



Memorandum

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

SUBJECT: JULY - DECEMBER 2019 OPEN GOVERNMENT REPORT **DATE:** February 18, 2020

Approved D. D. SyL Date 2/20/2020

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 January 7, 2020, for the period of July 1, 2019 through December 31, 2019. The review shows an average of 96.5% compliance, an increase from 93.7% in the last review (January 2019 to June 2019).

Issues for noncompliance 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 July 1, 2019 through December 31, 2019, the City completed an estimated 2,138 Public Records Act requests (Appendix B). All Department Coordinators are required to track their 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. The following table compares the number of requests completed during reporting periods over the past two years.

Requests Completed

Reporting Period	2018	2019
January through June	2,746	2,116
July through December	1,645	2,138

The City received two Public Records Act appeals during the period of July 1, 2019 through December 31, 2019. Mr. Andrew Hicks submitted his appeal on November 4, 2019. His appeal was heard in the Rules and Open Government Committee on January 22, 2020. Mr. Ken Gregoire submitted his appeal on December 3, 2019. His appeal was also heard in the Rules and Open Government Committee on January 22, 2020. The Committee denied both appeals.

Posting of Agendas and Minutes

The breakdown of the posting of agendas and minutes can be found in Appendix C. For the period of July 1, 2019 through December 31, 2019, the posting of agendas for the City Council, Council Committees, and decision-making bodies maintained 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 July 1, 2019 through December 31, 2019. The following is the average of compliance in meeting Sunshine Ordinance regulations through the Matrix of Public Meeting Requirements:

- City Council Synopsis: 77% completed
- City Council Minutes: 18% completed
- Council Committee Minutes: 31% completed
- Decision-Making Bodies Minutes: 88% completed

Decision-Making Bodies includes the Appeals Hearing Board, Board of Fair Campaign and Political Practices, Civil Service 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. The Council Salary Setting Commission did not meet during this time.

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 Records Act Requests Completed from July 1, 2019 through December 31, 2019

Appendix C: Posting of Agendas and Minutes

Appendix A: Calendar Posting Compliance July 2019 through December 2019

Mayor

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

Mayor Chief of Staff

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	

Date	Compliant	Notes
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

Vice Mayor

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	

Date	Compliant	Notes
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

Vice Mayor Chief of Staff

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D2 Councilmember

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D2 Chief of Staff

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	

Date	Compliant	Notes
10/1/2019	Yes	
10/8/2019	No	Updated after 5pm
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		96%

D3 Councilmember

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	

Date	Compliant	Notes
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D3 Chief of Staff

Date	Compliant	Notes
7/9/2019	No	Link was broken
7/16/2019	No	Link was broken
7/23/2019	No	Link was broken
7/30/2019	No	Link was broken
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		85%

D4 Councilmember

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D4 Chief of Staff

Date	Compliant	Notes
7/9/2019	N/A	
7/16/2019	N/A	
7/23/2019	N/A	
7/30/2019	N/A	
8/6/2019	N/A	
8/13/2019	N/A	
8/20/2019	N/A	
8/27/2019	N/A	
9/3/2019	N/A	
9/10/2019	N/A	
9/17/2019	N/A	
9/24/2019	N/A	

Date	Compliant	Notes
10/1/2019	N/A	
10/8/2019	N/A	
10/15/2019	N/A	
10/22/2019	N/A	
10/29/2019	N/A	
11/5/2019	N/A	
11/12/2019	N/A	
11/19/2019	N/A	
11/26/2019	N/A	
12/3/2019	N/A	
12/10/2019	N/A	
12/17/2019	N/A	
12/24/2019	N/A	
12/31/2019	N/A	
1/7/2020	N/A	
		100%

D5 Councilmember

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	

Date	Compliant	Notes
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D5 Chief of Staff

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D6 Councilmember

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D6 Chief of Staff

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	

Date	Compliant	Notes
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D7 Councilmember

