

Public Calendars of Certain City Officials Frequently Asked Questions

In an effort to foster greater transparency, the Calendars of Certain City Officials “Open Calendar” Ordinance was approved by the City Council at the January 12, 2016 meeting. The Ordinance will become effective on February 11, 2016 with March 14, 2016 as the first official posting date. Please see below for an outline of the basic elements of the Ordinance:

1. Who is required to post their calendar?

The Mayor, City Councilmembers, City Manager, City Attorney, Chief of Police and City Clerk shall publish their calendars to the City’s website. Assistant City Manager(s), Deputy City Manager(s), City Department Heads and any additional persons in management positions that are considered part of the city’s executive management team shall maintain a monthly calendar which shall be a public record subject to inspection during normal business hours.

2. What types of meetings are to be disclosed on the calendars?

The calendar shall include all scheduled non-internal city-related appointments and meetings, including regular and special City Council meetings, public events or speaking arrangements, meetings with citizens, developers, union representatives, consultants, lobbyists, regional meetings and meetings of subcommittees or task forces (collectively, “constituents”). The Mayor and City Councilmembers shall also include all non-scheduled city-related meetings or discussions with constituents.

3. What information is to be disclosed on the calendars?

Calendars must include the name(s), title(s) and affiliated organizations(s) of the people in attendance, as well as a general statement of the issues discussed.

4. What information is not required to be disclosed?

- Personal appointments, including personal business appointments;
- Information protected by attorney-client privilege;
- Information about attorney work product;
- Information about city staff recruitment;
- Information about a personal issue;
- Site-specific information regarding corporate recruiting and retention;
- Information about criminal investigations and security;
- Information about whistle blowers;
- Information about those who may fear retaliation;
- Information about those seeking guidance regarding the City’s campaign and election processes; and
- Information that is otherwise prohibited from disclosure

5. When are calendars made available to the public?

Calendars for the Mayor, City Councilmembers, City Manager, City Attorney, Chief of Police and City Clerk shall be posted on the City's website on the tenth business day of each month and shall reflect the schedule of the previous month. Calendars for other reporting officials shall be available on request during the same timeframe.

6. Are all meetings held by City Staff required to be posted?

Meetings held in the normal course of business among City staff, contractors, vendors or other representatives are not required to be reported.

7. Are political activities required to be disclosed?

In general, activities that are solely political in nature are considered personal appointments and are not required to be posted. However, disclosure requirements may be triggered if political activities involve the discussion, consideration or attempt to influence City business, policies or projects.

8. Who should I contact if I think there has been a breach of the policy?

Should it be felt that an official has failed to post their calendar or make their calendar available, please contact the City Clerk's Office as the compliance office for the program. Should it be felt that an official has failed to disclose certain reportable meetings on their calendar, please contact the City Attorney's Office as the enforcement office for the program.