

File No. 241209

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date March 24, 2025

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

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|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | Memorandum of Understanding (MOU)            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 - Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 700                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | Information/Vacancies (Boards/Commissions)   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date March 20, 2025

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

[Administrative Code - Redacting Information That May Compromise Personal Safety From Annual Economic Statements of Organizations]

**Ordinance amending the Administrative Code to permit, for reasons that may compromise personal safety, redaction of information otherwise required in the Annual Economic Statement of City-Funded Organizations.**

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

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

Section 1. Chapter 10, Article I, of the Administrative Code is hereby amended by revising Section 10.1, to read as follows:

**SEC. 10.1. ANNUAL ECONOMIC STATEMENT – CITY-FUNDED ORGANIZATIONS.**

(a) Every nonprofit corporation, organization, or other legal entity, receiving funding in excess of \$100,000 annually from or through the City and County to provide direct services to the public (except local, State, or federal governmental entities) shall file with the City Administrator, or otherwise make publicly available in a manner authorized by the City Administrator, an annual economic statement that includes the following information:

(1) Name of the chief executive officer, employee, or other person possessing daily managerial responsibilities;

(2) Name of all officers and directors and the names of all other boards of directors on which they serve;

1 (3) Total expenditures during calendar or fiscal year, whichever is applicable;  
2 and budget for current calendar or fiscal year, whichever is applicable, setting forth the source  
3 of all monies received or budgeted and a program-by-program description of all monies  
4 expended or budgeted.

5 (4) A letter from the Internal Revenue Service establishing the current valid  
6 nonprofit status of the organization or its fiscal sponsor, if applicable;

7 (5) A public copy of the most recent federal tax return filed under Section 990;

8 (6) Verification of current valid registration with the State of California's Registry of  
9 Charitable Trusts;

10 (7) For organizations required by federal, state, or City law to prepare audited  
11 financial statements, a copy of the most recent audited financial statement; and

12 (8) Such other information or documentation as the City Administrator from time to  
13 time determines would be necessary to evaluate and ensure that organizations are qualified  
14 to receive City funds.

15 (b) Information and documentation submitted under subsections (a)(1)-(8) may be  
16 redacted by the organization;

17 (1) to ensure that personal private information is not disclosed in violation of applicable  
18 privacy-related laws; or

19 (2) to protect personal safety where an organization whose agents, employees, or officers have  
20 received threats of violence in the past year or where an organization performs similar work to another  
21 organization whose agents, employees, or officers have received threats of violence in the past year.

22 \* \* \* \*

23  
24 Section 2. Effective Date. This ordinance shall become effective 30 days after  
25 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the

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.

3  
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.

10  
11 APPROVED AS TO FORM:  
12 DAVID CHIU, City Attorney

13 By:                     /s/                      
14 GUSTIN R. GUIBERT  
Deputy City Attorney

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## **LEGISLATIVE DIGEST**

[Administrative Code - Redacting Information from Annual Economic Statements]

**Ordinance amending the Administrative Code to permit, for reasons that may compromise personal safety, redaction of information otherwise required in the Annual Economic Statement of City-Funded Organizations.**

### **Existing Law**

All nonprofits receiving in excess of \$100,000 in funding from the City to provide direct services to the public must annually provide information relating to the organizations' structure, leadership, and finances, to the City Administrator or to a City Department that awards or monitors the contract or grant.

### **Amendments to Current Law**

The proposed amendment would create a justification for redacting information from the required documents if the release of information could lead to endangering personal safety.

### **Background Information**

In 1981, the City adopted in Section 10.1 reporting requirements for nonprofits providing services to the public, which usually are in the form of a grant. These annual reporting requirements, sent to the Board of Supervisors, allowed greater transparency into the operations of nonprofits receiving City funds. In 2000, Section 10.1 was altered to direct the reports to a predecessor of the City Administrator's Office. In 2011, Section 10.1 was changed to allow reports to be sent to awarding departments instead. In 2023, Section 10.1 was modified to allow nonprofits to post reports on websites, add additional required documents, and increase enforcement efforts. An exception for disclosure was added, where nonprofits may redact information if disclosure would violate laws protecting personal privacy.

