



Memorandum

TO: RULES AND OPEN GOVERNMENT
COMMITTEE

FROM: Rosario Neaves

SUBJECT: JANUARY - JUNE 2019
OPEN GOVERNMENT REPORT

DATE: September 18, 2019

Approved

D. DSYL

Date

9/19/19

RECOMMENDATION

Accept the semi-annual Open Government Report on posting of public calendars, public record request data, and data regarding posting of agendas and minutes of the City Council and decision-making bodies.

BACKGROUND

On August 21, 2007, the City Council approved a Rules and Open Government Committee recommendation requiring the Mayor and Council, Chiefs of Staff of the Mayor and Council offices, and certain Council Appointees to maintain calendars. Calendar entries are required to include, at 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 should be included in the calendar entry. The City Council reaffirmed the calendar posting requirements on August 26, 2014, when the Consolidated Open Government and Ethics Provisions were approved.

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. 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 additional information about the status of open government, including public records requests and data regarding posting of agendas and minutes of the City Council and decision-making bodies in this semi-annual report.

ANALYSIS

Calendar Posting Compliance

The most recent calendar compliance review (Appendix A) was completed on July 2, 2019, for the period of January 1, 2019 through June 30, 2019. The review shows an average of 93.7% compliance, compared to 87.4% in the last review (July 2018 to December 2018). The asterisk on the compliance check log indicates weeks where the information posted on the calendar was insufficient to determine compliance on the content of the calendar entries. 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.
- Postings were not published on time.

Public Record Requests

For the period of January 1, 2019 through June 30, 2019, the City completed an estimated 2,116 Public Records Act requests (Appendix B), compared 2,746 requests during the same reporting period last year (January 2018 to June 2018) and 1,645 requests from July 2018 to December 2018. All Department Coordinators are required to track their Public Records Act requests.

There continues to be an increase in the number of requests for “all communications” including emails, data on personal devices, and social media postings. During this period, two appeals were made to the Open Government Manager. Mr. Thomas Baker made his appeal at the March 20, 2019, Rules and Open Government meeting and Mr. Dan Connolly made his appeal at the April 10, 2019, Rules and Open Government meeting. Both appeal requests were denied.

Posting of Agendas and Minutes

For the period of January 1, 2019 through June 30, 2019, the breakdown (Appendix C) of the posting of agendas for the City Council, Council Committees, and decision-making bodies with the following average of compliance in meeting Sunshine Ordinance and Brown Act regulations:

- City Council: 100%
- Council Committee: 100%
- Decision-Making Bodies: 100%

Synopsis and minutes completion rates showed below are for the period of January 1, 2019 through June 30, 2019. The following is the average of compliance in meeting Sunshine Ordinance regulations through the Matrix of Public Meeting Requirements:

- City Council Synopsis: 80% completed
- City Council Minutes: 3% completed
- Council Committee Minutes: 46% completed
- Decision-Making Bodies Minutes: 83% completed

RULES AND OPEN GOVERNMENT COMMITTEE

September 18, 2019

Subject: January – June 2019 Open Government Report

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Decision-Making Bodies includes the Appeals Hearing Board, Board of Fair Campaign and Political Practices, Civil Service Commission, Council Salary Setting Commission, Deferred Compensation Advisory Committee, Planning Commission, Federated City Employees' Retirement Plan Board of Administration, Police and Fire Retirement Plan Board of Administration, and the Voluntary Employees Beneficiary Association Advisory Committee.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the City Clerk's Office.

/s/

ROSARIO NEAVES

Director of Communications

City Manager's Office

For questions, please contact Amanda Orozco, Open Government Manager, at amanda.orozco@sanjoseca.gov.

ATTACHMENTS

Appendix A: Calendar Posting Compliance

Appendix B: Public Record Requests Completed from January 1, 2019 through June 30, 2019

Appendix C: Posting of Agendas and Minutes

Appendix A: Calendar Posting Compliance January 2019 through June 2019

* The asterisk on the compliance check log indicates weeks where the information posted on the calendar was insufficient to determine compliance.