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	

Date	Compliant	Notes
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D7 Chief of Staff

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	No	Updated after 5pm
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	No	Updated after 5pm
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		93%

D8 Councilmember

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	No	Updated after 5pm
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		96%

D8 Chief of Staff

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	No	Updated after 5pm
9/17/2019	No	Updated after 5pm
9/24/2019	Yes	

Date	Compliant	Notes
10/1/2019	Yes	
10/8/2019	No	Updated after 5pm
10/15/2019	Yes	
10/22/2019	No	Updated 2/5/2020
10/29/2019	No	Updated 2/5/2020
11/5/2019	No	Updated 2/5/2020
11/12/2019	No	Updated 2/5/2020
11/19/2019	No	Updated 2/5/2020
11/26/2019	No	Updated 2/5/2020
12/3/2019	No	Updated 2/5/2020
12/10/2019	No	Updated 2/5/2020
12/17/2019	No	Updated 2/5/2020
12/24/2019	No	Updated 2/5/2020
12/31/2019	No	Updated 2/5/2020
1/7/2020	No	Updated 2/5/2020
		44%

D9 Councilmember

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	

Date	Compliant	Notes
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D9 Chief of Staff

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D10 Councilmember

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

D10 Chief of Staff

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	

Date	Compliant	Notes
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

City Manager

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	

Date	Compliant	Notes
12/31/2019	Yes	
1/7/2020	Yes	
		100%

City Attorney

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

City Clerk

Date	Compliant	Notes
7/9/2019	Yes	
7/16/2019	Yes	
7/23/2019	Yes	
7/30/2019	Yes	
8/6/2019	Yes	
8/13/2019	Yes	
8/20/2019	Yes	
8/27/2019	Yes	
9/3/2019	Yes	
9/10/2019	Yes	
9/17/2019	Yes	
9/24/2019	Yes	
10/1/2019	Yes	
10/8/2019	Yes	
10/15/2019	Yes	
10/22/2019	Yes	
10/29/2019	Yes	
11/5/2019	Yes	
11/12/2019	Yes	
11/19/2019	Yes	
11/26/2019	Yes	
12/3/2019	Yes	
12/10/2019	Yes	
12/17/2019	Yes	
12/24/2019	Yes	
12/31/2019	Yes	
1/7/2020	Yes	
		100%

Appendix B: Public Records Act Requests Completed from July 2019 through December 2019

Department	Number of Public Records Requests Completed
City Auditor	0
City Attorney	13
City Clerk	409
City Manager	26
Economic Development	16
Independent Police Auditor	0
Airport	27
Clean Energy	1
Environmental Services	59
Finance	78
Fire	459
Housing	31
Human Resources	18
Information Technology	3
Library	5
Parks, Recreation, and Neighborhood Services	18
Planning, Building, and Code Enforcement	245
Police	415
Public Works	109
Retirement	16
Transportation	52
Mayor's Office	22
Council District 1	8
Council District 2	16
Council District 3	11
Council District 4	17
Council District 5	18
Council District 6	4
Council District 7	19
Council District 8	6
Council District 9	5
Council District 10	12
Total	2,138

