



DATE: February 27, 2024

TO: Mayor and Members of the City Council

FROM: Megan Wiegelman, City Clerk

VIA: Greg Humora, City Manager *GH*

SUBJECT: UPDATE TO ADMINISTRATIVE POLICY A-4: PUBLIC COMMENT FOR CITY COUNCIL AND BOARD AND COMMISSION MEETINGS

On January 11, 2022, the City Council approved Administrative Policy A-4: Public Comment for City Council and Board and Commission meetings (Public Comment Policy). The Public Comment Policy formalized the methods in which public comments are received during meetings of the City's legislative bodies. Minor updates were made to the Public Comment Policy by the Public Comment Ad Hoc Subcommittee and signed by the City Manager on October 24, 2023. The minor updates included:

- Virtual public comments would be heard before in-person comments;
- Speakers would be muted when their allotted time elapsed;
- Emailed comments would be forwarded to the legislative body but would not be read aloud; and
- Emailed comments would not be made part of the official record (i.e. emailed comments would not be included in the agenda packet or meeting minutes) but will be retained pursuant to the City's Retention Schedule

The last two bulletin points were standard practice but not officially formalized in the Public Comment Policy.

The Council initiated remote public comment (via Zoom) during Council meetings in response to the COVID 19 pandemic (COVID). Since then, the Council has experienced numerous technological problems related to this format resulting in the disruption of meetings and inconvenience. In the aftermath of COVID, remote public comment is no longer necessary. Consequently, staff recommends the public comment portion of all Council meetings revert back to the pre-COVID format, which did not include remote public comment. Attached is a draft revised Public Comment Policy which reflects this recommendation.

Attachments:

- A. Draft Revised Administrative Policy A-4 Redline Version
- B. Draft Revised Administrative Policy A-4