



Memorandum

TO: RULES AND OPEN GOVERNMENT COMMITTEE **FROM:** David Vossbrink

SUBJECT: PUBLIC CALENDARS

DATE: November 25, 2104

Approved

Date

11/25/14

RECOMMENDATION

1. Accept this report on posting of public calendars by City officials on the City's web site.
2. Approve the modification of the bi-annual reporting requirements to identify the reporting period as January through June and July through December periods with the report to be filed with the Rules and Open Government Committee within a month following the close of the reporting period.

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 four Council Appointees (City Manager, City Attorney, City Clerk, and the SJRA Executive Director) to maintain and post their calendars with City-related appointments online for the previous seven days. The deadline for posting each week's calendar was noon on the following Monday).

On November 24, 2009, as part of the Mayor's Biennial Ethics Review, City Council directed the City Manager's Office (CMO) to review compliance with Open Government calendaring requirements and to report the results bimonthly to the Rules and Open Government Committee (ROGC).

On June 8, 2010, City Council approved two minor modifications to the calendar disclosure requirements recommended by the ROGC:

- o Changing the posting deadline time from noon to 5:00 p.m.; and
- o When the posting deadline falls on a Monday holiday, extending it to the same time on the following day.

On December 15, 2010, the ROGC approved a staff recommendation to revise the frequency of reporting from bi-monthly to quarterly.

On October 10, 2012, ROGC approved the staff recommendation to change the reporting frequency from quarterly to bi-annually.

ANALYSIS

1. The most recent calendar compliance review was completed in October 2012. Staffing transitions and technical issues resulted in problems with posting, monitoring and reporting compliance data. With a renewed commitment to a regular process, this report will bring the compliance reporting up-to-date.

Reviews were conducted for calendar years 2012, 2013 and 2014. The inability to comply with requirements due to technical problems or absences (e.g., sick leave) is not factored into the compliance rates. The results are as follows:

January 1, 2012, through December 31, 2012, showed an average of 89% compliance. The spreadsheet notes technical problems with the calendar postings to the web which impeded compliance.

January 1, 2013, through December 31, 2013, showed an average of 88% based on data recorded.

January 1, 2014, through June 30, 2014, showed an average of 85% compliance. For the weeks reported, compliance problems were primarily the result of technical difficulties.

2. A regular schedule for the bi-annual calendar compliance review was not established in previous reports to ROGC. Moving forward, staff will prepare compliance review reports that will cover the periods of January through June and July through December each year. Reports will be made to the ROGC within a month following the close of the six-month reporting period.

/s/

DAVID VOSSBRINK

DIRECTOR OF COMMUNICATIONS

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



Date	Official	Compliant	Yes	Notes	Technical Problem
1/6/2014	Mayor			Most recent update was 12/20/13	
1/13/2014	Mayor	X			
1/28/2014	Mayor	X			
2/18/2014	Mayor	X			
2/24/2014	Mayor	X			
3/10/2014	Mayor	X			
3/17/2014	Mayor	X			
3/24/2014	Mayor	X			
4/1/2014	Mayor	X			
4/7/2014	Mayor	X			
4/28/2014	Mayor	X			
5/6/2014	Mayor	X			
5/19/2014	Mayor	X			
6/9/2014	Mayor	X			
6/23/2014	Mayor	X		93%	
1/6/2014	Chief of Staff				X
1/13/2014	Chief of Staff	X			
1/28/2014	Chief of Staff	X			
2/18/2014	Chief of Staff	X			
2/24/2014	Chief of Staff	X			
3/10/2014	Chief of Staff	X			
3/17/2014	Chief of Staff	X			
3/24/2014	Chief of Staff	X			
4/1/2014	Chief of Staff	X			
4/7/2014	Chief of Staff	X			
4/28/2014	Chief of Staff	X			
5/6/2014	Chief of Staff	X			
5/19/2014	Chief of Staff	X			
6/9/2014	Chief of Staff	X			
6/23/2014	Chief of Staff	X		100%	

Date	Official	Compliant	Yes	Notes	Technical Problem
Constant					
1/6/2014	D1	X			
1/13/2014	D1	X			
1/28/2014	D1	X			
2/18/2014	D1	X			
2/24/2014	D1	X			
3/10/2014	D1	X			
3/17/2014	D1	X			
3/24/2014	D1	X			
4/1/2014	D1	X			
4/7/2014	D1	X			
4/28/2014	D1	X			
5/6/2014	D1	X			
5/19/2014	D1	X			
6/9/2014	D1	X			
6/23/2014	D1	X		100%	
1/6/2014	Chief of Staff	X			
1/13/2014	Chief of Staff	X			
1/28/2014	Chief of Staff	X			
2/18/2014	Chief of Staff	X			
2/24/2014	Chief of Staff	X			
3/10/2014	Chief of Staff	X			
3/17/2014	Chief of Staff	X			
3/24/2014	Chief of Staff	X			
4/1/2014	Chief of Staff	X			
4/7/2014	Chief of Staff	X			
4/28/2014	Chief of Staff	X			
5/6/2014	Chief of Staff	X			
5/19/2014	Chief of Staff	X			
6/9/2014	Chief of Staff	X			
6/23/2014	Chief of Staff	X		100%	

