

Notice and Agenda

Special Meeting of the La Cañada Flintridge City Council

Tuesday, July 21, 2026 at 5:00 PM

**City Hall
One Civic Center Drive
La Cañada Flintridge, CA 91011**



**Kim Bowman, Mayor
Jeanne K. Hobson, Mayor Pro Tem
Michael T. Davitt, Councilmember
Keith Eich, Councilman
Stephanie Fossan, Councilmember**

How to Attend and Participate in the Meeting Remotely

City Council meetings are held in person and on Zoom. The City Council Chambers are open to the public. If you cannot attend in person, you can join and speak remotely.

To watch the meeting (view only, no speaking), go to the City's website: <https://lcf.ca.gov/city-clerk/agenda-minutes/>

To access the meeting and provide public comment, log into the Zoom meeting or dial the telephone number. You will be muted until the public comment period begins. Use the "Raise Hand" feature at the bottom of your screen, and when called on, unmute yourself.

Zoom Meeting Link: <https://us02web.zoom.us/j/83800073701> **Meeting ID:** 838 0007 3701

One-Tap Mobile: [+16699009128](tel:+16699009128), [83800073701#](tel:+16694449171) OR [+16694449171](tel:+16694449171), [83800073701#](tel:+16694449171) US

Telephone Number: 1-669-444-9171

Technical Disruptions - If a technical issue prevents remote public observation or participation and City personnel cannot immediately correct the problem, the City Council will recess the meeting while the City takes further corrective action. If remote access cannot be restored within one hour, the City Council may continue the meeting only after confirming that the City made good faith efforts to restore service and finding that the public interest in proceeding outweighs the need for remote access. These procedures also apply to disruptions affecting Councilmembers participating remotely.

Comments from the Public - The public is encouraged to address the City Council on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council, you may do so during the Comments from the Public period noted on the agenda. Each person is allowed 3-minutes speaking time.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Agenda Materials - Copies of staff reports and supporting documentation pertaining to agenda items are available for public viewing and inspection at City Hall, 2nd Floor Lobby Area, during regular business hours, and on the City's website <https://lcf.ca.gov>. For further information regarding agenda items, please contact the office of the City Clerk at (818) 790-8880 or via [e-mail at tgarcia@lcf.ca.gov](mailto:tgarcia@lcf.ca.gov).

SB 343 – Any writings relating to an agenda item distributed to a majority of the City Council less than 72 hours prior to the meeting will be available for public review in the City Clerk's Office during normal business hours and/or posted on the City's website.

Levine Act - To promote transparency and fairness in government decision-making, the Levine Act imposes contribution prohibitions and disclosure requirements. Specifically, any elected or appointed City officer is prohibited from making or attempting to influence a decision in a proceeding involving a license, permit, or other entitlement for use if the officer received a contribution of more than \$500 within the preceding 12 months from a party or their agent. (Gov. Code § 84308(c)(1).) Additionally, parties to proceedings involving a license, permit, or other entitlement for use pending before any elected or appointed City officer must disclose any campaign contributions exceeding \$500 that they made within the preceding 12 months. (Gov. Code § 84308(e)(1).) For more information please visit: <https://lcf.ca.gov/city-clerk/levine-act/>.

Reasonable Accommodations - In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a "reasonable accommodations" policy to expedite accommodation requests. The policy can also be found on the City's website. Please contact the City Clerk's Office, (818) 790-8880 to make an accommodation request, or to obtain an electronic or printed copy of the policy.

5:00 PM City Council Special Meeting**Call to Order****Roll Call**

Kim Bowman, Mayor
Jeanne K. Hobson, Mayor Pro Tem
Michael T. Davitt, Councilmember
Keith Eich, Councilman
Stephanie Fossan, Councilmember

Comments from the Public - Public Comment cards are in the holder on the wall in the lobby.

