



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember

SUBJECT: NOTIFICATION OF VIRTUAL
ATTENDANCE –JUST CAUSE

DATE:

Pursuant to AB 2449, a member of the City Council must notify the legislative body at or prior to the meeting that they need to teleconference due to just cause (Childcare/caregiving, contagious illness, disability, official City travel). This is limited to a maximum of two meetings per calendar year. Council approval is not needed for this action.

Date of meeting attending virtually: _____

Reason for teleconferencing:

- Childcare/Caregiving
- Contagious illness or disability
- Official City Travel

Total number of meetings of this body attended via teleconferencing by this member this calendar year: _____

Please note:

- *At the beginning of the meeting, the teleconferencing member needs to publicly disclose whether anyone over 18 years of age is present in their room and the general nature of their relationship to such individuals. The teleconferencing member must disclose before a vote or action if anyone is present if it differs from the declaration made at the beginning of the meeting.*
- *Must participate by both audio and video: video must be on*

Please submit at least an hour prior to the meeting.