



DATE: September 18, 2023

TO: Mayor and Members of the City Council

VIA: Stefan Chatwin, City Manager

FROM: Priscilla Schaus, Communications Director/City Clerk
Rob Lasky, IT Manager

DEPARTMENT: Communications/City Clerk

SUBJECT: CONSIDERATION OF RECORDING ALL CITIZEN ADVISORY
COMMITTEE MEETINGS

RECOMMENDATION

It is recommended that the City Council review the information on resources needed to implement recording of all Citizen Advisory Committee meetings, and by Minute Order, provide policy direction on whether to proceed with implementing the recording of hybrid meetings for all Citizen Advisory Committee meetings.

EXECUTIVE SUMMARY

The City has six (6) active Citizen Advisory Committees. In April/May 2020, committee meetings transitioned to being held remotely due to the COVID-19 pandemic. In 2021 some committees moved to a hybrid in-person format, but most committees ultimately returned to in-person meetings in February 2023, when the Governor's executive order and AB 361 ended. City Council, Planning Commission, and the Citizens Sustainability Advisory Committee (CSAC) currently hold hybrid meetings, and the other committees' meetings are in-person only.

Councilmember Jimenez requested an agenda item to consider recording all Citizen Advisory Committee meetings and at the August 21, 2023, Regular City Council Meeting, the item received consensus from City Council to be agendized at a future meeting.

Staff identified that recording all committee meetings will have an ongoing cost of up to \$8,469.60 per year, with an additional one-time cost of \$8,000 for equipment purchases. The cost of recording each meeting will be \$211.74. Staff time costs will be \$517.30 for implementation, which includes training. Considering the administrative, technology, and implementation costs, staff is seeking City Council's direction on implementing recording of hybrid meetings for all Citizen Advisory Committees.

Prior to the Governor's executive order and AB 361 ending in January 2023, staff had reached out to other cities in San Mateo County, and the general consensus was most cities would return to their previous practice of holding committee meetings in person only while continuing hybrid meetings for the City Council and Planning Commission. Staff reached out again to San Mateo County Cities (see Attachment 2), 6 cities confirmed they were holding hybrid meetings and recording for City Council and Planning Commission (if applicable) meetings only. 7 cities held hybrid meetings and recorded some committee meetings but not all committees. 3 cities recorded all meetings and 2 cities only record City Council meetings.

BACKGROUND/ANALYSIS

During the COVID-19 pandemic, Citizen Advisory Committee meetings were conducted under AB 361, which authorized teleconference meetings during certain proclaimed states of emergency. City Council and Planning Commission meetings were transitioned to remote meetings in March 2020, while committee meetings were initially cancelled and resumed in late April/early May 2020. Zoom-only meetings were held until July 19, 2021, when the Foster City was one of the first cities in San Mateo County to introduce hybrid in-person and teleconference meetings for the City Council and Planning Commission. Hybrid meetings meant that both the committee members and public could either join and participate in the meeting in-person or remotely via Zoom. Some committees transitioned to hybrid meetings at a later date.

During the hybrid phase, some staff liaisons were able to manage the Zoom meetings and monitor for public speakers themselves, while others requested IT join the meeting to assist with these activities. For most meetings, staff liaisons also requested assistance from IT to help set up the laptop and Owl (video teleconferencing camera).

In October 2022, Governor Gavin Newsom announced that he would be issuing a proclamation terminating the state's COVID-19 State of Emergency effective February 28, 2023, which would mean that local agencies could no longer meet fully remote, as provided under the governor's executive order and AB 361. With the Brown Act and teleconferencing rules reverting to what they were prior to the pandemic, staff took into consideration the limited public participation, logistical complications, and the additional resources needed to implement hybrid meetings for committees and returned to the standard City practice for holding committee meetings in person. Staff reviewed Zoom meeting attendance (Attachment 1) from the last six months that committees held hybrid meetings (September 2022 through the end of January 2023), and of 17 committee meetings held, there were only 11 members of the public that joined via

Zoom (see image below). Upon this review, staff determined there may be minimal return on investment of resources needed to continue holding hybrid meetings for committee meetings that did not have active participation.

