counter functions and make any necessary changes that may need to occur in response to the Coronavirus. There was a request by Mayor Haviland and Councilmember Worden to include an item on the April 6, 2020, City Council meeting agenda to discuss options to support the business community during this time.

Community Services Director Edelbrock spoke about the potential cancellation of upcoming events and financial impact associated with issuance of refunds. Council discussion focused on the

possibility of requiring a deposit for deep cleaning following a special event in the Powerhouse to properly disinfect before and after the event; allowing for events that are in compliance with the Governor's executive order related to public gatherings; and authorization for the City Manager to cancel and provide full refunds for special events through the end of May 2020.

Cancelling of Public Events and Issuance of Refunds:

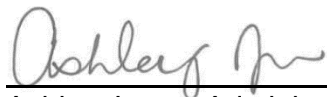
**IT WAS MOVED BY COUNCILMEMBER WORDEN, SECONDED BY COUNCILMEMBER DRUKER TO CANCEL ALL PUBLIC EVENTS AT CITY FACILITIES AND PUBLIC PARKS AND BEACHES THROUGH THE END OF MAY 2020 AND PROVIDE 100% REFUNDS. (VOTE 5-0)**

Ayes: Mayor Haviland, Deputy Mayor Gaasterland, and Council Members Druker, Parks and Worden; Noes: 0; Absent: 0; Abstain: 0.

Council discussion focused on the desired format for teleconferencing City Council meetings with some indicating that the meetings should only focus on critical and essential items, Council business only, and eliminate excessive questions with the suggestion to try and ask those of staff in advance; request that the City conduct robust notification to the public that committee meetings have been cancelled; preparing for budget impacts associated with the virus; support for City Manager to make the decisions needed to provide essential functions and service to the community; and they gave a big thanks to staff for their efforts.

**ADJOURNMENT**

Mayor Haviland adjourned the meeting at 11:48 a.m.



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Ashley Jones, Administrative Services  
Director/City Clerk