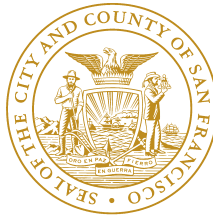


**City & County of San Francisco**  
London N. Breed, Mayor



**Office of the City Administrator**  
Carmen Chu, City Administrator

October 30, 2023

SENT VIA EMAIL

**To:** Angela Calvillo, Clerk of the Board of Supervisors

**From:** Carmen Chu, City Administrator

**Date:** October 30, 2023

**Subject:** Ordinance amending the Campaign and Governmental Conduct Code to update and clarify the list of Form 700 filers for the Office of the City Administrator

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Enclosed please find a draft Ordinance for legislative introduction, along with a legislative digest, to amend the Campaign and Governmental Conduct Code to update and clarify the Form 700 filing requirements for officers and employees of departments and divisions within the Office of the City Administrator.

By way of background, during a regular review of ethics training and filing requirements of staff within the Office of the City Administrator it became apparent that there were timely updates that would clarify, and in some cases expand, the positions required to file Form 700s. Once those amendments had been identified, it seemed beneficial to initiate those changes as quickly as possible rather than to wait for the biannual review conducted by the Office of the City Attorney and the Ethics Commission.

The proposed ordinance amends Campaign and Governmental Conduct Code Article III, Chapter 1, Section 3.1-251 to update, expand, and organize the list of required filers. The proposed amendments alphabetize the list of departments under the City Administrator, and alphabetize and update (and in some cases consolidate) the titles within each division and department. The amendments expand the positions that must file; the only positions removed by the proposed amendments are those that no longer exist.

Please feel free to contact Sophie Hayward, Director of Legislation and Public Affairs, at [sophie.hayward@sfgov.org](mailto:sophie.hayward@sfgov.org) if you have any questions about the draft Ordinance or the legislative package itself.