

CITY OF ALAMEDA ORDINANCE NO. _____

New Series

AMENDING THE ALAMEDA MUNICIPAL CODE BY AMENDING, ADDING AND DELETING SECTIONS OF ARTICLE VIII (SUNSHINE ORDINANCE) OF CHAPTER II (ADMINISTRATION) CONCERNING LOCAL STANDARDS TO ENSURE PUBLIC ACCESS TO PUBLIC MEETINGS AND PUBLIC RECORDS

BE IT ORDAINED by the Council of the City of Alameda as follows:

Section 1. Section 2-90.2 of the Alameda Municipal Code is hereby amended as follows:

“2.90-2. Findings

The City Council finds as follows:

(Subsections (a)-(e), no change.)

~~(f) In furtherance of these findings, as it is not in the public's interest to have private communications occur between decision makers and a limited number of individuals, and in order to assure that all citizens have equal access to their government at all public meetings, cell phones and other means of electronic communications including email, text, instant imaging, etc. shall be turned off during public meetings.~~

(Subsection (g), no change but reletter to (f).”

Section 2. New Sections 2-90.3 and 2-90.4 are added to the Alameda Municipal Code to read as follows:

“2-90.3 Responsibilities of the City Manager

The City Manager shall ensure that City staff is trained regarding their obligations under this Ordinance.”

“2-90.4 Responsibilities of the Mayor

If the Mayor delivers a State of the City address, it shall be given in a disabled accessible venue with audio and video streaming and transmission capabilities. The event shall be noticed, recorded, free to the public and open to all. The report shall include a report on the previous year's complaints, if any, concerning the Ordinance, how they were resolved, and a summary of any actions taken or pending related to provisions of this Ordinance.”

Section 3. Section 2-91.1 of the Alameda Municipal Code is hereby amended as follows:

“2-91.1. Definitions

Whenever in this Article the following words or phrases are used, they shall have the following meanings:

(Subsection (a), no change.)

(b) “Meeting” shall mean any of the following and shall have the same meaning as defined in Section 54952.2 of the California Government Code unless the definition in this subsection is more restrictive in which case the more restrictive definition shall apply:

(Paragraphs 1-4), no change.)

(c) “Passive meeting body” shall mean:

(1) Advisory committees created by the initiative of a single member of a policy body, including the Mayor, or a department head;

(2) ~~Social, recreation or ceremonial occasions sponsored or organized by or for a policy body to which a majority of the body has been invited~~ (3) “Passive meeting body” shall not include a committee that consists solely of employees of the City of Alameda created by the initiative of a single member of a policy body, including the Mayor, or a department head.

(d) “Policy Body” shall mean the following and have the same meaning as “legislative body” is defined in Section 54952 of the California Government Code unless the definition in this subsection applies to a broader range of boards, commissions, committees or other bodies:

(Paragraphs (1), (2) and (3), no change.)

(4) Any committee or body, created by the initiative of a policy body as a whole;

(Paragraphs (5) and (6), no change.)”

Section 4. Section 2-91.2 of the Alameda Municipal Code is hereby amended as follows:

“2-91.2 Passive Meetings.

(a) A passive meeting shall mean meetings as defined in Section 2-91.1 (b)(4) (B) and (C) and meetings of a passive meeting body as defined in Section 2-91.1 (c)

(b) All ~~gatherings of~~ passive meetings ~~s-bodies~~ shall be accessible to individuals upon inquiry and to the extent possible consistent with the facilities in which they occur.

(1) Such ~~meetings~~gatherings need not be formally noticed, except on the City’s website whenever possible, although the time, place and nature of the ~~meeting~~gathering shall be disclosed upon inquiry by a member of the public, and any agenda actually prepared for the ~~meeting~~gathering shall be accessible to such inquirers as a public record.

(2) Such ~~meeting~~gathering need not be conducted in any particular space for the accommodation of members of the public, although members of the public shall be permitted to observe on a space available basis consistent with legal and practical restrictions on occupancy.

(3) Such ~~meetings~~gatherings of a business nature need not provide opportunities for comment by members of the public, although the

person presiding may, in his or her discretion, entertain such questions or comments from members of the public~~spectators~~ as may be relevant to the business of the meeting~~gathering~~.

