

Virtual Member and Public Participation for Boards, Commissions and Task Forces



Report by

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I. Introduction

The City of Columbia is committed to increasing accessibility to all of our various communication and participation channels so that all members of our community have an opportunity to be informed on and involved in the City's government process.

Informed by our Strategic Plan's Inclusive Community section, staff have worked to compile a list of recommendations to provide a virtual meetings option that is up to the standards that residents of the City have come to expect.

On June 21, 2022, Council and staff received a report from the Disabilities Commission requesting the extension of the virtual participation trial program which was passed via Ordinance No. 024848 on November 15, 2021. This report also requested steps be taken to allow for all City Council and board and commission to permit virtual attendance and move toward implementation of a virtual participation program. These steps, as outlined and passed at the May 12, 2022 Disabilities Commission were the following:

- **Step 1:** Commission to request City Council extend the virtual meeting trial program for those boards and commissions authorized to participate in it.
- **Step 2:** Commission to request City Council to authorize all boards and commissions permit virtual attendance* for its meetings.
- **Step 3:** Commission to request City Council to direct staff to develop and implement a city-wide virtual participation program for all boards and commissions, including City Council.

**In this instance, the Commission distinguishes virtual attendance (observing the meeting remotely, but no participation or comments) from virtual participation (members still counted towards quorum, voting, making comments on topics).*

In accordance with the Council request, staff were tasked with providing possible solutions to achieve the goals laid out in the report. Through a survey of all City meetings that allow public attendance, alongside a review of current infrastructure, a series of recommendations have been prepared and laid out in the report below.

II. Overview of staff recommendations

To best serve the public and implement a system that is functioning, reliable and consistent, staff recommends a phased approach, gradually including meetings with more complex requirements. Staff have also prepared a list of recommendations based on review of the survey responses and infrastructure and staffing requirements.

A. Recommendation 1: Phased approach

Staff recommends breaking the process into steps, allowing both staff and board and commission members time to learn about the intricacies of the process and make adjustments or course corrections in our approach. The phases are as follows:

1. Two approved boards continue the formal pilot program: **Current phase**

Before Phase 2 can begin an initial budget appropriation will be needed to purchase and install additional equipment.

2. Proceed with 17 yes respondents (see survey and grouping of boards section) for trial period/testing for members (no public participation): **3 months**
3. Move 17 yes respondents to trial period/testing WITH with public participation: **3 to 6 months**
4. Move remaining boards/commissions to trial/testing virtual option for members (no public participation): **2 months**
5. Move remaining boards/commissions to trial/testing virtual option WITH public participation: **2 months**

Pause trial/testing for remaining boards, commissions, task forces and Council

6. Move see/be-seen boards to trial (no public participation) (If tech exists)
7. Move see/be-seen boards to trial (with public participation) (If tech exists)

B. Recommendation 2: Software solution

Staff recommends using Zoom as the virtual meeting software solution. To ensure redundancy, each board, commission and task force will need two licenses for Zoom Professional and Zoom Webinar.

Please see section II.B for more information on software costs.

C. Recommendation 3: Meeting rooms and infrastructure

Staff recommends Council Chambers, 1A, 1B, and 1C should be the primary rooms utilized. If meeting schedules and locations were adjusted, total costs could be reduced by limiting the amount of technology required.

Staff recommends moving meetings to City Hall where possible. This would save on purchasing additional tech for remote locations and overlapping meetings.

Staff recommends moving meetings to daytime (8 a.m. to -5 p.m.) to allow for more robust technical support. This would avoid having to hire additional technical staff for after hours support.

See section III.C for more information on meeting room and infrastructure costs.

D. Recommendation 4: Staffing

As detailed in the software recommendation, staff recommends each board and commission liaison be responsible for the running of virtual meetings to avoid hiring additional positions to run meetings.

Staff recommends a process be established determining protocols for technical support.

III. Costs

A. Total costs

Licenses (estimated)	\$65,376
Room Equipment (estimated)	\$33,500
Additional laptops (5 laptops at \$1,100 each)	\$5,500

- **Total initial cost (estimated): \$104,276**
- **Annual/ongoing cost (estimated): \$65,376/yr**

B. Software cost analysis

Zoom Professional	\$36/yr for each user/board
Zoom Webinar	\$645/yr for user/board
Total	\$681/year for each user board

Sharing of accounts/credentials is prohibited in the City's Administrative Rules, Section S (IT Acceptable Use Policy). Additionally, it is prohibited in the software's end user agreement.

- **Total software cost for initial 19 Boards/Commissions = \$25,878/yr**
- **Total software cost for all 48 Boards/Commissions = \$65,376/yr**

C. Meeting room/technology cost analysis

The following conference rooms have been identified for meetings: **1A, 1B, 1C, 2A, Council Chambers, Health Training Room, Columbia Sports Fieldhouse Meeting room, ARC meeting room B, ARC meeting room C, Gentry Conference Room and Airport.**

Some of the costs could be lessened if a review of meeting locations and times were done. If we utilized the rooms that already have technology and adjusted the schedule of meetings accordingly, we could increase efficiency and decrease costs.

Room	Equipment Needed	Cost
Health Training Room	Conference Phone, Webcam	\$2,000
Columbia Sports Fieldhouse Meeting room	Computer,Conference Phone, Webcam, TV	\$3,100
ARC meeting room B	Computer,Conference Phone, Webcam, Projector	\$11,100
ARC meeting room C	Computer,Conference Phone, Webcam, Projector	\$11,100
Gentry Conference Room	Computer,Webcam	\$2,100
Airport	Computer, Conference, Webcam, TV	\$4,100
Total Cost (estimated)		\$33,500

IV. Process

A. Survey and phases of boards

To determine the requirements to create a virtual meetings program, a survey of all Boards and Commissions was conducted. A copy of the survey and responses can be found in the appendix of this report.

Based on the survey responses, each board, commission and task force has been placed into the following phases:

Phase 1 # of boards: 2	Phases 2 and 3 # of boards: 17 Note: This group of boards answered "yes" to the question "If allowed by City Council, could your group allow virtual participation by members at its next meeting (or the one after)?"	Phases 4 and 5 # of boards: 15	Phases 6 and 7 # of boards: 14
<ul style="list-style-type: none"> -Disabilities Commission -Youth Advisory Commission 	<ul style="list-style-type: none"> -Airport Advisory Board -City of Columbia New Century Fund Inc. Board -Climate and Environment Commission -Columbia Sports Commission -Commission on Cultural Affairs -Commission on Cultural Affairs Standing Committee on Public Art -Conley Fund Advisory Committee -Convention and Visitors Advisory Board -Downtown Leadership Council -Finance Advisory and Audit Committee -Growth Impact Study Working Group -Investment Committee -Public Transit Advisory Board -Railroad Advisory Board -Tree Board -Vision Commission -Water and Light Advisory Board 	<ul style="list-style-type: none"> -Board of Health -Columbia Arts Fund Advisory Committee -Human Services Commission -Mayor's Task Force on the U.S.S. Columbia -Parking Advisory Commission -Parks and Recreation Commission -Rock Quarry Road Scenic Roadway Stakeholder Advisory Group -Substance Abuse Advisory Commission -Bicycle/Pedestrian Commission -Columbia Parks and Recreation Fund Advisory Committee -Community Land Trust Organization Board -Marijuana Facility License Review Board -Mayor's Council on Physical Fitness and Health -Mayor's Task Force on Physical Fitness and Health -Tobacco Retailer License Review Board 	<ul style="list-style-type: none"> -Building Construction Codes Commission -Housing and Community Development Commission -Historic Preservation Commission -Firefighters' Retirement Board -Police Retirement Board -City Council -Board of Adjustment -Citizens Police Review Board -Commission on Human Rights -Planning and Zoning Commission -Personnel Advisory Board -Liquor License Review Board -Marijuana Facility License Review Board -Tax Increment Financing Commission

V. Additional Comments

Staff will work with each Board and Commission to confirm the transition to virtual meeting options for the public per the recommendations of this report.