Limited to 3 minutes per speaker for items on the Consent Calendar, items not on the Agenda, or any issue within the subject matter jurisdiction of the City Council. Public comment is limited to a maximum of 20 minutes. Speakers not able to speak due to the 20-minute time limit will be provided with the opportunity to speak at the end of the meeting. Please give a completed Public Comment Card to the City Clerk prior to the conclusion of this item. Speakers will be called in the order that public comment cards are received.

If the matter on which you wish to speak is an Agenda item (other than a Consent Calendar item), you will be provided the opportunity to address the City Council when the matter is considered. Please give a completed Public Comment Card to the City Clerk prior to the beginning of the item.

Discussion Item

- 1) Readopt a Resolution to Adopt a Policy Entitled "Policy Governing Remote Participation and Enhancement of Public Participation in City Council and Commission Meetings" to implement Senate Bill No. 707 in Compliance with California Government Code Section 54953.4, Superseding Resolution No. 26-25

Closed Session

- 2) **CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION**
[Pursuant to Government Code Sections 54954.5(c), 54956.9(d)(1)]

600 Foothill Owner, LP v. City of La Cañada Flintridge; et al.
Los Angeles County Superior Court Case Number: 23STCP02575

- 3) **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**
[Pursuant to Government Code Sections 54954.5(c), 54956.9(d)(1)]

City of La Cañada Flintridge v. Crescenta Valley Water District
Los Angeles County Superior Court Case Number: 25STCP05050

- 4) **Conference with Real Property Negotiator**
[Pursuant to California Government Code sections 54954.5(b), 54956.8]

Property: One Civic Center Drive, La Cañada Flintridge, CA 91011
(Citizens Business Bank Lease Space Owned by the City)
Agency Negotiator: Dan Jordan, City Manager
Negotiating Parties: Citizens Business Bank
Under Negotiation: Lease Price and Terms

Reconvene into Open Session and Announce Any Action Taken

Adjournment**Motion to Adjourn**

I certify under penalty of perjury that the agenda was posted on the City Hall bulletin board at One Civic Center Drive at least **24 hours** prior to the meeting, in accordance with Government Code Section 54954.2.

Tania Garcia
City Clerk

CITY OF **LA CANADA FLINTRIDGE**
City Council Agenda Report

Meeting Date: July 21, 2026

Subject: Readopt a Resolution to Adopt a Policy Entitled “Policy Governing Remote Participation and Enhancement of Public Participation in City Council and Commission Meetings” to implement Senate Bill No. 707 in Compliance with California Government Code Section 54953.4, Superseding Resolution No. 26-25

Presenter: Adrian Guerra, City Attorney

Proposed Action: Adopt the Attached Resolution to Adopt a Policy Entitled “Policy Governing Remote Participation and Enhancement of Public Participation in City Council and Commission Meetings” to implement Senate Bill No. 707, Superseding Resolution No. 26-25

Environmental Impact: None

Fiscal Impact: None

Background:

Under California Government Code Section 54953.4, a policy implementing requirements set by Senate Bill No. 707 (“SB 707”) must be adopted at a noticed public meeting in open session and cannot be approved under the Consent Calendar. It must be listed and treated as an independent agenda item. At the June 16, 2026, City Council meeting, the policy was inadvertently adopted under the Consent Calendar as Resolution No. 26-25. To ensure consistency with SB 707, staff has placed the item on the agenda as a standalone item for readoption to ensure full compliance with Government Code Section 54953.4.

Discussion/Analysis:

On October 3, 2025, Governor Newsom signed Senate Bill No. 707 (“SB 707”), which revises and updates the Ralph M. Brown Act’s open meeting laws to provide greater flexibility in teleconferencing and enhance accessibility requirements, including translation services in certain circumstances and real-time captioning. SB 707 requires the City Council to formally authorize teleconferencing for advisory bodies, including commissions, committees, and boards, through a resolution or policy, pursuant to California Government Code section 54953.8.6.