~~(4) Gatherings subject to this subsection include the following: advisory committees or other multimember bodies created in writing or by the initiative of, or otherwise primarily formed or existing to serve as a nongovernmental advisor to, a member of a policy body, the Mayor, the City Manager, a department head, or any elective officer, and social, recreational or ceremonial occasions sponsored or organized by or for a policy body to which a majority of the body has been invited. This subsection shall not apply to a committee which consists solely of employees of the City of Alameda (45) Passive meeting bodies Gatherings defined in subdivision (4) may hold closed sessions under circumstances allowed by this Article.~~

~~(c)~~ Any entity performing a function delegated by the City shall abide by subsection ~~(b)~~(a)."

Section 5. Section 2-91.4 of the Alameda Municipal Code is hereby amended as follows"

"2-91.4 Conduct of Business; Time and Place for Meetings; Use of Electronic Communication Devices.

- (a) Each policy body, ~~except for advisory bodies,~~ shall, and passive meeting bodies may, establish by resolution or motion the time and place for holding regular meetings.

(Subsections (b), (c) and (d), no change.)

- (b) Meetings of passive meeting bodies as specified in Section 2-91.~~2 (a)1 (d)(4)~~ of this article shall be preceded by notice delivered personally or by mail, e-mail, facsimile as reasonably requested by at least four weekdays before the time of such meeting to each person who has requested, in writing, notice of such meeting. If the ~~passive meeting~~advisory body elects to hold regular meetings, it shall provide by bylaws, or whatever other rule is utilized by that ~~passive meeting~~advisory body for the conduct of its business, for the time and place for holding such regular meetings. In such case, no notice of regular meetings, other than posting of an agenda pursuant to Section 2-91.5 if this article in the place used by the policy body which it advises, is required.

- (f) Special meetings of any policy body, including ~~passive meeting~~advisory bodies that choose to establish regular meeting times, may be called at any time by the presiding officer thereof or by a majority of the members thereof, by delivering personally or by mail written notice to each member of such ~~policy~~ body and the local media who have requested written notice of special meetings in writing. Such notice of a special meeting shall be delivered as described herein ~~(e)~~ at least seven (7) days before the time of such meeting as specified in the notice, with the exception of any urgent matter beyond the control of the City. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be

considered at such meetings. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the presiding officer or secretary of the body ~~or commission~~ a written waiver of notice. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Each special meeting shall be held at the regular meeting place of the ~~policy~~ body except that the ~~policy~~ body may designate an alternate meeting place provided that such alternate location is specified in the notice of the special meeting.

(Subsection (g), no change.)

(h) In order to insure that all communications to Policy Board members presented in a public meeting are shared with the public, Policy Board members are prohibited from communicating electronically with others during public meetings that pertains to the business thereof."

Section 6. Section 2-91.14 of the Alameda Municipal Code is hereby amended as follows:

"2-91.14 Video and Audio Recording, Filming and Still Photography.

(Subsections (a) and (b), no change.)

(c) Every City policy body, agency or department shall audio or video record every noticed regular meeting, special meeting, or hearing open to the public held in a City Hall hearing room ~~that is equipped with audio or video recording facilities~~, except to the extent that such facilities may not be available for technical or other reasons. Such meetings held outside City Hall may not be available via livestreaming. All recordings will be archived indefinitely in digital form at a centralized location on the City's website within 72 hours of such meeting or hearing. Each ~~such audio or video~~ recording shall be a public record subject to inspection pursuant to the California Public Records Act (Government Code Section 6250 et seq.), and shall not be erased or destroyed. ~~The City shall make such audio or video recording available via livestreaming as well as archived in digital form at a centralized location on the City's website within seventy-two hours of the date of such meeting or hearing and for a period of at least ten years after the date of the meeting of hearing.~~ Inspection of any such recording shall also be provided without charge on an appropriate play back device made available by the City. This subsection (c) shall not be construed to limit or in any way modify the duties created by any other provision of this article, including but not limited to the requirements for recording closed sessions as stated in Section 2-91.8 and for recording meetings of boards and commissions enumerated in the Charter as stated in subsection (b) above.

(1) At a minimum, the City shall provide video coverage of the following meetings:

1. City Council ~~and~~ all bodies associated with its members including:

- a. Alameda Reuse and Redevelopment Authority (ARRA)
- b. Successor Agency to the Community Improvement Commission (CIC)
- c. Alameda Public Finance Authority (APFA)
- d. Housing Authority Board of Commissioners (HABOC)

(Subparagraphs 2, 3, 4, 5, 6 and 7, no change.)

(Paragraphs (2) and (3), no change.)”

Section 7. Section 2.91-17 of the Alameda Municipal Code is hereby amended as follows:

“2.91-17 Public Comment by Members of Policy Bodies.

