

Sunshine Laws Unique to Cities (2 or less)

Subject	City	Code Reference
Every body (council, board, commission, committee) shall ensure that the video screens or presentation boards are reasonably viewable by both the body and the public.	Benicia	BMC 4.08.040 (G)
To ensure business is conducted in the open, bodies should avoid taking breaks during discussion of a particular agenda item.	Benicia	BMC 4.08.040 (H)
Spokespersons for the proponent(s) of an agenda item and for the opponent(s) shall each have 15 minutes to present their case. The spokesperson for the proponent(s) shall have five minutes to present any rebuttal. Other speakers may be requested to keep their remarks concise.	Benicia	BMC 4.08.090 (B)
At the presiding officer's discretion, the official may grant up to 10 minutes to a speaker who desires to speak on multiple agenda items.	Benicia	BMC 4.08.090 (C)
Every department director shall be responsible for being knowledgeable about the affairs of the respective agency or department, to facilitate the inspection and copying of public records and to provide oral public information about agency or department operations, plans, policies, and positions.	Benicia	BMC 4.12.020 (A)
Each department shall make an effort to ensure its portion of the city's web site is kept current. Each department shall also post public documents that are of interest to a wide number of the public.	Benicia	BMC 4.12.100
At least 8 calendar days before a regular City Council meeting, a preliminary agenda shall be posted containing a meaningful description of each item of business to be transacted or discussed at the meeting.	Milpitas	MMC I-310-2.30(a)

Sunshine Laws Unique to Cities (2 or less)(cont'd)

Subject	City	Code Reference
<p>Each policy body shall ensure that notices and agendas for regular and special meetings shall include the following notice: KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION.</p>	Milpitas	MMC I-310-2.30(g)
<p>Statements or comments received within ten business days after the hearing shall go on the public record with a notation as to when it was received.</p>	Milpitas	MMC I-310-2.50
<p>Any collective bargaining agreement shall be made publicly available at least 15 calendar days before the meeting of the policy body to which the agreement is to be reported.</p>	Milpitas	MMC I-310-2.110(b)(5)
<p>The Milpitas Municipal Code and state law do not explicitly bar the City Attorney from offering unsolicited legal advice either verbally or in writing on matters before the Council. This ordinance should be interpreted such that the City Attorney, in addition to regular duties, should be outspoken in giving advice on the validity of legal compliance on all matters.</p>	Milpitas	MMC I-310-2.170
<p>One senior City staff meeting per month shall be publicly noticed, made open and accessible to the public.</p>	Milpitas	MMC I-310-2.190

Sunshine Laws Unique to Cities (2 or less)(cont'd)

Subject	City	Code Reference
At least once a year, and as otherwise requested by the Open Government Commission, the supervisor of public records shall prepare a tally and report of every petition brought before it for access to records since the time of its last tally and report.	Milpitas	MMC I-310-3.20(h)
To the extent that it is technologically and economically feasible, departments that use computer systems to collect and store public records shall program and design such systems to ensure convenient, efficient, and economical public access to records and shall make public records easily accessible over public networks, including but not limited to the Internet.	Milpitas	MMC I-310-3.40
Every department head shall designate a person or persons knowledgeable about the affairs of the department, to provide information, including oral information, to the public about the department's operations, plans, policies and positions.	Milpitas	MMC I-310-3.50
Public employees shall not be discouraged from or disciplined for disclosing any information that is public information or a public record to any journalist or any member of the public. Any public employee who is disciplined for disclosing public information or a public record shall have a cause of action against the City and the supervisor imposing the discipline.	Milpitas	MMC I-310-3.50(e)
Neither the City, nor any officer, employee, nor agent thereof, may assert an exemption for withholding any document or information based on a finding or showing that the public interest in withholding the information outweighs the public interest in disclosure.	Milpitas	MMC I-310-3.70(h)
The City Manager shall prepare and distribute a weekly report of City affairs for distribution to the City Council. This report shall be a public record subject to inspection at the Office of the City Clerk during normal business hours.	Milpitas	MMC I-310-3.110(c)(2)

Sunshine Laws Unique to Cities (2 or less)(cont'd)

