

## ADMINISTRATIVE POLICY #: HYBRID CITY COUNCIL MEETINGS

Number: TBD  
Issued: September 8, 2022  
Jurisdiction: City Council

### PURPOSE

The purpose of this policy is to outline the process and expectations for Council Members, and members of the public to participate in hybrid (remote attendance and in-person attendance allowed) City Council meetings.

### COUNCIL ATTENDANCE AT CITY COUNCIL MEETINGS

- A. In-Person Attendance: At least one City Council Member should attend City Council meetings in-person. State and local health orders shall control to the extent they conflict with this policy.
- B. Remote Attendance: The Council Members attending meetings via Zoom should generally keep their camera on (as technology permits) for the duration of the meeting.
- C. Determining Attendance: Council will self-determine how to attend meetings; either in-person or remotely, as long as remote attendance by Council Members is permitted by State law.

### PUBLIC COMMENTS

Members of the public can make verbal public comment in-person at the Council Chambers or remotely via Zoom, using the “raise hand” feature of the software. At each public comment period, the Mayor will ask for public comments from both those in attendance in the room and anyone attending the meeting remotely via Zoom or any other teleconferencing technology used by the City. Written public comments will not be accepted as public comments while the meeting is taking place. Written materials regarding agenda items and sent to Council prior to a Council Meeting will be announced and distributed to the Council as additional materials.

### COVID-19 PRECAUTIONS

- A. Council Chambers Set Up: Social distancing will be encouraged by blocking off every-other row of audience seating.
- B. Overflow Seating: The Community Room will be open for overflow seating. The room television will be set up to play the meeting Community TV broadcast.
- C. Masks: Facial coverings will be encouraged for all in attendance, regardless of vaccination status.
- D. Airflow: Doors will be open and air filters also used to enhance air flow during meetings.
- E. State or Local Health Orders: To the extent state or local health officials promulgate more restrictive procedures, those procedures shall control.

### ASSEMBLY BILL 361 VS. PUBLIC REMOTE ATTENDANCE

- A. AB 361 Meetings: If any Council Members are meeting remotely, in the current format allowed under Assembly Bill 361 (Gov. Code § 55953(e)), the public must also have remote access to Council meetings. If for any reason the public’s remote access is disrupted, for example if Zoom stops working unexpectedly, the Council meeting will end, and remaining items will be rescheduled.

- B. Non-AB 361 Meetings: If the City Council holds in-person meetings without invoking the procedures listed in AB 361 (Gov. Code § 54953(e)), and provides members of the public the opportunity to attend such meetings both in-person or remotely via Zoom, meetings shall continue as normal if the public's remote access is disrupted during the meeting.

This policy is approved and authorized by

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Jamie Goldstein  
City Manager