



Hybrid City Council Meetings Update

City Council Regular Meeting
Monday, April 5, 2021

Background

In March 2020 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.

Background

The City Manager's Office, City Attorney's Office, Information Technology, Community Relations, Human Resources, and the City Clerk drafted a standard process to potentially conduct hybrid city council meetings.

In October 2020, staff presented City Council with the option to direct the City Manager to conduct City Council meetings in a hybrid format as staff resources and time allowed.

City Council's direction was to continue virtual meetings.

Hybrid Meeting Standard

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

Hybrid meetings would take place in council chambers.

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. Additional staff may attend in compliance with social distancing and public health requirements.

Acrylic dividers would need to be installed between all members of Council at the dais and between staff at staff tables.

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

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

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

Decision Point

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

Due to the expected increase in staff time and risk of potential exposures for City Council and staff without being fully vaccinated, staff is recommending Council not move forward with hybrid meetings until the staff required to support the meetings are fully vaccinated and Adams County is at Level Blue.



Questions and Discussion