



## **CITY COUNCIL STAFF REPORT**

**ITEM NO. 3.1**

**DATE:** July 28, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Marianna A. Burch, City Manager

**SUBJECT:** City Officials' Use of Electronic Communications and Social Media Training

### **RECOMMENDED ACTION**

Staff recommends the City Council receive a presentation and ask any clarifying questions regarding the City Officials' Use of Electronic Communications and Social Media Policy.

### **SUMMARY**

At the April 28, 2025, workshop, the City Council provided direction to staff to return to the City Council with a policy and training on City Officials' Use of Electronic Communications and Social Media.

### **DISCUSSION**

The City of Livermore's Policy on City Officials' Use of Electronic Communications and Social Media establishes clear expectations and legal boundaries for how City Officials, including Council Members and Advisory Body Members, engage through personal and City-affiliated digital platforms. The policy reinforces that while electronic tools can enhance communication with the public, they must be used in strict adherence to the Ralph M. Brown Act. The Brown Act prohibits a majority of a legislative body from using electronic communication, such as email chains, text messages, or social media comments, to discuss or deliberate on City business outside of a noticed public meeting. The policy highlights Assembly Bill 992, which further clarifies that members of a legislative body may not comment on or respond to another member's social media post regarding matters within the body's jurisdiction. Activities such as liking, retweeting, or commenting on another official's post may constitute a serial meeting, even in the absence of direct communication.

The policy also provides detailed guidance on how City Officials should manage their personal accounts when discussing City business, including best practices for record retention, distinguishing personal views from official positions, and avoiding the appearance of unauthorized representation. Officials are advised to include disclaimers on personal accounts and to refrain from deleting or blocking content unless legally justified and properly documented. These protocols are in place to emphasize the importance of maintaining public trust and minimizing legal exposure through thoughtful and legally

compliant digital engagement. Officials are encouraged to use their City-issued accounts for City business and to copy public records received on personal devices to official channels to ensure compliance with the Public Records Act.

### **FISCAL AND ADMINISTRATIVE IMPACTS**

There are no fiscal or administrative impacts associated with receiving this presentation.

### **COMMUNITY PILLAR**

5: A City That Works

### **GOAL**

1: Engage effectively with the Mayor and City Council

### **ATTACHMENTS**

1. City Officials' Use of Electronic Communications and Social Media

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Approved by:



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Fiscal Review by:



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