



Hybrid City Council Meetings

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City Council Regular Meeting
Monday, October 5, 2020

Staff Research

In March City Council approved Ordinance 2271 to conduct meetings electronically.

Regular meetings, study sessions, special meetings, and joint meetings have been conducted successfully via Zoom.

Zoom Webinars have allowed council members, staff, and the public to conduct, and participate in, city council meetings safely during the COVID-19 pandemic.

Staff Research

The City Manager's Office, City Attorney's Office, Information Technology, Human Relations, and the City Clerk have met over the last few months to draft a standard to potentially conduct hybrid city council meetings.

This standard is being presented to council for direction to proceed or not proceed with conducting city council meetings, key decision points, and any other input.

Hybrid Meeting Standard

The City Manager would approve the use of staff resources to conduct the hybrid meeting.

The meeting would take place in the council chambers.

Four to Six members would be required to be present:

- Mayor/Chair in Mayor's absence
- City Clerk
- IT Director or IT representative
- Community Relations Manager or CR representative
- *Security Officer
- *Risk Manager or Guest Relations representative

Hybrid Meeting Standard

No other council members or staff members are required to be present but may attend in compliance with social distancing and public health requirements.

Meetings will be conducted in the same manner as electronic meetings (votes, chat, screen share, etc).

Council policies regarding agendas, meetings, and conduct all still apply during hybrid meetings.

Resources for Hybrid Meeting

IT has secured the technology needed to implement hybrid meetings and has conducted training with the City Clerk and Community Relations.

Technologically feasible, logistically challenging.

Virtual meetings have doubled the amount of staff time spent per council meeting since pandemic.

An estimated increase of 20 hours of staff time per month is expected if council moves to hybrid meetings

Resources for Hybrid Meeting

Based on council direction, a security officer and the risk manager or guest relations representative would be required to attend.

Security officer would be an additional \$34/hour.

Guest relations would be an additional \$20/hour.

Decision Points

Does council want to proceed with enabling hybrid meetings?

Does council want to install acrylic dividers at the dais and tables to allow up to all 9 council members plus staff to attend in person?

Does council want to allow members of the public to attend the meeting in person?

Decision Point #1

Does council want to proceed with enabling hybrid meetings as allowed in the standard?

Due to the expected increase in staff time, new challenges of conducting hybrid meetings, and the limited benefits that hybrid meetings would bring, staff is recommending council continue with fully remote meetings until fully in person meetings can be safely conducted.

Decision Point #2

Does council want to install acrylic dividers at the dais and staff tables to allow up to all 9 members and regularly seated staff to attend in person?

Dividers would be installed by facilities staff.

Staff recommends installing the acrylic dividers if council wants to move to hybrid meetings.

Decision Point #3

Does council want to enable members of the public to register to attend hybrid meetings in person?

Council chambers would allow for up to 25 members of the public to attend in person.

Would require security guard and guest relations staff for each meeting.

Staff recommends not allowing the public to attend in person.

Ordinance 2271 Amendments

Clarify hybrid meeting elements (restriction on attendance, public presence etc.)

Reduce roll call vote requirements

Require recording only for regular and special Council meetings and quasi-judicial board or commissions (reduces expense and barriers for boards/commissions).

Should study sessions continue to be recorded while remote?



Questions and Discussion