

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 (a) 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, either in person or by teleconference or other
23 electronic means, with the exclusion of purely personal or social events at which no City
24 business is discussed and that do not take place at City Offices or at the offices or residences
25 of people who do substantial business with or are otherwise substantially financially affected
by actions of the City. For meetings not otherwise publicly recorded, the calendar shall
include a general statement of issues discussed. Such calendars shall be public records and

1 shall be available to any requester three business days subsequent to the calendar entry
2 date.

3 (b) For meetings or events with ten or fewer attendees, the calendar shall also
4 identify the individual(s) present and organization(s) represented at each such the meeting or event if
5 known by the official, unless the official is aware that the disclosure information would reveal the
6 identity of a confidential whistleblower, would constitute an unwarranted invasion of personal
7 privacy, or would interfere with an individual's right to petition government where the individual has
8 sought and been assured confidentiality, would disclose the attendance of members or
9 representatives of a labor organization at a meeting to discuss matters within the scope of
10 representation, as that term is defined in California Government Code Section 3504, would
11 reveal personnel information not subject to disclosure, or is otherwise exempt from disclosure
12 under State and local law.

13 (bc) At any meeting or event with ten or fewer attendees, officials subject to subsection
14 (a) of this Section 67.29-5 shall attempt to identify names of attendees present, and the
15 organizations they represent; provided that an official shall not require any attendees to
16 identify themselves, unless the official is aware that those attendees are campaign
17 consultants registered with the Ethics Commission under Campaign and Governmental
18 Conduct Code Article I, Chapter 5; lobbyists registered with the Ethics Commission under
19 Campaign and Governmental Conduct Code Article II, Chapter 2; permit consultants
20 registered with the Ethics Commission under Campaign and Governmental Conduct Code
21 Article III, Chapter 4; and Developers of Major Projects, as defined in Campaign and
22 Governmental Conduct Code Section 3.510, if the Major Project is discussed at the meeting
23 or event; and employees or representatives of any entity that has received a grant from or
24 entered a contract with any City department within the previous 12 months. The official has
25 no duty to ascertain whether any attendees fall into these categories." After the Within three

1 business days after a meeting or event subject to this subsection (c), the official shall update
2 the daily calendar to include the names of the attendees and organizations identified by or
3 known to the official, and the organizations they represent.

4 (d) For the purpose of calculating the total number of attendees at a meeting or event
5 under subsections (b) and (c), an official shall not include himself or herself.

6 (e) The obligations imposed under subsections (b) and (c), and the obligations
7 imposed upon members of the Board of Supervisors under subsection (a), shall not apply to
8 meetings or events where City business is discussed only incidentally; to unplanned, casual
9 conversations with residents; or to campaign-related meetings, events, and appearances; or
10 to meetings or events where all attendees are employees or officers in the official's City
11 department, which for members of the Board of Supervisors shall mean that all attendees are
12 members of the Board of Supervisors, legislative aides, or employees of the Office of the
13 Clerk of the Board. Officials are not in violation of subsections (b) or (c), and members of the
14 Board of Supervisors are not in violation of subsection (a), if they have made a good faith
15 effort to comply with their obligations thereunder.

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

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22 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
23 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
24 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
25 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment

1 additions, and Board amendment deletions in accordance with the "Note" that appears under
2 the official title of the ordinance.

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4 APPROVED AS TO FORM:
5 DENNIS J. HERRERA, City Attorney

6 By: _____
7 JON GIVNER
8 Deputy City Attorney

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