



# Memorandum

**TO:** RULES AND OPEN GOVERNMENT COMMITTEE      **FROM:** Lee Wilcox

**SUBJECT:** JANUARY – JUNE 2020  
OPEN GOVERNMENT REPORT

**DATE:** September 9, 2020

Approved

Date

9/10/20

## **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 June 30, 2020, for the period of January 1, 2020 through June 30, 2020. The review shows an average of 94.5% compliance, a slight decrease from 96.5% in the last review (July 2019 to December 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 January 1, 2020 through June 30, 2020, the City completed an estimated 1,897 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 2.5 years.

#### Requests Completed

Reporting Period	2018	2019	2020
January through June	2,746	2,116	1,897
July through December	1,645	2,138	--

The City did not receive any Public Records Act appeals during this reporting period.

### Posting of Agendas and Minutes

The breakdown of the posting of agendas and minutes can be found in Appendix C. For the period of January 1, 2020 through June 30, 2020, 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 January 1, 2020 through June 30, 2020. The following is the average of compliance in meeting Sunshine Ordinance regulations through the Matrix of Public Meeting Requirements:

- City Council Synopsis: 68%
- City Council Minutes: 74%
- Council Committee Minutes: 43%
- Decision-Making Bodies Minutes: 100%

Decision-Making Bodies includes the Appeals Hearing Board, Board of Fair Campaign and Political Practices, Civil Service Commission, Deferred Compensation Advisory Committee,

RULES AND OPEN GOVERNMENT COMMITTEE

September 9, 2020

**Subject: January-June 2020 Open Government Report**

Page 3

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/

Lee Wilcox

City Manager's Office Chief of Staff  
Director of the Office of Administration,  
Policy and Intergovernmental Relations

For questions, please contact the Open Government Manager, at [publicrecordsrequest@sanjoseca.gov](mailto:publicrecordsrequest@sanjoseca.gov).

**ATTACHMENTS**

Appendix A: Calendar Posting Compliance

Appendix B: Public Records Act Requests Completed

Appendix C: Posting of Agendas and Minutes

## Appendix A: Calendar Posting Compliance January 1, 2020 through June 30, 2020

### Mayor

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

### Mayor Chief of Staff

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**Vice Mayor**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	

Date	Compliant	Notes
6/30/2020	Yes	
		<b>100%</b>

### Vice Mayor Chief of Staff

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	Updated by 5pm
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

### D2 Councilmember

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	

Date	Compliant	Notes
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**D2 Chief of Staff**

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	Updated by 5pm
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	Confirmed no other meetings
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	Updated by 5pm
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	

Date	Compliant	Notes
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

### D3 Councilmember

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	Updated by 5pm
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

### D3 Chief of Staff

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**D4 Councilmember**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	Confirmed no other meetings
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	

Date	Compliant	Notes
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

#### D4 Chief of Staff

Date	Compliant	Notes
1/7/2020	N/A	Vacant
1/14/2020	N/A	Vacant
1/21/2020	N/A	Vacant
1/28/2020	N/A	Vacant
2/4/2020	N/A	Vacant
2/11/2020	N/A	Vacant
2/18/2020	N/A	Vacant
2/25/2020	N/A	Vacant
3/3/2020	N/A	Vacant
3/10/2020	N/A	Vacant
3/17/2020	N/A	Vacant
3/24/2020	N/A	Vacant
3/31/2020	N/A	Vacant
4/7/2020	N/A	Vacant
4/14/2020	N/A	Vacant
4/21/2020	N/A	Vacant
4/28/2020	N/A	Vacant
5/5/2020	N/A	Vacant
5/12/2020	N/A	Vacant
5/19/2020	N/A	Vacant
5/26/2020	N/A	Vacant
6/2/2020	N/A	Vacant
6/9/2020	N/A	Vacant
6/16/2020	N/A	Vacant
6/23/2020	N/A	Vacant
6/30/2020	N/A	Vacant
		<b>100%</b>

