



San Francisco Ethics Commission

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Date: October 7, 2024
To: Members of the Ethics Commission
From: Patrick Ford, Executive Director
Subject: Agenda Item 5 - Discussion and possible action on Ethics Commission Draft Annual Report for Fiscal Year 2024

Summary and Action Requested

Commission Bylaws require Commission action to approve its annual report. This item has been placed on the Commission's meeting Agenda to allow the Commission to discuss and take possible action on a draft Annual Report for Fiscal Year 2024.

Draft Annual Report for Fiscal Year 2024

Ethics Commission Bylaws provide that at the end of the Fiscal Year (FY) the Chair and Executive Director will submit an annual report to the Commission for approval, summarizing the activities, accomplishments, and budgetary needs of the Ethics Commission. (Bylaws Article IV - Officers, Section 3: Chairperson). The first attachment is a draft of the FY24 Annual Report. The report highlights activities and key accomplishments of the Commission during the period July 1, 2023 – June 30, 2024 (FY24). This version incorporates feedback from the Chair and Vice-Chair. The second attachment is a sample of certain pages from the annual report that demonstrate how the report will appear in its final, fully designed form.

Next Steps

If the Commission is satisfied with the annual report as presented, it could vote to adopt the report in its current form, and Staff will finalize the design elements and publish the report following this meeting.

If commissioners would like to have any parts of the report revised prior to publication, the Commission could vote to approve the report subject to those revisions. In that event, the Executive Director will incorporate the revisions and work with the Chair and Staff to finalize and publish the report.

Alternatively, the Commission could delay its vote on the report to the November meeting in order to see a second draft of the report that incorporates the revisions.