

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.

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

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

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

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

1 invasion of personal privacy, or would interfere with an individual's right to petition government where
2 the individual has sought and been assured confidentiality. For meetings not otherwise publicly
3 recorded, the calendar shall include a general statement of issues discussed. Such calendars
4 shall be public records and shall be available to any requester three business days
5 subsequent to the calendar entry date.

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

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

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19 APPROVED AS TO FORM:
20 DENNIS J. HERRERA, City Attorney

21 By: _____
22 JON GIVNER
23 Deputy City Attorney

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