These new requirements build on the existing teleconferencing framework established under prior legislation, including Assembly Bills 361 and 2449. SB 707 takes effect on July 1, 2026, and will remain in effect until January 1, 2030. A draft policy, entitled “Policy Governing Remote Participation and Enhancement of Public Participation in City Council and Commission Meetings,” is now presented to the City Council to implement Senate Bill No. 707.

It is important to note that SB 707 has new provisions applicable to all city councils and new

provisions only applicable to an “eligible legislative body”, which is defined as “a city council of a city located in a county with a population of 600,000 or more”. Accordingly, the City will be subject to all provisions of SB 707, i.e., both the general provisions of SB 707 and the provisions applicable to an “eligible legislative body” because the City is located in a county that exceeds a population of 600,000 people.

SB 707 updates the City’s open meeting requirements to enhance public participation, transparency, and accessibility.

A. Teleconferencing and Remote Participation Requirements:

- **Mandatory Hybrid Meetings:** By July 1, 2026, the City Council **must** provide for hybrid meetings (in-person plus a teleconference option). The teleconference option must be either a two-way telephonic or audiovisual platform (e.g., zoom). If using audiovisual platforms, a call-in option and active captioning (if available) are required.
- **Policy Regarding Broadcast Disruption:** Prior to July 1, 2026, the City Council must adopt an open-session policy regarding hybrid meetings that includes procedures for restoring service in the event of a broadcast disruption. The policy should include: (i) steps to be taken if audio, video, or the entire platform fails; (ii) the appropriate personnel to take corrective action to restore service; and (iii) the procedure to notify the public and resume the meeting upon restoration of service. In addition, the policy should also outline how the City Council will deal with a disruption or disturbance from a member of the public, either in-person or on teleconference, and restore decorum to the meeting. The policy should also address the procedures for accommodating disability requests by a Councilmember or a member of the public in participating in the meeting, as well as define “just cause” and “emergency circumstances” for purposes of remote participation by a Councilmember.
- **One-Hour Recess Requirement:** Starting July 1, 2026, if a disruption prevents the public from attending the meeting remotely, the City Council must take a recess and try to restore service. If service cannot be restored within one (1) hour, the City Council must conduct a roll call vote confirming that good faith efforts were made, and make a finding that public interest in continuing the meeting outweighs remote access.
- **Legal Basis for Remote Participation of Councilmember:** Starting January 1, 2026, Councilmembers and commissioners who participate remotely must have their legal basis for remote participation recorded in the meeting minutes.
- **Councilmember with Disability:** Starting January 1, 2026, Councilmembers and commissioners with a disability may participate remotely as a reasonable accommodation, including participation via audio only (but only if their condition prevents participation on camera). Once an accommodation is granted for a disability, the Councilmember’s remote participation counts toward quorum at the in-person meeting site. Unlike the “just cause” or “emergency circumstance” reasons for Councilmembers/commissioners to participate remotely, there are no restrictions on the number of meetings a Councilmember/commissioner may attend remotely and no geographic limits on participation, once a disability is established and accommodated. However, those attending remotely must still disclose any present adults and their relationship to them.
- **“Just cause” definition expanded and extended:** Currently, Councilmembers and commissioners may participate remotely due to “just cause”. In addition to the existing reasons of childcare needs, a contagious illness, official City-related travel, and physical or family medical emergency, as of January 1, 2026 the definition of “just cause” will now include military service obligations. Previously sunseting at the end of 2025, the allowance for remote participation via “just cause” has been extended to December 31, 2029.

B. Enhancing Public Engagement (Starting July 1, 2026):

- **Translation of meeting agendas:** If 20 percent of the City's population speaks an applicable foreign language **and at the same time, that population speaks English less than "very well"**, then the City must translate meeting agendas (but not the entire agenda packet) into that applicable language. There is no need to verbally state how the foreign language translation of the agenda may be accessed during the applicable Council meeting. *[Note that the 20% calculation must be based on data regarding foreign languages from the most recent American Community Survey.]*

- **Translation of the City website:** Similar to meeting agendas, the following information on the City's website must also be translated if 20 percent of the City's population speaks an applicable foreign language and at the same time that population speaks English less than "very well". Each translation must be accessible through a prominent direct link posted on the City's website home page.