Subject	City	Code Reference
The City shall prepare, within 12 months of the passage of this ordinance, a public records index that identifies the types of information and documents maintained by the City and its departments, agencies, boards, commissions, and elected officers.	Milpitas	MMC I-310-3.130
Members of the City Council (including the Mayor), Planning Commission and the City Manager shall maintain a monthly City Calendar form which includes all City-related Commission meetings, public events or speaking engagements, meetings with developers, meetings with consultants, meetings with lobbyists, regional meetings, and meetings of subcommittees or task forces.	Milpitas	MMC I-310-3.170
For a period of two years following the expiration of their term, the Mayor and all members of the City Council and Planning Commission shall be prohibited from using the experience or contacts arising from their former office to assist any applicant through the permitting process.	Milpitas	MMC I-300-3.200
All City department heads and all City management employees or officials who are required to sign an affidavit of financial interest with the City Clerk shall sign an annual affidavit or declaration stating under penalty of perjury that they have read the Open Government Ordinance and have attended or will attend when next offered, a training session on the Open Government Ordinance, to be held at least once annually.	Milpitas	MMC I-310-4.40
Every Agency director for the City and Redevelopment Agency, and department head for the Port shall designate a person or persons knowledgeable about the affairs of the respective agency or department, to facilitate the inspection and copying of public records and to provide oral public information about agency or department operations, plans, policies, and positions. The name of every person so designated under this section shall be filed with the City Clerk and posted online.	Oakland	OMC 2.20.190(A)

Subject	City	Code Reference
<p>An immediate disclosure request is applicable only to those public records which have been previously distributed to the public, such as past meeting agendas and agenda-related materials. All immediate disclosure requests shall describe the records sought in focused and specific language so they can be readily identified.</p>	Oakland	OMC 2.20.230(C)
<p>Notwithstanding any other provision of law, any person whose request to inspect or copy public records has been denied by any local body, agency or department, may demand immediate mediation of his or her request with the Executive Director of the Public Ethics Commission, or some mutually agreed person who agrees to volunteer his or her time, serving as mediator.</p>	Oakland	OMC 2.20.270(C)(1)
<p>Each policy body shall ensure that notices and agendas for regular and special meetings shall include the following notice: KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.</p>	San Francisco	Sec. 67.7(g)
<p>Each board and commission enumerated in the charter shall provide sign language interpreters or note-takers at each regular meeting, provided that a request for such services is communicated to the secretary or clerk of the board or commission at least 48 hours before the meeting, except for Monday meetings, for which the deadline shall be 4 p.m. of the last business day of the preceding week.</p>	San Francisco	Sec. 67.13(b)

Sunshine Laws Unique to Cities (2 or less)(cont'd)

Subject	City	Code Reference
The Board of Supervisors shall seek to provide translators at each of its regular meetings and all meetings of its committees for each language requested, where the translation is necessary to enable San Francisco residents with limited English proficiency to participate in the proceedings provided that a request for such translation services is communicated to the Clerk of the Board of Supervisors at least 48 hours before the meeting.	San Francisco	Sec. 67.13(e)
If the custodian refuses, fails to comply, or incompletely complies with a records request or if a petition is denied or not acted on by the supervisor of public records, the person making the request may petition the Sunshine Task Force for a determination whether the record requested is public.	San Francisco	Sec. 67.21(e)
On at least an annual basis, and as otherwise requested by the Sunshine Ordinance Task Force, the supervisor of public records shall prepare a tally and report of every petition brought before it for access to records since the time of its last tally and report.	San Francisco	Sec. 67.21(h)
Every department head shall designate a person or persons knowledgeable about the affairs of the department, to provide information, including oral information, to the public about the department's operations, plans, policies and positions.	San Francisco	Sec. 67.22(a)
(1) Except as provided in subparagraph (2), no preliminary draft or department memorandum, whether in printed or electronic form, shall be exempt from disclosure under Government Code Section 6254, subdivision (a) or any other provision.	San Francisco	Sec. 67.24(a)(1)

Sunshine Laws Unique to Cities (2 or less)(cont'd)

Subject	City	Code Reference
(2) Draft versions of an agreement being negotiated by representatives of the City with some other party need not be disclosed immediately upon creation but must be preserved and made available for public review for 10 days prior to the presentation of the agreement for approval by a policy body, unless the body finds that and articulates how the public interest would be unavoidably and substantially harmed by compliance with this 10 day rule, provided that policy body as used in this subdivision does not include committees.	San Francisco	Sec. 67.24(a)(2)
The City and County shall prepare a public records index that identifies the types of information and documents maintained by City and County departments, agencies, boards, commissions, and elected officers.	San Francisco	Sec. 67.29
The Clerk of the Board of Supervisors shall provide a full-time staff person to perform administrative duties for the Sunshine Ordinance Task Force and to assist any person in gaining access to public meetings or public information. The Clerk of the Board of Supervisors shall provide that staff person with whatever facilities and equipment are necessary to perform said duties.	San Francisco	Sec. 67.31
The city attorney may publish legal opinions in response to a request from any person as to whether a record is public. All communications with the city attorney's office with regard to this ordinance, including petitions, requests for opinions, and opinions rendered shall be public records.	Vallejo	VMC 2.08.130(A)
During November of each year, beginning in November 2000, the city council shall review this ordinance to determine its effectiveness and the necessity for its continued operation.	Vallejo	VMC 2.08.160