



Memorandum

TO: RULES AND OPEN GOVERNMENT COMMITTEE **FROM:** Rosario Neaves

SUBJECT: PUBLIC CALENDAR POSTINGS AND PUBLIC RECORDS REQUESTS **DATE:** January 11, 2018

Approved

D. D. S. L.

Date

1/11/18

RECOMMENDATION

Accept this semi-annual report on posting of public calendars and public record response data.

BACKGROUND

On August 21, 2007, the City Council approved a Rules and Open Government Committee recommendation requiring the Mayor and Council, their Chiefs of Staff, as well as certain Council Appointees to maintain calendars.

Calendar entries are required to include, at a minimum, all City-related appointments, including regular and special City Council meetings, public events or speaking engagements, meetings with developers, meetings with consultants, meetings with lobbyists, regional meetings and meetings of subcommittees or task forces. For each City-related appointment, the name(s), title(s), affiliated organization(s) and a general statement of the issues to be discussed is to be included in the calendar entry.

The calendar posting requirements were reaffirmed by the City Council when The Consolidated Open Government and Ethics Provisions was approved on August 26, 2014.

The Administration prepares a compliance review twice a year covering the January-June and July-December periods and reports the results to the Rules and Open Government Committee within a month following the close of the reporting period.

On August 22, 2017, the City Council approved a recommendation from the City Auditor, which was included in the 2017 Audit of Open Government, to add information about public records requests in this semi-annual report.

RULES AND OPEN GOVERNMENT COMMITTEE

January 11, 2018

Subject: Public Calendars

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ANALYSIS

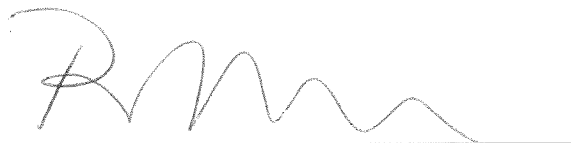
Calendar Posting Compliance - The most recent calendar compliance review was completed December 22, 2017 for July 1, 2017 through December 31, 2017. The review shows an average of 91% compliance for the period beginning July 1, 2017

The asterisk on the compliance check log indicates weeks where the information posted on the calendar was insufficient to determine compliance. Issues noted include:

- Postings appeared to only include standing meetings. Entries were replicated each week with little to no variation in the postings.
- Postings did not contain enough information to determine if the meeting met the criteria where the minimum details were required.

Based upon the difficulties in evaluating the data, no rating was made for compliance on the content of the calendar entries. This information is merely provided as recommended in the audit.

Public Record Requests – For the period of July 1, 2017 through December 22, 2017, the City received 406 Public Records Act requests. 73% of these requests were responded to within 10 calendar days. Of the requests that took longer than 10 days, many included records that required various levels of research or review for redaction. There has been an increase in the number of requests for “all communications” including emails, texts and social media postings.



Rosario Neaves
Director of Communications

For questions, please contact Tamara Becker, Open Government Manager, at (408) 535-8120.



Date	Official	Compliant	Notes
	Mayor		
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		YES	
9/26/2017		YES	
10/25/2017		YES	
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
		YES	
			100%

Date	Official	Compliant	Notes
	Mayor Chief of Staff		
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	*
8/15/2017		YES	*
9/20/2017		YES	
9/26/2017		YES	
10/25/2017		YES	
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			100%

* Denotes entries that do not contain sufficient information to assess compliance

Date	Official	Compliant	Notes
	Vice Mayor - D5		
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		YES	
9/26/2017		YES	
10/25/2017		YES	*
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			100%

Date	Official	Compliant	Notes
	D5 Chief of Staff		
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		NO	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		YES	
9/26/2017		YES	
10/25/2014		YES	*
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	*
			92%

Date	Official	Compliant	Notes
D1 Councilmember			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		YES	
9/26/2017		YES	
10/25/2017		NO	Last updated 10/13
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			92%

Date	Official	Compliant	Notes
D1 Chief of Staff			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
8/1/2017		NO	
8/7/2017		YES	
8/15/2017			Out of Office
9/20/2017		YES	
9/26/2017		YES	
10/25/2017		YES	
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			92%