#### D5 Councilmember

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	

Date	Compliant	Notes
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	Updated by 5pm
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

#### D5 Chief of Staff

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	Updated by 5pm
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	

Date	Compliant	Notes
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

### D6 Councilmember

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

### D6 Chief of Staff

Date	Compliant	Notes
1/7/2020	Yes	

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**D7 Councilmember**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	

Date	Compliant	Notes
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

#### D7 Chief of Staff

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	N/A	Vacant (COS left the City)
2/11/2020	N/A	Vacant
2/18/2020	N/A	Vacant
2/25/2020	N/A	Vacant
3/3/2020	N/A	Vacant
3/10/2020	N/A	Vacant
3/17/2020	N/A	Vacant
3/24/2020	N/A	Vacant
3/31/2020	N/A	Vacant
4/7/2020	N/A	Vacant
4/14/2020	N/A	Vacant
4/21/2020	N/A	Vacant
4/28/2020	N/A	Vacant
5/5/2020	N/A	Vacant
5/12/2020	N/A	Vacant
5/19/2020	N/A	Vacant
5/26/2020	N/A	Vacant
6/2/2020	N/A	Vacant
6/9/2020	N/A	Vacant
6/16/2020	N/A	Vacant
6/23/2020	Yes	New COS
6/30/2020	Yes	
		<b>100%</b>

**D8 Councilmember**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	Yes	
1/14/2020	Yes	Updated by 5pm
1/21/2020	Yes	Updated by 5pm
1/28/2020	Yes	Updated by 5pm
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	No	
3/17/2020	No	
3/24/2020	No	
3/31/2020	No	
4/7/2020	No	
4/14/2020	No	
4/21/2020	No	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	No	
6/2/2020	No	
6/9/2020	No	
6/16/2020	No	
6/23/2020	No	
6/30/2020	No	
		<b>50%</b>

**D8 Chief of Staff**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	No	Updated 2/5/2020
1/14/2020	No	Updated 2/5/2020
1/21/2020	No	Updated 2/5/2020
1/28/2020	No	Updated 2/5/2020
2/4/2020	No	Updated 2/5/2020
2/11/2020	No	Updated 2/25/2020
2/18/2020	No	Updated 2/25/2020
2/25/2020	Yes	Updated by 5pm
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	No	
3/24/2020	No	
3/31/2020	No	

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
4/7/2020	No	
4/14/2020	No	
4/21/2020	No	
4/28/2020	No	
5/5/2020	No	
5/12/2020	No	
5/19/2020	No	
5/26/2020	No	
6/2/2020	No	
6/9/2020	No	
6/16/2020	No	
6/23/2020	No	
6/30/2020	No	
		<b>11.54%</b>

**D9 Councilmember**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**D9 Chief of Staff**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	Updated by 5pm
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**D10 Councilmember**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	

Date	Compliant	Notes
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**D10 Chief of Staff**

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**City Manager**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**City Attorney**

<b>Date</b>	<b>Compliant</b>	<b>Notes</b>
1/7/2020	Yes	
1/14/2020	Yes	
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	

Date	Compliant	Notes
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>

**City Clerk**

Date	Compliant	Notes
1/7/2020	Yes	
1/14/2020	Yes	Updated by 5pm
1/21/2020	Yes	
1/28/2020	Yes	
2/4/2020	Yes	
2/11/2020	Yes	
2/18/2020	Yes	
2/25/2020	Yes	
3/3/2020	Yes	Updated by 5pm
3/10/2020	Yes	
3/17/2020	Yes	
3/24/2020	Yes	
3/31/2020	Yes	
4/7/2020	Yes	
4/14/2020	Yes	
4/21/2020	Yes	
4/28/2020	Yes	
5/5/2020	Yes	
5/12/2020	Yes	
5/19/2020	Yes	
5/26/2020	Yes	
6/2/2020	Yes	
6/9/2020	Yes	
6/16/2020	Yes	
6/23/2020	Yes	
6/30/2020	Yes	
		<b>100%</b>



