

File ID: 2026-01182

6/16/2026

City Council Policy Regarding Disruption of City Operated Telephonic or Internet Services During City Council Meetings

File ID: 2026-01182

Location: Citywide

Recommendation: Adopt a **Resolution** adopting a policy that establishes procedures governing disruptions of city operated telephonic or internet services related to public participation at city council meetings.

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7590, wklock-johnson@cityofsacramento.org; Mindy Cuppy, City Clerk, (916) 808-5442, mcuppy@cityofsacramento.org; Office of the City Clerk

Presenter: None

Attachments:

1-Description/Analysis

2-Resolution

3-Exhibit A - Policy Regarding Disruption of City Operated Telephonic or Internet-Based Public Access During City Council Meetings

Description/Analysis

Issue Detail: On October 23, 2025, California Senate Bill 707 was approved by the Governor which amended the Ralph M. Brown Act (Government Code § 54950 et seq.). Effective July 1, 2026, the Sacramento City Council is required to provide two-way remote access to their public meetings. This bill also added Government Code section 54953.4, requiring eligible legislative bodies to adopt, prior to July 1, 2026, a policy addressing disruptions to the agency's telephonic or internet services that prevent remote public participation during meetings. The Sacramento City Council is considered an eligible legislative body and is therefore required to adopt such a policy.

Policy Considerations: No existing City policy is affected by this resolution; the proposed action is necessary to satisfy a state law requirement.

Economic Impacts: None.

Environmental Considerations: None.

Sustainability: None.

Commission/Committee Action: None.

Rationale for Recommendation: City of Sacramento is subject to state laws governing open meetings; therefore, the City Council must comply with the requirements of Government Code section 54953.4, including the adoption of a policy addressing disruptions to City operated telephonic or internet services during meetings related to public participation.

Financial Considerations: None.

Local Business Enterprise (LBE): Not applicable.

RESOLUTION 2026-XXXX

Adopted by the Sacramento City Council

June 16, 2026

Adopting a Policy Addressing Disruption of City Operated Telephonic or Internet Services During Public Meetings of the Sacramento City Council

BACKGROUND

- A. Senate Bill 707 (2025) amended the Ralph M. Brown Act to update teleconferencing and accessibility requirements related to remote participation in public meetings.
- B. Government Code section 54953.4 requires the Sacramento City Council, on or before July 1, 2026, to adopt at a noticed public meeting in open session a policy addressing disruption of telephonic or internet service during meetings conducted with remote participation.
- C. The required policy must address procedures for recessing and reconvening a meeting in the event of disruption of city operated services and the efforts the legislative body will make to attempt to restore service.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1.

The "Policy Regarding Disruption of City Operated Telephonic or Internet-Based Public Access During City Council Meetings," attached as Exhibit A, is hereby adopted.

SECTION 2.

The City Clerk and City Manager are authorized and directed to implement the policy.

SECTION 3.

The City Clerk and City Manager may approve minor non-substantive modifications to the policy as necessary to conform to applicable law, city practices, or formatting requirements, provided the modifications do not materially alter the intent of the policy.

TABLE OF CONTENTS:

Exhibit A – Policy Regarding Disruption of City Operated Telephonic or Internet-Based Public Access During City Council Meetings

Policy Regarding Disruption of City Operated Telephonic or Internet-Based Public Access During City Council Meetings

Scope: CITYWIDE

Policy Contact:

Office of the City Clerk
(916) 808-7200

Table of Contents

1. Purpose.....	3
2. Definitions	3
3. Applicability	4
4. General Policy.....	4
5. Technology Redundancy And Preparedness	4
6. Procedures Upon Disruption	4
A. Initial Assessment.....	4
B. Temporary Pause.....	5
C. Mandatory Recess	5
D. Public Notice During Disruption	5
7. Restoration Efforts	5
8. Reconvening The Meeting.....	5
A. Reconvening After Restoration	5
B. Continuing Without Restoration	6
C. Adjournment or Continuance.....	6
9. Public Comment Accommodations	6
10. Recordkeeping And Documentation	7
A. Meeting Minutes	7
B. Records Retention	7



11. Administrative Operating Procedures.....	7
12. Staff Roles and Responsibilities.....	8
A. City Clerk.....	8
B. City Manager - Information Technology Department.....	8
C. Presiding Officer	8
13. Training.....	8
14. Accessibility	9
15. No Waiver of Ralph M. Brown Act (Brown Act) Requirements.....	9
16. Effective Date	9
City Manager Review and Approval	Error! Bookmark not defined.

Regulatory References:

California Government Code § 54950 et seq., Government Code § 54953.4

Supersedes:

N/A – New

Reviewed/Effective:

[Insert Date]

1. Purpose

This policy is adopted pursuant to California Government Code § 54950 et seq. and § 54953.4, as amended by Senate Bill 707 (“SB 707”), to establish procedures governing disruptions to telephonic, internet-based, livestream, webcast, or other electronic public access during meetings of the City of Sacramento (“City”) City Council (“City Council”).

The purpose of this Policy is to:

1. Ensure meaningful public access and participation in public meetings;
2. Establish uniform procedures for responding to technological disruptions;
3. Promote transparency and continuity of governmental operations;
4. Ensure compliance with the Ralph M. Brown Act (“Brown Act”) and SB 707; and
5. Provide operational guidance to City staff.

2. Definitions

- **“Disruption”** means an interruption, degradation, failure, or loss of telephonic, internet-based, livestream, webcast, video conferencing, or other electronic public access that materially impairs the City’s ability to provide virtual services for public participation.

Minor interruptions promptly corrected without materially impairing participation do not constitute a Disruption under this Policy.

