

# CITY OF LOS ALAMITOS

Via videoconference

Participation via Phone: (301) 715-8592

Meeting ID: 860 8225 1738

## AGENDA BUDGET STANDING COMMITTEE SPECIAL MEETING July 13, 2022 – 9:00 a.m.

### **SAFETY ALERT –NOTICE REGARDING COVID-19**

Due to COVID-19, the City of Los Alamitos Budget Standing Committee Special Meeting on July 13, 2022, will be conducted by videoconference pursuant to the provisions of the Governor’s Executive Orders N-25-20 and N-29-20. The public may access the meeting electronically or telephonically.

Pursuant to Executive Orders and given the current health concerns, members of the public can access meetings by using your phone to dial +1 (301) 715-8592 and enter the Meeting ID: 860 8225 1738. Your microphone will be disabled upon entry for the duration of the meeting. **Members of the public may not attend the meeting in person.**

The public can submit comments to [cityclerk@cityoflosalamitos.org](mailto:cityclerk@cityoflosalamitos.org) with the subject line “PUBLIC COMMENT ITEM #” (insert the item number relevant to your comment). Comments **received by 3:00 p.m., July 12, 2022** will be compiled and provided to the Budget Standing Committee and made available to the public before the start of the meeting. Staff will not read email comments at the meeting but the official record will include all email comments received until the close of the meeting.

Members of the public wishing to verbally deliver comments via the telephone conference can submit their requests to [cityclerk@cityoflosalamitos.org](mailto:cityclerk@cityoflosalamitos.org) **until the start of the meeting**. The City Clerk will compile a list of speakers who have indicated a desire to speak. Before the close of the meeting, the City Clerk will announce each speaker, enable the speaker’s microphone, and begin the three-minute timer. The speaker’s microphone will automatically be disabled at the end of three minutes.

All speakers shall observe civility, decorum and good behavior. Any item submitted to the Budget Standing Committee during the meeting shall become public record and subject to applicable disclosure laws.

**NOTICE TO THE PUBLIC**

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for on the City’s website at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted after distribution of the agenda packet are available for public inspection on the City’s website at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org).

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the City Clerk’s Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made.

**1. CALL TO ORDER**

**2. ROLL CALL**

Mayor Hasselbrink  
Council Member Chirco

**3. CONSENT CALENDAR**

**A. Findings Required by AB 361 For Continued Use of Teleconferencing for Meetings**

For the Budget Standing Committee to continue to have the option to meet via teleconference during the pandemic, AB 361 requires the Budget Standing Committee to make specific findings at least every thirty (30) days.

Recommendation:

- a. A state of emergency has been proclaimed by California’s Governor due to the COVID-19 pandemic, and continues to be in effect;
- b. The Budget Standing Committee has reconsidered the circumstances of the state of emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

**4. ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at Los Alamitos City Hall, 3191 Katella Ave. and available on the City’s website, [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org), not less than 24 hours prior to the meeting.

*Craig Koehler*

Craig Koehler, Finance Director

# City of Los Alamitos

## BUDGET STANDING COMMITTEE

### AGENDA REPORT

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**MEETING DATE: July 13, 2022**

**ITEM NUMBER: 3A**

**To: Budget Standing Committee Members**

**From: Craig Koehler, Finance Director**

**Subject: Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings**

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#### **SUMMARY**

For the Budget Standing Committee to continue to have the option to meet via teleconference during the pandemic, AB 361 requires the Budget Standing Committee to make specific findings at least every thirty (30) days.

