

**REVISED LEGISLATIVE DIGEST**

(6/23/2015, Amended in Board)

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

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

Existing Law

Under the San Francisco Sunshine Ordinance, the Mayor and all City department heads must keep a daily calendar that includes the time and place of each meeting or event attended by that official, and a general statement of the issues discussed at the meeting or event. The calendar does not have to include purely personal or social events at which no City business is discussed and that do not take place at City offices or at the offices or homes of people who do substantial business with or are substantially financially affected by City decisions. The calendar is a public record and must be provided to any member of the public upon request.

The calendar requirement does not apply to members of the Board of Supervisors. Additionally, the Sunshine Ordinance does not require that the calendar include the names of attendees at meetings or events, or the organizations that attendees represent.

Amendments to Current Law

The proposed ordinance would apply the calendar requirement to all City elected officials, including members of the Board of Supervisors, as well as non-elected department heads. The ordinance would require calendars to include telephone and other electronic conference calls as well as in-person meetings.

The ordinance would also require officials to include in their calendars the names of individuals attending meetings or events with ten or fewer attendees, as well as the organizations that those individuals represent, as long as the identities aren't otherwise confidential under State or local law. An official would be required to make a good faith attempt to gather names of attendees and their organizations to include in the calendar. The official could not require attendees to identify themselves, except for certain regulated groups like lobbyists, campaign consultants, and employees or representatives of entities that have received City grants or contracts in the previous twelve months. The official would have three business days after the meeting to update the calendar with names of attendees and the organizations they represent.

The requirement to name attendees or their organizations, and the requirement for members of the Board of Supervisors to list meetings and events, would not apply to meetings or events where City business is discussed only incidentally; to unplanned, casual conversations with residents; to campaign-related meetings, events, and appearances; or to meetings or events where all the attendees are employees or officers in the official's department.

Background Information

This legislative digest reflects amendments adopted by the Board of Supervisors at its June 16 and 25, 2015 meetings.

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