

PUBLIC FACILITIES, RECREATION, AND
INFRASTRUCTURE COMMISSION
NEW BUSINESS

MARCH 12, 2025

SUBJECT: UPDATE FROM THE CITY CLERK REGARDING VIDEO
RECORDING COMMISSION MEETINGS AND DISCUSSION OF
THE RALPH M. BROWN ACT, ROSENBERG'S RULES OF ORDER,
AND OVERALL MEETING MANAGEMENT STRATEGIES

INITIATED BY: ADMINISTRATIVE SERVICES DEPARTMENT
Melissa Crowder, City Clerk

STATEMENT ON THE SUBJECT:

The City Clerk will provide an update on the recording and publishing of Commission meeting videos beginning in April 2025 and review the Ralph M. Brown Act, Rosenberg's Rules of Order, and overall meeting management strategies.

RECOMMENDATION:

Receive the presentation from the City Clerk.

BACKGROUND/ANALYSIS:

On October 21, 2024, the City Council [discussed](#) increasing the visibility of the Human Services Commission ([Item F.3.](#)) and equity with the other City Commissions, staffing challenges with adding additional City Commission broadcasted meetings, and directed staff to record all City Commission meetings.

To date, the City's Commission Secretaries have received training on using Zoom in the public meeting rooms and City Clerk's Division staff have received training on using YouTube to upload, trim, and publish the Commission meetings. To achieve this and ensure that the City provides the best quality video recordings of the City's Commission meetings, the City Clerk will review the Ralph M. Brown Act, Rosenberg's Rules of Order, and overall meeting management strategies with each City Commission.