



CITY COUNCIL AGENDA REPORT

Meeting Date: February 19, 2025

From: Ingrid Padilla, City Clerk and Jeremy Dennis, City Manager

Subject: Procedures for recessing and reconvening a meeting in the event of a disruption of telephonic or audiovisual service during a meeting and the efforts that will be made to restore service

Recommendation

Adopt a resolution establishing the procedures the City Council, and its Commissions and Committees, will use for recessing and reconvening a meeting in the event of a disruption of telephonic or audiovisual service during a meeting and describing the efforts that will be made to restore service.

Background

The Ralph M. Brown Act (the State's Open Meeting Law) requires that all open and public meetings shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audio-visual platform, except if adequate telephonic or internet service is not operational at the meeting location. Typically, City Council, Commission, and Committee open and public meetings are conducted in the Community Meeting Room at 50 Park Place in Brisbane, the City Hall Conference Room at 50 Park Place or the Annex Conference Room at 25A Park Place, with all three locations providing the opportunity for members of the public to attend meetings via a two-way telephonic service and a two-way audio visual platform.

The Brown Act also requires that because the City Council has elected to provide a two-way audio visual platform, the City Council (and its Commissions and Committees) must publicly post and provide a call-in option, and activate any automatic captioning feature during the meeting if an automatic captioning function is included with the two-way audiovisual platform and the City Clerk (and the Clerk's equivalent at Commission and Committee meetings) have publicly posted and provided a call-in option, and activated any automatic captioning feature during the meeting.

From time to time, however, there may be a disruption of telephonic or internet service occurring during the meeting and the Brown Act now requires the City Council to approve at a noticed public meeting in open session, and not on a consent calendar, a policy to address the procedures for recessing and reconvening a meeting in the event of a disruption and the efforts that the City Council and its Commissions and Committees shall make to attempt to restore the service.

That policy is set forth in the attached resolution and staff is recommending the resolution be adopted. If the policy is adopted, it will apply to City Council, and the City's Commissions and Committees.

Discussion

If a disruption of telephonic or internet service prevents members of the public from attending or observing the meeting via the two-way telephonic or two-way telephonic audiovisual platform occurs during the meeting, the City Council and its Commissions and Committees shall recess the open session of the meeting for at least one hour and make a good faith effort to restore the service.

If the disruption occurs in the Community Meeting Room at City Hall, good faith efforts include:

- Indicating to the meeting operator to connect back to the call/restart Zoom and checking if the Zoom software is current.
- Having the operator log in to Zoom on the streaming computer and connect to the Zoom Webinar (bypassing the Zoom Room PC) and having the operator feed the broadcast switcher (Tricaster) with the feed from the streaming computer.
- Having the operator put a slide or lower-thirds graphic up for those viewing the broadcast on Comcast Ch. 27 indicating that there are technical difficulties and that the meeting will resume shortly.

Notwithstanding these efforts, if after an hour the disruption of telephonic or internet service continues to be disrupted but the legislative body decides to continue the meeting, the legislative body must adopt a finding by roll call vote that good faith efforts to restore service, as described above, have been made but that the public interest in continuing the meeting outweighs the public interest in remote public access.

The operator will then put up a slide advising viewers to attend the meeting in person at the agendaized meeting location.

On the other hand, if legislative body decides not to continue meeting, the Mayor or Chairperson will announce that the meeting will adjourn. The operator will then follow the normal adjournment/end-of-broadcast procedure. i.e., putting up the standard slide to visit the City's website, brisbaneca.org/meetings for more information on upcoming meetings.

Somewhat different procedures will apply if the disruption occurs at the Annex Conference Room or the City Hall Conference Room. Those good faith efforts would include:

- Restarting Zoom and checking if the Zoom software is current

- Checking the AC power to the Owl conferencing equipment and that the Owl's software is current
- Restarting the laptops or finding a replacement device to host the Zoom.

As above, if after an hour the disruption of telephonic or internet service continues to be disrupted, but the legislative body decides to continue the meeting, the legislative body must adopt a finding by roll call vote that good faith efforts to restore service, as described above, have been made but that the public interest in continuing the meeting outweighs the public interest in remote public access.

And, as above, if the legislative body decides not to continue meeting, the Mayor or Chairperson will announce that the meeting will adjourn, and the social media post and meeting webpage will be updated to reflect that announcement.

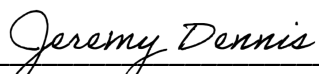
Note that the disruptions discussed in the agenda report are different than disruptions to meeting caused by behaviors by persons attending the meeting, whether in person or remotely. Procedures for recessing and reconvening meetings based on those kinds of disruptions have been provided separately.

Fiscal Impact


There is no direct fiscal impact in adopting this resolution. Should there be disruptions in the telephonic or internet service during the meeting, there may be incidental costs to restore service.

Attachment

Resolution establishing the procedures the City Council, and its Commissions and Committees, will use for recessing and reconvening a meeting in the event of a disruption of telephonic or audiovisual service during a meeting and describing the efforts that will be made to restore service.



