

1 [Requiring that departments, board and commissions publish annual reports electronically and
2 restricting hard copy publication of annual reports.]

3 **Ordinance amending Administrative Code Sections 1.56 and 8.16 to require that**
4 **department heads, boards and commissions post annual reports on the City's website,**
5 **and prohibiting departments, boards and commissions from publishing hard copies of**
6 **such reports without approval of the Board of Supervisors; requiring City officials and**
7 **employees to print a copy of an annual report from the City website when requested to**
8 **do so by a member of the public.**

9 Note: Additions are *single-underline italics Times New Roman*;
10 deletions are ~~*strikethrough italics Times New Roman*~~.
11 Board amendment additions are double underlined.
12 Board amendment deletions are ~~strikethrough normal~~.

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

13 Section 1. The San Francisco Administrative Code is hereby amended by amending
14 Section 1.56, to read as follows:

15 **Sec. 1.56. ANNUAL REPORTS.**

16 *(a)* Every board or commission of the City and County shall prepare an
17 annual report describing its activities as part of the Annual Statement of Purpose required
18 under Charter Section 4.102(2). The report shall contain a general summary of the
19 department's services and programs presented in terms and format accessible to the average
20 citizen, and any highlights and achievements of the prior year that the department wishes to
21 include.

22 *(b)* Boards, commissions and department heads required to prepare annual reports
23 pursuant to this Section or Section 2A.30 shall post the reports on the City's official website, and
24 transmit the Uniform Resource Locator (URL) for each report to the Documents Department of the San
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1 San Francisco Public Library within 10 days of final approval of the report. The Documents Department
2 shall maintain a directory of the URLs for posted reports.

3 (c) Where no date is otherwise specified by law, each board, commission or
4 department head required to prepare an annual report pursuant to this Section or Section 2A.30 shall
5 inform the Clerk of the Board of Supervisors in writing of the date by which the board, commission or
6 department head shall annually post the report.

7 (d) No board, commission or department head may authorize the expenditure of City
8 funds for the purpose of procuring the printing of an annual report without prior approval of the Board
9 of Supervisors. Where a board, commission or department head proposes to cause an annual report to
10 be printed, the board, commission or department head shall submit a written request to the Board of
11 Supervisors explaining the need for a printed report and the projected cost of printing. The Board of
12 Supervisors may approve or deny the request by resolution. Nothing in this paragraph is intended to
13 prohibit any City official or employee from printing a copy of an annual report from the City website,
14 or to prohibit a board, commission or department head from retaining hard copies of an annual report
15 pursuant to a record retention policy. City Department officials or employees, including City Library
16 employees, shall print, or assist in arranging for, the prompt printing of a copy of an annual report from
17 the City website when requested to do so by a member of the public.

18 Section 2. The San Francisco Administrative Code is hereby amended by amending
19 Section 8.16, to read as follows:

20 **SEC. 8.16. FILING OF ANNUAL REPORTS AND OFFICIAL DOCUMENTS WITH**
21 **SAN FRANCISCO PUBLIC LIBRARY.**

22 It shall be the duty of every official, board, commission or department, who or
23 which publishes an annual report or other official published documents in hard copy, relative to
24 the affairs under his or her or its control or related to his or her or its functions, to file at least
25 two copies thereof with the Documents Department of the San Francisco Public Library within

1 10 days after publication of each such report or document. For annual reports posted on the
2 City's website in accordance with Administrative Code Section 1.56, or other documents that are
3 posted electronically, but not printed, posting the document and transmitting the Uniform Resource
4 Location (URL) of the document to the Documents Department within 10 day after final approval of the
5 report or other document shall constitute compliance with this paragraph.

6 Further, it shall be the duty of the secretary or other executive officer of each
7 board, commission or committee thereof, to file with the Documents Department two copies of
8 the agenda of each regularly scheduled meeting of such board, commission or committee
9 thereof, at least 72 hours prior to the time of such meeting. For special meetings of boards,
10 commissions or committees, the agenda shall be filed with the Documents Department not
11 less than 24 hours prior to the meeting. In addition, such secretary shall file with the
12 Documents Department two copies of the minutes of the action taken at any meeting of such
13 board, commission or committee thereof within 10 days of the date of such meeting. Any
14 corrections, additions or amendments to said minutes shall be filed with the Documents
15 Department within five working days after the date of any such correction, addition or
16 amendment. The Documents Department shall retain such copies of agendas and minutes
17 for a minimum period of 90 days.

18 The City Librarian shall designate a place in the central public library, accessible to the
19 public, for the posting of agenda filed with the City Library pursuant to this Section. The City
20 Librarian shall cause such agenda to be posted immediately upon receipt.

21 The reports or documents required to be filed pursuant to the provisions of this
22 Section shall be made available by the Documents Department for reference thereto by the
23 People of the City and County.

24 Any violation of the provisions of this Section on the part of any elective officer
25 or any member of any board or commission shall be deemed to be official misconduct and

1 any violation of the provisions of this Section on the part of any employee shall be deemed to
2 be inattention to duties and considered cause for suspension or dismissal from service.

3 The provisions of this Section shall be deemed directory only. Failure to comply with
4 the provisions of this Section shall not provide a basis for invalidating any action taken.

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6 APPROVED AS TO FORM:
7 DENNIS J. HERRERA, City Attorney

8 By: DAVID A. GREENBURG
9 Deputy City Attorney

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