

**CITY OF SOUTH PASADENA  
RESOLUTION NO. 7987**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH  
PASADENA ADOPTING A TECHNOLOGY DISRUPTION POLICY FOR CITY  
COUNCIL MEETINGS IN COMPLIANCE WITH SENATE BILL 707 AND  
GOVERNMENT CODE SECTION 54953.4**

**WHEREAS**, the City of South Pasadena City Council conducts meetings in accordance with the Ralph M. Brown Act (Government Code § 54950 et seq.) to ensure transparency and public participation in local government; and

**WHEREAS**, the City provides remote public participation through a two-way audiovisual platform to enhance accessibility and promote civic engagement; and

**WHEREAS**, Senate Bill 707 (Durazo) requires “eligible legislative bodies,” which includes the City of South Pasadena, that provide remote participation to adopt procedures to address technological disruptions that prevent remote public access to public meetings; and

**WHEREAS**, a technology disruption may prevent members of the public from attending, observing, or participating in City Council meetings remotely; and

**WHEREAS**, the City Council desires to establish uniform procedures to ensure compliance with state law and to maintain transparency and public access in the event of such disruptions; and

**WHEREAS**, the proposed “Technology Disruption Policy” establishes procedures for identifying disruptions, calling a recess, making good faith restoration efforts, documenting actions taken, and determining whether to continue or adjourn a meeting; and

**WHEREAS**, adoption of the Technology Disruption Policy will ensure the City remains compliant with state law while maintaining orderly and accessible public meetings.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1. Recitals.** The foregoing recitals are true and correct and incorporated herein by this reference as if set forth in full.

**SECTION 2. Adoption of Policy.** The City Council hereby adopts the Technology Disruption Policy for City Council meetings, attached hereto as Exhibit A ("Policy").

**SECTION 3. Implementation.** The Chief City Clerk is directed to implement the Policy and ensure it is publicly available on the City's website and through the City Clerk's Office.

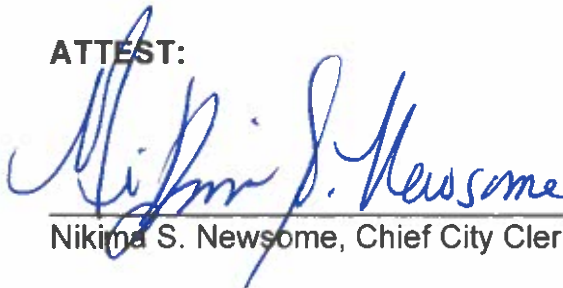
**SECTION 4. Compliance with State Law.** The Policy is adopted in compliance with Government Code Section 54953.4(b)(1)(A) and (B) and shall guide City Council meeting procedures when remote access disruptions occur.

**SECTION 5. Effective Date.** This Resolution shall take effect immediately upon adoption, and the Policy shall become operative on July 1, 2026.

**PASSED, APPROVED AND ADOPTED** on this 4th day of March 2026.

  
\_\_\_\_\_  
Sheila Rossi, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Nikina S. Newsome, Chief City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Roxanne Diaz, City Attorney

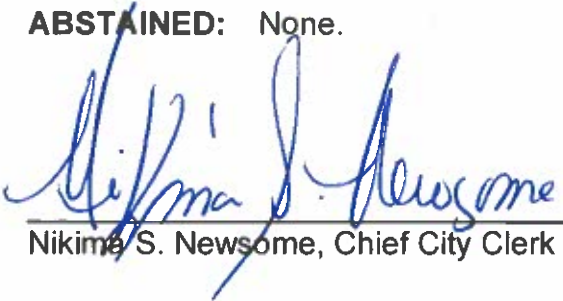
I HEREBY CERTIFY the foregoing Resolution No. 7987 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 4th day of March 2026 by the following vote:

**AYES:** Braun, Cacciotti, Primuth, Ferguson, Mayor Rossi

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.



Nikima S. Newsome  
Nikima S. Newsome, Chief City Clerk

**EXHIBIT A**

**TECHNOLOGY DISRUPTION POLICY**

# TECHNOLOGY DISRUPTION POLICY FOR CITY COUNCIL MEETINGS

## 1. Purpose

Starting on July 1, 2026, all open and public meetings of the South Pasadena City Council ("City Council") held pursuant to the Ralph M. Brown Act (codified at Government Code § 54950 et seq.) ("Brown Act") shall include an opportunity for members of the public to attend such meetings either through a Two-Way Telephonic Service or a Two-Way Audiovisual Platform. The City of South Pasadena utilizes a Two-Way Audiovisual Platform for its City Council meetings.

The purpose of this Technology Disruption Policy ("Policy") is to establish procedures for the City Council to follow in the event there is a disruption to its Two-Way Audiovisual Platform that prevents members from the public from attending, observing or otherwise participating in the Meeting through that internet based platform.

This Policy is adopted in compliance with California Senate Bill 707 (Durazo) and the Brown Act, specifically Government Code Section 54953.4(b)(1)(A) and (B).

