



Board and Commission Regular Virtual Meetings

City Council Regular Meeting
Monday, August 3, 2020

July 20, 2020 Meeting

At the July 20, 2020 City Council meeting, it was moved, seconded to resume all board and commission meetings virtually.

Staff requested time to research the impact and resources needed to resume board and commission meetings.

Staff Research

The City Clerk and board and commission liaisons met on July 23 to discuss staff capacity, resources, and feasibility of resuming board and commission meetings virtually.

- A minimum of five Zoom webinar licenses needed for staff liaisons to set up board and commission meetings**
- Five additional licenses cost approximately \$7000/year.**

Staff Research

IT and City Clerk must train staff liaisons on how to set up, prepare, and conduct virtual meetings to ensure sufficient public accessibility, security protocols, and processes are followed across all board and commissions (90 min. each).

It will take additional staff time to manage virtual meetings.

Meetings would be scheduled regularly, but meetings may be canceled or postponed if a lack of business or staff resources to conduct exists due to COVID-19, technological issues that may arise during the meeting, or other factors.

Staff Research

Meetings with public hearings will be broadcast and streamed to the public using the City's Channel 8 and website. Meetings without public hearings will allow for participation via Zoom and the recorded meetings will be made available on the city's website following the meeting.

Staff Recommendation

Staff recommends continuing with board and commission meetings for urgent and critical business with informal check-ins and meetings taking place until the city is no longer responding to the COVID-19 pandemic.

Staff recommends meetings resume in September to allow time to purchase Zoom licenses, conduct training, and notify board and commission members.



Questions and Discussion