



CITY *of* CALABASAS

DISCUSSION AND DIRECTION REGARDING
HYBRID COMMISSION MEETINGS

Michael Russo – Communications Director
February 8, 2023

HYBRID COMMISSION MEETINGS

Review

- First Zoom Council meeting: April 22, 2020
- Commissions followed on Zoom
- First In-Person/Hybrid Council meeting Oct. 12, 2022
- HYBRID = One or more participants is not in the same location as the others.
- Increased staffing and technology requirements



HYBRID COMMISSION MEETINGS

Commissions Currently:

- No Commissions in person or in a hybrid
- On Zoom – fed live through CTV
- Commission meeting is also recorded on Zoom – uploaded to YouTube



HYBRID COMMISSION MEETINGS

Possible Meeting Types:

- Traditional (Pre-Pandemic): Pre-April 2020
- Zoom: Current Commission Meetings Platform
- HYBRID: Some or all Participants in Chambers -- w/ public either in Chambers or remote



HYBRID COMMISSION MEETINGS

Commissioner Surveys

City Clerk asked preference for In-Person / Virtual / Other

No firm preference

- In-Person = 12
- Virtual = 15
- Other = 3

*Some said stay virtual until any possible winter surge is finished



HYBRID COMMISSION MEETINGS

Staffing Needs

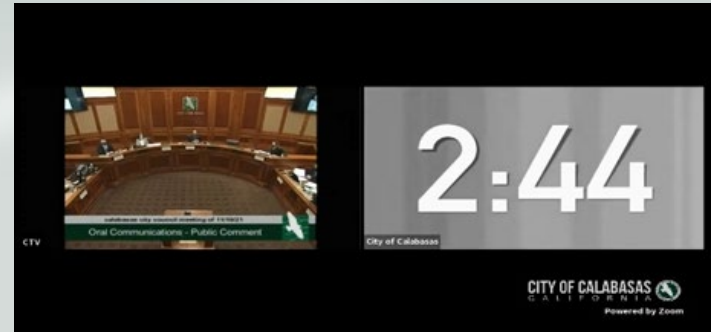
- **Traditional (Pre-Pandemic):**
 - Two Communications Staff
- **Zoom:** Current Commission Meetings Platform
 - Two Communications Staff (or 1 Comms staff + 1 Dept. staff)
- **HYBRID:** Participants (incl. public) in Chambers or Remote
 - 4 Staff (or 5 if needed)
 - 4 Comms Staff + 1 Dept. Staff (if needed)



HYBRID COMMISSION MEETINGS

Hybrid Meetings

- Running 2 meetings at once
- Everyone in Chambers and at home must be able to see/hear participants **and presentations.**
- A/V must be seamless



HYBRID COMMISSION MEETINGS

Staffing Costs (total costs):

- Traditional (Pre-Pandemic):
 - 2 Communications Sr. Media Specialists =
\$ 104.54/hour (1 FT + 1 PT) 40 hrs = \$4,181.60
- Zoom only:
 - 2 Communications Sr. Media Specialists =
\$ 104.54/hour (1 FT + 1 PT) 40 hrs = \$4,181.60



HYBRID COMMISSION MEETINGS

Typical Staffing – Council Hybrid Meeting



HYBRID COMMISSION MEETINGS

Costs (continued)

- Hybrid Meeting (total costs):
 - 2 Communications Sr. Media Specialists = \$ 104.54/hr. (1 FT+1PT)
 - + 1 Communications Sr. IT Specialist = \$ 63.14/hour
 - + 1 Communications Media Supervisor = \$ 81.13/hour
 - + 1 Other Dept. Staff (if needed) \$ xx.xx/hour
 - TOTAL: \$248.81/hour (including all costs) + other Dept. Staff \$
 - 40 hrs. of meetings = \$9,952.40

