



## AGENDA REPORT SUMMARY

**Meeting Date:** March 14, 2023

**Subject** Update on Return to In-Person City Council and Commission meetings

**Prepared by:** Jon Maginot, Assistant City Manager

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Memo: Guide to Brown Act Requirements for Teleconferencing

**Initiated by:**

Staff

**Previous Council Consideration:**

January 10, 2023

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to provide additional direction related to City Council and/or Commission meetings?

**Summary:**

- As of March 1, 2023, all City Council and Commission meetings are being held in person with a remote option for members of the public
- The Brown Act allows for Council or Commission members to participate in meetings via teleconference provided certain requirements are met
- The Los Altos Commission Handbook prohibits commission members from participating in meetings via teleconference

**Staff Recommendation:**

Receive an update on the return to in-person City Council and Commission meetings and provide direction if needed

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**Reviewed By:**

City Manager

GE

City Attorney

JH

Finance Director

JD

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**Subject:** Update on Return to In-Person City Council and Commission meetings

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**Purpose**

To receive an update on the return to in-person Council and Commission meetings

**Background**

On February 28, 2023, the State and City emergency declarations relating to the COVID-19 pandemic ended. During the pandemic, the City was able to hold City Council and Commission meetings without complying with certain elements of the Brown Act, including the posting of all teleconferencing locations. Termination of the State emergency declaration meant that the City would be required to comply with all aspects of the Brown Act.

**Discussion/Analysis**

Beginning in Fall of 2022, the City Council began holding hybrid meetings. Members of the Council, staff and the public could attend the meetings either in person or virtually. On January 10, 2023, the City Council received an update on new Brown Act requirements enacted by AB 2449. At that same meeting, Council directed that Commissions should resume meeting in person beginning March 1, 2023. Starting March 1<sup>st</sup>, all Commission meetings are being held in person at either City Hall or the Community Center. Members of the public may still participate via video conference.

Under the rules of the Brown Act, members of the City Council and/or Commissions may participate in meetings via teleconference, provided certain requirements are met. However, the Los Altos Commission Handbook states “Commission members shall not participate in meetings by teleconference.” As such, all Commissioners have been informed that they cannot participate in meetings remotely. It is worth noting that this section of the Commission Handbook was enacted before the advent of technologies such as Zoom when there was a significant burden on the City to host a meeting in which a member was teleconferencing. Given the advances of technology, these burdens have largely been resolved.

**Recommendation**

The staff recommends receive the update and provide direction if needed.