

1 [Administrative Code - Daily Calendars of Elected Officials and Department Heads]

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3 **Ordinance amending the Administrative Code to require that all City elected officials**
4 **keep public daily calendars of their meetings and events, and to require that calendars**
5 **kept by elected officials and department heads include information about the identities**
6 **of people attending meetings or events.**

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8 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
9 **Additions to Codes** are in *single-underline italics Times New Roman font*.
10 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
11 **Board amendment additions** are in double-underlined Arial font.
12 **Board amendment deletions** are in ~~strikethrough Arial font~~.
13 **Asterisks (* * * *)** indicate the omission of unchanged Code
14 subsections or parts of tables.

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13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. The Administrative Code is hereby amended by revising Section 67.29-5, to
15 read as follows:

16 **SEC. 67.29-5. CALENDARS OF CERTAIN OFFICIALS.**

17 (a) The Mayor, ~~The~~ City Attorney, ~~Treasurer, Assessor-Recorder, District Attorney, Public~~
18 ~~Defender, Sheriff, every member of the Board of Supervisors,~~ and every Department Head shall
19 keep or cause to be kept a daily calendar wherein is recorded the time and place of each
20 meeting or event attended by that official, either in person or by teleconference or other
21 electronic means, with the exclusion of purely personal or social events at which no City
22 business is discussed and that do not take place at City Offices or at the offices or residences
23 of people who do substantial business with or are otherwise substantially financially affected
24 by actions of the City. The calendar shall identify the individual(s) present and organization(s)
25 represented at each such meeting or event, unless the disclosure information would reveal the identity

1 ~~*of a confidential whistleblower, would constitute an unwarranted invasion of personal privacy, or*~~
2 ~~*would interfere with an individual's right to petition government where the individual has sought and*~~
3 ~~*been assured confidentiality, would disclose the attendance of members or representatives of a*~~
4 ~~*labor organization at a meeting to discuss matters within the scope of representation, as that*~~
5 ~~*term is defined in California Government Code Section 3504, would reveal personnel*~~
6 ~~*information not subject to disclosure, or is otherwise exempt from disclosure under State and*~~
7 ~~*local law.*~~ For meetings not otherwise publicly recorded, the calendar shall include a general
8 statement of issues discussed. Such calendars shall be public records and shall be available
9 to any requester three business days subsequent to the calendar entry date.

10 (b) At any meeting or event with ten or fewer attendees, officials subject to subsection
11 (a) of this Section 67.29-5 shall attempt to identify names of attendees present, and the
12 organizations they represent; provided that an official shall not require any attendees to
13 identify themselves, unless those attendees are campaign consultants registered with the
14 Ethics Commission under Campaign and Governmental Conduct Code Article I, Chapter 5;
15 lobbyists registered with the Ethics Commission under Campaign and Governmental Conduct
16 Code Article II, Chapter 2; permit consultants registered with the Ethics Commission under
17 Campaign and Governmental Conduct Code Article III, Chapter 4; and Developers of Major
18 Projects, as defined in Campaign and Governmental Conduct Code Section 3.510, if the
19 Major Project is discussed at the meeting or event. After the meeting or event, the official
20 shall update the daily calendar to include the names of the attendees identified by or known to
21 the official, and the organizations they represent.

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23 Section 2. Effective Date. This ordinance shall become effective 30 days after
24 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
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1 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
2 of Supervisors overrides the Mayor's veto of the ordinance.

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4 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
5 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
6 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
7 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
8 additions, and Board amendment deletions in accordance with the "Note" that appears under
9 the official title of the ordinance.

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11 APPROVED AS TO FORM:
12 DENNIS J. HERRERA, City Attorney

13 By: _____
14 JON GIVNER
15 Deputy City Attorney

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