



OFFICE OF THE CITY CLERK

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366
CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: July 16, 2019

Subject

Study session and demonstration regarding options for unofficial transcription of City Council and commission/committee minutes.

Recommended Action

Conduct study session and demonstration regarding options for unofficial transcription of City Council and commission/committee minutes and provide any direction to staff.

Discussion

At the July 16 meeting, Council will be conducting a study session regarding improving communications with and effectiveness of advisory commissions and committees. Types of minutes to be kept including possibility of an automatic transcription will be part of the discussion. As noted in the Council subcommittee report for that item, "If automatic transcription is made available to supplement official minutes, action minutes may be sufficient."

As a prequel to that upcoming study session (and another item on the regular Council agenda regarding transcription of City Council minutes), staff wishes to show a demonstration of YouTube. This free software has a transcription service with a machine auto-captioning feature (90% accurate) which can be used to create an unofficial transcript of the City Council meetings. This auto-captioning feature can also be used to transcribe minutes from Zoom Room which will be used in the conference rooms to videotape commission/committee meetings.

Other options for transcribing meetings would be to hire an outside transcription vendor service or our current vendor (Granicus). Using one of these services would provide a more accurate transcription but with a large cost. More detail regarding all options and cost is available in the staff report for the item to be discussed during the regular meeting.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact unless Council wishes to use a vendor to create a transcript instead of using the free YouTube feature.

Prepared by: Grace Schmidt, City Clerk

Approved for Submission by: Deborah Feng, City Manager

Attachments: None