Date	Official	Compliant	Yes	Notes	Technical Problem
Kalra					
1/6/2014	D2	X			
1/13/2014	D2	X			
1/28/2014	D2			Last updated 1-21-14	
2/18/2014	D2	X			
2/24/2014	D2	X			
3/10/2014	D2				X
3/17/2014	D2	X			
3/24/2014	D2	X			
4/1/2014	D2	X			
4/7/2014	D2	X			
4/28/2014	D2	X			
5/6/2014	D2			Last updated 4-28-14	
5/19/2014	D2	X			
6/9/2014	D2			Last updated 6-2-14	
6/23/2014	D2	X		80%	
1/6/2014	Chief of Staff	X			
1/13/2014	Chief of Staff			Most recent update was 1/6/14	
1/28/2014	Chief of Staff			Last updated 1-21-14	
2/18/2014	Chief of Staff	X			
2/24/2014	Chief of Staff			Last updated 2-18-14	
3/10/2014	Chief of Staff	X			
3/17/2014	Chief of Staff	X			
3/24/2014	Chief of Staff			Last updated 3-17-14	
4/1/2014	Chief of Staff	X			
4/7/2014	Chief of Staff			Last updated 4-1-14	
4/28/2014	Chief of Staff	X			
5/6/2014	Chief of Staff	X			
5/19/2014	Chief of Staff	X			
6/9/2014	Chief of Staff	X			
6/23/2014	Chief of Staff	X		67%	

Date	Official	Compliant	Yes	Notes	Technical Problem
Liccardo					
1/6/2014	D3	X			
1/13/2014	D3	X			
1/28/2014	D3	X			
2/18/2014	D3	X			
2/24/2014	D3	X			
3/10/2014	D3	X			
3/17/2014	D3	X			
3/24/2014	D3	X			
4/1/2014	D3	X			
4/7/2014	D3	X			
4/28/2014	D3	X			
5/6/2014	D3				X
5/19/2014	D3	X			
6/9/2014	D3	X			
6/23/2014	D3	X		100%	
1/6/2014	Chief of Staff			Most recent update was 12/16/13	
1/13/2014	Chief of Staff	X			
1/28/2014	Chief of Staff			Last updated 1-13-14	
2/18/2014	Chief of Staff			Last updated 2-15-14	
2/24/2014	Chief of Staff	X			
3/10/2014	Chief of Staff				
3/17/2014	Chief of Staff				
3/24/2014	Chief of Staff				
4/1/2014	Chief of Staff				
4/7/2014	Chief of Staff				
4/28/2014	Chief of Staff				
5/6/2014	Chief of Staff				
5/19/2014	Chief of Staff				
6/9/2014	Chief of Staff				
6/23/2014	Chief of Staff	X			

Date	Official	Compliant	Yes	Notes	Technical Problem
Chu					
1/6/2014	D4			Most recent update was 12/16/13	
1/13/2014	D4		X		
1/28/2014	D4		X		
2/18/2014	D4		X		
2/24/2014	D4		X		
3/10/2014	D4				X
3/17/2014	D4		X		
3/24/2014	D4		X		
4/1/2014	D4		X		
4/7/2014	D4		X		
4/28/2014	D4		X		
5/6/2014	D4		X		
5/19/2014	D4		X		
6/9/2014	D4			Last updated 6-2-14	
6/23/2014	D4		X	87%	
1/6/2014	Chief of Staff		X		
1/13/2014	Chief of Staff		X		
1/28/2014	Chief of Staff			Last updated 1-21-14	
2/18/2014	Chief of Staff		X		
2/24/2014	Chief of Staff		X		
3/10/2014	Chief of Staff		X		
3/17/2014	Chief of Staff		X		
3/24/2014	Chief of Staff		X		
4/1/2014	Chief of Staff		X		
4/7/2014	Chief of Staff		X		
4/28/2014	Chief of Staff				
5/6/2014	Chief of Staff				
5/19/2014	Chief of Staff				
6/9/2014	Chief of Staff				
6/23/2014	Chief of Staff				

