





PUBLIC MEETING PROTOCOLS
AUGUST 16, 2022





Discussion and Direction Regarding Public Meeting Protocol:

-Alternatives depend on location of meeting and type of participant. Member (Panelist) and Public (Attendee). Presiding Officer (Host and Mayor/Chair) are responsible with aid from Clerk/Secretary for managing request to speak from Members and Public.

-City Council Chambers are equipped with cameras that allow for web streaming (Swag-it) and voting system (eScribe) that tracks motions and votes.

-Technical Challenges and Staff Costs should be considered

Considerations to keep in mind during this discussion is the decisions made this evening will affect Councilmembers, Boards/Commission/Committee Members (BCC), Consultants, Staff Presentations, Public Audience and Public Comment.



Teleconference vs In-Person – the Law

RALPH M. BROWN ACT

The Brown Act allows teleconference meetings if they comply with the following specifications:

- The teleconference location is accessible to the public and it is noted in the agendas;
- All votes are taken by roll call, and;
- At least a quorum of the members of the legislative body are located within the boundaries of the territory over which it exercises jurisdiction (§ 54953(b))

AB 361

- Teleconferencing may be used for the benefit of the public and the legislative body.
- All Votes taken by Roll Call (includes verbal confirmation by the City Clerk)
- Agendas posted with teleconference locations posted e.g. Zoom link
- Teleconference means a meeting of a legislative body, the members of which are in different locations, connected by electronic means.
- Requires findings by the City Council every 30 days to remain in place as an option to teleconference under certain circumstances.

Boards/Commissions/Committees Chambers/Non-Chambers

- ❖ The Boards, Commissions, and Committees should be categorized between those that meet in Council Chambers and those that do not.
- ❖ Community and Police Relations Commission (CPRC) and Planning Commission meet in the Council Chambers.
- ❖ Civil Service Commission, Parks, Recreation and Senior Citizens Advisory Board (PRAB), Public Art Committee, and Traffic Safety Committee meet in the Large Conference Room located at City Hall, Board of Library Trustees meet at the Library.
- ❖ Public comments can be received in virtual/hybrid format in all locations with consideration of technical challenges and staff cost.
- ❖ Technical limitations do allow for member-hybrid meetings outside of Council Chambers.

Alternatives Summary

	City Council Meeting Format	BCC (Chamber Format)	BCC (Non-Chamber Format)	Members of the Public
1	Virtual	Virtual	Virtual	Virtual
2	Hybrid	Hybrid	Virtual	Virtual/Hybrid
3	Hybrid	Hybrid	In-Person	Virtual/Hybrid
4	Hybrid	Virtual	Virtual	Hybrid/Virtual
5	Hybrid	Hybrid	Virtual	Hybrid/Virtual
6	In Person	In Person	In Person	In Person/Virtual