The new system was rolled out in 2024, and as the deadline approached, certain nonprofits became aware of the scope of the disclosure and public nature. Nonprofits were concerned that disclosure of individual information could lead to harm to such individuals, as employees working in family planning services and LGBT rights groups have been targeted in the past. To ameliorate this potential harm, the personal privacy redaction justification has been expanded to include redaction to protect personal safety.

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# **Annual Economic Statement Redaction for Personal Safety**

Presented to the Board of Supervisors  
File 24-1209



**CITY & COUNTY OF SAN FRANCISCO**

Office of the City Administrator

# Background on Annual Economic Statement

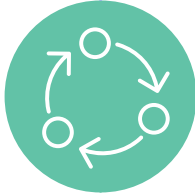
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**Legislative  
amendments  
passed in  
2023**



In 2023, the Board of Supervisors passed amendments to Administrative Code Section 10.1 (Annual Economic Statement – City-Funded Organizations) which required nonprofits who receive more than \$100,000 from the City to make certain information publicly available.

**New process  
implemented  
in 2024**



The Office of the City Administrator, in partnership with the Controller's Office, developed a new process to implement this requirement which asked nonprofits to:

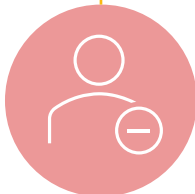
- 1) Post the required information on their public website, and
- 2) Report back to the City that they completed this posting.

**Concerns  
raised from  
nonprofit  
community**



Several nonprofits contacted the City to report that certain information required by the legislation could compromise personal safety of the organization and their staff.

**Redaction  
legislation  
introduced**



President Mandelman introduced legislation allowing for redaction of information that could compromise public safety, which is here for your consideration today.

# Legislation overview & purpose

If passed, this legislation would allow nonprofit organizations to **redact** the required Annual Economic Statement information in certain situations:

- “to protect personal safety where an organization whose agents, employees, or officers have **received threats of violence** in the past year”
- “or where an organization performs **similar work to another organization** whose agents, employees, or officers have received threats of violence in the past year.”



BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. (415) 554-5184  
Fax No. (415) 554-5163  
TDD/TTY No. (415) 554-5227

## MEMORANDUM

TO: All City Departments through Adam Thongsavat, Mayor's Office  
Carmen Chu, City Administrator, Office of the City Administrator

FROM: Victor Young, Assistant Clerk *Victor Young*

DATE: Jan 13, 2024

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee received the following proposed Ordinance:

File No. 241209

Ordinance amending the Administrative Code to permit, for reasons that may compromise personal safety, redaction of information otherwise required in the Annual Economic Statement of City-Funded Organizations.

If you have comments or reports to be included with the file, please forward them to Victor Young at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: [victor.young@sfgov.org](mailto:victor.young@sfgov.org).

- c. Sophie Hayward, Office of the City Administrator  
Vivian Po, Office of the City Administrator  
Angela Yip, Office of the City Administrator



# City and County of San Francisco

## Master Report

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

|  |   |                            |
|--|---|----------------------------|
| <b>File Number:</b> 241209   | <b>File Type:</b> Ordinance   | <b>Status:</b> 30 Day Rule |
| <b>Enacted:</b>  | <b>Effective:</b>   |                            |
| <b>Version:</b> 1  | <b>In Control:</b> Rules Committee  |                            |
| <b>File Name:</b> Administrative Code - Redacting Information That May Compromise Personal Safety From Annual Economic Statements of Organizations | <b>Date Introduced:</b> 12/17/2024  |                            |
| <b>Requester:</b>  | <b>Cost:</b>  | <b>Final Action:</b>       |
| <b>Comment:</b>  | <b>Title:</b> Ordinance amending the Administrative Code to permit, for reasons that may compromise personal safety, redaction of information otherwise required in the Annual Economic Statement of City-Funded Organizations. |                            |
| <b>Sponsor:</b> Mandelman  |   |                            |

### History of Legislative File 241209

| Ver | Acting Body | Date       | Action                     | Sent To         | Due Date   | Result |
|-----|-------------|------------|----------------------------|-----------------|------------|--------|
| 1   | President   | 12/17/2024 | ASSIGNED UNDER 30 DAY RULE | Rules Committee | 01/16/2025 |        |