



MEMORANDUM

TO: Landmarks Preservation Advisory Board **FROM:** Catherine Payne,
Development Planning Manager
Planning and Building Department
Catherine Payne

SUBJECT: Introducing Action Minutes **DATE:** June 12, 2023
For Board Meetings

UPDATED MINUTES PROCEDURE

The Bureau of Planning seeks to inform the Landmarks Preservation Advisory Board (LPAB) of the transition from detailed minutes to action minutes for LPAB public hearings. Starting with this public hearing (June 12, 2023), meeting minutes will reflect LPAB actions only, and will no longer summarize the content of public comment and/or board discussion. While detailed minutes were useful before high-quality meeting recordings became routinely available, detailed minutes are no longer necessary to memorialize meeting outcomes. Meeting recordings and electronic transcriptions can complement action minutes to accurately memorialize the entirety of LPAB meeting communications; and action minutes will reduce staff preparation time by up to 39 hours per month. Given the ongoing staffing crisis and proposed budget cuts, the transition to action minutes supports reasonable efficiencies given limited resources.

BACKGROUND

Over the past twenty years, Oakland boards and commission minutes have generally been streamlined to action minutes as new technology has made it possible to accurately memorialize public hearings through audio recording. Most recently, electronic transcription services allow for an additional means of memorializing public hearings. These newer technologies provide efficiencies as staff resources shrink. In fact, the Oakland Planning Commission minutes are action minutes that are complemented by the audio-visual recording available to the public through the City's website (Oaklandca.gov). In an effort to increase workload efficiencies, the Bureau of Planning has determined to standardize LPAB protocols to align with Oakland Planning Commission protocols. The Bureau of Planning believes we can provide the same standard of meeting documentation relying on a fraction of staff time to do so. In summary, from this hearing forward, LPAB minutes will be action minutes akin to the Planning Commission minutes.

Currently, Planning Commission action minutes are prepared in approximately one hour with a high level of accuracy. By transitioning LPAB protocols to include action minutes rather than detailed minutes, staff estimates a reduction in staff time of up to 39 hours per month. LPAB action minutes will be complemented by the audio-visual recording (as is the case for the Planning Commission), and could be additionally supported with electronic transcriptions in the future. Additionally, the

transition to action minutes will result in significant time savings that can be applied to other essential work.

JUSTIFICATION

As noted throughout this report, the transition from detailed minutes to action minutes for LPAB will result in significant staffing efficiencies without detrimental impacts to LPAB function. The Bureau of Planning remains understaffed, and the staffing efficiency of this change in procedure will allow resources to be effectively allocated to supporting attainment of citywide goals and objectives.

TIMING

The Bureau of Planning will prepare action minutes for LPAB meetings starting with the minutes for the June 12, 2023, LPAB meeting.

Respectfully submitted,

Catherine Payne

Catherine Payne,
Development Planning Manager

Attachments:

- A. Sample Planning Commission Action Minutes (February 1, 2023, PC meeting)
- B. Sample Electronic Transcription (May 1, 2023, LPAB meeting)
- C. LPAB Rules of Procedure