Date	Official	Compliant	Yes	Notes	Technical Problem
Campos					
1/6/2014	D5	X			
1/13/2014	D5	X			
1/28/2014	D5	X			
2/18/2014	D5	X			
2/24/2014	D5	X			
3/10/2014	D5	X			
3/17/2014	D5	X			
3/24/2014	D5	X			
4/1/2014	D5	X			
4/7/2014	D5	X			
4/28/2014	D5	X			
5/6/2014	D5				
5/19/2014	D5	X			
6/9/2014	D5	X			
6/23/2014	D5	X		93%	
1/6/2014	Chief of Staff			Most recent update was 12/19/13	
1/13/2014	Chief of Staff	X			
1/28/2014	Chief of Staff			Last updated 1-21-14	
2/18/2014	Chief of Staff	X			
2/24/2014	Chief of Staff	X			
3/10/2014	Chief of Staff	X			
3/17/2014	Chief of Staff	X			
3/24/2014	Chief of Staff	X			
4/1/2014	Chief of Staff	X			
4/7/2014	Chief of Staff	X			
4/28/2014	Chief of Staff	X			
5/6/2014	Chief of Staff				
5/19/2014	Chief of Staff	X			
6/9/2014	Chief of Staff	X			
6/23/2014	Chief of Staff	X		87%	

Date	Official	Compliant	Yes	Notes	Technical Problem
Oliverio					
1/6/2014	D6			Most recent update was 12/19/13	
1/13/2014	D6	X			
1/28/2014	D6	X			
2/18/2014	D6	X			
2/24/2014	D6	X			
3/10/2014	D6	X			
3/17/2014	D6	X			
3/24/2014	D6	X			
4/1/2014	D6	X			
4/7/2014	D6	X			
4/28/2014	D6	X			
5/6/2014	D6	X			
5/19/2014	D6	X			
6/9/2014	D6	X			
6/23/2014	D6	X		93%	
1/6/2014	Chief of Staff	X			
1/13/2014	Chief of Staff			Out of Office	
1/28/2014	Chief of Staff	X			
2/18/2014	Chief of Staff				
2/24/2014	Chief of Staff				
3/10/2014	Chief of Staff				
3/17/2014	Chief of Staff				
3/24/2014	Chief of Staff				
4/1/2014	Chief of Staff				
4/7/2014	Chief of Staff				
4/28/2014	Chief of Staff				
5/6/2014	Chief of Staff				
5/19/2014	Chief of Staff				
6/9/2014	Chief of Staff				
6/23/2014	Chief of Staff				

Date	Official	Compliant	Yes	Notes	Technical Problem
Nguyen					
1/6/2014	D7	X			
1/13/2014	D7	X			
1/28/2014	D7	X			
2/18/2014	D7	X			
2/24/2014	D7	X			
3/10/2014	D7	X			
3/17/2014	D7	X			
3/24/2014	D7	X			
4/1/2014	D7	X			
4/7/2014	D7	X			
4/28/2014	D7	X			
5/6/2014	D7	X			
5/19/2014	D7	X			
6/9/2014	D7	X			
6/23/2014	D7	X		100%	
1/6/2014	Chief of Staff	X			
1/13/2014	Chief of Staff	X			
1/28/2014	Chief of Staff			Last updated 1-21-14	
2/18/2014	Chief of Staff	X			
2/24/2014	Chief of Staff	X			
3/10/2014	Chief of Staff	X			
3/17/2014	Chief of Staff	X			
3/24/2014	Chief of Staff	X			
4/1/2014	Chief of Staff	X			
4/7/2014	Chief of Staff	X			
4/28/2014	Chief of Staff	X			
5/6/2014	Chief of Staff	X			
5/19/2014	Chief of Staff	X			
6/9/2014	Chief of Staff	X			
6/23/2014	Chief of Staff	X		93%	

Date	Official	Compliant	Yes	Notes	Technical Problem
Herrera					
1/6/2014	D8			Most recent update was 1/2/14	
1/13/2014	D8	X			
1/28/2014	D8	X			
2/18/2014	D8	X			
2/24/2014	D8	X			
3/10/2014	D8	X			
3/17/2014	D8	X			
3/24/2014	D8	X			
4/1/2014	D8	X			
4/7/2014	D8	X			
4/28/2014	D8	X			
5/6/2014	D8	X			
5/19/2014	D8	X			
6/9/2014	D8	X			
6/23/2014	D8	X		93%	
1/6/2014	Chief of Staff			Most recent update was 12/19/13	
1/13/2014	Chief of Staff	X			
1/28/2014	Chief of Staff	X			
2/18/2014	Chief of Staff			Last updated 2-10-14	
2/24/2014	Chief of Staff	X			
3/10/2014	Chief of Staff	X			
3/17/2014	Chief of Staff			Last updated 3-10-14	
3/24/2014	Chief of Staff	X			
4/1/2014	Chief of Staff	X			
4/7/2014	Chief of Staff			Last updated 4-1-14	
4/28/2014	Chief of Staff			Last updated 4-21-14	
5/6/2014	Chief of Staff	X			
5/19/2014	Chief of Staff			Last updated 5-12-14	
6/9/2014	Chief of Staff			Last updated 6-2-14	
6/23/2014	Chief of Staff	X		53%	