- **“Good-faith efforts”** means reasonable, prompt, and diligent efforts undertaken by City staff or contractors to restore public access using available technological, operational, and communication measures.
- **“Material impairment”** means a condition that substantially limits or prevents the public from meaningfully observing or participating in a meeting.
- **“Presiding officer”** means the Mayor, Vice Mayor, and/or Mayor Pro Tem of the City Council.
- **“Remote access”** means any telephonic, internet-based, or electronic method made available to the public for observing or participating in a public meeting.

3. Applicability

This Policy applies to the meetings of the City Council.

This policy applies whether remote access is provided through:

- Video conferencing platforms;
- Telephonic access;
- Livestreaming;
- Webcast systems;
- Internet-based participation tools; or
- Any combination thereof.

4. General Policy

The City shall make good-faith efforts to provide uninterrupted public access during all meetings of the City Council. The City recognizes that temporary technological interruptions may occur despite reasonable precautions and shall respond in accordance with this policy.

5. Technology Redundancy and Preparedness

To minimize the likelihood and duration of disruptions, the City shall maintain reasonable technological redundancy measures where feasible and fiscally prudent. The City Clerk and City Manager, or their designees, may adopt technical standards and operational protocols to implement this section.

6. Procedures Upon Disruption

A. Initial Assessment

Upon identification of a potential disruption to city operated services, the presiding officer may temporarily pause proceedings while staff evaluates the issue.

Staff shall immediately assess:

- The nature of the disruption;
- The scope of affected users;
- Whether public participation is materially impaired; and

- Estimated restoration time.

B. Temporary Pause

The presiding officer may announce a recess of up to ten (10) minutes for troubleshooting before determining whether a formal recess is necessary.

C. Mandatory Recess

If the disruption materially impairs public access or participation and is not promptly resolved, the City Council shall recess the meeting for a minimum of one (1) hour to allow restoration efforts, or until city operated telephonic or internet service is restored, whichever is earlier.

D. Public Notice During Disruption

During any pause or recess, staff shall make good-faith efforts to notify the public through available communication channels.

The notice shall include:

- The existence of the disruption;
- Whether the meeting is recessed;
- Anticipated reconvening time, if known;
- Updated access instructions; and
- Alternate participation methods, if available.

7. Restoration Efforts

During the recess period, staff shall make good-faith efforts to restore public access. All restoration efforts should be documented contemporaneously where feasible.

8. Reconvening The Meeting

A. Reconvening After Restoration

If public access is restored, the meeting may reconvene. The presiding officer shall call the meeting back to order and announce:

- The nature of the disruption;
- Approximate start and end times;

- Corrective actions taken; and
- Any revised public participation procedures.

When feasible, the City Council should provide reasonable accommodation for members of the public affected by the disruption.

B. Continuing Without Restoration

If access cannot be fully restored after good-faith efforts, the City Council may continue the meeting only upon making findings by roll call vote that:

1. Continuing the meeting is necessary to avoid substantial disruption of governmental operations or to address urgent or time-sensitive business; and
2. The City Clerk and City Manager have made good-faith efforts to restore public access and provide alternative means of participation where feasible.

The findings shall be entered into the meeting minutes.

C. Adjournment or Continuance

If the findings required above cannot be met, the meeting shall be:

- Adjourned; or
- Continued to a date and time certain.

Notice of an adjourned or continued meeting shall be provided consistent with the City Council Rules of Procedure, Sacramento City Code § 4.04.020, and any other applicable law.

9. Public Comment Accommodations

When feasible following restoration:

- Additional public comment time may be provided;
- Previously closed comment periods may be reopened;
- Members of the public who experienced technical barriers may be accommodated; and
- Alternate submission methods may be accepted.

Nothing in this Policy requires reopening public hearings where prohibited by law.

10. Recordkeeping And Documentation

A. Meeting Minutes

Meeting minutes shall document:

- The occurrence of any disruption;
- The approximate time and duration;
- Actions taken by the legislative body;
- Recess periods;
- Restoration efforts;
- Findings made pursuant to this policy; and
- Whether the meeting was reconvened, continued, or adjourned.

B. Records Retention

The City Clerk shall retain:

- Technical incident logs;
- Screenshots or notices where available;
- Vendor communications where appropriate; and
- Internal response documentation.

Records shall be retained in accordance with the Records Management Policy.

11. Administrative Operating Procedures

The City Clerk, City Manager, Information Technology Director, or respective designees, may adopt administrative procedures to support the direction of this policy. Administrative policies and/or procedures may be updated without formal amendment to this policy or additional approval of the City Council.

12. Staff Roles and Responsibilities

A. City Clerk

The City Clerk or designee shall:

- Coordinate meeting notices;
- Maintain official records;
- Assist with public communications; and
- Document disruptions and actions taken.

B. City Manager - Information Technology Department

The City Manager or designee shall:

- Monitor meeting systems;
- Assist with troubleshooting and restoration;
- Maintain backup systems where feasible; and
- Coordinate with vendors and service providers.

C. Presiding Officer

The presiding officer shall:

- Announce recesses;
- Maintain orderly meeting operations; and
- Make procedural determinations consistent with this policy and applicable law.

13. Training

The City Clerk shall provide periodic training regarding this policy and applicable Brown Act requirements to:

- City Council support personnel;
- Information Technology personnel; and
- Presiding officers of the City Council – Mayor, Vice Mayor, and Mayor Pro Tem.

14. Accessibility

The City Clerk shall make good-faith efforts to ensure accessibility features remain available during disruptions where feasible.

15. No Waiver of Ralph M. Brown Act (Brown Act) Requirements

Nothing in this policy shall be interpreted to waive or supersede any requirement of the Brown Act or other applicable law.

16. Effective Date

This policy shall become effective immediately upon adoption by resolution of the City Council.