Appendix C: Posting of Agendas and Minutes July 2019 through December 2019

City Council

Meeting Date	Agenda Posted On Time	Synopsis Posted within 3 Days	Minutes Posted
7/2/2019 (recess)	recess	recess	recess
7/9/2019 (recess)	recess	recess	recess
7/16/2019 (recess)	recess	recess	recess
7/23/2019 (recess)	recess	recess	recess
7/30/2019 (recess)	recess	recess	recess
8/6/2019	Yes	Yes	No
8/13/2019	Yes	Yes	No
8/20/2019	Yes	Yes	No
8/27/2019	Yes	Yes	No
8/29/2019 (study session)	Yes	No	No
9/3/2019 (cancelled)	cancelled	cancelled	cancelled
9/10/2019	Yes	Yes	No
9/17/2019	Yes	Yes	No
9/24/2019	Yes	Yes	No
10/1/2019 (study session)	Yes	Yes	No
10/8/2019	Yes	Yes	No
10/15/2019 (cancelled)	cancelled	cancelled	cancelled
8/16/2019 (special meeting)	Yes	No	No
10/22/2019	Yes	Yes	No
10/29/2019	Yes	No	No
10/30/2019 (special meeting)	Yes	Yes	No
11/5/2019	Yes	Yes	No
11/6/2019 (special meeting)	Yes	No	Yes
11/12/2019 (special meeting)	Yes	No	No
11/19/2019	Yes	Yes	No
11/26/2019 (cancelled)	cancelled	cancelled	cancelled
12/3/2019	Yes	Yes	Yes
12/10/2019	Yes	Yes	No
12/13/2019 (study session)	Yes	Yes	Yes
12/17/2019	Yes	Yes	Yes
12/24/2019 (cancelled)	cancelled	cancelled	cancelled
12/31/2019 (cancelled)	cancelled	cancelled	cancelled

AD-HOC Committee for Development Services

Meeting Type	Agenda Posted On Time	Minutes Posted
8/22/2019	Yes	Yes
11/14/2019	Yes	No

Community and Economic Development Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
8/26/2019	Yes	No
9/23/2019	Yes	No
10/28/2019	Yes	No
11/18/2019	Yes	No
12/23/2019 (cancelled)	cancelled	cancelled

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

Meeting Type	Agenda Posted On Time	Minutes Posted
7/31/2019	Yes	No
8/7/2019	Yes	No
8/14/2019	Yes	No
8/21/2019	Yes	Yes
8/28/2019	Yes	No
9/4/2019	Yes	No
9/11/2019	Yes	No
9/18/2019	Yes	No
9/25/2019	Yes	No
10/2/2019	Yes	No
10/9/2019	Yes	No
10/16/2019	Yes	Yes
10/23/2019	Yes	Yes
10/30/2019	Yes	No
11/6/2019	Yes	Yes
11/13/2019	Yes	No
11/20/2019	Yes	Yes

Meeting Type	Agenda Posted On Time	Minutes Posted
11/26/2019 (Rules-in-lieu)	Yes	N/A
12/4/2019	Yes	No
12/11/2019	Yes	Yes
12/18/2019 (Rules-in-lieu)	Yes	N/A
12/25/2019 (cancelled)	cancelled	cancelled

Neighborhood Services and Education Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
8/8/2019 (cancelled)	cancelled	cancelled
9/12/2019	Yes	No
10/10/2019	Yes	Yes
11/14/2019	Yes	Yes
12/12/2019	Yes	Yes

Public Safety, Finance, and Strategic Support Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
8/15/2019	Yes	No
9/19/2019	Yes	Yes
10/24/2019 (special meeting)	Yes	Yes
11/21/2019	Yes	Yes
12/12/2019 (special meeting)	Yes	No

Smart Cities and Service Improvements Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
8/1/2019 (cancelled)	cancelled	cancelled
9/5/2019	Yes	No
10/3/2019	Yes	No
11/7/2019	Yes	No
12/5/2019	Yes	No

Transportation and Environment Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
8/5/2019 (cancelled)	cancelled	cancelled
9/9/2019 (special meeting)	Yes	No
10/7/2019	Yes	No
11/4/2019	Yes	No
12/2/2019	Yes	No

Appeals Hearing Board

Meeting Type	Agenda Posted On Time	Minutes Posted
7/11/2019 (cancelled)	cancelled	cancelled
7/25/2019	Yes	Yes
8/8/2019 (cancelled)	cancelled	cancelled
8/22/2019	Yes	Yes
9/12/2019 (cancelled)	cancelled	cancelled
9/26/2019	Yes	Yes
10/10/2019 (cancelled)	cancelled	cancelled
10/24/2019 (cancelled)	cancelled	cancelled
11/14/2019 (cancelled)	cancelled	cancelled
12/12/2019 (cancelled)	cancelled	cancelled

