

Capitola City Council

Agenda Report



Meeting: September 8, 2022

From: City Manager Department

Subject: Hybrid Meeting Administrative Policy

Recommended Action: Approve draft policy.

Background: In September 2021, Assembly Bill 361 was approved by the Governor. The Bill amends the Brown Act to allow cities to hold virtual meetings if the state is under a proclaimed state of emergency (as Capitola City Council meetings currently function), and the city has made certain findings. The Bill sunsets in 2024 and is not tied to COVID-19, but instead allows for virtual meetings in the instance of any Governor-declared state of emergency. The Bill requires legislative bodies to comply with the requirements set forth in Government Code section 54953(e)(2) to ensure the public can safely participate and observe local government meetings. As of July 22, 2022, the Governor's emergency declaration remains in place. On the Consent agenda this evening, Council adopted a resolution in compliance with Assembly Bill 361, allowing for City Council (and Planning Commission and all advisory bodies) to conduct teleconferencing meetings for the next 30 days.

On March 24, 2022, City Council directed staff to prepare for hybrid meetings (allowing the public to attend via in-person and Zoom) beginning sometime in Summer 2022. At the time, Mayor Storey recommended that staff review potential administrative policies in preparation.

On June 9, 2022, Council asked that the first hybrid meeting (allowing for Council and the public to attend via in-person and Zoom) be the regular City Council meeting held on August 25.

On July 28, 2022, Council provided direction for staff to draft an Administrative Policy to serve as guidelines for hybrid meetings.

Discussion: On August 25, 2022, Council met for the first hybrid meeting and reviewed the proposed policy; feedback was provided that was incorporated in the new draft policy attached; specifically, that up to all five Council members may attend meetings in-person and content regarding action to take if Zoom is no longer available unexpectedly during a meeting.

Fiscal Impact: None.

Attachments:

1. Draft Hybrid Meeting policy

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Approved By: Jamie Goldstein, City Manager