At this time, the virtual meetings will not be recorded with the Zoom platform due to it becoming an official record and ongoing maintenance. Those that are currently being live streamed and recorded will continue.

As a trial period, closed captioning will be utilized as a function of the Zoom software. Zoom captioning is between 80 and 90% accurate according to third-party sources using the software. If automating captioning is not sufficient, each meeting will require transcription services from a third-party vendor. The cost for each hour of closed captioning service would be approximately \$100 per hour and requires additional funding.

Boards & Commissions - Virtual Participation

The Columbia City Council is interested in making participation in boards, commissions, and task forces easier for our Board & Commission members. One way to do this is to allow for virtual participation for members that are unable to come to the meeting in-person. The intent for this form is to first find out which groups can easily accommodate some members attending virtually. We are then asking for staff to identify what limitations might be in-place that prevent the option and what might need to happen for accommodations to be implemented to change.

- 1. Your name (short answer)**
- 2. Relationship to the group (short answer)**
- 3. Name of board, commission or task force (dropdown)**
 - Airport Advisory Board
 - Board of Adjustment
 - Board of Health
 - Building Construction Codes Commission
 - Citizens Police Review Board
 - City of Columbia New Century Fund Inc. Board
 - Climate and Environment Commission
 - Columbia Arts Fund Advisory Committee
 - Columbia Sports Commission
 - Commission on Cultural Affairs
 - Commission on Cultural Affairs Standing Committee on Public Art
 - Commission on Human Rights
 - Convention and Visitors Advisory Board
 - Disabilities Commission
 - Downtown Columbia Leadership Council
 - Finance Advisory and Audit Committee
 - Firefighters' Retirement Board
 - Firefighters' Retirement Board
 - Historic Preservation Commission
 - Human Services Commission
 - Mayor's Task Force on the U.S.S. Columbia
 - Parking Advisory Commission
 - Parks and Recreation Commission

- Personnel Advisory Board
- Planning and Zoning Commission
- Police Retirement Board
- Public Transit Advisory Board
- Railroad Advisory Board
- Rock Quarry Road Scenic Roadway Stakeholder Advisory Group
- Substance Abuse Advisory Commission
- Tree Board
- Vision Commission
- Water and Light Advisory Board
- Youth Advisory Council
- Tax Increment Financing Commission
- Growth Impact Study Working Group
- Housing and Community Development Commission
- Liquor License Review Board
- Investment Committee
- Tax Increment Financing Commission
- Conley Fund Advisory Committee
- Bicycle/Pedestrian Commission
- Columbia Parks and Recreation Fund Advisory Committee
- Community Land Trust Organization Board
- Marijuana Facility License Review Board
- Mayor's Council on Physical Fitness and Health
- Mayor's Task Force on Physical Fitness and Health

- 4. How many Board & Commission members do you have? (short answer)**

- 5. If allowed by City Council, could your group allow virtual participation by members at its next meeting (or the one after)? (Multiple choice)**
 - Yes
 - No

- 6. Please explain your answer (long answer)**

- 7. When are the Regular Meetings held? (Ex. First Monday of the Month at 7:00 p.m., Fourth Thursday of the Month at 5:30 p.m., Meetings Held on Call) (short answer)**

- 8. What building are the Regular Meetings held? (Ex. City Hall, Walton Building) (short answer)**

9. What room are the Regular Meetings held? (Ex. 1A/1B) (short answer)
10. Has this group held virtual Regular Meetings in the past (when we were under the COVID emergency declaration or otherwise)? Please explain. (long answer)
11. Does your group hold non-Regular Meetings, such as Work Sessions, Subcommittee Meetings, etc.? Please explain. (long answer)
12. If so, how often are these meetings held? Please explain. (long answer)
13. If so, where are these meetings held? (long answer)
14. Generally speaking, how much public participation do you have at your Regular Meetings? (Ex. Never, Rarely, Always) (short answer)
15. What type of minutes are done for your group? (Ex. verbatim, detailed, just the information required per state statute) Please explain. (long answer)
16. Agendas are required to be posted 24 hours in advance, not including weekends and holiday. How far in advance of the Regular Meeting do you post the agenda? (Ex. 24 hours, 48 hours, 72 hours) (short answer)
17. How difficult would it be if you were required to post the agenda an additional 24-48 hours in advance? Please explain. (long answer)
18. Who does the minutes? (Ex. court reporter, city staff member, board member) Please explain. (long answer)
19. Do you record audio in your meetings? (multiple choice)
 - ☐ Yes
 - ☐ No
20. Do you record video in your meetings? (multiple choice)
 - ☐ Yes
 - ☐ No
21. Other comments you would like to provide (long answer)

