



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL AGENDA

Mayor Dave Potter, Council Members Jeff Baron,
Jan Reimers, Bobby Richards, and Carrie Theis
Contact: 831.620.2000 www.ci.carmel.ca.us

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

CITY COUNCIL SPECIAL MEETING Monday, March 23, 2020 11:00 AM

Governor Newsome's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Also, see the Order by the Monterey County Public Health Officer issued March 17, 2020. The health and well-being of our residents is the top priority for the City of Carmel-by-the-Sea. To that end, this meeting will be held via teleconference and web-streamed on the City's website ONLY.

To attend via Teleconference; Dial in number (504) 814-1635; PIN 232125419#

The public can also email comments to cityclerk@ci.carmel.ca.us. Comments must be received 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be added to the agenda and made part of the record.

CALL TO ORDER AND ROLL CALL

- A. Best Practices for Telephone Conferencing**

CLOSED SESSION

- A. Consultation with: City Administrator, Assistant City Administrator, Chief of Police and City Attorney – Threat to Public Services pursuant to Government Code Section 54957.**

PUBLIC APPEARANCES

Members of the Public are invited to speak on any item that does not appear on the Agenda and that is within the subject matter jurisdiction of the City Council. The exception is a Closed Session agenda, where speakers may address the Council on those items before the Closed Session begins. Speakers are usually given three (3) minutes to speak on any item; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak. If an individual wishes to submit written information, he or she may give it to the City Clerk. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

ADJOURNMENT

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, Harrison Memorial Library, NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office, 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on in accordance with the applicable legal requirements.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this agenda, received after the posting of the agenda will be available for public review at City Hall located on Monte Verde Street between Ocean and Seventh Avenues during regular business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2000 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 23, 2020
CALL TO ORDER AND ROLL CALL

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Chip Rerig, City Administrator

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Best Practices for Telephone Conferencing

RECOMMENDATION:

BACKGROUND/SUMMARY:

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Telephone Conference Best Practices



Best Practices for Telephone Conference Meetings

Before the meeting:

- All participants are encouraged to join in by a device (computer, desk or mobile phone).
- Familiarize yourself with the location of the mute button/function ahead of time.
- Review the agenda packet ahead of time.
- Take measures to minimize interruptions and distractions - try to use a room where you can close the door; inform other occupants of the household that you are going into a meeting; try to isolate yourself from pets, children or others who may be distracting.
- Plan to dial into the meeting at least 10 minutes prior to the designated start time, to allow time in case you have difficulties. There will be a short adjustment period as all the technical issues are addressed, and it will be difficult to keep track of late arrivals.

During the meeting:

- The Mayor will open the meeting, and then the Clerk will conduct the roll call. This will be our opportunity to confirm your audio works.
- During the meeting, mute yourself if you are not speaking.
- Avoid the temptation to multi-task.
- Clearly state your name when you want to talk, the Mayor, City Clerk will do their best to monitor it.
- Public comment will be called for by the Mayor after Council member questions but before Council member discussion.
- To make a motion, do so verbally by clearly stating " I <<NAME>> move that we..."
- To second a motion, do so verbally by clearly stating, " I <<NAME>> second the motion..."
- All votes will be roll call votes. The Clerk will call the roll and state the results of the roll call to the group.

Good luck and bear with us!