Committee	Date	Attendees
Levee Bond Oversight Committee	1/26/2023	2
Parks and Recreation Committee Meeting	1/18/2023	0
CSAC	1/4/2023	1
Traffic Review	2/23/2023	2
CSAC	2/8/2023	1
Parks and Recreation Committee Meeting	2/7/2023	0
Audit Comm	12/15/2022	0
CSAC	12/14/2022	2
Parks and Recreation Committee Meeting	12/6/2022	0
CSAC	11/9/2022	1
Parks and Recreation Committee Meeting	11/1/2022	0
Levee Bond Oversight Committee	10/27/2022	2
Traffic Review	10/27/2022	0
Transportation Comm	10/20/2022	0
CSAC	10/12/2022	0
CSAC	9/14/2022	0
Parks and Recreation Committee Meeting	9/13/2022	0
Total		11

Committee Meeting attendance from 9/1/22 to 2/28/23 excluding City Council and Planning Commission meetings, which continue to be held in a hybrid format currently.

At the August 21, 2023 Council meeting, the City Council reviewed a request to place an item on a future agenda from Councilmember Jimenez to discuss the recording of all Citizen Advisory Committee meetings. The item received a consensus from the City Council to be agendized at a later meeting, and councilmembers requested additional data of the resources and costs involved with recording committee meetings be included with the report.

There are several costs associated with recording all the committee meetings, which include the administrative cost of staffing to record the meetings, purchasing of equipment, and staffing costs associated with implementation for recording of meetings. In order to record all committee meetings, staff will need to ensure that all committee meetings are held as hybrid meetings and can be recorded via Zoom. Currently, the Audit, Parks and Recreation, Levee Bond Oversight, Traffic Review, and Youth Advisory committee meetings are held as in-person meetings.

The following chart outlines each task that is required for hybrid meetings and the time needed to complete each task. Although each task is not burdensome on its own, it does equate to an extra hour of staff time either preparing for the meeting or follow up. Most of the staff members that assist with staffing committees are at the Management Analyst level so that salary level has been used to associate the dollar cost, which is \$66.20/hour. If IT staff were to assist, the cost would be higher, as the hourly wage for the IT Manager is \$92.50. All salary levels are calculated at Step 5. It's also been noted that with hybrid meetings, it is likely to require more than just the staff liaison to attend the meeting to assist with hosting the Zoom meeting, so that has also been

incorporated in the below chart. Based on the below, it would cost up to \$8,469.60 per year to record all committee meetings.

It should be noted that the Audit (2x/year), Parks and Recreation (monthly), Levee Bond Oversight (quarterly), Traffic Review (monthly), and Youth Advisory (monthly) committees would need to be moved to a hybrid format if all committees need to be recorded. CSAC is currently holding hybrid meetings. The City Council may also consider not recording the Youth Advisory Committee (YAC) meetings, as that committee consists of all minors. Without YAC meetings, the total cost would include up to 30 meetings a year and cost \$6,352.20 and including YAC would include up to 40 meetings and cost \$8,469.60. It can be noted that committees do cancel some meetings hence these costs are estimates based on the number of scheduled meetings in a year. The Levee Bond Oversight Committee is also a limited-term committee, which will be dissolved after the Levee Project completion and/or after the G.O. Bonds have been expended; and completion of the project is anticipated in January 2024.

Administrative Costs (per meeting)

Task	Dept	Time (mins)	Cost
Dept staff requests a webinar link	Dept	5	\$5.51
Log into Zoom and create Webinar. Send public link to dept to include on agenda	IT	5	\$7.70
Dept staff insert link on agenda in PrimeGov, verify it is the correct link	Dept	5	\$5.51
Send email to dept staff on day of meeting to verify if any participant links need to be sent.	IT	5	\$7.70
Reply to email regarding participants	Dept	5	\$5.51
Send invites via Zoom as needed.	IT	5	\$7.70
Prep room for meeting. <ol style="list-style-type: none"> 1. Power on laptop 1-2 hours early so updates are done before meeting starts 2. Verify Owl is connected and functional 3. Power on projector and make sure laptop is connected to projector via wireless 4. Log into Zoom so dept can start the meeting <i>(This step may be unnecessary if the City invests in more permanent Zoom equipment in the Council Chambers Conference Room)</i>	IT	15	\$23.12
<ol style="list-style-type: none"> 1. Start meeting in Zoom at appropriate time (also starts recording). 2. Monitor Zoom during meeting and allow raised hands to speak at the appropriate times. 	Dept	120	\$132.41
Post meeting video: <ol style="list-style-type: none"> 1. Log into Zoom and download meeting video file. 2. Log into Swagit, create a meeting record and upload Zoom video file. 3. Download agenda pdf from Primegov public portal. Upload agenda pdf to Swagit. 	Clerk & IT	10 & 5	Clerk \$8.88 & IT \$7.70