Every member of a policy body retains the full constitutional rights of a citizen to comment publicly on the wisdom or propriety of governmental actions, including those of the policy body of which he or she is a member. Policy bodies shall not sanction, reprove or deprive members of their rights as elected or appointed officials for expressing their judgments or opinions, including those which deal with perceived inconsistency of non-public discussions. In that Section 10-9 of the City Charter provides that a City Council majority may remove any member of an appointed policy body, nothing provided herein is intended to prohibit the City Council from removing a member of an appointed policy body from that policy body, nor shall it be construed to provide rights to appointed policy body members beyond those recognized by law or to create any new private cause of action.”

Section 8. Section 2-92.2 of the Alameda Municipal Code is hereby amended as follows:

“2-92.2 Responsibilities of Staff.

- (a) ~~The City Manager shall ensure that staff is trained regarding their obligations under this Ordinance.~~ The City Clerk shall be the City Custodian of Records and the City Manager shall designate a Custodian of Records for the Police Department. The City Clerk shall also designate in each department/office a Department Custodian of Records who shall ensure that all department staff who have contact with the public are prepared to provide written and oral information to the public.

(Subsection (b), no change.)

- (c) Every ‘Custodian of Records’ shall, as soon as possible, and within ten (10) days following receipt of a request for a Public Record, comply with such request. In unusual circumstances, the time limit prescribed by this subsection may be extended by written notice by the Custodian of Records to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched provided that no notice shall specify a date that would result in an extension for more than 14 days. The term “unusual circumstances” means the following, but

only to the extent reasonably necessary to the proper processing of the particular request: (1) the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request; (2) the need to search for, collect and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request; (3) the need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein; or (4) the need to compile data, to write programming language or a computer program, or to construct a computer report to extract data. If a Custodian of Records believes the record requested is exempt from disclosure, he/she shall state in writing the express provisions of law that justify withholding the record.

- (d) ~~When a member of the public submits a request for information to any paid or elected agent of the City, that agent shall respond to said request within three (3) business days by providing the information or explaining how, when, and by whom the information will be provided, and who shall then have the responsibility of responding within ten (10) days of receipt of such referral. Requests submitted in person, via telephone, or via email or through the City website are considered requests.~~
- (e) Nothing in this Section shall be interpreted to hinder ordinary assistance in supplying records or information to the public and informal communications between members of the public, staff and members of Policy~~Legislative~~ Bodies.

(Subsection (f), no change.)

- (g) Record requests made by email must be acknowledged with an email response to the sender."

Section 9. Section 2-92.3 of the Alameda Municipal Code is deleted:

~~2-92.3 Responsibilities of the Mayor~~

~~—If the Mayor delivers a State of the City address, it shall be given in a disabled accessible venue with audio and video streaming and transmission capabilities. The event shall be noticed, recorded, free to the public and open to all. The address shall include a report of the previous year's Sunshine complaints, how they were resolved and a summary of any actions taken or pending related to provisions of this Ordinance.~~

Section 10. Section 2-92.4 of the Alameda Municipal Code is amended as follows:

"2-92.4 Notices and Posting of Information.

- (a) At a minimum, the following shall be posted on the City's website and provided in written form in the City Clerk's Office and at the reference desk of each Alameda public library. These documents must be posted on the City's Website for a period of at least four (4) years:

City Charter

Alameda Municipal Code
 General Plan and Area Plans
 Zoning Ordinance
 Landmarks Preservation Ordinance
 Sunshine Ordinance
 Citizen's Guide to Public Information
 Records Index
 Records Retention Schedule
 Council Rules of Procedure
 Conflict of Interest Code
 Statements of Economic Interest *
 Executive Management Work Plans *
 Capital Improvement Plans *
 Agendas and Minutes of the Meetings of all ~~Policy~~Legislative Bodies *
 Budgets *
Draft and Final Environmental Impact Reports and Environmental Impact Statements (these documents may be posted on the website of the EIR/EIS consultant in lieu of the City's website) **

* These documents may be removed from the City's Website four years after they are filed or adopted.

** These documents may be removed from the City's Website once the project that relate to the environmental documents has been built out.

- (b) ~~At a minimum, within six (6) months after enactment of this Ordinance, E~~each ~~Policy~~Legislative Body shall have posted on the City's website all current meeting Agendas, minutes and other documents required to be made public and thereafter, make reasonable efforts to post past materials. Each ~~Policy~~Legislative Body shall make reasonable efforts to ensure that its portion of the City's website is updated on a weekly basis.

(Subsections (c) through (h), no change.)”

