


BOARD of SUPERVISORS



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

## MEMORANDUM

TO: Matthias Jamie, Committee on Information Technology  
Angela Calvillo, Clerk of the Board of Supervisors  
Sheryl Evans Davis, Director, Human Rights Commission

FROM: Victor Young, Assistant Clerk 

DATE: June 14, 2021

SUBJECT: LEGISLATION INTRODUCED

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

**File No. 210677**

**Ordinance amending the Administrative Code to add the Clerk of the Board of Supervisors and the Executive Director of the Human Rights Commission as permanent members of the Committee on Information Technology (COIT).**

If you have comments or reports to be included with the file, please forward them to me 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).



# City and County of San Francisco

## Master Report

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

**File Number:** 210677      **File Type:** Ordinance      **Status:** 30 Day Rule

**Enacted:** \_\_\_\_\_ **Effective:** \_\_\_\_\_

**Version:** 1      **In Control:** Rules Committee

**File Name:** Administrative Code - Composition of Committee on Information Technology (COIT)      **Date Introduced:** 06/08/2021

**Requester:** \_\_\_\_\_ **Cost:** \_\_\_\_\_ **Final Action:** \_\_\_\_\_

**Comment:** \_\_\_\_\_ **Title:** Ordinance amending the Administrative Code to add the Clerk of the Board of Supervisors and the Executive Director of the Human Rights Commission as permanent members of the Committee on Information Technology (COIT).

**Sponsors:** Walton; Preston,  
Haney, Mar,  
Chan, Ronen  
and Peskin

### History of Legislative File 210677

Ver	Acting Body	Date	Action	Sent To	Due Date	Result
1	President	06/08/2021	ASSIGNED UNDER 30 DAY RULE	Rules Committee	07/08/2021	

1 [Administrative Code - Composition of Committee on Information Technology (COIT)]

2

3 **Ordinance amending the Administrative Code to add the Clerk of the Board of**  
 4 **Supervisors and the Executive Director of the Human Rights Commission as**  
 5 **permanent members of the Committee on Information Technology (COIT).**

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

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

14 Section 1. Chapter 22A of the Administrative Code is hereby amended by revising  
 15 Section 22A.3, to read as follows:

16 **SEC. 22A.3. COMMITTEE ON INFORMATION TECHNOLOGY.**

17 **Establishment and Composition.** There is hereby created a Committee on  
 18 Information Technology (COIT).

19 (a) COIT shall be composed of ~~five (5)~~seven permanent members consisting of the  
 20 Mayor, the President of the Board of Supervisors, the Controller, the City Administrator, the  
 21 Clerk of the Board of Supervisors, the Executive Director of the Human Rights Commission, and the  
 22 CIO, or their designees. The Mayor, the President of the Board of Supervisors, the Controller,  
 23 the City Administrator, the Clerk of the Board of Supervisors, the Executive Director of the Human  
 24 Rights Commission, and the CIO, shall elect a Chair, who shall serve for a ~~2~~two-year term. All of  
 25 the permanent members of COIT shall be eligible to serve as Chair. Five additional  
 Department Heads shall be recommended by the Chair and approved by the permanent



# Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor  inquiries"
- 5. City Attorney Request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Walton, Preston, Haney, Mar, Chan, Ronen

Subject:

Administrative Code - Composition of Committee on Information Technology (COIT)

The text is listed:

Ordinance amending the Administrative Code to add the Clerk of the Board of Supervisors and the Executive Director of the Human Rights Commission as permanent members of the Committee on Information Technology (COIT).

Signature of Sponsoring Supervisor: /s/ Shamann Walton

For Clerk's Use Only

**From:** [Gee, Natalie \(BOS\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Walton, Shamann \(BOS\)](#); [PEARSON, ANNE \(CAT\)](#); [Smeallie, Kyle \(BOS\)](#); [Zou, Han \(BOS\)](#); [Wright, Edward \(BOS\)](#); [Fregosi, Ian \(BOS\)](#); [Beinart, Amy \(BOS\)](#)  
**Subject:** Walton - Introduction - Administrative Code - Composition of Committee on Information Technology (COIT)  
**Date:** Tuesday, June 8, 2021 3:54:58 PM  
**Attachments:** [01510155.DOCX](#)  
[Walton - Introduction Form - COIT.pdf](#)

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Good afternoon Clerk Team,

Attached is President Walton's legislation to expand the Committee on Information and Technology and introduction form. From Deputy City Attorney Anne Pearson, because it is only two pages, it does not require a legislative digest.

I've CC'ed President Walton and Deputy City Attorney Anne Pearson to confirm their signatures.

Please let me know if you need anything else.

**Natalie Gee** 朱凱勤, Chief of Staff  
**Supervisor Shamann Walton, District 10**  
**President, Board of Supervisors**  
1 Dr. Carlton B. Goodlett Pl, San Francisco | Room 282  
**Direct:** 415.554.7672 | **Office:** 415.554.7670

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**From:** Pearson, Anne (CAT) <Anne.Pearson@sfcityatty.org>  
**Sent:** Tuesday, June 08, 2021 1:45 PM  
**To:** Gee, Natalie (BOS) <natalie.gee@sfgov.org>  
**Cc:** Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>  
**Subject:** RE: COIT Amendment Legislation

Hi Natalie,

Good news! I was able to get the legislation reviewed in time for introduction today. It is attached and approved as to form. Because it is only two pages it does not require a legislative digest.

Thanks,  
Anne

**Anne Pearson – available by cell phone at 646-241-7670**  
Deputy City Attorney  
Office of the City Attorney  
1 Dr. Carlton B. Goodlett Place, Suite 234  
San Francisco, CA 94102  
Tel: (415) 554-4706  
[anne.pearson@sfcityatty.org](mailto:anne.pearson@sfcityatty.org)

**Attorney-Client Communication - Do Not Disclose**  
**Confidential Attorney-Work Product - Do Not Disclose**

1 [Administrative Code - Composition of Committee on Information Technology (COIT)]

2

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