

**MEMORANDUM**

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City Clerk's Office

**DATE:** March 5, 2025

**TO:** Council Policy and Procedures Committee

**FROM:** Heather Glaser, City Clerk

**SUBJECT:** **Virtual Public Participation in the Meetings of Legislative Bodies**

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**BACKGROUND**

On November 1, 2022, the City Council directed that meetings of the City Council be held as hybrid meetings, allowing both in-person and virtual public participation beginning with the January 10, 2023 City Council meeting. Starting in fall 2023, all meetings of boards, commissions, and committees and some Council subcommittees began to hold hybrid meetings, except the Senior Advisory Committee and Youth Advisory Committee, which meet at locations not currently equipped to facilitate hybrid meetings.

On March 26, 2024, the City Council encountered inappropriate public comments and referred the matter of general-public virtual participation back to the Council Policy and Procedures Committee (CPPC) for discussion.

**RECOMMENDATION**

Staff recommends the CPPC weigh in on whether to develop a formal policy on whether and how virtual public participation shall be utilized at City Council meetings, board, commission, and committee meetings and subcommittee meetings. The discussion may also include whether or how staff or a meeting chair may make temporary changes to such a policy if suggested, and whether public comment on nonagenda items should be moved to a different location on the agenda. Any direction provided to staff would come back to the CPPC for review at a future meeting unless otherwise directed.

HG/1/CLK  
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