Your name	Relationship to the group	Name of board, commission or task force.	How many Board & Commission members do you have?	If allowed by City Council, could your group allow virtual participation by members at its next meeting (or the one after)?	Please explain your answer	When are the Regular Meetings held? (Ex. First Monday of the Month at 7:00 p.m., Fourth Thursday of the Month at 5:30 p.m., Meetings Held on Call)	What building are the Regular Meetings held? (Ex. City Hall, Walton Building)	What room are the Regular Meetings held? (Ex. 1A/1B)	Has this group held virtual Regular Meetings in the past (when we were under the COVID emergency declaration or otherwise)? Please explain.	Does your group hold non-Regular Meetings, such as Work Sessions, Subcommittee Meetings, etc.? Please explain.	If so, how often are these meetings held? Please explain.	If so, where are these meetings held?	Generally speaking, how much public participation do you have at your Regular Meetings? (Ex. Never, Rarely, Always)	What type of minutes are done for your group? (Ex. verbatim, detailed, just the information required per state statute) Please explain.	Agendas are required to be posted 24 hours in advance, not including weekends and holiday. How far in advance of the Regular Meeting do you post the agenda? (Ex. 24 hours, 48	How difficult would it be if you were required to post the agenda an additional 24-48 hours in advance? Please explain.	Who does the minutes? (Ex. court reporter, city staff member, board member) Please explain.	Do you record audio in your meetings?	Do you record video in your meetings?	Other comments you would like to provide.
Adam Kruse	Staff Liaison	Disabilities Commission	12	Yes	The Disabilities Commission has held virtual meetings in the past as part of a 6 month virtual meeting trial program authorized by City Council.	Second Thursday of the Month at 3:00 p. m.	City Hall	Council Chambers	Yes. While under COVID emergency declaration and during a 6 month trial period authorized by Council from December 2021 until May 2022.	No	n/a	n/a	Rarely	Just the information required per state statute	72 hours	Not difficult. Agenda topics for the Disabilities Commission are generally set more than a week before the meeting.	City staff member	Yes	No	n/a
Carol Rhodes	Staff Liaison	Vision Commission	Nine	Yes	Virtual participation shouldn't be a problem for the Vision Commission members or participants. We rarely have members of the public attend our meetings.	Fourth Monday of the Month at 5:30 p.m.	City Hall	1A/1B	No	No			Rarely	Just the information required per state statute	48 hours	I could easily accommodate this requirement.	City Staff Member	No	No	None
David Sorrell	Department Director	Railroad Advisory Board	7	Yes	I believe it would be possible with assistance from IT.	Second Wednesday, 8:00 a.m., at least quarterly	City Hall	1A/1B	No, meetings were cancelled during a portion of the time of the order	Very seldom has there been non-regular meetings.	Very seldom has there been non-regular meetings.	If needed, City Hall, 1A/1B	Rarely	Just the information required by state statute with some additional detail.	Typically 72 hours	It would not pose any difficulty to post the agenda sooner.	City staff member	Yes	No	None
David Sorrell	Department Director	Water and Light Advisory Board	5	Yes	I do not believe it would be difficult with assistance from IT.	First Wednesday of the month at 8:00 a. m.	City Hall	1A/1B	No, meetings were cancelled during a portion of the emergency order	non-regular meetings are seldom	non-regular meetings are seldom	City Hall 1A/1B	Always	just the information required per state statute, with some additional detail.	generally 72 hours	It would not pose any problem to post the agenda earlier	City staff member	Yes	No	None
Eric Hempel	Staff Liaison	Climate and Environment Commission	16	Yes	As long as there is support to set up the virtual meeting space troubleshoot any technical difficulties	Fourth Tuesday 6 pm	City Hall	Council Chambers	Yes. We had ~4-6 members participate virtually, although I believe they were not counted towards quorum and their votes were not counted.	maybe. There are non-CEC quorum working groups that meet on a regular bases. The chair and staff are working to clarify rules for these sub-units.	once per month	varies. Sometimes virtually. Not in City buildings.	rarely	information required by state statute and some discussion details.	5-7 days usually	Because we already post the agenda fairly early, I think this might be problematic.	city staff	Yes	No	None
Gabe Huffington	Acting Parks and Recreation Director	Parks and Recreation Commission	7	No	The meetings are held on the 3rd Thursday of each month at the Activity & Recreation Center (ARC). This facility does not currently have the capabilities to have virtual and in-person participation. Additional equipment would be needed. If we are required to host the meetings in the City Council Chambers (equipment in place), we would have to change the date and time of our meeting as it would conflict with the Planning and Zoning Commission.	Third Thursday of each month at 7:00 pm	Activity & Recreation Center (ARC)	ARC meeting room B	No	No	N/A	N/A	Depends on the topics for discussion - Rarely	Detailed	48 hours	None	City staff member	No	No	None
John Simon	Liaison	Building Construction Codes Commission	11 commission members and 11 alternate members.	No	I am uncertain the equipment is available. Although we could do virtual meetings, I am also uncertain virtual participation would not create distractions and loss of focus.	Fourth Monday of the month at 4:30 p.m.	City Hall	At this time Council Chambers but could meet in smaller space like 1A, as we have in the past, while Covid is not an issue.	No.	Subcommittee meetings are held when reviewing new codes on a three year cycle.	Typically six subcommittees meet weekly for several months. Some committees finishing quickly and others go for months.	Available spaces in City Hall. (1A, 1B, 1C, 5D, etc)	Very rarely is there public participation.	Verbatim for variance request hearings using a court reporter. Otherwise the minutes are somewhat detailed but try to simply give the pertinent information.	48 - 72 hours.	If it is not greater than 72 hours then no difficulty. Of course this is dependent on staffing!	Court reporter for Variance hearings otherwise City staff does the minutes.	No	No	I would like to explore this more with Commission members.
John Baker	Staff Liaison	City of Columbia New Century Fund Inc. Board	7	Yes	We'd be happy to have virtual participation--may help us with quorum, but I'm interested in how this will square with sunshine laws, as we've been told repeatedly that we require a physical quorum and virtual attendees are not counted in quorum. We have no members with physical hardships that hinder their physical attendance.	Our meetings are irregular; on call; usually at 4 PM	City Hall 1A/1B or Gentry Conference Room	1A/1B	We have had virtual attendees, but they haven't counted towards quorum. It's worked fine.	No	N/A	N/A	Little if any, if any, it may be a student reporter	detailed and winnowed for Legistar	24-48	Would just have to adjust	Board secretary submits, board approves, staff winnows and posts	No	No	No
John Baker	Staff Liaison	Conley Fund Advisory Committee	3+	Yes	We could meet virtually, but we usually meet in-person; we follow City sunshine protocols	Annually, in February	City Hall,1A, 1C, 2B	1A	Not to my recollection, not even February 2021. I don't think	No	NA	NA	None	Legal Department keeps and posts minutes	More than 24	Not much more difficult	Legal Department staff member	No	No	We could go virtual, but there's little need for it from my perspective; it would be more convenient, and that's a good thing