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

<b>Department</b>	<b>Number of Public Records Requests Completed</b>
City Auditor	0
City Attorney	25
City Clerk	370
City Manager	33
Economic Development	15
Independent Police Auditor	3
Airport	26
Clean Energy	2
Environmental Services	41
Finance	47
Fire	373
Housing	17
Human Resources	7
Information Technology	3
Library	2
Parks, Recreation, and Neighborhood Services	6
Planning, Building, and Code Enforcement	327
Police	376
Public Works	85
Retirement	14
Transportation	44
Mayor's Office	27
Council District 1	2
Council District 2	10
Council District 3	9
Council District 4	9
Council District 5	2
Council District 6	2
Council District 7	10
Council District 8	2
Council District 9	1
Council District 10	7
<b>Total</b>	<b>1,897</b>

## Appendix C: Posting of Agendas and Minutes January 1, 2020 through June 30, 2020

### City Council

Meeting Date	Agenda Posted On Time	Synopsis Posted within 3 Days	Minutes Posted
1/7/2020	Yes	Yes	Yes
1/14/2020	Yes	Yes	Yes
1/21/2020 (Cancelled)	N/A	N/A	N/A
1/28/2020	Yes	Yes	Yes
1/30/2020 (Study Session)	Yes	No	No
2/4/2020	Yes	Yes	Yes
2/10/2020 (Study Session)	Yes	No	No
2/11/2020	Yes	Yes	Yes
2/18/2020 (Cancelled)	N/A	N/A	N/A
2/25/2020	Yes	Yes	Yes
3/3/2020	Yes	Yes	Yes
3/10/2020	Yes	Yes	Yes
3/16/2020 (Study Session - Cancelled)	N/A	N/A	N/A
3/17/2020	Yes	Yes	Yes
3/24/2020	Yes	Yes	Yes
3/26/2020 (Study Session - Cancelled)	N/A	N/A	N/A
3/31/2020 (Cancelled)	N/A	N/A	N/A
4/1/2020 (Special Meeting)	Yes	Yes	Yes
4/7/2020	Yes	Yes	Yes
4/14/2020	Yes	Yes	Yes
4/21/2020	Yes	Yes	Yes
4/28/2020	Yes	Yes	Yes
5/5/2020	Yes	Yes	Yes
5/12/2020	Yes	Yes	Yes
5/14/2020 (Budget Study Session AM)	Yes	No	No
5/14/2020 (Budget Study Session PM)	Yes	No	No
5/15/2020 (Budget Study Session AM)	Yes	No	No
5/15/2020 (Budget Study Session PM)	Yes	No	No

5/19/2020	Yes	Yes	Yes
5/21/2020 (Special Meeting - Public Hearing for Budget)	Yes	No	Yes
5/26/2020 (Cancelled)	N/A	N/A	N/A
6/2/2020	Yes	Yes	Yes
6/9/2020	Yes	Yes	Yes
6/12/2020 (Adjourned Regular Meeting & Special Meeting)	Yes	No	No
6/15/2020 (Final Public Hearing for Budget)	Yes	No	No
6/16/2020	Yes	Yes	Yes
6/23/2020	Yes	Yes	Yes
6/26/2020 (Special Meeting)	Yes	No	Yes
6/29/2020 (Special Joint Meeting with Santa Clara County BOS)	Yes	No	No
6/30/2020	Yes	Yes	Yes

#### Ad Hoc Committee for Development Services

Meeting Type	Agenda Posted On Time	Minutes Posted
1/16/2020	Yes	No
4/23/2020 (Cancelled)	N/A	N/A

#### Community and Economic Development

Meeting Type	Agenda Posted On Time	Minutes Posted
1/27/2020	Yes	Yes
2/24/2020	Yes	No
3/23/2020 (Cancelled)	N/A	N/A
4/27/2020 (Cancelled)	N/A	N/A
6/22/2020 (Cancelled)	N/A	N/A