(A) An accessible internet webpage dedicated to public meetings that includes, or provides a link to, all of the following information:

- (I) A general explanation of the public meeting process for the City Council.
- (II) An explanation of the procedures for a member of the public to provide in-person or remote oral public comment during a public meeting or to submit written public comment.
- (III) A calendar of all public meeting dates with calendar listings that include the date, time, and location of each public meeting.
- (IV) The agenda is posted online.

- **Social Media Use:** Existing law temporarily allows a Councilmember to participate in individual communications on an internet-based social media platform for specified purposes, provided that a majority of Councilmembers do not use the platforms to discuss or deliberate on matters within the City's specific subject matter jurisdiction. This bill makes removes the sunset date and makes this exception permanent.
- **Brown Act Copy:** The City must provide a copy of the Brown Act to each Councilmember of the City.
- **Oral Reporting of Compensation Decisions:** SB 707 clarifies that the City is required to orally report, prior to final action, a summary of any recommendation of final action on compensation for the City Manager, any department heads, or other comparable administrative officer during an open meeting at which the final action is to be taken.
- **Assistance in translation services:** The City is required to reasonably assist members of the public who wish to translate a public meeting into any language or wish to receive interpretation provided by another member of the public. The bill does not require the City to provide translation services, but only to reasonably assist others who choose to engage in translation/interpretation services. It is important to note that in providing any translation service, SB 707 limits the City's liability in negligent translation and provides that the City will not be responsible for the contents or accuracy of any translation.
 - The bill states that the City Council shall publicize instructions on how to request assistance to the public.
 - The "assistance" listed in the bill may include any of the following, as determined by the City Council: (i) Arranging space for one or more interpreters at the meeting location, (ii) Allowing extra time during the meeting for interpretation to occur, and/or (iii) Ensuring participants may utilize their personal equipment or reasonably access facilities for participants to access commercially available interpretation services.

Automated translation tools, such as Google Translate, may be used to satisfy these requirements, provided the other statutory obligations are met and a disclaimer is included noting that translations are automatically generated and may not be exact.

- **Translation near posting sites:** The City must also provide a freely accessible physical location near where the agendas are posted to allow the public to post additional translations of the agenda in that location.
- **Outreach requirements:** The City must make reasonable efforts to invite groups that do not traditionally participate in public meetings to attend those meetings. Examples of such groups include the following:
 - Media organizations providing news coverage within the City or region, including ethnic and language-specific outlets serving non-English-speaking communities.
 - Civil-rights, civic-engagement, neighborhood, and community-based organizations, particularly those active in or serving multilingual or historically marginalized communities.

C. Additional Key Requirements:

- **Teleconferencing for Eligible Subsidiary Bodies:** SB 707 further standardizes teleconferencing procedures for eligible subsidiary bodies, such as advisory boards and committees of the City. Before an eligible subsidiary body may use teleconferencing, the City Council must first formally authorize it by charter, ordinance, resolution, or other formal action. If teleconferencing is authorized, members participating remotely must maintain real-time, two-way communication for the duration of the meeting, unless the member has a physical or mental condition meeting ADA disability criteria that results in a need to participate off camera. Further, the bill removes the prior requirement to publicly notice each remote location. Also, SB 707 requires each legislative body to reauthorize an eligible subsidiary body's use of teleconferencing every six months by majority vote, confirming that the practice continues to serve the public interest in accordance with Government Code section 54953.8.6.

The proposed policy sets forth the authority of the City Council to authorize advisory commissions to use teleconferencing, but a separate resolution(s) will need to be adopted by the City Council in the future if the City Council chooses to allow specific teleconferencing authorization. Costs of staffing and the technology for implementation of the hybrid format for each commission will need to be considered.

