

## ADMINISTRATIVE POLICY #: HYBRID CITY COUNCIL MEETINGS

Number: TBD  
Issued: September 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 and no more than three City Council Members should attend in-person.
- 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 which members will attend future meetings in-person or remotely. The last General Government Item of each Hybrid Council Meeting will be an item title “In-Person Council Attendance” to determine which Members will attend the next regularly scheduled meeting in-person and remotely.

### PUBLIC COMMENTS

Members of the public can make verbal public comment in-person at the Council Chambers or remotely via Zoom by “raising their hand”. 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 via Zoom. 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 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.

This policy is approved and authorized by

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Jamie Goldstein  
City Manager