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

Meeting Type	Agenda Posted On Time	Minutes Posted
1/1/2020 (Cancelled)	N/A	N/A

1/8/2020	Yes	Yes
1/15/2020	Yes	No
1/22/2020	Yes	Yes
1/29/2020	Yes	No
2/5/2020	Yes	Yes
2/12/2020	Yes	No
2/19/2020	Yes	Yes
2/26/2020	Yes	Yes
3/4/2020	Yes	Yes
3/11/2020	Yes	No
3/18/2020	Yes	No
3/25/2020	Yes	No
4/1/2020	Yes	Yes
4/8/2020	Yes	Yes
4/15/2020	Yes	No
4/22/2020	Yes	Yes
4/29/2020	Yes	No
5/6/2020	Yes	Yes
5/13/2020	Yes	No
5/20/2020	Yes	Yes
5/27/2020	Yes	No
6/3/2020	Yes	No
6/10/2020	Yes	Yes
6/17/2020	Yes	No
6/24/2020	Yes	Yes

**Neighborhood Services and Education Committee**

<b>Meeting Type</b>	<b>Agenda Posted On Time</b>	<b>Minutes Posted</b>
1/9/2020 (Cancelled)	N/A	N/A
2/13/2020	Yes	Yes
3/12/2020	Yes	Yes
4/9/2020 (Cancelled)	N/A	N/A
5/24/2020 (Cancelled)	N/A	N/A
6/11/2020 (Cancelled)	N/A	N/A

**Public Safety, Finance, and Strategic Support Committee**

<b>Meeting Type</b>	<b>Agenda Posted On Time</b>	<b>Minutes Posted</b>
1/16/2020 (Cancelled)	N/A	N/A
2/20/2020	Yes	Yes
3/19/2020 (Cancelled)	N/A	N/A
4/16/2020 (Cancelled)	N/A	N/A
5/21/2020 (Cancelled)	N/A	N/A

6/18/2020 (Cancelled)	N/A	N/A
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### Smart Cities and Service Improvements Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
1/2/2020 (Cancelled)	N/A	N/A
2/26/2020	Yes	No
3/5/2020	Yes	No
4/2/2020 (Cancelled)	N/A	N/A
5/7/2020 (Cancelled)	N/A	N/A
6/4/2020 (Cancelled)	N/A	N/A

### Transportation and Environment Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
1/6/2020 (Cancelled)	N/A	N/A
2/3/2020	Yes	No
3/2/2020	Yes	No
4/6/2020 (Cancelled)	N/A	N/A
5/4/2020 (Cancelled)	N/A	N/A
6/1/2020 (Cancelled)	N/A	N/A

### Appeals Hearing Board

Meeting Type	Agenda Posted On Time	Minutes Posted
1/23/2020 (Cancelled)	N/A	N/A
2/13/2020	Yes	Yes
3/12/2020 (Cancelled)	N/A	N/A
3/26/2020 (Cancelled)	N/A	N/A
4/9/2020 (Cancelled)	N/A	N/A
4/23/2020 (Cancelled)	N/A	N/A
5/14/2020 (Cancelled)	N/A	N/A
5/28/2020 (Cancelled)	N/A	N/A
6/11/2020 (Cancelled)	N/A	N/A
6/25/2020 (Cancelled)	N/A	N/A

### Board of Fair Campaign and Political Practices

Meeting Type	Agenda Posted On Time	Minutes Posted
1/15/2020 (Cancelled)	N/A	N/A
2/12/2020 (Cancelled)	N/A	N/A
3/11/2020 (Cancelled)	N/A	N/A
4/8/2020 (Cancelled)	N/A	N/A
5/13/2020 (Cancelled)	N/A	N/A

6/10/2020 (Cancelled)	N/A	N/A
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### Civil Service Commission

