RESOLUTION NO. 2023-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TERMINATING THE CITY COUNCIL OPEN GOVERNMENT SUBCOMMITTEE AND LEGISLATIVE SUBCOMMITTEE

WHEREAS, on January 13, 2015, the City Council adopted Resolution No. 2015-02 establishing the Open Government Policy and subsequently adopted Resolution Nos. 2015-12, 2017-33, 2018-13 and 2019-30 amending the Open Government Policy ("Policy"); and

WHEREAS, the City Council has annually appointed an Open Government Subcommittee; and

WHEREAS, the Policy was originally formed as a Pilot Program; and

WHEREAS, on February 21, 2023, the City Council found and determined that the Open Government Committee was no longer necessary; and

WHEREAS, on February 21, 2023, the City Council further determined that the City Council Legislative Subcommittee was no longer necessary.

NOW, THEREFORE, BE IT RESOLVED

1. That the City Council hereby terminates the City Council Open Government Committee.

2. That the City Council hereby terminates the City Council Legislative Subcommittee.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City council of the City of Los Altos at a meeting thereof on this _____ day of _____, 2023, by the following vote:

AYES:
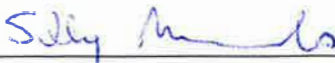**NOES:**
ABSENT:
ABSTAIN:

APPROVED: _____

Sally Meadows, MAYOR

Attest: _____

Angel Rodriguez, INTERIM CITY CLERK

A POLICY OF THE CITY OF LOS ALTOS REGARDING OPENNESS IN CITY GOVERNMENT

Section 1

The Brown Act

All meetings of city policy bodies (City Council, Commissions, and Committees) shall be open and public, and governed by the provisions of the Ralph M. Brown Act (Government Code Sections 54950 et. seq.). The Brown Act serves as a floor, not a ceiling, for transparency and openness. Policies are provided here that go beyond the minimum requirements of law to instill public confidence and increase transparency.

The City will maintain an "Open Government" page on the City website. This policy will be available on that site as well as a brief summary of the Brown Act.

Section 2
Posting of Agendas

At least eight (8) calendar days before a regular City Council meeting, a final agenda and accompanying materials shall be posted on the City's website. The agenda will be provided to the media. This final agenda shall contain a meaningful description of each item of business to be transacted or discussed at the meeting and all related items, including staff reports, proposals and contracts that will be considered for action. Agendas shall specify for each item of business the proposed action or a statement the item is for discussion only. The agenda shall also be made available for public inspection and copying at both public libraries and City Hall during normal business hours.

Agendas for Special Meetings, including Study Sessions and Closed Sessions, shall be posted in accordance with the Brown Act.

Section 3
Public Noticing

Notices for single-family residential design reviews shall be provided in accordance with Los Altos Municipal Code Section 14.76. In addition, notices posted on the project site shall be no smaller than 11" x 17" and shall include a graphic representing the proposed project as well as allowed construction hours.

Notices for multiple-family, public and community facilities, office and administrative, commercial and mixed-use design reviews shall be provided in accordance with Los Altos Municipal Code Section 14.78 and shall be sent to all properties within 1,000 feet of the proposed development and to the media 14 days in advance of the meeting. Notices shall be mailed for Pre-application study session design review (14.78.040), if held, as well as the first public hearing of the Planning Commission and the first public hearing of the City Council (14.78.030). In addition, notices posted on the project site shall be no smaller than 4' x 6' and shall include a graphic representing the proposed project as well as allowed construction hours. Multiple-story multiple-family, commercial and mixed-use projects, and public facilities shall erect story poles which reflect the outline of the proposed building on the site. Story poles complying with the City's specifications must be erected at least 20 days in advance of the first public hearing for the project. No project shall have a hearing until proper story poles are installed. Story poles shall be removed within 30 days of the first public hearing of the City Council. If the project is withdrawn by the applicant for substantial revision, the poles shall be removed immediately and re-installed 20 days prior to the public hearing on the revised proposal.

Section 4
Recording of Meetings and Retention of Recordings

All Regular and Special Meetings of the City Council and Planning and Transportation Commission that are held in the Community Chambers shall be video recorded. All regular meetings of Commissions and Committees shall be audio recorded. All other public meetings of the City Council and other Commissions and Committees meetings shall be audio recorded as practical. Each such video and audio recording shall be a public record subject to inspection pursuant to the California Public Records Act. The video recording of meetings of the City Council and Planning and Transportation Commission shall be made available within one week of the meeting by webcast on the City's website and shall remain on the City's website permanently. The audio and video record of all meetings under this section shall be kept permanently.

Section 5
Index of City Records

The City shall maintain a public records index that identifies the types of information and documents maintained by the City and its departments, agencies, task forces, commissions and elected officers. The index shall be for the use of City officials, staff and the general public, and shall be organized to permit a general understanding of the types of information maintained, by which officials and departments, for which purposes and for what periods of retention. The City Clerk shall be responsible for the preparation and maintenance of this records index. The index shall be continuously maintained on the City's website and the two Los Altos libraries.

Section 6
Public Records Requests

City of Los Altos

Open Government Policy – June 25, 2019

Requests for public records, including a brief description of the request, identification of the requester, the date requested, whether the request was granted, partially granted or denied, and the date the request was fulfilled, shall be posted on the City's website. This list shall be updated at least quarterly.

Section 7
Open Government Standing Committee

The Mayor shall appoint two City Council members to serve on an ad hoc Open Government Committee during the piloting of this Open Government policy. Upon adoption of a final policy or an ordinance, the Mayor shall. appoint two City Council members to serve on a standing Open Government Committee. The term of each appointed member shall. be two years. The Committee shall advise the City Council and provide information to the City Manager on potential ways in which to implement the Open Government Policy. The Committee shall develop appropriate goals to ensure practical and timely implementation of this Policy. The Committee shall propose to the City Council amendments to this Policy. The Committee shall report to the City Council at least once annually on any practical or policy problems encountered in the administration of this Policy.

Section 8
Open Government Policy Annual Review

This Open Government Policy will be reviewed by the City Council at the first meeting in May each year. The review may also be called earlier at the request of the Open Government Committee. The review will include discussion about the cost and impact on City staff of implementing this policy, consideration of additional open government and transparency sections to the policy, and a determination as to when it might be appropriate to adopt the policy as a City ordinance.