Jeremy Dennis, City Manager



Ingrid Padilla, City Clerk

RESOLUTION NO. 2026-XX

RESOLUTION APPROVING PROCEDURES FOR RECESSING AND RECONVENING A MEETING IN THE EVENT OF A DISRUPTION OF TELEPHONIC OR AUDIOVISUAL SERVICE DURING A MEETING AND DESCRIBING THE EFFORTS THAT WILL BE MADE TO RESTORE SERVICE

WHEREAS, the Ralph M. Brown Act (the State’s Open Meeting Law) requires that all open and public meetings shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audio visual platform, except if adequate telephonic or internet service is not operational at the meeting location; and

WHEREAS, the location of Brisbane City Council, Commission, and Committee open and public meetings are typically conducted in the Community Meeting Room at 50 Park Place, the Annex Conference Room at 25A Park Place, or the City Hall Conference Room at 50 Park Place, with all locations providing the opportunity for members of the public to attend meetings via a two-way telephonic service and a two-way audio visual platform; and

WHEREAS, the Brown Act also requires that because the City Council has elected to provide a two-way audio visual platform, the City Council shall publicly post and provide a call-in option, and activate any automatic captioning feature during the meeting if an automatic captioning function is included with the two-way audiovisual platform; and

WHEREAS, the City Clerk (and the Clerk’s equivalent at Commission and Committee meetings) have publicly posted and provided a call-in option, and activated any automatic captioning feature during the meeting; and

WHEREAS, the City Council has provided the public with an opportunity to provide public comment in accordance with Government Code, section 94954.3 via the two-way telephonic or two-way audio visual platform and has ensured the opportunity for members of the public participating via a two-way telephonic or two-way audiovisual platform to provide public comment with the same time allotment as a person attending a meeting in person; and

WHEREAS, from time to time there may be a disruption of telephonic or internet service occurring during the meeting and the Brown Act now requires the City Council to approve at a noticed public meeting in open session, and not on a consent calendar, a policy to address the procedures for recessing and reconvening a meeting in the event of a disruption and the efforts that the City Council and its Commissions and Committees shall make to attempt to restore the service.

NOW, THEREFORE, the Brisbane City Council approves and adopts the following procedures it and its Commissions and Committees will follow concerning recessing and reconvening meetings if during the meeting there is a disruption of telephonic or internet

service and the efforts the City Council and its Commissions and Committees will undertake to attempt to restore the service.

Section 1. If a disruption of telephonic or internet service that prevents members of the public from attending or observing the meeting via the two-way telephonic or two-way telephonic audiovisual platform occurs during the meeting, the City Council and its Commissions and Committees shall recess the open session of the meeting for at least one hour and make a good faith effort to restore the service as set forth on Exhibit A, attached hereto and incorporated herein by reference. The City Council and its Commissions and Committees will not reconvene the open session of the meeting until at least one hour following the disruption or until telephonic or internet service is restored, whichever is earlier.

Section 2. The City Council may meet in closed session during the disruption period.

Section 3. This resolution shall become effective immediately upon its adoption.

This resolution was adopted by the Brisbane City Council at its regular meeting, in open session and not on the consent calendar, on _____, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor of the City of Brisbane

Approved as to form:



City Attorney

City Clerk, City of Brisbane

EXHIBIT A

Procedures for Recessing and Reconvening Meetings in the Event of a Disruption of Telephonic or Internet Service

Meeting Location: Community Meeting Room, City Hall

1. Indicate to the meeting operator to connect back to the call/restart Zoom. Check if Zoom software is current.
2. The operator will log in to Zoom on the streaming computer and connect to the Zoom Webinar (bypassing the Zoom Room PC). Operator would feed the broadcast switcher (Tricaster) with the feed from the streaming computer. Tricaster would still manage the cameras and in-room audio.
3. The operator will put a slide or lower-thirds graphic up for those viewing the broadcast on Comcast Ch. 27 indicating that there are technical difficulties and that the meeting will resume shortly.
4. If after an hour the disruption of telephonic or internet service continues to be disrupted, and the legislative body decides to continue the meeting, the legislative body shall adopt a finding by roll call vote that good faith efforts to restore service, as described in sections 1, 2, and 3 above, have been made and that the public interest in continuing the meeting outweighs the public interest in remote public access.
5. The operator will then put up a slide advising viewers to attend the meeting in person at the agenda meeting location.
6. If the legislative body decides not to continue meeting, the Mayor or Chairperson will announce that the meeting will adjourn. The operator will then follow the normal adjournment/end-of-broadcast procedure – put up the standard slide to visit the City's website, brisbaneca.org/meetings for more information on upcoming meetings.

Meeting Location: Annex Conference Room and City Hall Conference Room

1. Staff will restart the Zoom and check if Zoom software is current.
2. Staff will check the AC power to the Owl conferencing equipment and that the Owl's software is current.
3. Staff will restart the laptops or find a replacement device to host the Zoom.
4. If after an hour the disruption of telephonic or internet service continues to be disrupted, and the legislative body decides to continue the meeting, the legislative body shall adopt a finding by roll call vote that good faith efforts to restore service, as described in sections 1, 2, 3, and 4 above, have been made and that the public interest in continuing the meeting outweighs the public interest in remote public access.
5. If the legislative body decides not to continue meeting, the Mayor or Chairperson will announce that the meeting will adjourn; the social media post and meeting webpage will be updated to reflect that announcement.