

Capitola City Council

Agenda Report



Meeting: August 25, 2022

From: City Manager Department

Subject: Consider Hybrid Meeting Administrative Policy

Recommended Action: Review draft policy and provide feedback.

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: Council requested that at least one but no more than three Council Members attend meetings in person as Hybrid Meetings are conducted. Council asked that those attending in-person self-determine, and not be required to meet certain requirements to attend remotely. Council also suggested a standing agenda item at the end of each meeting so that Council can determine who is attending the next meeting in-person or remotely.

Council agreed that COVID-19 precautions should be taken in how preparing the room Meetings, so that the public feels safe and welcome to attend in-person.

A draft Hybrid Meeting policy is attached for review. Council can provide any further feedback or direction to staff on August 25. Staff will bring a draft policy for adoption as a Consent Item on the September 8, 2022, regularly scheduled Council meeting agenda.

Fiscal Impact: None.

Attachments:

1. Draft Hybrid Meeting policy

Report Prepared By: Chloé Woodmansee, City Clerk

Approved By: Jamie Goldstein, City Manager