

### **4.3 Calendars of Certain Officials**

- A. The following officials must maintain a calendar: the Mayor, City Councilmembers, Chiefs of Staff (or equivalent regardless of title) for the Mayor and City Councilmembers, City Manager, City Clerk, City Attorney, Executive Director of the San José Redevelopment Agency, Airport Director, Budget Director, Chief Development Officer, Emergency Services Director, Environmental Services Director, Fire Chief, Finance Director, General Services Director, Housing Director, Information Technology Director, Library Director, Parks Director, Planning Director, Police Chief, Public Works Director, Retirement Director and Transportation Director.
- B. Calendars must 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. City officials are encouraged to record unscheduled meetings of a material nature with interested parties in any matter coming before a policy body for a vote in which the matter under consideration is discussed.
- C. Each City-related appointment must include the following information: name(s), title(s), affiliated organization(s) and a general statement of the issues discussed. The following information may be exempted:
1. Personal appointments;
  2. Information protected by the attorney-client privilege;
  3. Information about attorney work product;
  4. Information about City staff recruitment;
  5. Information about a personnel issue;
  6. Information about corporate recruiting and retention
  7. Information about criminal investigations and security;
  8. Information about whistle-blowers;
  9. Information about those who may fear retaliation; and
  - 10) Information that is otherwise prohibited from disclosure.
- D. The Mayor, City Councilmembers, Chiefs of Staff (or equivalent regardless of title) for the Mayor and City Councilmembers, City Manager, City Clerk, City Attorney, Executive Director of the San Jose Redevelopment Agency must publish their calendars to the City's website once a week, on Monday, by 12 pm, for the previous seven days.