



SB707 IMPLEMENTATION

Meeting Disruption Policy and
Language Access Policy



AGENDA

1 - RECAP

Overview and Timeline

2 - KEY PROVISIONS

Summary of key provisions

3 - RECOMMENDATIONS

Review recommendations from
Rules Committee

4 - POLICIES

Overview of Proposed Policies

OVERVIEW

SB 707 expands:

- Mandatory hybrid public access for City Council meetings
- Remote attendance flexibility for members
- Language access outreach requirements

Staff's recommendations are focused on meeting legal requirements without adding significant resource costs.

TIMELINE

Assessment

(Nov 2025 - Jan 2026)
Identify operational impacts; assess resource capacity; develop key policy recommendations.

1

Infrastructure

(Mar - June)
Configure meeting rooms and technology; update procedures; train staff presiding officers.

3

Monitor

(Ongoing)
Monitor and adjust. Return to Council as needed with refinements or budget requests.

5

Framework

(Feb - April)
Establish governance framework with direction from Rules Committee & City Council.

2

Implement

By July 1, 2026:
Fully implement all applicable provisions of SB 707.

4



KEY PROVISIONS

DEFINITIONS

A decorative background featuring a large, light orange arch at the top and two vertical columns on either side, also in light orange. The columns have horizontal bands near their bases and tops. The overall style is clean and modern.

There are three different categories of legislative bodies, and the rules apply differently:

City Council

Council Standing Committees

Boards and Commissions

SOCIAL MEDIA

Application: all legislative bodies

SB707 makes permanent the following rule:

A member of a legislative body shall not directly respond to any communication on an internet based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.

This includes comments, likes, emojis, and reposts.

MANDATE: HYBRID PUBLIC PARTICIPATION

Applicability: City Council

- Virtual participation by the public
- Council must adopt disruption & continuation policy
 - Meetings pause up to 1 hour for access disruptions while good faith efforts are taking place to restore access
 - The meeting may resume when access is restored, or after 1 hour

OPTION: HYBRID PUBLIC PARTICIPATION

Applicability: Boards and Commissions

- Virtual participation by the public
- Cost: \$30,000 - \$150,000

MANDATE: AGENDA TRANSLATION

Applicability: City Council

- City Council meeting agendas must be translated into applicable languages
- American Community Survey data for San Leandro:
 - Spanish (23% of total population; 57% speak English less than “very well”)
 - Chinese (21% of total population; 76% speak English less than “very well”)
- Related meeting information must be posted prominently online

MANDATE: COUNCIL MEETING OUTREACH

Applicability: City Council

- Reasonable efforts to encourage participation by groups that don't traditionally participate in City Council meetings
- Public posting board for additional translations
- Assist with meeting translation / interpretation at meetings

OPTION: FULLY REMOTE MEMBER PARTICIPATION

Eligible bodies

- Council Standing Committees
- Arts, Culture, & Library Commission
- Human Services Commission
- Recreation & Parks Commission
- Senior Commission
- Youth Advisory Commission
- Bicycle & Pedestrian Advisory Commission

Ineligible bodies

- Community Police Review Board
- Personnel Relations Board
- Planning Commission
- Rent Review Board

OPTION: FULLY REMOTE MEMBER PARTICIPATION

Council Standing Committees:

- May all participate remotely if located in San Leandro
- Must include location on agenda and public access at physical meeting locations
- Cost estimates: \$0

Boards and Commissions:

- All members may participate remotely without providing the address of their physical location

OPTION: FULLY REMOTE MEMBER PARTICIPATION

Applicable to all:

- Council authorization is required
- One physical meeting location open to the public with one staff person
- Council must adopt findings every six months

REMOTE ATTENDANCE BY BROWN ACT BODY MEMBERS

“Just Cause” circumstances allowing remote attendance by a legislative body member have expanded slightly:

- Childcare or caregiving need
- Contagious illness
- A need related to a physical or mental condition
- Travel on official business of the agency or another agency
- Immunocompromised family member
- Physical or family emergency
- Military service obligations

Members are allowed to appear remotely under just cause for a maximum of 7 meetings a year if the body meets three or more times per month; 5 meetings a year if the body meets twice per month, and 2 meetings a year if the body meets once a month or less.

Decision Point

Rules Committee Feedback (February 25, 2026)

Decision #1: Type of hybrid participation at City Council meetings
Staff recommended continuing to use two-way audiovisual platform for hybrid public participation. The City Council could choose telephonic participation instead.

- Support for audiovisual platform (i.e., Zoom, Teams, etc.)
- Consider landline telephone as backup call-in

Decision #2: Disruption policy
Staff requested the Rules Committee provide feedback to staff on the draft disruption policy for City Council meetings.

- Support for draft policy as presented
- Be clear that meetings will resume if access is restored before 1 hour

Decision #3: Implement hybrid public participation for all legislative bodies?
Staff recommend taking no action at this time, as it could require additional expenses for the City to do so.

- Supportive of staff’s recommendation to take no action at this time regarding Boards and Commissions
- Interest in hybrid public participation for Council standing committee meetings
- Requested additional information on potential costs

Decision #4: Language access policy
Staff recommend the use of no- to low-cost solutions and requested Rules Committee feedback on the language access policy.

- Support for draft policy as presented
- Support for no- and low-cost solutions for translation
- Look to other local agencies for proven, low-cost options (School District, etc.)

Decision #5: Simplifying public comment
Staff sought Rules Committee input on whether to rely on prior subcommittee comment; or continue taking comment at both levels (committee + City Council).

- Support for continuing to receive comment at both levels

Decision #6: Authorize members of eligible bodies to be fully remote?
Staff recommended taking no action at this time, as it could require additional expenses for the City to do so.

- Supportive of staff’s recommendation to take no action at this time regarding Boards and Commissions; but interested in members participating remotely for Council standing committee meetings
- Requested additional information on potential costs



MEETING DISRUPTION POLICY

SB707 requires the City Council adopt a meeting disruption policy to address procedure in the event of a technological disruption such as an internet outage.

The proposed policy requires a recess of at least one hour if service is disruption. The meeting may resume before the one hour has finished if service is restored, or after the one hour if certain findings are made.



LANGUAGE ACCESS POLICY

Under SB707, the Council is required to determine efforts the City will take to perform outreach to underrepresented groups. The proposed policy describes the manner in which the City will promote participation in public meetings as well as its strategy for providing translated meeting agendas as required by law.

RECOMMENDATION

Staff recommends the City Council adopt the proposed Resolution that approves:

- 1) The City Council Meeting Disruption Policy; and
- 2) The City Council Meeting Language Access Policy





QUESTIONS?