



Rico E. Medina
Mayor

CITY OF SAN BRUNO
OFFICE OF THE MAYOR

October 12, 2022

Honorable Amarra A. Lee
Judge of the Superior Court
c/o Jenarda Dubois
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655

Subject: Response of the City of San Bruno to the San Mateo County Civil Grand Jury Report
"A Delicate Balance between Knowledge and Power: Government Transparency and the
Public's Right to Know"

Dear Judge Lee,

Thank you for the opportunity to respond to the Grand Jury report entitled "A Delicate Balance between Knowledge and Power: Government Transparency and the Public's Right to Know." The City of San Bruno's response to its allocated findings and recommendations are listed below.

Responses to Allocated Grand Jury Findings:

F3. Information about how to access public records requires multiple click to find on the City's website, which hinders the public's access to public records.

Response:

Partially Disagree. Information to access public records can be accessed with one click from the City's website. However, there are multiple ways to access such information, some of which can take multiple clicks.

F5. The City has no PRA request form online, making public access to public records less efficient.

Response:

Disagree. The City's official website has the following PRA request form with clear access links allowing the public to efficiently submit a request: <https://www.sanbruno.ca.gov/214/Public-Records-Request>.

Responses to Allocated Grand Jury Recommendations:

The 2021-2022 San Mateo County Civil Grand Jury recommends that the City of San Bruno do the following:

R2. The City Council should direct City staff to consider performing a cost/benefit analysis and report back by September 1, 2023, on the purchase of commercially available public records request software.

Response:

Agree. City Council will direct City staff to consider performing a cost/benefit analysis and to report back to Council by September 1, 2023 regarding the purchase of commercially available public records request software.

R3. By June 30, 2023, the City Council should consider directing City staff to place information about how to access public records on the home page of the City's official website.

Response:

Agree. At the time of this response, staff has added to the homepage of its official website a single link to the City's Public Records Act webpage.

R4. By June 30, 2023, the City Council should direct City staff to review and consider adopting a records management practice analogous to the City of San Mateo's "Records Cleanup Day."

Response:

Agree. City Council will direct staff to adopt a formal practice that prompts staff to manage records in accordance with the City's existing record retention policy.

This response was approved by the San Bruno City Council at a public meeting prior to it being submitted to the court.

Sincerely,

Rico E. Medina
Mayor