## 2. Definitions

For purposes of this Policy, the following definitions apply:

- **Meeting:** A meeting held by the City Council pursuant to Brown Act.
- **Technology Disruption:** A failure or interruption of the Two-Way Audiovisual Platform that prevents the public from attending, observing, and/or providing public comment through the remote access options identified on the City Council Meeting agenda
- **Two-Way Audiovisual Platform or Platform:** An online meeting platform that provides members of the public with the ability to participate in a Meeting of the City Council via both an interactive video conference option and a two-way telephonic option.
- **Two-Way Telephonic Service:** A telephone-based service that allows members of the public to dial a telephone number to listen and verbally participate in a Meeting of the City Council, without requiring internet access.

## 3. Applicability

This Policy applies to all regular, special, and adjourned Meetings of the City Council except for those Meetings listed in Government Code Section 54953.4(b)(1)(A)(i)(II)(ia), (ib), (ic), (id) and (ie). In addition, this Policy shall not apply if adequate telephonic or internet service is not operational at the Meeting location.

#### **4. Notice of Remote Access**

For each Meeting subject to this Policy, the City Clerk shall ensure that the Meeting agenda clearly identifies:

- A. The available remote access options (Two-Way Audiovisual Platform);
- B. Instructions for accessing the Meeting and providing public comment; and
- C. Contact information for reporting technical difficulties during the Meeting.

#### **5. Procedures for Technology Disruptions**

##### **5.1 Identification of Disruption**

If the Mayor, City Clerk, City staff, or City Council Member becomes aware that a Technology Disruption is occurring, such person shall notify the City Clerk or the Mayor that the Two-Way Audiovisual Platform has been disrupted preventing the public from accessing or participating in the Meeting and a recess is required in order to evaluate and restore service to the Platform.

##### **5.2 Calling a Recess**

- A. The Mayor shall recess the Meeting and make an announcement that: (i) there is disruption or other technical issue that has rendered the Platform non-operational preventing the public from participating in the Meeting remotely; (ii) a recess will be called in order to evaluate and restore service to the Platform; and (iii) the recess may last for up to an hour or until service to the Platform is restored, whichever occurs first.
- B. The City Clerk shall record the time when the recess is called by the Mayor.
- C. During the recess, the City Council may convene to closed session to hear any closed session items listed in the closed session agenda for that Meeting.

##### **5.3 Good Faith Restoration Efforts**

- A. During the recess, the City shall make a good faith effort to restore telephonic or internet service to the Platform. This includes but is not limited to contacting technical support, troubleshooting any issues impacting connectivity, switching to backup systems, etc.
- B. If the City is successful in restoring service to the Platform within one hour of when the recess was called, the City Clerk shall inform the Mayor that the matter has been resolved.
- C. If the City is not successful in restoring service to the Platform within one hour of when the recess was called, the City Clerk shall inform the Mayor that after making a good faith effort to restore service, that service to the Platform was unable to be restored. The City Clerk shall provide the Mayor with a written description of the efforts made to restore service.

#### **5.4 Reconvening the Meeting if the Technology Disruption was Resolved**

If service to the Platform is restored within one hour of when the recess was called, the Mayor shall reconvene the Meeting and the Meeting will resume.

#### **5.5 Reconvening the Meeting if the Technology Disruption was not Restored**

The Mayor shall reconvene the Meeting and inform the City Council and public that the Technology Disruption was not resolved within the one-hour recess period. Thereafter, the City Council may take one of the following actions:

- A. A member of the City Council may make a motion to adopt a finding that pursuant to its Technology Disruption Policy, (i) good faith efforts to restore internet or telephone services to the Platform were made and a description of those efforts shall be recited; and (ii) that the public interest in continuing the meeting outweighs the public interest in remote public access. The Mayor shall ask for a second and if a second is received, shall ask the City Clerk to take a roll call vote. If the motion is passed, the City Council may resume the Meeting; or
- B. The City Council may adjourn the Meeting to a future date and time, which subsequent Meeting shall be noticed in accordance with the Brown Act.

#### **6. Chief City Clerk Responsibilities**

The Chief City Clerk, or the Deputy City Clerk, shall be responsible for:

- A. Monitoring the functionality of the Two-Way Audiovisual Platform during Meetings;
- B. Maintaining current technical support and backup access information;
- C. Coordinating public communications related to Meeting access issues;
- D. Ensuring this Policy is publicly available on the City's website; and
- E. Ensuring that the Meeting minutes document the nature of the disruption; the duration of the recess; a description of the efforts made to restore service; and the decisions made regarding continuation or adjournment of the Meeting.

#### **7. Public Availability**

This Policy shall be posted on the City of South Pasadena meeting webpage. In addition, the Policy is available from the City Clerk's Office by emailing [cityclerk@southpasadenaca.gov](mailto:cityclerk@southpasadenaca.gov).

#### **8. Review and Updates**

This Policy shall be reviewed periodically and updated as necessary to reflect changes in law, technology, or City procedures.

**9. Effective Date**

This Policy shall go into effect on July 1, 2026.