Your name	Relationship to the group	Name of board, commission or task force.	How many Board & Commission members do you have?	If allowed by City Council, could your group allow virtual participation by members at its next meeting (or the one after)?	Please explain your answer	When are the Regular Meetings held? (Ex. First Monday of the Month at 7:00 p.m., Fourth Thursday of the Month at 5:30 p.m., Meetings Held on Call)	What building are the Regular Meetings held? (Ex. City Hall, Walton Building)	What room are the Regular Meetings held? (Ex. 1A/1B)	Has this group held virtual Regular Meetings in the past (when we were under the COVID emergency declaration or otherwise)? Please explain.	Does your group hold non-Regular Meetings, such as Work Sessions, Subcommittee Meetings, etc.? Please explain.	If so, how often are these meetings held? Please explain.	If so, where are these meetings held?	Generally speaking, how much public participation do you have at your Regular Meetings? (Ex. Never, Rarely, Always)	What type of minutes are done for your group? (Ex. verbatim, detailed, just the information required per state statute) Please explain.	Agendas are required to be posted 24 hours in advance, not including weekends and holiday. How far in advance of the Regular Meeting do you post the agenda? (Ex. 24 hours, 48	How difficult would it be if you were required to post the agenda an additional 24-48 hours in advance? Please explain.	Who does the minutes? (Ex. court reporter, city staff member, board member) Please explain.	Do you record audio in your meetings?	Do you record video in your meetings?	Other comments you would like to provide.
Julie Ausmus	CVB Board Liaison	Convention and Visitors Advisory Board	12 plus two 'non-voting' representatives from Boone County and The District	Yes	Our meeting room is set up with a laptop, wifi and the ability to Zoom on a large flatscreen TV.	last Monday of the month at 12noon.	Walton Building	CVB Conference room	I didn't think we were allowed to do so? We cancelled our meetings during that time. There were one or two meetings when health rules were relaxed when we had one or two people participate virtually.	rarely			Sometimes, but it is limited to tourism development applicants who present their event/application to our board for possible funding. Sometimes the media will attend, but rarely as of late.	Our minutes are typically summarized However, if there is a highly publicized item on the agenda or lengthy discussion on the use of tourism development funds there would be more details included, but our minutes are never verbatim.	Usually 48, but sometimes it is 24 depending on when the agenda is finalized and approved.	It shouldn't be too difficult. We would just need to plan accordingly.	city staff member (board liaison), or other staff member in my absence.	No	No	I am glad we are looking at this option as it might be necessary for some groups. However, I feel meetings are best held in person.
Kathy Baker	Department Director	Personnel Advisory Board	7 members and 2 alternates when all positions are filled	No	PAB hearings are closed meetings per Section 19-239. Our annual meeting could allow virtual participation if we met at a location with the required equipment.	As needed.	Howard Building. Closed hearings are generally held in the Council Chamber	HR Conference Room #1	No	No	N/A	N/A	never	Summarized minutes for general meetings	Generally 48 hours	Would only need to adjust procedures	staff liaison for general meeting. Court reporter for closed hearing.	No	No	Our hearings have a court reporter who transcribes the hearings.
Kristina Wolf	Liaison	Tax Increment Financing Commission	11	Yes	Maybe... This group has not met since November 2017	Times seem to be random in Granicus	City Hall	Conference room 1A/1B (but varies also)	No	Unknown - Haven't met since November 2017			Unknown	Just the information required per state statute	48 hours	Unknown but I don't imagine it would be difficult	Staff member	No	No	None
Kristina Wolf	Liaison	Downtown Columbia Leadership Council	15	Yes	I've not experienced a virtual meeting occur yet, however I feel this could be allowed	Monthly on the Fourth Thursday at 4:00p.m.	City Hall	1A/B	Not to my knowledge	No			Rarely	Just information required per state statute	48 hours	I don't think it would be that difficult	Staff Member	No	No	none
Kristina Wolf	Supervisor for the Fellows	Youth Advisory Council	23	Yes	I think it is possible	Monthly on the second Tuesday	City Hall	1A/1B	Not to my knowledge	No			Rarely	Just the information required per state statute	48 hours	Very. We have a hard time getting responses back from the students in a timely fashion	City Management Fellow	No	No	none
Matthew Lue	liasion	Tax Increment Financing Commission	11	Yes	n/a	the group has never met	n/a	n/a	no	no	n/a	n/a	n/a	n/a	48	not difficult	staff	Yes	No	n/a
Matthew Lue	Liaison	Finance Advisory and Audit Committee	5	Yes	Our meetings take place in 1A/1B and we regularly have financial advisors and auditors remote in.	Council meeting Monday's	City Hall	1A/1B	no	Occasionally they will meet with the W&L board in a joint meeting	as needed	1A/1B	there is usually 1 member of the public that attends	just the information required per state statute)	24 hours	48 hours in advance would be fine, but more than that could cause issues with staff.	board member	Yes	No	N/A
Matthew Lue	liaison	Firefighters' Retirement Board	5	Yes	This group regularly has financial advisors and auditors join the meeting remotely.	Quarterly on the first friday of the month	city hall	1A/1B	not completely virtual	no	n/a	n/a	always	just the information required per state statute	24	not difficult	city staff	Yes	No	n/a
Matthew Lue	liaison	Police Retirement Board	5	Yes	This group regularly has financial advisors and auditors join the meeting remotely.	Quarterly on the first Friday of the month	City Hall	1A/1B	Not completely virtual, but 1 or 2 will join virtually.	no	N/A	n/a	always	required by statute	24 hours	would not be dificult	staff member	Yes	No	n/a
Matthew Lue	Liaison	Investment Committee	7	Yes	We regularly have outside auditors and financial advisors attend via zoom or google meet	quarterly on the first friday of the month	city hall	1A/1B	hybrid, not totally virtual	no	n/a	n/a	rarely	required per state statute	48	not dificult	city ctaff	Yes	No	n/a
Matthew Lue	Liaison	Liquor License Review Board	3	No	This board consist of 2 City employees. There is no set time or date, we meet when needed.	No regular meetings	N/A	N/A	no	no	N/A	N/A	Never	per state statute	48 hours	not sure, it would depend on the situation.	staff	Yes	No	n/a
Melissa Buchanan	Board Liaison and Legal Counsel	Commission on Human Rights	7	No	The City's Commission on Human Rights hears citizen complaints of discrimination in closed session. The next meeting includes 2 cases that will be heard in closed session. The City would need to ensure policies/procedures/protections are in place for appropriate handling of pending cases before the group. Meetings where cases are not being considered would more easily lend themselves to virtual participation.	First Tuesday of the Month at 05:30 pm	City Hall	1A	Yes; the group allowed some members to participate virtually if necessary as long as a quorum of the body was present in the room.	Yes; the group has held outreach subcommittee meetings.	The first Tuesday of the month prior to the regular meeting.	City Hall, Room 1A	Always	Legal minutes required by Sunshine	At a minimum, 72 hours prior to the meeting	The task would require the same effort with additional time management.	City staff	Yes	No	none
Michael Parks	Liaison	Airport Advisory Board	9	Yes	Yes, however some meetings are held at the airport or during a tour. Virtual participation would not be allowed during these types of meetings when internet would be limited.	Fourth Wednesday of the Month at 1:00	City Hall (Periodically at the airport)	1A/1B	Yes, we had a couple of members attend virtually during the pandemic.	No			Rarely	Detailed minutes are taken and entered into the system.	24	This would not be a problem for our board.	City Staff member at Economic Development.	Yes	No	The AAB would not have any problems with allowing virtual attendance.

