



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/16/2026

ITEM NO: 25

DATE: June 16, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Approve a Remote Public Access Disruption Policy and an Amendment to Agenda Format and Rules Policy 2-01; and Adopt a Resolution Determining What Constitutes Reasonable Efforts to Encourage Public Participation in Meetings**

RECOMMENDATION: Approve a Remote Public Access Disruption Policy; approve an amendment to the Agenda Format and Rules Policy 2-01; and adopt a resolution establishing what constitutes reasonable efforts to encourage public participation in meetings.

FISCAL IMPACT:

There is no fiscal impact associated with the adoption of the Remote Public Access Disruption Policy, the Resolution establishing reasonable efforts to encourage public participation in meetings, or amendments to the Town Council Agenda Policy. These actions can be implemented using existing staff resources and communication tools.

STRATEGIC PRIORITY:

This item is not associated with a specific strategic priority; however, it aligns with the Town's core goal of good governance.

BACKGROUND:

Last year, Governor Gavin Newsom signed Senate Bill 707 into law, amending the Ralph M. Brown Act to expand public access and participation in local government meetings. Among other requirements, SB 707 requires qualified legislative bodies to provide hybrid public

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Town Clerk

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

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meetings through a two-way telephone or video platform and to adopt policies addressing disruptions to remote public access during public meetings. The Town of Los Gatos already conducts Town Council meetings in a hybrid format using Zoom and will continue to comply with those requirements.

In addition, Senate Bill 707 requires eligible legislative bodies to adopt, by July 1, 2026, a policy addressing how the agency will respond to disruptions in telephonic or internet service that could prevent members of the public from remotely observing or participating in a Council meeting. The legislation also requires legislative bodies to determine and make reasonable efforts to encourage participation by individuals and groups that do not traditionally participate in public meetings, including non-English-speaking communities.

DISCUSSION:

To implement the requirements of SB 707, staff is bringing forward a proposed Remote Public Access Disruption Policy, a Resolution establishing reasonable efforts to encourage public participation in meetings, and amendments to the Town Council Agenda Policy.

On May 26, 2026, the Policy Committee reviewed a draft Policy for Technological Disruption of Remote Public Access During Town Council Meetings. The draft policy was developed to implement the requirements of Senate Bill 707 (SB 707) and Government Code section 54953.4 related to disruptions in telephonic or internet services that prevent members of the public from remotely observing or participating in Town Council meetings. The proposed policy outlines procedures for announcing a disruption, recessing and reconvening meetings, documenting restoration efforts, and making good faith attempts to restore remote access services.

These procedures are intended to comply with Government Code section 54953.4. That section also establishes a one-hour threshold, providing that if remote access services cannot be restored within one hour, the legislative body may either adjourn the meeting or continue the meeting upon making the findings required under the Brown Act. However, the draft policy provides operational flexibility for circumstances such as late-night disruptions, facility-wide power outages, or other emergency conditions that may make continuation of the meeting impracticable. In addition, the policy also requires that disruption and restoration efforts be documented in the meeting minutes.

The Policy Committee recommended that the Council approve the draft disruption policy and requested that language be incorporated to clarify whether a meeting may continue if a Councilmember experiences a disruption of service or is otherwise unable to participate from their designated teleconference location. The draft policy has been revised accordingly to reflect that a meeting may continue under certain circumstances.

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In conjunction with this discussion, the Policy Committee recommended amending the Town Council Agenda Format and Rules Policy to change the Council meeting end time from midnight to 11:00 p.m. This change is intended to align with proposed provisions in the Remote Public Access Disruption Policy addressing late-evening disruptions.

Under the new legislation, if a remote access disruption occurs, the Council may be required to recess for up to one hour before continuing the meeting. The draft policy and proposed Council Agenda Format and Rules Policy are intended to avoid requiring members of the public and staff to remain in attendance until midnight or later solely to accommodate such a recess period.

Accordingly, the proposed Remote Public Access Disruption Policy includes provisions allowing the Council to adjourn rather than recess if a disruption occurs after 11:00 p.m., upon a determination by the Presiding Officer that continuation would be impracticable or inconsistent with meeting procedures. The earlier meeting end time in the Agenda Format and Rules Policy is intended to support implementation of these provisions.

Separately, Senate Bill 707 requires legislative bodies to determine and make reasonable efforts to encourage participation in public meetings by individuals and groups that do not traditionally participate in public meetings, including non-English-speaking communities. To satisfy this requirement, staff is recommending the adoption of the accompanying Resolution establishing a framework of reasonable outreach efforts. The resolution identifies existing and potential outreach methods, including media outreach, electronic agenda access and subscription services, multilingual communications, community and organizational outreach, and use of the Town's existing communication channels to increase awareness of meetings and opportunities for public participation.

CONCLUSION:

Staff recommends that the Town Council adopt the Resolution establishing reasonable efforts to encourage public participation in meetings, approve the Remote Public Access Disruption Policy, and approve amendments to the Town Council Agenda Policy. These actions will ensure compliance with Senate Bill 707 and Government Code section 54953.4 and will support continued transparency, accessibility, and effective public participation in Town Council meetings.

COORDINATION:

This report was prepared in coordination with the Town Attorney and the Town Manager's Office.

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ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Draft Policy Remote Public Access Disruption Policy
2. Redline Agenda Format and Rules Policy 2-01
3. Draft Resolution