



COVID-19 PUBLIC MEETING OPTIONS

CURRENTLY AVAILABLE MEETING OPTIONS

Tier 1: No cost

Staff/Public Health Risk: Low

- All meetings will continue to be postponed until State/County/City Emergency Orders are lifted.

Good for: meetings that are not pressing, no deadlines, no decisions required, receive and file informational sharing only that can be done through one-way communications via email.

Tier 2: or

Staff/Public Health Risk: Low

- MS Teams Virtual Meetings with e-comment, live streaming of meeting
- Meetings must be broadcasted by 1 staff member in Council Chambers. An additional staff member is required if there is a PowerPoint presentation needed during the meeting.

Good for: lower profile public meetings, committee members that are able and willing to fully use MS teams, and those that do not expect a lot of public input or comments

Tier 3:

Staff/Public Health Risk: Low

- MS Teams Virtual Meeting with e-comment and telephone call in for items on the agenda, live streaming of meeting
- Meetings must be broadcasted by 2 staff members in Council Chambers. 1 additional staff member are needed for the call-in process, totaling 3.

Good for: higher profile public meetings, committee members that are able and willing to fully use MS teams, and those that do expect a lot of public input or comments

Tier 4:

Staff/Public Health Risk: Medium



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- MS Teams/In Council Chamber hybrid meeting with in-person, e-comment, and telephone call-in for items on the agenda, live streaming of meeting
- Requires up to 4 staff members plus security to uphold social distancing requirements. Requires 6 max on dais and the remaining board or committee members in the “pit” (self-designated). Requires increased sanitization between meetings.

Good for: higher profile public meetings, committee members that are mixed in that some are able and willing to fully use MS teams and some are not, and those that do expect a lot of public input or comments

Tier 5: *

Staff/Public Health Risk: Low if pandemic is over, high if COVID-19 still has community spread

- Full, in-person meetings at City Hall Council Chambers & other standard locations with e-comment and in person comments (no phone, no MS Teams)

Good for: after State/County/City Emergency Orders are lifted

*Live streaming of meetings from other locations are more costly.

*Committees, Boards, and Commissions proposing to operate at a lower tier may reevaluate and proceed to a higher tier option

*Committees, Boards, and Commissions shall not fluctuate back and forth between tiers