

MINUTES OF THE OPEN GOVERNMENT COMMISSION
MONDAY - - - OCTOBER 1, 2012 - - - 7:00 P.M.

The meeting was convened at 7:00 p.m.

ROLL CALL – Present: Commissioners Jensen, Oddie, Peterson, Spanier,
and Wong – 5.

Absent: None.

ORAL COMMUNICATIONS, NON-AGENDA

2-A. Matthew James Fitzgerald, Alameda, introduced himself.

AGENDA ITEMS

3-A. Approve the May 7, 2012 Meeting Minutes.

Commissioner Jensen moved approval of the minutes with correction to the spelling of her last name on page 3.

Following Commissioner Spanier's comments, the City Clerk clarified that agendas need to go out twelve days before a City Council meeting; stated a noticing complaint could be filed before a meeting is held.

Commissioner Wong seconded the motion, which carried by unanimous voice vote – 5.

3-B. Receive a Status Update on the Public Records Index.

The City Clerk stated the Public Records Index is required by the Sunshine Ordinance and would be posted on the City's website to inform people about the types of documents maintained in each department; the Sunshine Ordinance requires that documents be labeled "Open," "Partially Open," or "Has been determined Exempt;" the list has been drafted and staff is finalizing the documents' open or exempt status; the Index would be brought back to the Commission once the status has been finalized.

Commissioner Jensen inquired whether current City website documents would need to be categorized or just the new documents, to which the City Clerk responded all documents would be categorized.

COMMISSIONER COMMUNICATIONS

4-A. Commissioner Peterson discussed the public's lack of awareness of the Commission; stated the Sunshine Ordinance should be added to the Open Government section on the website; future meeting dates should be on the calendar now; that he is still concerned with not having Commissioners' email addresses on the website; he

does not believe public correspondence should go through the City Clerk's office but should go directly to the Commission; not having Commissioners' email addresses on the website by now is inexcusable and unacceptable; that he has addressed said concern with the Deputy City Manager.

Commissioner Jensen concurred with Commissioner Peterson; urged adding Commissioner e-mail addresses and fax number on letterhead; stated Commissioner email addresses should be unique rather than using the City Clerk's office email address to ensure continuity and privacy.

Chair Oddie noted the Commission's meeting date and minutes are listed on the City's website.

Commissioner Petersen stated no one attended tonight's meeting; that he does not understand why Commission meeting dates are only calendared on the City's website shortly before a meeting.

The City Attorney stated Commissioner Petersen's concern [regarding email addresses] would be restated to the Deputy City Manager; a major revamp of the City's website is underway; domain names have been discussed; clarified that the City Clerk is the repository of all City records and complaints need to go through the City Clerk's office.

Chair Oddie inquired whether any complaints have been filed, to which the City Clerk responded in the negative; stated a meeting would have been scheduled if a complaint was filed.

Commissioner Jensen requested that the City Clerk's email address be placed on the next agenda.

The City Clerk stated all agendas contain said contact information.

ADJOURNMENT

Commissioner Wong moved approval of adjourning the meeting at 7:15 p.m.

Commissioner Jensen seconded the motion, which carried by unanimous voice vote – 5.

Respectfully submitted,

Lara Weisiger
City Clerk

The agenda for this meeting was posted in accordance with the Sunshine Ordinance.