



CITY *of* CALABASAS

CONTINUATION OF COUNCIL DISCUSSION ON CONDUCTING  
HYBRID COMMISSION MEETINGS ENABLING THE PUBLIC TO  
PARTICIPATE REMOTELY OR IN-PERSON

Michael Russo – Communications Director  
May 10, 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.
- Hybrid COMMISSION meetings – March 2023



# HYBRID COMMISSION MEETINGS

## Staffing Costs (total costs for 40 meeting hours):

- Traditional (Pre-Pandemic):
    - 2 Communications Sr. Media Specialists =  
\$ 104.54/hour (1 FT + 1 PT) 40 hrs. = \$4,181.60
- \*Total labor costs excluding overtime



# HYBRID COMMISSION MEETINGS

## Costs (continued)

### Hybrid Meeting (total costs for 40 meeting hours):

- 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

\*Total labor costs excluding overtime



# HYBRID COMMISSION MEETINGS

## Costs (continued)

### Hybrid Commission Meetings – March & April 2023

- 29.25 hours of overtime
- 1.5x normal labor rate

**ACTUAL TOTAL = \$10,916.54** for March and April 2023



# HYBRID COMMISSION MEETINGS

## Zoom Attendance

Commission	Date	Zoom Participants
Library Commission	3-20-23	1
Planning Commission	4-6-23	2
Parks, Rec. & Education Commission	4-10-23	2
Communications & Tech. Commission	4-18-23	0
Planning Commission	4-20-23	18
Public Safety Commission	4-24-23	1

