



CITY COUNCIL AGENDA REPORT

City of Anaheim CITY MANAGER'S OFFICE

DATE: NOVEMBER 7, 2023

FROM: CITY MANAGER'S OFFICE

SUBJECT: COUNCIL POLICY ON PUBLIC POSTING OF CALENDARS
FOR KEY CITY OFFICIALS

ATTACHMENT (Y/N): YES

ITEM # 17

GOVERNMENT CODE § 84308 APPLIES: NO

REQUESTED ACTION:

That the City Council, by Resolution, consider adopting a new council policy requiring the posting of public calendars of certain city officials on the City's website.

DISCUSSION:

At the September 12, 2023 Council meeting, the City Council provided direction to staff with regard to a new policy that would require the posting of public calendars. Although all City calendars are, subject to certain exceptions, currently public record and available to the public upon request, this new policy would require designated members of the City to proactively post calendars on the City's website. Staff has drafted a new Council Policy based on feedback from the previous council discussion and utilizing best practices from other municipal entities that have adopted similar measures.

Under the proposed policy, the Mayor, City Council Members and City Managers would be required to keep a public calendar and to post those calendars to the City website no later than the tenth day of each month, with those calendars reflecting the meetings that occurred during the previous month. Posted calendars shall include all non-internal city-related appointments, calls and meetings with members of the public, businesses, developers, union representatives, consultants, and lobbyists. Further, meeting details must include, the date and time of the meeting; the name(s), title(s) and affiliated organizations(s) of the people in attendance; as well as a general statement of the topic of the meeting.

The policy provides for certain limited exemptions to the disclosure of meetings and some of those include: personal appointments; meetings with internal city staff only, including retained city consultants or vendors; information protected by attorney-client privilege; information about a personnel issue; information about residents who reasonably fear that public disclosure of their appointment will result in retaliation or other tangible harm; and any other information that is otherwise prohibited from disclosure.

Should the City Council adopt this policy, City staff will begin working with the designated City officials on a process for posting the necessary information within the appropriate timeframe. As part of this process, staff will explore utilizing software to streamline the collection of the appropriate information as well as automatic posting of calendars to the City's website. In order to properly establish this new process, the policy would become effective in January 2024.

IMPACT ON BUDGET:

There is no impact on the General Fund. Sufficient funds are available to explore and implement this new council policy.

Respectfully submitted,

Jim Vanderpool
City Manager

Attachments:

1. Resolution
2. Proposed Council Policy No. 1.13