Mayor

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

Mayor Chief of Staff

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	

Date	Compliant	Notes
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

Vice Mayor

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/28/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	

Date	Compliant	Notes
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

Vice Mayor Chief of Staff

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/28/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

D2 Councilmember

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	

Date	Compliant	Notes
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

D2 Chief of Staff

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	No	Updated by 3/14/2019
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	No	Updated by 4/5/2019
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	

Date	Compliant	Notes
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		92%

D3 Councilmember

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

D3 Chief of Staff

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	

Date	Compliant	Notes
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	No	Updated 3/6/2019
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	No	Updated 5/13/2019
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	No	Link was broken
7/2/2019	No	Link was broken
		85%

D4 Councilmember

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	

Date	Compliant	Notes
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

D4 Chief of Staff

Date	Compliant	Notes
1/8/2019	N/A	
1/15/2019	N/A	
1/23/2019	N/A	
1/29/2019	N/A	
2/5/2019	N/A	
2/12/2019	N/A	
2/20/2019	N/A	
2/26/2019	N/A	
3/5/2019	N/A	
3/12/2019	N/A	
3/19/2019	N/A	
3/26/2019	N/A	
4/3/2019	N/A	
4/9/2019	N/A	
4/16/2019	N/A	
4/23/2019	N/A	
4/30/2019	N/A	
5/7/2019	N/A	
5/14/2019	N/A	
5/21/2019	N/A	
5/29/2019	N/A	
6/4/2019	N/A	
6/11/2019	N/A	
6/18/2019	N/A	
6/25/2019	N/A	
7/2/2019	N/A	
		100%

D5 Councilmember

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	

Date	Compliant	Notes
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	No	Updated by 2/25/2019
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		96%

D5 Chief of Staff

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	No	Updated by 2/25/19
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	

Date	Compliant	Notes
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		96%

D6 Councilmember

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	No	Updated by 1/24/2019
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		96%

D6 Chief of Staff

Date	Compliant	Notes
1/8/2019	Yes	

Date	Compliant	Notes
1/15/2019	Yes	
1/23/2019	No	Updated by 1/24/2019
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		96%

D7 Councilmember

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	No	Updated by 3/5/2019
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	

Date	Compliant	Notes
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		96%

D7 Chief of Staff

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	No	Updated by 3/5/2019
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		96%

D8 Councilmember

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	No	Updated by 2/6/2019
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	No	Updated by 4/23/2019
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	No	Updated by 5/8/2019
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		88%

D8 Chief of Staff

Date	Compliant	Notes
1/8/2019	No	Updated by 1/17/2019
1/15/2019	No	Updated by 1/17/2019
1/23/2019	No	Updated by 3/8/2019
1/29/2019	No	Updated by 3/8/2019
2/5/2019	No	Updated by 3/8/2019
2/12/2019	No	Updated by 3/8/2019
2/20/2019	No	Updated by 3/8/2019
2/26/2019	No	Updated by 3/8/2019
3/5/2019	No	Updated by 3/8/2019
3/12/2019	No	Updated by 3/19/2019
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	No	Updated by 4/8/2019
4/9/2019	Yes	

Date	Compliant	Notes
4/16/2019	No	Updated by 5/3/2019
4/23/2019	No	Updated by 5/3/2019
4/30/2019	No	Updated by 5/3/2019
5/7/2019	Yes	
5/14/2019	No*	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		46%

D9 Councilmember

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

D9 Chief of Staff

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	No	Updated by 3/27/2019
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		96%

D10 Councilmember

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	No	Updated by 1/25/2019
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	

Date	Compliant	Notes
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		96%

D10 Chief of Staff

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	No	Updated by 2/13/2019
2/20/2019	Yes	
2/26/2019	No	Updated by 2/27/2019
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	No	Updated by 5/8/2019
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		88%