Section 11. Section 2-92.5 of the Alameda Municipal Code is amended as follows:

“2.92-5 Public Records Index.

- (a) The City shall maintain a Public Records Index that identifies types of records maintained by departments and offices, including those of elected officials and ~~Policy~~Legislative Bodies. The index shall be available to the public and organized under a uniform reference system that permits a general understanding of the types of records maintained, in which offices and departments, and for what periods of retention. The Index shall be sufficient to aid the public in making a focused inquiry regarding Public Records. The Index shall be posted on the City's website and available in written form in the City Clerk's office and in each Alameda public library.

(Subsection (b), no change.)

- (c) The City Clerk Custodian of Records shall be responsible for preparing and maintaining the Index. ~~He/she shall report on the progress of developing the Index to the Commission on at least a quarterly basis until it is completed, which shall be no later than twelve (12) months from the enactment of this Ordinance. In identifying the types of records to be maintained, each department, office, Legislative Body, and public official is encouraged to solicit public participation in developing a meaningful Records Index. The completed Index shall be reviewed by the Open Government Commission and submitted for approval by the City Council.~~

(Subsections (d) and (e), no change.)”

Section 12. Section 2-92.6 of the Alameda Municipal Code is deleted in its entirety:

~~2-92.6 Opinions on Matters of Public Concern.~~

~~Public employees and City board, commission, or committee members shall not be discouraged from or disciplined for the expression of their personal opinions on any matter of public concern while not on duty, so long as the opinion is not represented as that of the City, department, board, commission or committee and does not materially misrepresent the City. Nothing in this section shall be construed to provide rights to public employees beyond those recognized by law or agreement, or to create any new private cause of action or defense to disciplinary action.~~

Section 13. Section 2-92.7 of the Alameda Municipal Code is amended as follows:

“2-92.7 Public Review File—Policy Body Communications.

Every ~~Policy Commission, Board or other Official~~ Body of the City of Alameda shall maintain a communications file, organized chronologically and accessible to any person during normal business hours, containing a copy of any letter, memorandum or other writing pertaining to the ~~Bb~~body’s duties which the clerk or secretary of such ~~Bb~~body has distributed to, or sent on behalf of, a quorum of the ~~Bb~~body concerning a matter that has been placed on the ~~Bb~~body’s agenda within the previous 30 days or is scheduled or requested to be placed on the agenda within the next 30 days. Excepted from the communications file shall be commercial solicitations, mail sent bulk-rate, agenda and agenda-related material, periodical publications or communications exempt from disclosure under the California Public Records Act or this title. Multiple-page reports, studies or analyses which accompanied by a letter or transmittal need not be included in the communications file; provided that the letter or memorandum of transmittal is included in the communications file and the reports, studies or analyses are readily available for review.”

Section 14. Section 2-92.13 of the Alameda Municipal Code is amended as follows:

“2-92.13 Fees for Copying.

(Subsections (a) through (d), no change.)

~~e) All drafts of final environmental impact reports and environmental impact statements shall be posted either on the City's website or on the consultant's website.~~

(Subsections (f) through (i), no change, but reletter (e) through (h))."

Section 15. Section 2-92.15 of the Alameda Municipal Code is deleted.

~~"2.92.15 Requests Made By Email:~~

~~Record requests made by email must be acknowledged with an email reply to the sender."~~

Section 16. Section 2-93.5 of the Alameda Municipal Code is amended as follows:

"2-93.5 Declaration by and Training Requirements for Form 700 Filers-Department Head Declarations.

All City employees and officials who are required to file FPPC Form 700 shall sign an annual affidavit or declaration stating under penalty of perjury that they have read the Sunshine Ordinance and have attended, or will attend when next offered, a training session on the Sunshine Ordinance, to be held at least ~~annually~~ every third year, provided newly hired employees and newly elected or appointed officials shall within six months of their hire, election or appointment either attend a training session or review the tape of the most recent training session. ~~Annual training shall be provided by the~~ Alameda City Attorney's Office with the assistance of the Commission shall provide the training, which training session will be taped."

Section 17. This Ordinance shall be in full force and effect from and after the expiration of 30 days from the date of its final passage.

Mayor of the City of Alameda

Attest:

Lara Weisiger, City Clerk

* * * *

I, the undersigned, hereby certify that the foregoing Ordinance was duly and regularly adopted and passed by the Council of the City of Alameda in a regular meeting assembled on the _____ day of _____, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City this _____ day of _____, 2016.

Lara Weisiger, City Clerk
City of Alameda

Approved as to form:

Janet C. Kern, City Attorney
City of Alameda