



## INNOVATION TECHNOLOGY DEPARTMENT

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### CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: May 30, 2024

To: Cupertino City Council  
From: Pamela Wu, City Manager

Re: Hybrid Meeting Update

#### Background

During the challenging times of the COVID-19 pandemic in 2020, our city demonstrated remarkable adaptability. We swiftly transitioned to remote teleconference meetings for the Council, commissions, and committees, ensuring uninterrupted city governance while prioritizing public health. As the pandemic situation improved and health guidelines evolved, we further showcased our adaptability by adopting a hybrid meeting model. This model accommodated both remote and in-person participation across all legislative bodies, promoting accessibility and engagement.

However, with Governor Newsom's announcement in February 2023 signaling the end of California's COVID-19 State of Emergency, the city initiated a phased return to exclusively in-person meetings for sessions with minimal remote participation. In May 2023, the city discontinued hybrid meetings for all commissions and committees, except the City Council and Planning Commission. This decision was based on data showing significantly higher remote attendance rates for these televised meetings, which minimized additional staff resources and time.

The City Council had scheduled a discussion regarding the future of hybrid meetings, including all commission meetings, during the February 21, 2024, City Council meeting. However, the discussion was deferred at the behest of City staff, who sought additional time to devise a comprehensive solution. This decision was made to ensure that all aspects and implications of the transition are thoroughly considered, reflecting our commitment to responsible decision-making.

Responding to public calls for recorded sessions, City staff launched in-person Commission meetings on May 1, featuring live remote viewing options. While public commentary is exclusive to those present on-site, the live broadcast facilitates

participation by allowing the community to view proceedings from afar. Additionally, these sessions are archived and made available on the City's website, offering a convenient option for post-event viewing to all, especially those unable to be present or watch in real-time.

### Livestream Update

Since the outreach with commissioners in April, the live streaming of commission meetings began on May 1st. To date, a total of five meetings have been successfully live streamed with the following details:

- May 1st: Technology, Information, & Communication Commission - 29 total views (not unique)
- May 2nd: Library Commission - recording only, not live-streamed - 8 total views (not unique)
- May 8th: Teen Commission - 21 total views (not unique)
- May 9th: Public Safety Commission - 22 total views (not unique)
- May 15th: Bicycle Pedestrian Commission - 11 total views (not unique)

The transition to embrace live streaming as a means of facilitating broader public participation led to the selection of the Quinlan Conference Room as the ideal venue for hosting most commission meetings, except for the Library Commission. This transition was supported by the diligent efforts of the Innovation and Technology team, who ensured the room was equipped with state-of-the-art audio equipment and established a dedicated YouTube channel for streaming and recording purposes.

Additionally, the Parks and Recreation department played a pivotal role in managing the logistical aspects of the Quinlan Conference Room, including booking arrangements, equipment setup, and facilitating any necessary meeting adjustments. Moreover, comprehensive training sessions were conducted for all Commission liaisons to ensure their proficiency with the new live streaming and recording procedures. Thanks to these collaborative efforts, the transition to live-streaming commission meetings has been met with resounding success, underscoring the commitment of local authorities to fostering greater transparency and engagement within the community. The meetings can be accessed via the Cupertino City Meeting Channel or our city's website under Agendas & Minutes.

### Fiscal Impact

No impact.

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Prepared by: Teri Gerhardt, CTO

Reviewed by: Bill Mitchell, CTO

Approved for Submission by: Pamela Wu, City Manager

Attachments: None