Date	Official	Compliant	Notes
D2 Councilmember			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	*
9/20/2017		YES	
9/26/2017		YES	
11/21/2017		NO	last entry 11/14
12/15/2017		YES	
12/21/2017		YES	
			92%

Date	Official	Compliant	Notes
D2 Chief of Staff			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	*
9/20/2017		YES	
9/26/2017		YES	
11/21/2017		YES	*
12/15/2017		YES	
12/21/2017		YES	*
			100%

Date	Official	Compliant	Notes
D3 Councilmember			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		YES	
9/26/2017		YES	
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			100%

Date	Official	Compliant	Notes
D3 Chief of Staff			
7/4/2017		NO	
7/11/2017		NO	
7/18/2017		YES	
7/25/2017		NO	
8/1/2017		NO	
8/7/2017		NO	
8/15/2017		YES	
9/20/2017		YES	
9/26/2017			Out of Office
11/21/2017		NO	Last updated 11/13
12/15/2017		YES	
12/21/2017		YES	*
			50%

Date	Official	Compliant	Notes
D6 Councilmember			
7/4/2017		YES	
7/11/2017		NO	
7/18/2017		YES	
7/25/2017		NO	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		NO	*
9/26/2017		YES	
11/21/2017		YES	*
12/15/2017		YES	
12/21/2017		NO	
			67%

Date	Official	Compliant	Notes
D6 Chief of Staff			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		NO	
8/7/2017		YES	Out of Office
8/15/2017		YES	
9/20/2017		NO	*
9/26/2017		YES	
11/21/2017		YES	*
12/15/2017		YES	
12/21/2017		YES	
			83%

Date	Official	Compliant	Notes
D7 Councilmember			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		NO	*
9/26/2017		YES	
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			92%

Date	Official	Compliant	Notes
D7 Chief of Staff			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	*
8/15/2017		YES	*
9/20/2017		NO	*
9/26/2017		YES	*
11/21/2017		YES	*
12/15/2017		YES	
12/21/2017		YES	
			92%

Date	Official	Compliant	Notes
	D8 Councilmember		
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		NO	
8/1/2017		YES	
8/7/2017		YES	*
8/15/2017		YES	*
9/20/2017		NO	*
9/26/2017		NO	*
11/21/2017		YES	*
12/15/2017		YES	*
12/21/2017		YES	*
			75%

Date	Official	Compliant	Notes
	D8 Chief of Staff		
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	*
8/15/2017		YES	*
9/20/2017		NO	*
9/26/2017		NO	*
11/21/2017		YES	*
12/15/2017		YES	*
12/21/2017		YES	*
			83%

Date	Official	Compliant	Notes
D9 Councilmember			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	*
9/20/2017		YES	
9/26/2017		YES	
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			100%

Date	Official	Compliant	Notes
D9 Chief of Staff			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	*
8/15/2017		YES	*
9/20/2017		YES	*
9/26/2017		YES	*
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			100%

Date	Official	Compliant	Notes
D10 Councilmember			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		YES	
9/26/2017			Technical issues
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			100%

Date	Official	Compliant	Notes
D10 Chief of Staff			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	*
8/15/2017		YES	*
9/20/2017		YES	
9/26/2017		YES	
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			100%

Date	Official	Compliant	Notes
City Manager			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		YES	
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			100%
Date	Official	Compliant	Notes
City Attorney			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	Technical Problems
8/15/2017			Technical Problems
9/20/2017		YES	
11/21/2017		YES	Technical Problems
12/15/2017		YES	
12/21/2017		YES	
			100%
Date	Official	Compliant	Notes
City Clerk			
7/4/2017		YES	
7/11/2017		YES	
7/18/2017		YES	
7/25/2017		YES	
8/1/2017		YES	
8/7/2017		YES	
8/15/2017		YES	
9/20/2017		YES	
11/21/2017		YES	
12/15/2017		YES	
12/21/2017		YES	
			100%