Your name	Relationship to the group	Name of board, commission or task force.	How many Board & Commission members do you have?	If allowed by City Council, could your group allow virtual participation by members at its next meeting (or the one after)?	Please explain your answer	When are the Regular Meetings held? (Ex. First Monday of the Month at 7:00 p.m., Fourth Thursday of the Month at 5:30 p.m., Meetings Held on Call)	What building are the Regular Meetings held? (Ex. City Hall, Walton Building)	What room are the Regular Meetings held? (Ex. 1A/1B)	Has this group held virtual Regular Meetings in the past (when we were under the COVID emergency declaration or otherwise)? Please explain.	Does your group hold non-Regular Meetings, such as Work Sessions, Subcommittee Meetings, etc.? Please explain.	If so, how often are these meetings held? Please explain.	If so, where are these meetings held?	Generally speaking, how much public participation do you have at your Regular Meetings? (Ex. Never, Rarely, Always)	What type of minutes are done for your group? (Ex. verbatim, detailed, just the information required per state statute) Please explain.	Agendas are required to be posted 24 hours in advance, not including weekends and holiday. How far in advance of the Regular Meeting do you post the agenda? (Ex. 24 hours, 48	How difficult would it be if you were required to post the agenda an additional 24-48 hours in advance? Please explain.	Who does the minutes? (Ex. court reporter, city staff member, board member) Please explain.	Do you record audio in your meetings?	Do you record video in your meetings?	Other comments you would like to provide.
Michael Sokoff	Liaison	Public Transit Advisory Board	11	Yes	3 members have expressed interest in virtual meetings due to disabilities	Third Tuesday of the month at 5:30 pm	City Hall 1A/1B or 1/C	1A/1B	no	no			Rarely	detailed	24-48 hours	Somewhat difficult	city staff member	No	No	None
Michael Sokoff	Liaison	Parking Advisory Commission	5	No	Members have not expressed interest or need for virtual meetings	First Wednesday of the month at 3:30 pm	City Hall	1A/1B	No	No			Rarely	Detailed	24-48 hours	Not that difficult	staff member	No	No	N/A
Patrick Zenner	Development Services Manager, liaison to PZC and BOA	Planning and Zoning Commission	9	No	Technology limitations for Commissioners as well as public participants may exist creating an environment where virtual participants are not able "see or be seen" by others during regularly scheduled public hearings. Accommodations to ensure that such limitations are overcome thereby ensuring equal access to the public process may exceed staff or resource capacity.	Frist and Third Thursday following the first Monday of each month. Work Session (5:30 pm) & Public Hearings (7 pm)	City Hall	Work Session (Rms 1A/1B); Public Hearing (Council Chamber)	No. This Commission was specifically excluded from this meeting format given its responsibilities and public participation requirements.	Generally no. All meetings are regularly scheduled bi-monthly meeting per Commission enabling legislation. Potential "special" meetings may be called by Chairman to address complex regulatory matters such as Comprehensive Plan or major Code amendments.	If required, a maximum of two (2) additional meetings per month	City Hall, Conf. Rms 1A/1B or 1C based on availability	Always.	Verbatim by court reporter	No less than 72 hours	Difficult given the fluid nature of topics that are discussed and reliance on outside design professionals to submit materials that are fully complete prior to already existing agenda publication deadlines which are established base on a application submission calendar posted 1 year in advance. Delays in processing applications following schedule has "ripple" effect for customer and will impact processing of actions to City Council.	Court Reporter	No	Yes	This Commission operates with a total of 9 members. A minimum quorum of 6 is required to conduct business. There have been no cancelled meetings as a result of COVID-19 or due to a lack of a quorum within the past 2 years. A virtual meeting option for this Commission is not seen as necessary as they have consistently completed their "charge" and would potentially negatively impact public participation and functionality.
Patrick Zenner	Development Services Manager - Liaison	Board of Adjustment	8 (5 regular, 3 alternates)	No	No. This Board performs "due-process" hearings. Technology limitations for Board and public participants may exist creating an environment where virtual participants may not see or be seen by other creating an environment of unequal access to the public process that is required in rendering decisions. Accommodations to ensure equal access may exceed staff capacity or resource allocation.	2nd Tuesday of each month @ 7 pm	City Hall	Council Chamber	This Board was specifically excluded from this meeting format given its "due-process" function and reliance on public engagement.	Infrequently holds work sessions	No more than 6 times per year	Council Chamber typically 1 hour prior to regularly scheduled public hearings	Always	Verbatim by Court Reporter	No less than 120 hours	Minimally. Publication is typically the Tuesday prior to the scheduled Tuesday hearing date. A Monday publication would be possible in most cases.	Court Reporter	No	Yes	This Board operates with a total of 5 regular and 3 alternate members. A minimum of 4 members is required for the Board to conduct business. The structure of the Board is designed to ensure that if a regular member is unable to attend an alternate is called upon. No meetings were cancelled as a result of COVID 19 or due to the lack of a quorum within the past two (2) years. A virtual meeting option for this Board is not seen as necessary given its current structure and reliance upon in-person participation of its members and the public in rendering its decisions.
Randy White	Non-voting member	Firefighters' Retirement Board	5	Yes	We have had members already participate virtually	Quarterly in conjunction with the Police Board and Joint Session	City Hall	1C	Unknown to me, I was not here at that time. Since my return, we have had one session in which there was virtual attendance by one member	No			Always	Verbally recorded and notes	Unknown, I do not do the posting	Unknown	City Staff Member	Yes	No	For what it's worth, this questionnaire might be better suited to be given directly to the head of each respective board or commission
Richard Stone	Staff	Rock Quarry Road Scenic Roadway Stakeholder Advisory Group	0. Rock Quarry Scenic Road Advisory Group not meeting, complete by members.	No	No longer meeting.	Not meeting. When meeting meetings were the second Wed of each month.	Not meeting. When meeting, City Hall 1C	1C	No	Not meeting. When meeting rare work group sessions.	none. There were a couple of scheduled extra working group meetings.	not meeting. When group was meeting, City Hall.	not meeting. Rare when meeting.	not meeting. When meeting, voice recorded and detailed minutes provided and voted on.	not meeting. When meeting 24 hours minimum.	Not meeting currently. Not difficult	City staff member (ASA).	Yes	No	The Advisory Group voted that their work was complete. Council has not acted regarding further work for the Group or dissolution.

Your name	Relationship to the group	Name of board, commission or task force.	How many Board & Commission members do you have?	If allowed by City Council, could your group allow virtual participation by members at its next meeting (or the one after)?	Please explain your answer	When are the Regular Meetings held? (Ex. First Monday of the Month at 7:00 p.m., Fourth Thursday of the Month at 5:30 p.m., Meetings Held on Call)	What building are the Regular Meetings held? (Ex. City Hall, Walton Building)	What room are the Regular Meetings held? (Ex. 1A/1B)	Has this group held virtual Regular Meetings in the past (when we were under the COVID emergency declaration or otherwise)? Please explain.	Does your group hold non-Regular Meetings, such as Work Sessions, Subcommittee Meetings, etc.? Please explain.	If so, how often are these meetings held? Please explain.	If so, where are these meetings held?	Generally speaking, how much public participation do you have at your Regular Meetings? (Ex. Never, Rarely, Always)	What type of minutes are done for your group? (Ex. verbatim, detailed, just the information required per state statute) Please explain.	Agendas are required to be posted 24 hours in advance, not including weekends and holiday. How far in advance of the Regular Meeting do you post the agenda? (Ex. 24 hours, 48	How difficult would it be if you were required to post the agenda an additional 24-48 hours in advance? Please explain.	Who does the minutes? (Ex. court reporter, city staff member, board member) Please explain.	Do you record audio in your meetings?	Do you record video in your meetings?	Other comments you would like to provide.
Rose Wibbenmeyer	Staff Liaison	Citizens Police Review Board	9	No	This board meets in open and in closed session. The City would need to develop proper policies and procedures with regard to closed session. Additional staff to manage the virtual participation pieces may be needed for both open and closed session.	Special meetings as needed and Regular meetings are on the second Wednesday of each month.	City Hall	Open session is in chambers; closed session is in 2A	We allowed some board members (not the general public) to appear virtually during covid, but only open session and there were problems.	Yes, work sessions, subcommittee meetings, and closed session	monthly subcommittee meetings; all others as needed.	The subcommittee meets in chambers. Closed session is held in 2A. Other rooms and offsite locations are used as needed/requested.	Open session-almost always; closed session may have witnesses	Open session is broadcast and may be later transcribed so the Open session minutes meet the requirements of the sunshine law. The closed session minutes are more detailed.	My preference is to post at least one week before the meeting if possible. However, statutory time limits will require special meetings with shorter postings (at least 24 hours in advance to be compliant with Sunshine)	Since I no longer have administrative support, I prefer to post the agenda when I do clean up from the prior meeting. When I do so, the agendas are often removed from the board and I have to reprint and repost. With regard to special meetings, the time period for posting may be compressed.	I do--city staff.	No	No	The City Channel broadcasts open session of the regular monthly meetings. Special meetings and work sessions may or may not be broadcast. There is no audio recording or video recording of closed session. I do not separately audio or video record any of the meetings. When we had members participate in open session virtually in the past, there were some issues--technology related and staffing related. A couple of times I had to ask board members to help. One monitored the remote participant's chats and would read them aloud(as the audio was not working--he could hear us, but we couldn't hear him) and the other board member had to navigate the meeting computer to let the virtual participants in the room since I was at another location in the room taking minutes on a different computer. I seem to recall a problem related to the ability of virtual participants to see the presentation screens. While I am sure the remote participants appreciated being able to participate, I suspect that the board members who had to take on additional duties felt that it hindered their participation during the meeting. The burden on board members could be reduced if there were adequate number of city staff managing the virtual components of the meeting.
Russell Palmer	Staff Liaison	Historic Preservation Commission	7	Yes	We've provided virtual access in the past, with the help of Event Services Staff.	First Tuesday	City Hall	1B	We've not permitted Commissioners to attend virtually (and count toward quorum requirements), but we've provided virtual access to the public.	Yes, sometimes. Very sporadically.	3 to 4 times per year	Typically in 1A, 1B, or 1C.	Often	Minutes are detailed, but not verbatim	Friday before Tuesday meetings (48 hours)	This could be very difficult, putting the agenda deadline in conflict with Council/PZC agenda deadlines. Fridays are ideal for HPC packet production.	Commissioner takes minutes at meeting, Staff Liaison transcribes them into Granicus	No	No	I'm generally opposed to offering virtual attendance at meetings, especially for board/commission members. Meeting spaces/times are already limited, and the equipment/setup requirements further limit scheduling flexibility. There is also little need for virtual attendance, given minimal quorum requirements.
Sarah Dresser	Staff Liaison	Commission on Cultural Affairs	12	Yes	We meeting in Council Chambers which is setup for virtual participation.	2nd Monday at 4: 15pm	City Hall	Council Chambers	No.	Yes.	As needed (2-3 times per year)	City Hall - conference room	Rarely	Detailed	48-72 hours	No issues.	City Staff Member	No	No	NA
Sarah Dresser	Liaison	Commission on Cultural Affairs Standing Committee on Public Art	5	Yes	We typically meet in Council Chambers	As needed	City Hall Council Chambers (if available) or 1A/1B	Council Chambers	No.	We poll the group for availability before scheduling.	Varies depending on projects.		Rarely	Detailed	48-72 hours	No issues	City staff member	No	No	NA
Sarah Dresser	Liaison	Mayor's Task Force on the U.S.S. Columbia	9	No	We typically do not meet in a space that is conducive for virtual meetings.	As needed.	Walton Building.	CVB Conference room	No.	No.			Never.	Information required per state statue.	48-72 hours.	No issue.	City staff member.	No	No	NA
Sarah Dresser	Liaison	Columbia Arts Fund Advisory Committee	5	No	We don't meet in a space conducive to virtual meetings	As needed	City Hall	1A/1B	No	We hold meetings as needed based on members availability	2-3 times per year	City Hall	Never	Detailed	48-72 hours	No issues	City staff	No	No	NA
Stephanie Browning	Department Head/Liaison	Board of Health	11	No	I don't think our technology at PHHS would allow for a remote meeting.	2nd Thursday of the Month at 5:30 pm.	Public Health & Human Services	Health Training Room	No.	No. When the Board is reviewing proposed legislation for council consideration, they do sometimes use a subcommittee.	NA	In the past, they used a conference room at PHHS.	Never to rarely.	Detailed.	1 week	Just takes extra staff time. Not too difficult.	City staff	Yes	No	None
Stephanie Browning	Department Head	Human Services Commission	10	No	We may lack the technology.	2nd Tuesday of the month at 7:00 pm.	PHHS	Health Training Room	No	No	NA	NA	Never to rarely	Detailed	1 week	Not difficult, just staff time.	City Staff	Yes	No	None
Stephanie Browning	Department Head	Substance Abuse Advisory Commission	10	No	Lack of technology at PHHS	Quarterly (Nov, Feb, May, Aug) - 2nd Wed at noon	PHHS	Health Training Room	No	No	NA	NA	Rarely	Detailed	1 week	No. Just staff time.	City staff	Yes	No	Meetings were changed from monthly to quarterly because it was difficult to have a quorum.

