

## Exhibit A

### Policy: Disruption of Telephonic or Internet Service During Public Meetings

#### 1.0 Purpose

The City of Hesperia is committed to complying with the Brown Act's teleconferencing requirements. This policy shall establish procedures for responding to a disruption in the telephonic or internet services that provide two-way remote public access to meetings of the City of Hesperia City Council as required by the Brown Act Gov. Code 54953.4. The policy ensures transparency, public participation, and continuity of government during technology disruptions.

#### 2.0 Definitions

For purpose of this policy:

- Disruption: any failure, outage or other interruption that prevents members of the public from attending or observing the meeting via remote access services used by the City for City Council Meetings.
- Remote access services: two-way telephonic service and/or two-way audiovisual platform used to provide real-time remote public attendance and observation of meetings.

#### 3.0 Applicability

- This policy applies to all open and public meetings of the City Council at which remote public participation is offered or required under the Brown Act.

#### 4.0 Procedures

In the event of a service disruption during public meetings:

##### 4.1 Response to service disruption

If the Mayor or City Clerk staff become aware of a disruption to the agency's remote access services that prevents the public from attending or observing the meeting remotely:

4.1a The Mayor or City Clerk staff should promptly announce the disruption to the public.

4.1b The Mayor or City Clerk staff may then call a recess of the open session or convene in closed session, in accordance with the Brown Act.

4.1c During the recess, staff shall begin efforts to diagnose and restore remote access services.

4.1d The meeting shall remain in recess for at least one hour or until the service is restored, whichever occurs first. The recess period may be extended if restoration efforts are ongoing.

## 4.2 Efforts to Restore service

4.2a Staff shall make good faith efforts to restore remote access services, which may include:

- Troubleshooting teleconferencing platforms or software.
- Resetting or replacing audiovisual equipment.
- Attempting alternative connection methods.
- Contacting appropriate support staff or service providers.
- Using back-up equipment or platforms, if available.

4.2b City Clerk staff shall document the restoration efforts undertaken.

## 4.3 Reconvening the Open Session

4.3a Timing:

The open session may be reconvened after at least one hour of time has passed from the time of disruption or as soon as service has been restored, whichever occurs first.

4.3b If service has been restored:

If the remote access service is restored before or at the time the meeting reconvenes. The meeting will continue as normal.

4.3c If Service is *Not* Restored

If service has not been restored after one hour, the City Council may reconvene and:

1. Adjourn the meeting; or
2. Continue the meeting in open session by adopting, by roll call vote, the following, or a substantially similar finding:

“The City Council has made good faith efforts to restore telephonic or internet service in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access.”

3. Upon adoption of the finding, the legislative body may continue the open session even though remote access services have not been restored.

## 5.0 Responsibility Assignments

- Mayor or City Clerk Staff: Announces disruptions, declares recesses, leads roll call finding and ensures compliance.
- Staff/IT Support: Monitor systems, attempt restoration, provide alternate access when available, and log disruption timelines.
- City Clerk Staff: Document disruptions, findings, and actions taken in the official minutes.

## 6.0 Documentation and Recordkeeping

6.1 City Clerk Staff must enter a brief statement into the meeting minutes, which include the following:

- The nature and time of the disruption
- Efforts made to restore service
- The time the meeting was reconvened (if applicable)
- Any finding adopted pursuant to section 4.3c(3)

## 7.0 Review and Updates

The policy may be amended by the City Council at a noticed public meeting during open session.