*Other as Directed by the City Council

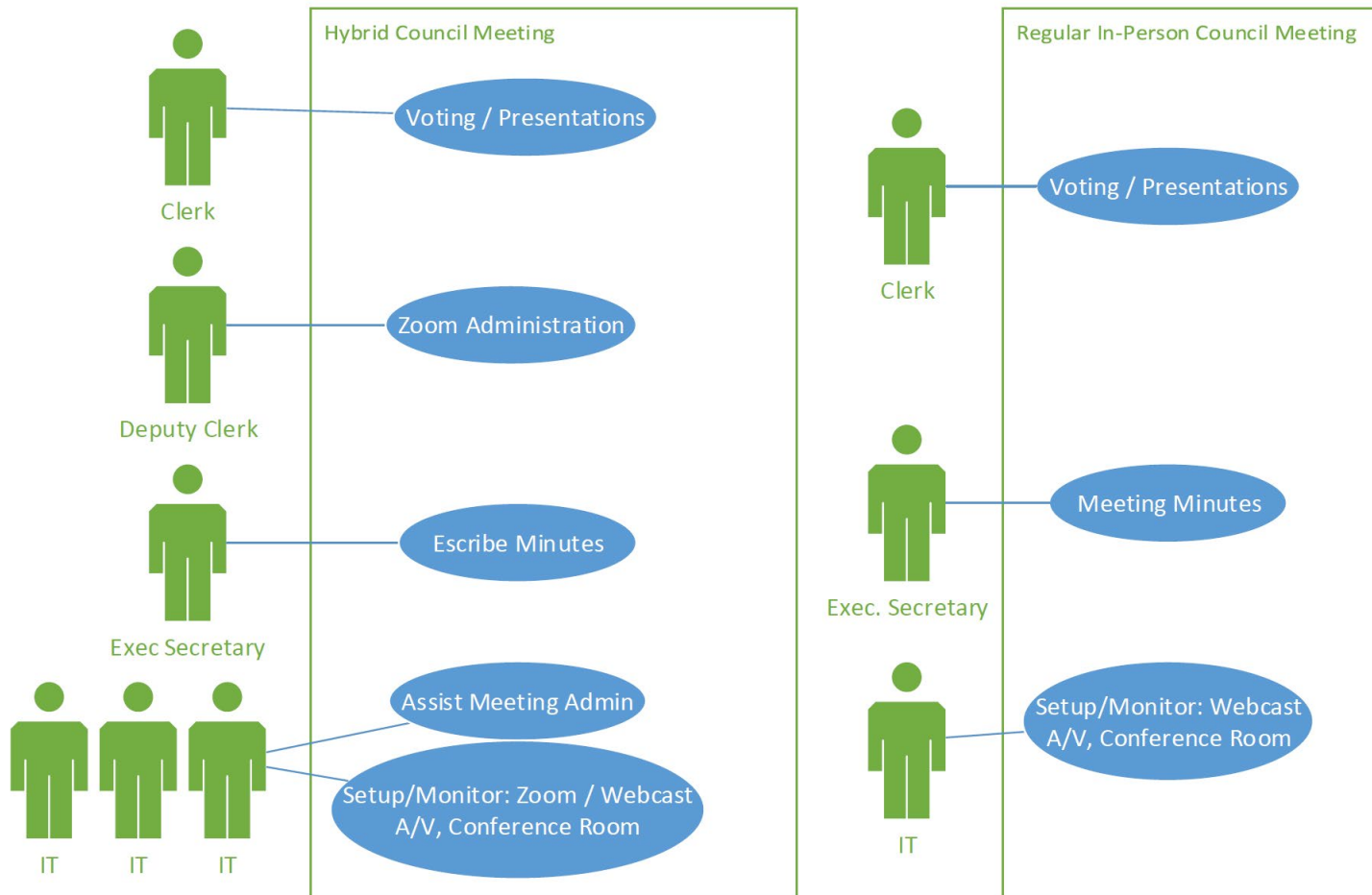


TECHNICAL CHALLENGES

- Multiple systems being used to manage Hybrid model – Zoom, Voting, eSCRIBE, Internet, Swag-It (Streaming), Translations via Zoom with persons in need of interpretation services are seated in a separate room to view meeting (conference room next to Chamber)
- Cameras do not focus on the speaker whether it is presenter, speaker or member if watching via Zoom.
- Requires work arounds on sound system to allow Zoom comments to be heard
- Mics are restrictive – speaker must speak directly into mic to be heard
- Voting – Functionality is eliminated under member-hybrid format
- Connectivity concerns with aged internet system and remote connections
- Requires extra staff to manage all of the moving pieces

CONSIDERATIONS

In-Person vs Hybrid Meeting



Staffing:

In-Person Regular City Council Meeting (Pre-Pandemic): Required 3 staff members.

Teleconference Only – Zoom: Requires 3 staff members.

Hybrid In-Person/Zoom City Council Meeting: requires a minimum of 6 staff members 3 of whom are working overtime.

Appropriations for overtime will be requested to continue the Hybrid model.

SAN DIEGO COUNTY CITIES SURVEY

City Council Meetings In-Person Only	8	Carlsbad, El Cajon, Encinitas, Imperial Beach, Lemon Grove, San Marcos, Santee, Vista
City Council Meetings Virtual Only	2	Del Mar and Solana Beach
City Council Meetings Hybrid/Zoom	8	Chula Vista, Coronado, Escondido, La Mesa, National City, Oceanside, Poway, San Diego
Written Comment Read Into the Record by Clerk	2	National City and Imperial Beach
Require Masks in Chamber	3	Chula Vista, (Staff Only: National City, Vista)
Full Capacity Seating	15	50% Capacity – National City Only and 2 Cities are still Virtual only

Other Regional Agencies and Board Meetings the City Council Members attend:

VIRTUAL ONLY:

SANDAG
 MTS
 Metro Wastewater JPA
 Sweetwater Authority
 San Diego County Water Authority

IN-PERSON

Port of San Diego
 San Diego County Supervisors
 RSWA – Regional Solid Waste Association

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Staff Recommendation

- Continue to meet in-person with hybrid public comment until circumstances require consideration of returning to virtual meetings.
- Allow Boards, Committees, and Commissions the option to meet in-person or virtually based on preference of the majority as long as AB361 or other legislation allows it.