Your name	Relationship to the group	Name of board, commission or task force.	How many Board & Commission members do you have?	If allowed by City Council, could your group allow virtual participation by members at its next meeting (or the one after)?	Please explain your answer	When are the Regular Meetings held? (Ex. First Monday of the Month at 7:00 p.m., Fourth Thursday of the Month at 5:30 p.m., Meetings Held on Call)	What building are the Regular Meetings held? (Ex. City Hall, Walton Building)	What room are the Regular Meetings held? (Ex. 1A/1B)	Has this group held virtual Regular Meetings in the past (when we were under the COVID emergency declaration or otherwise)? Please explain.	Does your group hold non-Regular Meetings, such as Work Sessions, Subcommittee Meetings, etc.? Please explain.	If so, how often are these meetings held? Please explain.	If so, where are these meetings held?	Generally speaking, how much public participation do you have at your Regular Meetings? (Ex. Never, Rarely, Always)	What type of minutes are done for your group? (Ex. verbatim, detailed, just the information required per state statute) Please explain.	Agendas are required to be posted 24 hours in advance, not including weekends and holiday. How far in advance of the Regular Meeting do you post the agenda? (Ex. 24 hours, 48	How difficult would it be if you were required to post the agenda an additional 24-48 hours in advance? Please explain.	Who does the minutes? (Ex. court reporter, city staff member, board member) Please explain.	Do you record audio in your meetings?	Do you record video in your meetings?	Other comments you would like to provide.
Steve Fritz	Liaison	Tree Board	7	Yes	It is my assumption that all members have capability and equipment to participate remotely, though most would prefer to meet in person. We will discuss this topic at the next meeting.	3rd Wednesday of the month at 5 p.m.	City Hall	1B	Yes, there were at least two meetings during covid when a member was feeling under the weather and asked to join virtually. I have another member who travels for work ask if he could join virtually as well. The group seemed comfortable making accommodations under these circumstances, but not as a regular meeting option. We have also had virtual presentations at meetings.	Not to date			Two meeting have been attended by public and two others by press.	Mostly action items, but also some discussion.	Generally the Thursday before. Definitely more that 72 hours.	Not difficult, but I don't think this would be necessary since I already post 6 days in advance (after the board on first floor has been cleared from the previous weeks agendas).	I do.	No	No	If I had to guess, the Tree Board would prefer members to attend in person, but allow virtual participation. We will discuss at our next meeting.
Timothy Teddy	Department Head	Housing and Community Development Commission	Nine	Yes	The answer is yes - with difficulty. The next meeting of the HCDC (7/20/2022) will be complicated because it is their funding recommendations meeting. The meeting features a dynamic spreadsheet of organizations seeking funding that needs to be displayed on screens and monitors throughout much of the meeting. Since this commission makes funding recommendations to Council, the "see and be seen" principle probably applies, therefore a web camera needs to be deployed. Staff will need to be focused on commissioner comments, many of which will be requests to view what a particular funding scenario looks like, and result in live edits to the spreadsheet.	According to a calendar; generally Wednesdays	City Hall	Council Chambers, occasionally 1A and 1B	Yes	Work sessions at the call of the chair	As needed	Typically 1A, 1B	Always	Verbatim minutes except for work sessions	48 hours min; 96 hours preferred	Each additional 24 hours adds considerable difficulty. It might require re-posting a revised agenda if a linked exhibit is not included.	Court reporter for decision-making meetings and hearings. Staff takes summary minutes for purely work session material.	No	No	The court reporter records audio however the audio file is for their transcription purposes. In the past staff persons have made audio recordings for the same purpose. There should be a virtual participation policy that allows for reasonable accommodation. One of the members inquired about participating remotely before the last meeting 6/29/2022 due to their anticipated absence but understood that there was a not a clear policy on the matter. Having an A/V technician on stand-by is important for the smooth functioning of virtual participation.
Timothy Teddy	Department Head; liaison to 2 committees	Growth Impact Study Working Group	7	Yes	During the winter uptick in COVID infections (omicron, delta) we had members of the Growth Management Committee and (the now-disbanded Ward Reapportionment Committee) who refused to participate unless they had a virtual option. We accommodated them.	No regular time; meting at the call of the chairperson	City Hall	Council Chambers	Group formed late during the emergency declaration period	No subcommittee meetings			Very little, one or two persons	Summary minutes	48 hours minimum	Each additional day would add difficulty	Administrative staff when available	No	No	Virtual participation is appropriate as a accommodation for members who are unable to attend for health or other reasons that impede their travel to/from the meeting location. Doing virtual side by side with in-seat is complicated so ideally there should be an audio/visual technician on standby to facilitate the Zoom or other remote participation. Screens get crowded when media are shared; connections can be lost; and chats can go unread without adequate staffing.
Zach Franklin	Liaison	Columbia Sports Commission	14	Yes	Our Commission could operate just as effectively meeting virtually.	2nd Thursday of the month at 12pm.	Columbia Sports Fieldhouse	Columbia Sports Fieldhouse Meeting room	No.	No.			Rarely.	Detailed.	72 hours.	It wouldn't.	City staff member.	No	No	N/A
		Bicycle/Pedestrian Commission																		
		Columbia Parks and Recreation Fund Advisory Committee																		
		Community Land Trust Organization Board																		
		Marijuana Facility License Review Board																		
		Mayor's Council on Physical Fitness and Health																		

