



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Toni Taber  
David Sykes

**SUBJECT:** **Modify City Sunshine Public Meetings  
Agenda Noticing and Document Posting  
Requirements to the Brown Act**

**DATE:** March 20, 2020

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## SUPPLEMENTAL

### REASON FOR SUPPLEMENTAL

During this period that state or local public health officials have imposed or recommended social distancing measures, emerging issues require quick action by staff to take items to the City Council for approval. It is recommended that the City Council modify the agenda and document posting requirements in the City's Sunshine Resolution so that the City would comply with only the noticing requirements under the Brown Act. Agendas would be posted 72 hours prior to a regular meeting and 24 hours prior to a special meeting. Documents, such as staff reports, ordinances and resolutions, would not need to be posted 72 hours in advance of the meeting.

### UPDATED RECOMMENDATION

Adopt a resolution modifying City public meetings and amending the City's Consolidated Open Government and Ethics Resolution No. 77135 to incorporate Paragraph 3 of the Governor's Executive Order N-29-20 regarding teleconference requirements in the Brown Act to allow City legislative bodies to hold public meetings solely by teleconferencing or otherwise electronically, to modify public meetings, noticing and document posting, and to incorporate all future Governor's Executive Orders regarding the Brown Act into the City's Sunshine procedures, as deemed appropriate by the City Clerk and City Manager, without further action from the City Council during this period that state or local public health officials have imposed or recommended social distancing measures.

### OUTCOME

Approval of this action will allow the City Council, Council Committees, City Decision-Making Bodies, City Boards, Committees and Commissions, and City Other Advisory Entities to post public meeting agendas at least 72 hours in advance for regular meetings and at least 24 hours in advance of a special meeting. Documents related to agenda items would not need to be posted 72 hours in advance of the meeting.

HONORABLE MAYOR AND CITY COUNCIL

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**Subject: Modify City Sunshine Agenda and Document Posting Requirements**

Page 2

**COORDINATION**

This memorandum has been coordinated with the City Attorney's Office.

**CEQA**

Not a Project, File No. PP17-008, General Procedure and Policy Making resulting in no changes to the physical environment.



TONI TABER  
City Clerk



DAVID SYKES  
City Manager

For questions, please contact Toni Taber, City Clerk, at (408) 535-1270.