City Manager

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

City Attorney

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	Yes	
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	

Date	Compliant	Notes
4/3/2019	Yes	
4/9/2019	Yes	
4/16/2019	Yes	
4/23/2019	Yes	
4/30/2019	Yes	
5/7/2019	Yes	
5/14/2019	Yes	
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		100%

City Clerk

Date	Compliant	Notes
1/8/2019	Yes	
1/15/2019	Yes	
1/23/2019	Yes	
1/29/2019	Yes	
2/5/2019	Yes	
2/12/2019	No	Updated by 2/14/19
2/20/2019	Yes	
2/26/2019	Yes	
3/5/2019	Yes	
3/12/2019	Yes	
3/19/2019	Yes	
3/26/2019	Yes	
4/3/2019	Yes	
4/9/2019	No	Updated by 4/10/19
4/16/2019	No	Updated by 4/17/19
4/23/2019	No	Updated by 4/25/19
4/30/2019	No	Updated by 5/2/19
5/7/2019	Yes	
5/14/2019	No	Updated by 5/15/19
5/21/2019	Yes	
5/29/2019	Yes	
6/4/2019	Yes	
6/11/2019	Yes	
6/18/2019	Yes	
6/25/2019	Yes	
7/2/2019	Yes	
		76%

Appendix B: Public Records Act Requests Completed from January 2019 through June 2019

Department	Number of Public Records Requests Completed
City Auditor	0
City Attorney	13
City Clerk	258
City Manager	51
Economic Development	11
Independent Police Auditor	4
Airport	42
Clean Energy	0
Environmental Services	60
Finance	65
Fire	541
Housing	36
Human Resources	11
Information Technology	5
Library	4
Parks, Recreation, and Neighborhood Services	17
Planning, Building, and Code Enforcement	332
Police	337
Public Works	110
Retirement	29
Transportation	74
Mayor's Office	19
Council District 1	7
Council District 2	11
Council District 3	12
Council District 4	21
Council District 5	11
Council District 6	0
Council District 7	12
Council District 8	1
Council District 9	13
Council District 10	9
Total	2,116

Appendix C: Posting of Agendas and Minutes January 2019 through June 2019

City Council

Meeting Date	Agenda Posted On Time	Synopsis Posted within 3 Days	Minutes Posted
1/8/2019	Yes	Yes	No
1/15/2019	Yes	Yes	Yes
1/16/2019 (Special Meeting)	Yes	Yes	No
1/22/2019 (Study Session)	Yes	No	No
1/24/2019 (Special Meeting)	Yes	Yes	No
1/29/2019	Yes	Yes	No
2/5/2019	Yes	Yes	No
2/12/2019	Yes	Yes	No
2/20/2019 (Special Meeting)	Yes	Yes	No
2/26/2019	Yes	Yes	No
3/5/2019	Yes	Yes	No
3/12/2019	Yes	Yes	No
3/19/2019	Yes	Yes	No
3/26/2019	Yes	Yes	No
4/2/2019 Cancelled	Cancelled	Cancelled	Cancelled
4/9/2019	Yes	Yes	No
4/16/2019	Yes	Yes	No
4/23/2019	Yes	Yes	No
4/29/2019 (Study Session)	Yes	No	No
4/30/2019	Yes	Yes	No
5/7/2019	Yes	Yes	No
5/8/2019 (Study Session)	Yes	No	No
5/9/2019 (Study Session)	Yes	No	No
5/10/2019 (Study Session)	Yes	No	No
5/14/2019	Yes	Yes	No
5/21/2019	Yes	Yes	No
5/28/2019 Cancelled	Cancelled	Cancelled	Cancelled
6/4/2019	Yes	Yes	No
6/10/2019 (Special Meeting)	Yes	No	No
6/11/2019	Yes	Yes	No
6/18/2019	Yes	Yes	No
6/25/2019	Yes	Yes	No