Board of Fair Campaign and Political Practices

Meeting Type	Agenda Posted On Time	Minutes Posted
8/14/2019	cancelled	cancelled
9/11/2019	Yes	No
10/9/2019	Yes	No
11/13/2019	Yes	No
12/11/2019 (cancelled)	cancelled	cancelled

Civil Service Commission

Meeting Type	Agenda Posted On Time	Minutes Posted
7/4/2019 (cancelled)	cancelled	cancelled
8/1/2019	Yes	Yes
9/5/2019	Yes	Yes
10/3/2019	Yes	Yes
11/7/2019	Yes	Yes
12/5/2019 (cancelled)	cancelled	cancelled

Deferred Compensation Advisory Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
9/16/2019	Yes	Yes
12/9/2019	Yes	Yes

Planning Commission

Meeting Type	Agenda Posted On Time	Minutes Posted
7/10/2019 (cancelled)	cancelled	cancelled
7/24/2019	Yes	Yes
8/14/2019	Yes	Yes
8/28/2019	Yes	Yes
9/11/2019	Yes	Yes
9/25/2019 (cancelled)	cancelled	cancelled
10/9/2019	Yes	Yes
10/23/2019	Yes	Yes
11/6/2019	Yes	Yes
11/13/2019	Yes	Yes
12/4/2019	Yes	Yes
12/11/2019	Yes	Yes

Federated City Employees' Retirement Plan Board of Administration

Meeting Type	Agenda Posted On Time	Minutes Posted
8/15/2019 Board Meeting	Yes	Yes
8/28/2019 Federated Disability Committee	Yes	Not required
9/19/2019 Board Meeting	Yes	Yes
10/17/2019 Board Meeting	Yes	Yes
10/17/2019 Joint Audit Committee	Yes	Yes
10/22/2019 Federated Investment Committee	Yes	Yes
10/22/2019 Joint Investment Committee	Yes	Yes
10/23/2019 Federated Disability Committee	Yes	Not required
11/21/2019 Board Meeting	Yes	Yes
11/27/2019 Federated Investment Committee	Yes	Yes
12/17/2019 Joint Investment Committee	Yes	Yes
12/17/2019 Federated Investment Committee (cancelled)	cancelled	cancelled
12/19/2019 Board Meeting	Yes	Yes

Police and Fire Retirement Plan Board of Administration

Meeting Type	Agenda Posted On Time	Minutes Posted
8/1/2019 Board Meeting	Yes	Yes
8/5/2019 PF Disability meeting	Yes	Yes
8/6/2019 Joint Personnel Committee	Yes	Yes
8/15/2019 PF Audit Risk Committee	Yes	Yes

Meeting Type	Agenda Posted On Time	Minutes Posted
8/27/2019 PF Investment Committee	Yes	Yes
8/27/2019 Joint Investment Committee	Yes	Yes
9/5/2019 Board Meeting	Yes	Yes
9/5/2019 Joint Governance Committee	Yes	Yes
9/9/2019 Joint Personnel Committee	Yes	Yes
10/3/2019 Board Meeting	Yes	Yes
10/9/2019 PF Disability Committee Meeting	Yes	Yes
11/7/2019 Board Meeting	Yes	Yes
12/5/2019 Board Meeting	Yes	Yes
12/5/2019 Joint Governance Committee	Yes	Yes
12/9/2019 PF Disability Committee (cancelled)	cancelled	cancelled
12/17/2019 PF Investment Committee	Yes	Yes
12/18/2019 PF Disability Committee	Yes	Yes

Voluntary Employees Beneficiary Association Advisory Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
9/16/2019	Yes	Yes
12/9/2019	Yes	Yes