Survey Analysis and Responses

These points were identified by staff after analyzing the data from the survey, reviewing recommendations from the Disabilities Commission and from day-to-day operations.

Resources

- **Software:** A consistent software which supports virtual meetings must be chosen. If Zoom is the continued option, budget appropriations are required to support the acquisition of required licenses.
- **Recordings:** If meetings are required to be recorded, a determination needs to be made on whether they are to be publicly available. Further, staff time will need to be allocated to uploading these records.
- **Sound systems/cameras:** Budget appropriations would be required to outfit meeting locations with the technology to allow for virtual meetings.
- **Staffing:** Many liaisons note the need for additional staff to be at the meetings or be on standby during the meetings.
- **Chamber, 1A, 1B maintenance:** We are planning to do the Control Room but do not have enough funding for any other enhancements.

Process

- **Member/public** - The survey was tailored to member participation - not public participation.
- **Meeting types** - Establishing a process for different meeting types (work sessions, open meetings, closed meetings) is required
- **Rules** - A review of rules/procedures needs to be undertaken for virtual aspects (with possible modifications).
- **Agendas** - A standard process for posting agendas needs to be implemented as many noted posting earlier than their norm could be problematic.
- **Location** - using the Chamber more would help with the sound issue but that would mean having meetings during the day (and would require staff which we do not currently have)
- **Captioning** - If captioning is recommended, a software solution will need to be chosen, or formal captioning will be required at a rate of ~\$100 an hour, with advanced scheduling required.

Other technologies that have been evaluated

Shure.com

Summary: Its products center around audio, and are highly customizable, and enable us to tailor their products to our rooms.

Functionality: Its products are a variety of microphones and speakers, which range from mics for tables, to mics that span the length of a wall, which gives a lot of customization potential, but also makes the setup much more complex.

Camera Resolution: They don't make cameras, however they have partnered with Huddly for cameras, and their L1 camera, which is used in Shure's bundles, has a 6144 x 3160 resolution, and it is powered with PoE+, which ties in with Shure's products.

Microphones: The Stem Ceiling has a frequency range from 60 hz to 16 khz, the Stem Table has a frequency range from 50hz to 16 khz, and the Stem Wall has a frequency range from 50 hz to 16 khz.

Special feature: Shure's products do not have traditional power cables, but instead use PoE+ for power. This means that cabling is significantly easier, as all we would need to do is hook them up to a PoE+ switch, which makes it easier to manage and cable.

Pros: Their products are very customizable, with the various types of mics and speakers all being linked together by their 'hub' device, which means that they can be installed to exactly fit the room they are being installed in.

Cons: The customization is quite useful, but it also brings with it a significantly higher amount of complexity, and a higher price. Also, we would have to provide our own cameras and PoE+ switches.

Price: The Stem Table is \$749, the Stem Speaker is \$699, the Stem Wall is \$1399, the Stem Ceiling is \$2899, the Stem Control is \$1399, and the Stem Hub is \$579.

Overall Evaluation: This one is probably the best of the bunch in terms of how it would perform, due to its great customization, however high price, and I believe its performance would not justify the amount of money needed.

Owllabs.com

Summary: It's products are all-in-one solutions based on simplicity and ease of use rather than customization.

Functionality: Their products include an all-in-one mic/camera/speaker device, a whiteboard camera, and a hub for easy scheduling and joining of meetings which also removes the need for an external computer.

Camera Resolution: The all-in-one device has a panoramic 1080p camera, and the whiteboard camera is also 1080p.

Microphones: it has 8 smart mics, which balance speaker volume to quiet down loud voices and amplify quiet voices.

Special Feature: The all-in-one device has a useful feature in which it will focus on whoever is speaking, which would be useful during conference meetings.

Pros: It is an all-in-one solution, which makes the setup and use much less complex, and the speaker focus is quite useful.

Cons: The all-in-one design makes it simpler, however it also makes it significantly less customizable, and if the hub is used, we would have to pay \$240/year for the software.

Price: It is \$999 for the all-in-one device, \$599 for the whiteboard camera, and \$1,459 + \$240/year software for the meeting hub.

Overall Evaluation: This one is higher quality than Coolpolens, and is cheaper than Shure, and is in the middle as for price versus performance.

coolpolens.com

Summary: Its products are also all-in-one solutions, however this one is even simpler than Owllabs because these products are plug-and-play.

Functionality: Their products are the most simple out of the three, because they are both mic/camera/speaker combos with them being a big and mini version.

Camera Resolution: The big device has 1 fish-eye camera and has a resolution of 3840x2160 at 30 fps with a 360 degree field of view, and the mini device also has a resolution of 3240x2160 at 30 fps with a 110 degree field of view.

Microphones: the big device has 4 microphones with active echo and background noise canceling, and has a 5 meter radius. The mini device has 6 mics with a range of 8 meters.

Special Feature: The big device has a feature in which it focuses on people who are actively moving around.

Pros: It is an all-in-one solution, which makes it much simpler and less expensive, however this differs from Owlabs in that they are plug-and-play, without the need for any external software.

Cons: It is less customizable, due to its all-in-one nature.

Price: The big device is \$799, and the mini device is \$499.

Overall Evaluation: This one would be the cheapest and easiest, however it would not be as customizable as Shure, or as high quality as Owlabs.

Introduced by Treese
First Reading 11-1-21 Second Reading 11-15-21
Ordinance No. 024848 Council Bill No. B 371-21

AN ORDINANCE

authorizing a trial program for virtual meetings and virtual public participation for certain designated advisory boards and commissions; and fixing the time when this ordinance shall become effective and when this ordinance shall expire.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Definitions. For the purpose of this ordinance, the following words and terms are defined to mean the following:

"Eligible Board" shall mean the following named City advisory boards or any subcommittee thereof: Broadband Business Planning Task Force, Disabilities Commission, and Youth Advisory Council.

"Qualifying Participant" shall mean an individual who is reasonably prevented from attending an Eligible Board's meeting in-person. For purposes of this definition, an individual may be reasonably prevented for reasons including, but not necessarily limited to, difficulties related to a disability as defined by the Americans with Disabilities Act, health-related concerns due to the COVID-19 pandemic, transportation issues or lack of available child care. It is the intent of the City that virtual participation is not for mere convenience; rather, it is to increase accessibility of the meetings for individuals deterred from in-person attendance for difficulties outside of the reasonable control of such individual.

"Virtual Meeting" shall mean a public meeting of an Eligible Board in which a quorum of the Eligible Board is attending the meeting utilizing the Virtual Meeting Platform.