AD-HOC Committee for Development Services

Meeting Type	Agenda Posted On Time	Minutes Posted
1/24/2019	Yes	No
4/25/2019	Yes	Yes

Community and Economic Development Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
1/28/2019	Yes	No
2/25/2019	Yes	No
3/25/2019	Yes	No
4/22/2019	Yes	No
5/20/2019	Yes	No
6/24/2019	Yes	No

Joint Meeting for the Rules and Open Government and Committee of the Whole

Meeting Type	Agenda Posted On Time	Minutes Posted
1/2/2019	Yes	No
1/9/2019	Yes	No
1/16/2019	Yes	Yes
1/23/2019	Yes	No
1/30/2019	Yes	No
2/6/2019	Yes	Yes
2/13/2019	Yes	No
2/20/2019	Yes	No
2/27/2019	Yes	Yes
3/6/2019	Yes	No
3/13/2019	Yes	No
3/20/2019	Yes	No
3/27/2019	Yes	No
4/3/2019	Yes	No
4/10/2019	Yes	No
4/17/2019	Yes	Yes
4/24/2019	Yes	Yes
5/1/2019	Yes	Yes
5/8/2019	Yes	No
5/15/2019	Yes	Yes

Meeting Type	Agenda Posted On Time	Minutes Posted
5/22/2019	Yes	No
5/29/2019	Yes	No
6/5/2019	Yes	No
6/12/2019	Yes	Yes
6/19/2019	Yes	No
6/26/2019 Cancelled	Cancelled	Cancelled

Neighborhood Services and Education Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
1/10/2019 Cancelled	Cancelled	Cancelled
2/14/2019	Yes	No
3/14/2019	Yes	Yes
4/11/2019	Yes	No
5/16/2019 (Special Meeting)	Yes	No
6/13/2019	Yes	Yes

Public Safety, Finance, and Strategic Support Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
2/21/2019	Yes	No
3/21/2019	Yes	Yes
4/15/2019 Joint meeting with County of Santa Clara Committees	Yes	N/A
4/18/2019	Yes	No
5/16/2019	Yes	Yes
6/20/2019	Yes	Yes

Smart Cities and Service Improvements Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
1/3/2019 Cancelled	Cancelled	Cancelled
2/7/2019	Yes	Yes
3/7/2019	Yes	Yes
4/4/2019	Yes	No
5/2/2019	Yes	No
6/6/2019	Yes	No

Transportation and Environment Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
2/4/2019	Yes	Yes
3/4/2019	Yes	Yes
4/8/2019	Yes	No
5/6/2019	Yes	No
6/6/2019	Yes	No

Appeals Hearing Board

Meeting Type	Agenda Posted On Time	Minutes Posted
1/24/2019	Yes	Yes
2/14/2019 Cancelled	Cancelled	Cancelled
2/28/2019 (Study Session)	Yes	Closed
3/14/2019	Yes	Yes
3/28/2019 Cancelled	Cancelled	Cancelled
4/11/2019 Cancelled	Cancelled	Cancelled
4/25/2019	Yes	Yes
5/9/2019 Cancelled	Cancelled	Cancelled
5/23/2019 Cancelled	Cancelled	Cancelled
6/13/2019	Yes	Yes
6/27/2019	Yes	Yes

Board of Fair Campaign and Political Practices

Meeting Type	Agenda Posted On Time	Minutes Posted
2/13/2019	Yes	No
5/8/2019	Yes	No

Civil Service Commission

Meeting Type	Agenda Posted On Time	Minutes Posted
1/17/2019 (hearing)	Yes	Closed Session
3/7/2019	Yes	No
4/4/2019	Yes	No

Meeting Type	Agenda Posted On Time	Minutes Posted
4/10/2019	Yes	Closed Session
5/2/2019	Yes	No
5/7/19 (hearing)	Yes	Closed Session
5/14/19 (hearing)	Yes	Closed Session