Date	Official	Compliant	Yes	Notes	Technical Problem
Rocha					
1/6/2014	D9	X			
1/13/2014	D9	X			
1/28/2014	D9	X			
2/18/2014	D9			Last updated 2-14-14	
2/24/2014	D9	X			
3/10/2014	D9	X			
3/17/2014	D9	X			
3/24/2014	D9	X			
4/1/2014	D9			Last updated 3-28-14	
4/7/2014	D9	X			
4/28/2014	D9	X			
5/6/2014	D9				X
5/19/2014	D9	X			
6/9/2014	D9	X			
6/23/2014	D9	X		87%	
1/6/2014	Chief of Staff				
1/13/2014	Chief of Staff			Most recent update was 1/6/14	
1/28/2014	Chief of Staff	X			
2/18/2014	Chief of Staff	X			
2/24/2014	Chief of Staff	X			
3/10/2014	Chief of Staff	X			
3/17/2014	Chief of Staff			Last updated 3-10-14	
3/24/2014	Chief of Staff			Last updated 3-10-14	
4/1/2014	Chief of Staff	X			
4/7/2014	Chief of Staff			Last updated 4-1-14	
4/28/2014	Chief of Staff			Last updated 4-21-14	
5/6/2014	Chief of Staff				X
5/19/2014	Chief of Staff	X			
6/9/2014	Chief of Staff	X			
6/23/2014	Chief of Staff	X		67%	

Date	Official	CompliantYes	Notes	TechnicalProblem
Khamis				
1/6/2014	D10	X		
1/13/2014	D10	X		
1/28/2014	D10	X		
2/18/2014	D10	X		
2/24/2014	D10	X		
3/10/2014	D10	X		
3/17/2014	D10	X		
3/24/2014	D10	X		
4/1/2014	D10	X		
4/7/2014	D10	X		
4/28/2014	D10	X		
5/6/2014	D10	X		
5/19/2014	D10	X		
6/9/2014	D10	X		
6/23/2014	D10	X	100%	
1/6/2014	Chief of Staff	X		
1/13/2014	Chief of Staff			X
1/28/2014	Chief of Staff	X		
2/18/2014	Chief of Staff	X		
2/24/2014	Chief of Staff	X		
3/10/2014	Chief of Staff	X		
3/17/2014	Chief of Staff	X		
3/24/2014	Chief of Staff	X		
4/1/2014	Chief of Staff	X		
4/7/2014	Chief of Staff	X		
4/28/2014	Chief of Staff	X		
5/6/2014	Chief of Staff	X		
5/19/2014	Chief of Staff	X		
6/9/2014	Chief of Staff	X		
6/23/2014	Chief of Staff	X	100%	

Date	Official	Compliant	Yes	Notes	Technical Problem
1/6/2014	City Attorney			Most recent update was 1/3/14	
1/13/2014	City Attorney	X			
1/28/2014	City Attorney	X			
2/18/2014	City Attorney	X			
2/24/2014	City Attorney	X			
3/10/2014	City Attorney	X			
3/17/2014	City Attorney	X			
3/24/2014	City Attorney	X			
4/1/2014	City Attorney	X			
4/7/2014	City Attorney	X			
4/28/2014	City Attorney	X			
5/6/2014	City Attorney	X			
5/19/2014	City Attorney	X			
6/9/2014	City Attorney	X			
6/23/2014	City Attorney	X		93%	
Date	Official	Compliant	Yes	Notes	Technical Problem
1/6/2014	City Clerk	X			
1/13/2014	City Clerk			Most recent update was 1/6/14	
1/28/2014	City Clerk	X			
2/18/2014	City Clerk	X			
2/24/2014	City Clerk	X			
3/10/2014	City Clerk	X			
3/17/2014	City Clerk	X			
3/24/2014	City Clerk	X			
4/1/2014	City Clerk	X			
4/7/2014	City Clerk	X			
4/28/2014	City Clerk	X			
5/6/2014	City Clerk	X			
5/19/2014	City Clerk	X			
6/9/2014	City Clerk	X			
6/23/2014	City Clerk	X		93%	
Date	Official	Compliant	Yes	Notes	Technical Problem
1/6/2014	City Manager				X
1/13/2014	City Manager	X			
1/28/2014	City Manager	X			
2/18/2014	City Manager	X			
2/24/2014	City Manager	X			
3/10/2014	City Manager	X			
3/17/2014	City Manager	X			
3/24/2014	City Manager	X			
4/1/2014	City Manager	X			
4/7/2014	City Manager	X			
4/28/2014	City Manager	X			
5/6/2014	City Manager	X			
5/19/2014	City Manager	X			
6/9/2014	City Manager	X			
6/23/2014	City Manager	X		100%	