Meeting Type	Agenda Posted On Time	Minutes Posted
1/2/2020 (Rescheduled)	N/A	N/A
1/9/2020	Yes	Yes
2/6/2020	Yes	Yes
3/5/2020	Yes	Yes
4/2/2020 (Cancelled)	N/A	N/A
5/7/2020 (Cancelled)	N/A	N/A
6/4/2020 (Cancelled)	N/A	N/A

### Deferred Compensation Advisory Committee

Meeting Type	Agenda Posted On Time	Minutes Posted
6/15/2020	Yes	Yes

### Planning Commission

Meeting Type	Agenda Posted On Time	Minutes Posted
1/15/2020	Yes	Yes
1/29/2020	Yes	Yes
2/12/2020	Yes	Yes
2/26/2020 (Study Session)	Yes	Yes
2/26/2020	Yes	Yes
3/11/2020	Yes	Yes
3/25/2020	Yes	Yes
4/8/2020	Yes	Yes
4/22/2020 (Cancelled)	N/A	N/A
5/6/2020 (Cancelled)	N/A	N/A
5/13/2020	Yes	Yes
5/20/2020 (Study Session)	Yes	Yes
5/27/2020	Yes	Yes
6/10/2020 (Cancelled)	N/A	N/A
6/24/2020	Yes	Yes

### Federated City Employees' Retirement Plan Board of Administration

Meeting Type	Agenda Posted On Time	Minutes Posted
1/23/2020 Board Meeting	Yes	Yes
1/28/2020 Federated Investment Committee	Yes	Yes
2/20/2020 Board Meeting	Yes	Yes

3/12/2020 Federated Investment Committee	Yes	Yes
3/18/2020 Federated Investment Committee	Yes	Yes
3/19/2020 Board Meeting (Cancelled)	N/A	N/A
3/24/2020 Federated Investment Committee	Yes	Yes
3/24/2020 Joint Investment Committee (Cancelled)	N/A	N/A
3/27/2020 Board Meeting	Yes	Yes
4/16/2020 Board Meeting	Yes	Yes
5/21/2020 Board Meeting	Yes	Yes
6/18/2020 Board Meeting	Yes	Yes
6/18/2020 Governance Committee	Yes	Yes

#### **Police and Fire Retirement Plan Board of Administration**

<b>Meeting Type</b>	<b>Agenda Posted On Time</b>	<b>Minutes Posted</b>
1/9/2020 Board Meeting	Yes	Yes
1/30/2020 Joint Personnel Committee (Cancelled)	N/A	N/A
2/6/2020 Board Meeting	Yes	Yes
2/19/2020 Disability Committee	Yes	Yes
2/20/2020 Audit Committee	Yes	Yes
2/25/2020 Joint Personnel Committee	Yes	Yes
3/5/2020 Board Meeting	Yes	Yes
3/5/2020 Joint Governance Committee	Yes	Yes
3/9/2020 Disability Committee	Yes	Yes
3/11/2020 Investment Committee	Yes	Yes
3/18/2020 Board Meeting	Yes	Yes
3/24/2020 Investment Committee	Yes	Yes
3/26/2020 Joint Personnel Committee (Cancelled)	N/A	N/A
4/2/2020 Board Meeting	Yes	Yes
4/20/2020 Investment Committee	Yes	Yes
5/7/2020 Board Meeting	Yes	Yes

5/13/2020 Joint Personnel Meeting	Yes	Yes
5/21/2020 Audit Committee	Yes	Yes
5/26/2020 Joint Investment Committee	Yes	Yes
5/26/2020 Investment Committee	Yes	Yes
6/4/2020 Board Meeting	Yes	Yes

**Voluntary Employees Beneficiary Association Advisory Committee**

<b>Meeting Type</b>	<b>Agenda Posted On Time</b>	<b>Minutes Posted</b>
3/16/2020	Yes	Yes