Council Salary Setting Commission

Meeting Type	Agenda Posted On Time	Minutes Posted
2/20/2019	Yes	Yes
4/10/2019	Yes	Yes
4/22/2019 (Special Meeting)	Yes	Yes

Deferred Compensation Advisory Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
3/18/2019	Yes	Yes
6/17/2019	Yes	Yes

Planning Commission

Meeting Type	Agenda Posted On Time	Minutes Posted
1/16/2019	Yes	Yes
1/30/2019	Yes	Yes
2/13/2019	Yes	Yes
2/27/2019	Yes	Yes
3/13/2019	Yes	Yes
3/27/2019	Yes	Yes
4/10/2019	Yes	Yes
4/24/2019	Yes	Yes
5/1/2019: 5:00 pm Study Session 6:30 pm Regular & General Plan Meeting	Yes	Yes

Meeting Type	Agenda Posted On Time	Minutes Posted
5/8/20149: Cancelled Meeting	Cancelled Meeting	Cancelled Meeting
5/22/2019	Yes	Yes
6/12/2019	Yes	Yes
6/26/2019: Cancelled Meeting	Cancelled Meeting	Cancelled Meeting

Federated City Employees' Retirement Plan Board of Administration

Meeting Type	Agenda Posted On Time	Minutes Posted
1/17/2019 Board Meeting	Yes	Yes
2/21/2019 Board Meeting	Yes	Yes
3/21/2019 Board Meeting	Yes	Yes
4/18/2019 Board Meeting	Yes	Yes
5/16/2019 Board Meeting	Yes	Yes
6/20/2019 Board Meeting	Yes	Yes
1/22/2019 Joint Investment Committee	Yes	No
3/26/2019 Joint Investment Committee	Yes	Yes
5/28/2019 Joint Investment Committee	Yes	Yes
2/21/2019 Audit Committee	Yes	Yes
5/16/2019 Audit Committee	Yes	Yes
3/7/2019 Joint Governance Committee	Yes	Yes
6/6/2019 Joint Governance Committee	Cancelled	Cancelled

Police and Fire Retirement Plan Board of Administration

Meeting Type	Agenda Posted On Time	Minutes Posted
1/10/2019 Board Meeting	Yes	No
2/7/2019 Board Meeting	Yes	Yes
3/7/2019 Board Meeting	Yes	Yes
4/4/2019 Board Meeting	Yes	Yes
5/2/2019 Board Meeting	Yes	Yes
6/6/2019 Board Meeting	Yes	Yes
1/22/2019 Joint Investment Committee	Yes	Yes
2/26/2019 Investment Committee	Yes	Yes
3/26/2019 Joint Investment Committee	Yes	Yes
4/23/2019 Investment Committee	Yes	Yes
5/28/2019 Joint Investment Committee	Yes	Yes
6/21/2019 Investment Committee	Yes	Yes
2/21/2019 Joint Audit Committee	Yes	Yes
5/16/2019 Joint Audit Committee	Yes	Yes
3/7/2019 Joint Governance Committee	Yes	Yes
6/6/2019 Joint Governance Committee	Cancelled	Cancelled
1/2/2019 Disability Committee Meeting	Cancelled	Cancelled
2/11/2019 Disability Committee Meeting	Yes	Yes

Meeting Type	Agenda Posted On Time	Minutes Posted
3/11/2019 Disability Committee Meeting	Cancelled	Cancelled
4/8/2019 Disability Committee Meeting	Cancelled	Cancelled
5/13/2019 Disability Committee Meeting	Yes	Yes
6/10/2019 Disability Committee Meeting	Cancelled	Cancelled

Voluntary Employees Beneficiary Association Advisory Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
1/30/2019	Yes	Yes
3/18/2019	Yes	Yes
6/24/2019 (Special/Rescheduled)	Yes	Yes