



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: AUGUST 16, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: MICHAEL RUSSO, COMMUNICATIONS DIRECTOR**

**SUBJECT: COUNCIL DISCUSSION AND CONSIDERATION OF TEMPORARILY CONDUCTING HYBRID CITY COUNCIL MEETINGS ENABLING MEMBERS OF THE CITY COUNCIL AND THE PUBLIC TO PARTICIPATE REMOTELY OR IN-PERSON**

**MEETING**  
**DATE: AUGUST 25, 2021**

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**BACKGROUND AND DISCUSSION:**

On March 17, 2020, the Governor issued an Executive Order suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. The City has conducted Council meetings over technology platform Zoom since that time. On June 11, 2021, the Governor subsequently issued Executive Order N-08-21 maintaining the suspension of certain provisions of the Brown Act to continue to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means through September 30, 2021. After September 30, 2021, the City Council must provide a physical location for meetings unless a subsequent executive order is issued or a separate statute is adopted providing further direction or authority. City Council Members may continue to participate remotely or in person for all City Council meetings, at their option under the Governor's Executive Order.

Until there is no longer a public health need to do so, staff wants to ensure the public and elected officials can participate in Council meetings remotely or in-person.

**DISCUSSION/ANALYSIS:**

When safe to do so, the City Council will meet in the City Council chambers, which are equipped to allow for members of the public to attend in person or virtually using Zoom. All members of the public participating in person will need to follow all applicable regulations, including any rules required by the City, the County, or other authorities regarding protection from the CVODI-19 novel coronavirus.

During a meeting, if a member of the public wishes to speak on an agenda item, the Mayor will call upon individuals present in the room and ask individuals attending virtually to raise their hands and they will be called upon in the order listed. All members of the public will be provided equal time to comment on each item, without regard to whether they are participating live or remotely.

Staff from the City’s Communications Department have anticipated the return to Chambers and the use of a temporary hybrid meeting model. Testing of equipment in the Chambers began in late spring to make sure it worked properly and could, in fact, support a hybrid meeting where Council members or members of the public could participate from a remote location via Zoom – while simultaneously still streaming and cablecasting meetings from Chambers as usual over the City’s website and TV channel.

**FISCAL IMPACT:**

No fiscal impact other than some extra staff time to help facilitate and coordinate any potential remote viewers and remote meeting participants.

**REQUESTED ACTION:**

That the City Council adopt Resolution No. 2021-1750, establishing a Hybrid Meeting Policy.

**ATTACHMENTS:**

A. Resolution No. 2021-1750-Hybrid meeting policy