**SUMMARY**

**Coordination Weekly Call**

**Monday, April 27th, 2020**

**1:00 – 2:00 pm**

1. **Updates**
   1. Josh to work with Steven on getting Q and A the same for Santa Clara and San Mateo Counties
2. **AB 5 Amendments for Cities**
   1. *City Concerns*
      1. Burlingame – City Attorney said can’t use contract staff anymore; for those that are indistinguishable from city staff, interpretation is should then be city employee.
      2. San Carlos – concerned won’t have staff to do work needed and may hinder ability to meet state goals – could be crushing to many small cities that rely on consultants. Use for current and future planning, haven’t had budget for complete staff. Bill exempts engineers and architects doesn’t mention planners but could be because legislators didn’t think of all professions needed – maybe APA could support this change.
      3. City of San Mateo – planners should be exempt, also have City Attorney issue with language in business to business exemptions “contractor free of control and direction of city.”
      4. San Carlos – if Governor wants to get housing done, permit system will crash without contract assistance.
   2. *Contract Staff Survey questions*
      1. APA is working with Councilmember Gonzalez on edits
      2. What functions do you contract out?
         1. Planners, plan check engineers, checkers, building officials, review of building plans, inspectors, code enforcement.
      3. How many contract staff do you have at any one time?
         1. Woodside and Foster City – 3
         2. Colma – 100% contractors for building, planning and engineering
         3. City of San Mateo – 6 planners, 1 building inspector, 50% plan check
         4. San Carlos – 3-5 planners, 100% plan check
      4. How much does it fluctuate?
         1. Depends on workload
      5. How many RFPs does the planning department release a year?
         1. City of San Mateo – 5-10
         2. Brisbane 3-5
      6. Do you have written procedures about who to conduct an RFP
         1. No, either known, look to past RFPs or to peers
3. **VMT Tool**
   1. C/CAG is developing a countywide web-based VMT Evaluation Tool for jurisdictions to analyze routine land use developments in complying with the implementation of SB 743. The tool is similar to one being developed in Santa Clara County.
   2. Will schedule a future meeting on this and include engineering staff.
4. **ABAG - Planning and Building Departments Integration of Technology** 
   1. ABAG is interested in how technology is being integrated into planning departments
   2. Aida Chan is working with Viviana, a Coro Fellow who has three weeks for the project
   3. Will include research on questions that will help your work and be shared in summer
   4. Technology Questions:
      1. Hillsborough – Demos on e-plan submittals, changes to permit tracking system. Maybe 21 E can set up a demo day for all jurisdictions to view on zoom.
      2. San Carlos – Concerned about public process needed for long range plans. What platforms are out there to engage large groups of people.
         1. Aida will share Institute for Local Governments research on topic
      3. City of San Mateo – Talking to Council tonight about e-resources including outreach and engagement. Agrees that there won’t be business as usual with public processes for a couple of years. Preparing protocols and find Zoom has high functionality, including break out rooms for engagement.
      4. San Mateo County – Products to translate internal system to current system. Open source platforms that ABAG thinks are good, might be helpful.
      5. Foster City – Public has used pandemic as excuse to put off major projects; helpful to start thinking about public education on this being new normal for a year or two.
   5. Is everyone doing e-submissions and virtual inspections?
      1. San Carlos – both, Bluebeam for submittals, FT and photos for inspections.
      2. Woodside – similar, allowing hard copies to be dropped off; put different bin each day outside city hall, stagger drop off appts, bin in at end of night.
      3. Pacifica – online permitting, video inspections, zoom PC and Council meetings
      4. Atherton – setting up online permitting, not accepting permits at this time
5. **Online Public Participation** 
   1. Steve – Zoom is working well for commission, contemplating workshops with breakout groups. Someone is in control of those that raise hand, onboarding about process at beginning, worked smoothly so far. Haven’t done major items yet.
   2. Josh – seems to be two areas for participation – council and commission meetings, and more complex long-range planning.
   3. San Mateo County – seen a drop off in participation at meetings, hearing they should be putting off controversial projects until folks can meet in person, but this seems unlikely any time soon.
   4. Half Moon Bay – Zoom great for commissions and council; must turn off chat though. Consistent participation or a little higher than average.
   5. San Carlos – concerned about security in Zoom. Any updates?
      1. San Mateo County – they aren’t allowing people to share screens, no one on video, and person speaking can mute anyone at any time.
      2. Foster City – Zoom working well. Asking public to send questions ahead of time, staff read them aloud, and limiting number of words (400). Nothing in real time. If more like webinar, there are more security controls.
   6. East Palo Alto – Zoom working well for commission, council and webinars
   7. Pacifica – meetings televised for commission and council, vendor can also televise Zoom meetings; comments can be submitted via email beforehand, and if send during the meeting, they are read out loud. Still timed.
   8. Redwood City – Zoom for council working well, not yet discussing controversial issues
   9. Burlingame – take emails during meeting in real time, started by reading their name then comment, but end of message sometimes stated they preferred to be anonymous. Now saying name at end of comment.
   10. City of San Mateo – public can call into meeting, number shows up anonymous, 3 minutes given then muted – or – through SpeakUp San Mateo, people can type comments in live, which are read out loud. Queuing goes into lobby, clerk lets people in, which is managed through Teams.
   11. Menlo Park – public can call in through GoToWebinar, clerk identifies them then they are live to speak, and timed.
6. **Need Masks?**
   1. Josh - Jessica with County coordinating mask making, have you from anyone that needs masks but cannot get them?
      1. Woodside – yes, made them for entire town staff and fire dept due to shortages
   2. This is a volunteer project where folks are making masks, can connect people if needed
7. **Small Business Support Discussion**
   1. Save for next week
8. **Next Steps**
   1. Next call, Monday, May 4th at 1pm
   2. <https://zoom.us/j/5107616001> password: 123
   3. Optional call in number: 669.900.6833 (meeting ID 510 761 6001)
   4. Share materials, email to [covid21@googlegroups.com](mailto:covid21@googlegroups.com)