The policy, if adopted, will help to ensure compliance with SB 707 and with California Government Code Section 54953.4. The original adoption occurred on June 16, 2026 as Resolution No. 26-25, under the Consent Calendar. The proposed resolution will be assigned the sequentially next resolution number. Further, the policy will support the City's mission to ensure public meetings remain transparent, accessible, and inclusive, consistent with the City Council's goal of proactive communication with all members of the community.

Options:

1. Readopt the Attached Resolution to Adopt a Policy Entitled "Policy Governing Remote Participation and Enhancement of Public Participation in City Council and Commission Meetings; or
2. Defer action and provide direction to staff.

Recommendation:

Option No. 1 - It is recommended that the City Council take the following action(s): Readopt the Attached Resolution to Adopt a Policy Entitled "Policy Governing Remote Participation and Enhancement of Public Participation in City Council and Commission Meetings, Superseding Resolution No. 26-25.

Attachments:

1. Senate Bill 707 Policy

CITY OF LA CAÑADA FLINTRIDGE

RESOLUTION NO. 26-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA CAÑADA FLINTRIDGE, CALIFORNIA, READOPTING A POLICY GOVERNING REMOTE PARTICIPATION AND ENHANCEMENT OF PUBLIC PARTICIPATION IN CITY COUNCIL AND COMMISSION MEETINGS FOR IMPLEMENTATION OF NEW PROVISIONS OF THE RALPH M. BROWN ACT AS ENACTED BY SENATE BILL NO. 707, SUPERSEDING RESOLUTION NO. 26-25

WHEREAS, the Ralph M. Brown Act (“Brown Act”), California’s open meeting law, governs the conduct of public meetings by governmental bodies; and

WHEREAS, on October 3, 2025, Governor Newsom signed Senate Bill No. 707 (“SB 707”) to revise the Brown Act’s open meeting laws by allowing greater flexibility in teleconferencing and accessibility requirements, including translation services in certain circumstances and real time captioning, effective July 1, 2026, and until January 1, 2030; and

WHEREAS, the City Council now desires to adopt a policy, entitled “Policy Governing Remote Participation and Enhancement of Public Participation in City Council and Commission Meetings” to implement Senate Bill No. 707.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA CAÑADA FLINTRIDGE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The foregoing Recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby adopts the “Policy Governing Remote Participation and Enhancement of Public Participation in City Council and Commission Meetings” dated July 21, 2026, attached hereto, for purposes of implementing Senate Bill 707.

SECTION 3. The City Manager or designee is authorized to implement and enforce the provisions of the Policy adopted herein.

SECTION 4. The City Manager, or his/her designee, is hereby directed and authorized to make such modifications as may be necessary to the agenda templates of the City Council and City’s commissions, committees, and boards, along with any other agenda related materials, in order to implement the teleconferencing and related rules of SB 707.

SECTION 5. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution.

The City Council of the City of La Cañada Flintridge hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 6. The City Clerk shall certify to the adoption of this Resolution, which, shall in turn, have immediate effect.

PASSED, APPROVED and ADOPTED this 21st day of July, 2026.

Kim Bowman, Mayor

ATTEST:

Tania Garcia, City Clerk

APPROVED AS TO FORM:

Adrian Guerra, City Attorney

State of California)
County of Los Angeles) ss.
City of La Cañada Flintridge)

I, Tania Garcia, City Clerk of the City of La Cañada Flintridge, California, do hereby certify that the foregoing Resolution No. 26-xx was duly adopted by the City Council of the City of La Cañada Flintridge at a Regular Meeting held on the 21st day of July 2026, by the following vote:

AYES: COUNCILMEMBERS: NONE
 NOES: COUNCILMEMBERS: NONE
 ABSENT: COUNCILMEMBERS: NONE
 ABSTAIN: COUNCILMEMBERS: NONE

Dated: July 21, 2026

Tania Garcia, City Clerk