

**DRAFT**  
**2024 Annual Sunshine Ordinance Report**

**To: Alameda City Council**

**From: City of Alameda Open Government Commission**

**Date: December 2, 2024**

**I. Purpose of Report**

Under Alameda Municipal Code (AMC) Section 2-22.4, the Commission has a duty to: "From time to time as the Commission sees fit, issue public reports evaluating compliance with the Sunshine Ordinance by the City or any Department, Office, or Official thereof." AMC Section 2-93.6 requires: "The Commission shall prepare an annual report to be placed on the City's website and made generally publicly available in printed form of alleged violations of the Ordinance heard by the Hearing Officer during the previous calendar year. The report shall identify the nature of the alleged violation, the relief sought by each petition, the disposition or current status thereof, the location of all records relevant to each petition, and any practical or policy problems encountered in the administration of the Sunshine Ordinance."

**II. Summary of 2024 Open Government Commission (OGC) Meetings**

During the 2024 calendar year, the Commission met 2 times:

**A. Items addressed January 29, 2024:**

1. Two complaints that were filed in 2023 and included in the 2023 Annual Report
2. City Council Referral directing staff to draft an Ordinance amending the Sunshine Ordinance to move to a Hearing Officer Model to hear Sunshine Ordinance complaints
3. 2023 Annual Report

**B. Items addressed December 2, 2024:**

1. Bylaws
2. Records Retention Schedule
3. 2024 Annual Report

**III. Complaints**

Pursuant to Alameda Municipal Code Section 2-93.2.c., all decisions are posted on the City's webpage here:

<https://www.alamedaca.gov/GOVERNMENT/Boards-Commissions/Open-Government-Commission>

Hearing records are on file in the City Clerk's Office and posted in an online agenda database here: <https://alameda.legistar.com/Calendar.aspx>

During 2024, two (2) complaints alleging violations of the Ordinance were filed, which are summarized below:

Date Filed	Nature of Alleged Violation	Complaint Summary	Relief Sought	Hearing Date	Disposition	Location of Related Documents
4/24/24	Alleged violation of public record access	Response was not timely and information should not have been withheld	None specified	N/A	Withdrawn	Public Works
10/31/24	Alleged violation of public record access	Response was not timely	None specified	12/18/24	[to be inserted after hearing]	City Clerk, City Attorney, Housing and Human Services

#### **IV. Closing**

The Commission thanks Council for its review and consideration of this Report and welcomes any questions or suggestions from Council regarding the items contained in this Report.