4. Log into Primegov and copy/paste Swagit ID number into Primegov meeting record.			
5. Test video via public portal.			
6. Clean up Zoom recording storage.			
Total			\$211.74

Additionally, staff recommends that all committee meetings be held in the Council Chambers Conference Room if held as hybrid meetings because that location is currently the best fitted for holding hybrid meetings. The room is structured so that there is less audio feedback and there is already an Owl and projector in the room. In an effort to minimize IT involvement in meeting setup, IT suggests the following equipment purchases and upgrades to better equip the room for hybrid meetings and the recording of such meetings.

One Time Technology Costs

Item	Cost
Replace projector with wall hung 75" TV.	\$1,000
Replace Owl with 2 wall-hung cameras	\$4,000
Add iPad, with table stand and dedicated PC to be used as the Zoom Room controller (this would allow any staff member to walk-up and start the Zoom meeting)	\$1,000
Microphone system (in table or in ceiling)	\$1,000
Wiring, as needed	\$1,000
Total	\$8,000

There are also implementation costs for transitioning all committees to hybrid meetings and recording the meetings. Each committee's meeting location is listed on the committee's policy statement, and the majority of committees do not meet in the Council Chambers Conference Room. In order to change all the meeting locations, the committees' policy statements need to be amended and brought to the City Council for approval at a Council meeting. IT staff would also need to provide training to the committee liaison's department support staff so they can monitor Zoom and let the public speak during public comment.

Implementation Costs

Task	Time	Cost
Changing the policy statements for all committees (writing the staff report and amending the policy statements, uploading of resolutions, updating the agenda templates, website) (Deputy City Clerk)	3 hours	\$160
Training support staff on monitoring Zoom and allowing the public to speak/Zoom host duties (IT Manager and staff liaisons)	1 hour	\$357.32
Total		\$517.32

Staff also reached out to all cities/towns in San Mateo County to further assess what board/commission/committee meetings are being offered in a hybrid format and are recorded. Out of the 19 other San Mateo County cities/towns, 12 responded and staff

reviewed the other 7 cities' websites for meeting information (Attachment 2). Many cities (6) are offering a hybrid option for their City Council meetings and Planning Commissions (if applicable) and in person meetings for their other commissions/committees. Some cities (7) are offering a hybrid option for City Council meetings, Planning Commissions (if applicable), and for additional committees but not for all. There are also some cities that offer hybrid meetings for committees but do not provide the recordings after on their website. 3 cities are offering hybrid meetings and recordings for all their committee meetings. 2 cities only offer hybrid/recorded meetings for City Council.

Meeting/Recording Option	Number of Cities	Cities
Hybrid/recording for City Council and Planning Commission	6	Half Moon Bay, Millbrae, Pacifica, San Carlos, South San Francisco, Woodside
Hybrid/recording for City Council and some committees	7	Atherton, Belmont, Brisbane, Burlingame, Daly City, San Bruno, San Mateo
Hybrid/recording for City Council and all committees	3	East Palo Alto, Menlo Park, Portola Valley
Hybrid/recording for only City Council	2	Colma, Hillsborough

*Redwood City held hybrid meetings for all committees but there were no recordings.

California Environmental Quality Act

Not Applicable

FISCAL IMPACT

The total cost of recording one hybrid meeting is \$211.74, this includes the salary cost/minute of the committee staff liaison (Management Analysts), the IT Manager, and the Deputy City Clerk.

The total cost of recording 30 hybrid committee meetings for one year would be up to \$6,352.20, this does not include recording the Youth Advisory Committee meetings. The one-time technology cost of \$8,000 and the one-time implementation cost of 517.30 would amount to a total of up to 14,869.52.

If including the YAC meetings, an additional 10 meetings, the cost would be up to \$8,469.60, with the additional one-time technology cost and one-time implementation cost, the total would amount to \$16,986.90.

CITY COUNCIL VISION, MISSION, AND VALUE/PRIORITY AREA

City Council Operations and Improved Community Engagement

ATTACHMENTS:

Attachment 1 – Zoom Meeting Attendance (September 2022 – January 2023)

Attachment 2 – Survey of San Mateo County Cities on Hybrid Meetings