#### **RECOMMENDATION**

Make the following findings by a majority vote of the Budget Standing Committee:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic, and continues to be in effect;
- b. The Budget Standing Committee has reconsidered the circumstances of the state of emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

#### **BACKGROUND**

Assembly Bill 361 (AB 361) was signed into law by the Governor on September 16, 2021. A portion of AB 361 enacted amendments to California Government Code section 54953 regarding teleconference meetings. Those amendments authorize local agencies, like the City, to continue to conduct meetings by teleconference<sup>1</sup> during a Governor-proclaimed state of emergency<sup>2</sup> provided that certain findings are made by the legislative body, and

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<sup>1</sup> A "teleconference" occurs for purposes of AB 361 whenever one or more members of the Budget Standing Committee connect to a Budget Standing Committee meeting via electronic means. Thus, even if one member of the Budget Standing Committee meet in person, if the other joins the meeting via Zoom, the meeting will be a teleconference meeting that must be conducted in accordance with the requirements of AB 361.

<sup>2</sup> For purposes of AB 361 "...state of emergency' means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act..." Cal. Gov't Code Sec. 54953(e)(4). Section 8265 of CESA in turn refers to a state of emergency proclaimed by the Governor

provided that certain procedural requirements are met regarding public access to the meetings.

A new requirement in AB 361 requires specific findings be reaffirmed at least every thirty (30) days in order for the Budget Standing Committee to continue to have the option for one (1) or more of its members to use teleconferencing.

## **DISCUSSION**

### **Required Findings**

The teleconference provisions in AB 361 may only be utilized as long as a Governor-proclaimed state of emergency remains active, or while state or local officials have recommended measures to promote social distancing. When either of those is the case (both are true at this time), then in order to continue to teleconference using the new provisions of AB 361, the Budget Standing Committee must make the following findings by majority vote every 30 days:

- (A) The Budget Standing Committee has reconsidered the circumstances of the state of emergency; and
- (B) Either of the following circumstances exist:
  - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person; or
  - (ii) State or local officials continue to impose or recommend measures to promote social distancing<sup>3</sup>.

To comply with that requirement, the recommended action would have the Budget Standing Committee find each of the following:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic, and continues to be in effect;
- b. The Budget Standing Committee has reconsidered the circumstances of the state of emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

### **The "Every 30 Days Thereafter" Requirement**

As noted above, AB 361 findings must be made "no later than 30 days after teleconferencing for the first time pursuant to [AB 361], and every 30 days thereafter..."

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<sup>3</sup> Cal Gov't Code Sec. 54953(e)(3)

In order to preserve the option for the Budget Standing Committee or individual members of the Budget Standing Committee to participate in meetings during the pandemic via teleconference in the future, the Budget Standing Committee will have to adopt the required findings at least every 30 days.

#### Potential Consequence of Not Making the Findings Every 30 Days

AB 361 does not expressly state what happens if a legislative body fails to make the required findings “every 30 days.” However, it expressly requires the timely re-approval of the findings “in order to continue to teleconference” in the manner that AB 361 authorizes.

As a result, if the Budget Standing Committee does not adopt the required findings every 30 days, then the Budget Standing Committee could be precluded from continuing to teleconference thereafter, perhaps even if the Budget Standing Committee was later willing to adopt the findings at a later date. For this reason, the City Attorney recommends that the Budget Standing Committee adopt the required findings at this time and at least every 30 days thereafter, unless the Budget Standing Committee decides as a permanent matter that it will no longer permit teleconferencing at all (e.g., regardless of whether the state of emergency worsens).

#### Procedural Requirements for The Conduct of Teleconference Meetings

AB 361 contains several new requirements for the conduct of teleconference meetings with which the City has prepared to comply. Specifically, each meeting must:

1. Allow members of the public to attend and comment at the meeting via call-in option or internet-based service option;
2. Protect the statutory and constitutional rights of the parties and the public appearing before the legislative body;
3. In the event of disruption which prevents broadcasting the meeting or which prevents members of the public from offering public comments via the call-in or internet-based option, the Budget Standing Committee must take no further action until the disrupted public access is restored;
4. The City may not require public comments to be submitted in advance, and must offer the opportunity for the public to offer comments “in real time” during the meeting; and
5. The public must be allowed “a reasonable amount of time per agenda item to allow members of the public to provide public comment, including time for members of the public to register [to log into the teleconference], or otherwise be recognized for the purpose of providing public comment.