"Virtual Meeting Platform" shall mean the video application or software, being utilized by the City at the time of the meeting, to conduct the Virtual Meeting and allow for Virtual Public Participation.

"Virtual Public Participation" shall mean virtual attendance at a meeting of an Eligible Board by a Qualifying Participant using the Virtual Meeting Platform.

SECTION 2. **Virtual Meetings.**

(a) *Authorization.* Virtual Meetings are hereby authorized to be held by any Eligible Board. Any member of the Eligible Board who is a Qualifying Participant is authorized to attend a meeting virtually using the Virtual Meeting Platform and in a manner consistent with the terms of this Ordinance.

(b) *Quorum and voting status.*

1. *General.* Except as provided for herein, all members of the Eligible Board in attendance remotely using the Virtual Meeting Platform shall count towards a quorum and shall retain all authority to vote in the same manner as if such member was attending the meeting in-person.
2. *Virtual presence requirement.* Any member attending the meeting virtually shall have the member's camera on and be seen at all times, and have a working microphone or be able to effectively communicate in the same manner the member would normally communicate as if attending the meeting in-person. Any member utilizing the Virtual Meeting Platform that is having technical difficulties and is unable to be seen and heard shall be deemed to be absent from the meeting and will not count towards the quorum or be able to participate in the meeting until the member can be both seen and heard again.

(c) *Physical meeting space and in-person attendance.* There shall be a physical meeting space open, available and accessible to the public for every meeting of the Eligible Board, at which members of the public can also see and hear any comments from anyone participating remotely. The chair, or member of the Eligible Board acting as the chair, and at least one City staff person shall be physically present in the meeting space for the duration of the public meeting.

SECTION 3. **Virtual Public Participation.**

(a) *Authorization.* Virtual Public Participation is hereby authorized for a meeting by any Eligible Board in which the Virtual Meeting Platform is being utilized. Any member of the public who is a Qualifying Participant is authorized to virtually attend the meeting of the Eligible Board using the Virtual Meeting Platform and in a manner consistent with the terms of this ordinance.

(b) *Public comment status.*

1. *General.* Except as otherwise provided herein, any member of the public who virtually attends a meeting using the Virtual Meeting Platform shall be allowed the opportunity to make public comments in the same manner as if such person was in attendance at the meeting in-person. The chair of the

Eligible Board retains the discretion of when to allow for public comments (whether in-person or virtual) and to set any reasonable time limits on the public comments.

2. *Virtual presence requirement.* Any individual of the public who wishes to make public comment shall have the individual's camera on and be seen at all times for the duration of the public comment provided by such individual, and have a working microphone or be able to effectively communicate in the same manner as the individual would normally communicate as if attending the meeting in person. If an individual cannot be both seen and heard, then public comment will not be allowed by such individual. The chair may require such individual to turn off the camera when not speaking and to mute the microphone when not speaking.

SECTION 4. Procedures and Conduct.

(a) *Requests for virtual attendance.* All requests for virtual attendance for a public meeting of the Eligible Board shall be made in writing at least twenty-four (24) hours in advance of the meeting. If unavoidable circumstances occur where an individual is unable to provide twenty-four (24) hours advance notice of the request for virtual attendance, a late request for virtual attendance may still be made by an individual; however, accommodation of the late request will be subject to the availability of adequate resources.

(b) *Notice on agenda required.* For all meetings at which Virtual Public Participation is authorized, the Eligible Board shall post notice on its meeting agenda that Virtual Public Participation is authorized for the upcoming meeting and shall notify the public how to request virtual participation in the meeting. All agendas with such notice shall be posted in accordance with the Missouri Sunshine Law and City Code requirements.

(c) *Disable chat box comments.* All chat box comments and emoji's shall be disabled in the Virtual Meeting Platform during the meeting.

(d) *Meeting conduct.* Any person participating virtually in a meeting shall be held to standards of conduct in the same manner as if such person were attending the meeting in-person. Failure to comply with these standards of conduct may result in disconnection and removal of the person from the Virtual Meeting Platform.

SECTION 5. Miscellaneous.

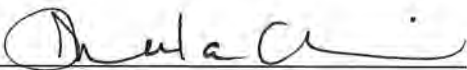
(a) *Personal electronic devices.* All members of the Eligible Board and of the public who wish to participate virtually in a public meeting are responsible for providing such person's own personal electronic device and associated internet or telecommunications service necessary to attend the meeting using the Virtual Meeting Platform.

(b) *Sunshine Law and legal compliance.* Notwithstanding the foregoing, all Virtual Meetings shall be conducted in a manner consistent with the Missouri Sunshine Law. Any public meeting not in compliance with the Missouri Sunshine Law is not authorized under this ordinance.

SECTION 6. This ordinance shall be in full force and effect from and after its passage and shall expire on June 30, 2022.

PASSED this 15th day of November, 2021.

ATTEST:




City Clerk



Mayor and Presiding Officer

APPROVED AS TO FORM:



City Counselor

Introduced by Buffaloe
 First Reading 7-5-22 Second Reading 7-18-22
 Ordinance No. 025082 Council Bill No. B 196-22

AN ORDINANCE

amending Ordinance No. 024848 to establish a program for virtual meetings and virtual public participation for certain designated advisory boards and commissions; and fixing the time when this ordinance shall become effective and when this ordinance shall expire.

WHEREAS, Ordinance No. 024848 authorized a trial program for virtual meetings and virtual public participation for certain designated advisory boards and commissions until June 30, 2022; and

WHEREAS, the City Council desires to continue the program to allow virtual meetings and virtual public participation for the Disabilities Commission and Youth Advisory Council indefinitely.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Ordinance No. 024848 is hereby amended to read as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

"authorizing a ~~trial~~ program for virtual meetings and virtual public participation for certain designated advisory boards and commissions; and fixing the time when this ordinance shall become effective ~~and when this ordinance shall expire~~.

SECTION 1. **Definitions.** For the purpose of this ordinance, the following words and terms are defined to mean the following:

"*Eligible Board*" shall mean the following named City advisory boards or any subcommittee thereof: ~~Broadband Business Planning Task Force,~~ Disabilities Commission, and Youth Advisory Council.

"*Qualifying Participant*" shall mean an individual who is reasonably prevented from attending an Eligible Board's meeting in-person. For purposes of this definition, an individual may be reasonably prevented for reasons including, but not necessarily limited to, difficulties related to a

disability as defined by the Americans with Disabilities Act, health-related concerns due to the COVID-19 pandemic, transportation issues or lack of available child care. It is the intent of the City that virtual participation is not for mere convenience; rather, it is to increase accessibility of the meetings for individuals deterred from in-person attendance for difficulties outside of the reasonable control of such individual.

"*Virtual Meeting*" shall mean a public meeting of an Eligible Board in which a quorum of the Eligible Board is attending the meeting utilizing the Virtual Meeting Platform.

"*Virtual Meeting Platform*" shall mean the video application or software, being utilized by the City at the time of the meeting, to conduct the Virtual Meeting and allow for Virtual Public Participation.

"*Virtual Public Participation*" shall mean virtual attendance at a meeting of an Eligible Board by a Qualifying Participant using the Virtual Meeting Platform."

...

"SECTION 6. This ordinance shall be in full force and effect from and after its passage ~~and shall expire on June 30, 2022.~~"

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this 18th day of July, 2022.

ATTEST:




City Clerk



Mayor and Presiding Officer

APPROVED AS TO FORM:



City Counselor