

MEMORANDUM

TO: Mayor and Council

FROM: Lori Stelzer, City Clerk

RE: Virtual Town Hall Meeting

DATE: January 4, 2019

City Council requested staff research holding a virtual town hall meeting. Details were provided in the packet Mr. Lavalley sent on December 13, 2018 titled "Update on Staff Activity Reports" regarding the various formats available and used by other entities. The city manager, city attorney, IT director and myself met with the mayor to review the options and it was determined that council direction was needed on the several items to move forward.

- 1) **Question:** What is the goal/purpose of holding such a meeting?
 - a. Is it to get people who normally do not attend city council meetings, to come to city hall?
 - b. Is the purpose to focus on a specific topic that warrants a special meeting?
 - c. Is the purpose to say city council held a virtual town hall meeting?
- 2) If all council members participate, the meeting must comply with the sunshine law. If only one member of council participates in the meeting or only staff, the sunshine law would not apply.

Question: Do council members want to participate in the town hall meeting?

Question: If only one member is to participate, how does council want to select that individual?
- 3) The meeting may include all topics or it may focus on one topic.

Question: Does council want the meeting to be single topic or open forum?

Question: If one topic, how will that one topic be decided?
- 4) **Question:** What format would council like to use?
 - a. Facebook Live can be used to livestream a meeting, which could be a full or partial council or an individual council member discussing a topic with one or two other individuals who may be experts on the selected topic. While the meeting is happening, individuals can provide comments and/or questions through Facebook. An individual other than the elected official(s) should facilitate the questions received. Determining residential, property or business owner status would be impossible through this venue. The number of council members participating would dictate Sunshine Law compliance.
 - b. Conduct a traditional town hall meeting in council chambers and the public attends

and asks questions of council.

Different formats will require various staffing levels, which may include the city manager, city clerk, city attorney, department directors, and/or city clerk, IT and police department staff. Additional staff expenses will vary depending on whether the event is scheduled after hours, on the weekend or during the regular business week.

There was a suggestion to allow individuals to phone in during the meeting, but logistically that would be very difficult to coordinate and allow for a seamless flowing event.

Additional equipment would be required for the Facebook Live option, including an external microphone kit and tripod, at a cost of less than \$200.

If you have any other questions or considerations, please let me know. Thank you.

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