



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

10/11/2022

Item #: 2.5.

FROM:

David P. Donery, Town Manager

SUBJECT:

Review and approve updated Town Council meeting format for implementation on October 25, 2022

RECOMMENDATION

That the Town Council review and approve the updated public meeting format set to begin on October 25, 2022.

BACKGROUND

At their meeting on September 27, 2022, the Town Council considered several options for conducting public meetings. These options included:

- 1) Continue to utilize a hybrid meeting format which allows for participation by elected/appointed officials and staff either in-person or virtually, with public participation remaining virtual.
- 2) Continue to utilize a hybrid meeting format for both elected/appointed officials and allow the public to join in-person and/or virtually.
- 3) Return to in person only without a virtual/hybrid component to the meeting.

DISCUSSION

The Council discussed the various options and there was consensus to select Option #2. The Council requested that staff bring back an item to confirm this decision and that it be implemented beginning at the October 25, 2022 Town Council meeting.

As this option will allow for in-person public participation, the Council requested that staff arrange the seating for the public so that there is space between the seats and that we allow no more than 50% of the legal occupancy of the room in at one time. It was noted that the lobby and adjacent outdoor space under the arbor have speakers and the meeting can be viewed through windows. The Council also requested that the microphone to be used for in-person public input be placed in the center isle towards the back of the room and that any queue that is formed be in the lobby.

In addition, the Council requested that Town Council members be seated with one seat space between them. Staff will also place HEPA-filtered air purifiers in the Council Chambers to be operating during meetings.

Boards, Commissions and Committees

It is suggested that the new meeting format policy be instituted for all Town boards, commissions and committees beginning in November of 2022. For meeting taking place in the Historical museum, it is recommended that only 50% of the seating for public participation be available.

FISCAL IMPACT

This change has no fiscal impact.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Discussing a public meeting format policy is exempt from the California Environmental Quality Act (CEQA), under the “common sense” exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).