

File No. 120033

Committee Item No.           

Board Item No. 21

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Rules

Date 1/26/12

Board of Supervisors Meeting

Date 2/7/12

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Linda Wong

Date 1/23/12

Completed by: L.W.

Date 2/1/12

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

1 [Confirming Appointment, City Administrator – Naomi Kelly]

2

3 **Motion appointing the Mayor’s appointment of Naomi Kelly to a five-year term as City**  
4 **Administrator under Charter Section 3.104.**

5

6 WHEREAS, Charter Section 3.104 provides that “The Mayor shall appoint or reappoint  
7 a City Administrator, subject to confirmation by the Board of Supervisors;” and

8 WHEREAS, Mayor Lee has appointed Naomi Kelly as City Administrator; and

9 WHEREAS, The Board of Supervisors wishes to confirm the Mayor’s appointment of  
10 Naomi Kelly as City Administrator; now, therefore, be it

11 MOVED, That the Board of Supervisors confirms the Mayor’s appointment of Naomi  
12 Kelly as City Administrator, for a term ending five years from the effective date of this motion.

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Mayor Lee

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

Box-11  
COB  
Leg. Dep  
Orig. Secy

**Notice of Appointment**

January 17, 2012

San Francisco Board of Supervisors  
City Hall, Room 244  
1 Carlton B. Goodlett Place  
San Francisco, California 94102

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2012 JAN 17 PM 1:47  
JK  
AK

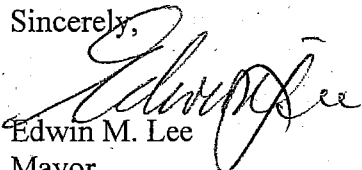
Honorable Board of Supervisors:

Pursuant to the Section 3.104 of the Charter of the City and County of San Francisco, I hereby nominate Naomi Kelly for the appointment of City Administrator. Naomi Kelly meets the minimum Charter requirements of at least ten years' governmental management or finance experience with at least five years at the City, County, or City and County level.

Naomi Kelly is appointed for a term ending five years from the effective date of the attached motion.

I am confident that Naomi Kelly will continue to serve our community well, and I encourage your support of her nomination.

Sincerely,

  
Edwin M. Lee  
Mayor

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

January 17, 2012

Angela Calvillo  
Clerk of the Board, Board of Supervisors  
San Francisco City Hall  
1 Carlton B. Goodlett Place  
San Francisco, CA 94102

Dear Ms. Calvillo:

Pursuant to the Section 3.104, it is my pleasure to notify you of my nomination of Naomi Kelly as San Francisco City Administrator.

Naomi Kelly's appointment is for a term ending five years from the effective date of the attached motion, and is subject to confirmation by the Board of Supervisors.

Should you have any questions related to this appointment, please contact my Director of Appointments, Nicole Wheaton, at (415) 554-7940.

Sincerely,

A handwritten signature in cursive script, appearing to read "Edwin M. Lee".

Edwin M. Lee  
Mayor

Naomi Maria Kelly

On January 6, 2012, Naomi Maria Kelly was appointed by Acting City Administrator, Amy L. Brown to replace herself as Acting City Administrator. As Acting City Administrator, Ms. Kelly oversees the City's General Service Agency, and agency headed by the City Administrator. The General Services Agency consists of 20 departments, divisions, and programs, which include: Public Works, Department of Technology, Administrative Services, Office of Contract Administration, Purchasing, Real Estate, County Clerk, 311, Fleet Management, Convention Facilities, Animal Care and Control, Medical Examiner, Treasure Island, to name a few. The Administrative Services department budget is \$239 million which does not include the budgets of Public Works and the Department of Technology, nor the hundreds of millions of dollars of contracts for which Ms. Kelly is responsible. Ms. Kelly is also responsible for over 2100 employees.

Ms. Kelly has over ten years of City governmental management experience with the City and County of San Francisco. She began her career with the City in 1996 as Special Assistant to the Mayor with the Mayor's Office of Neighborhood Services and later Mayor's Office of Policy and Legislative Affairs. She left the City for three years to earn her Juris Doctorate, then rejoined the City as an Executive Director in 2001.

Naomi M. Kelly was the Deputy City Administrator for the City and County of San Francisco, responsible for the Administrative Services Departments: Office of Contract Administration, Purchasing, Fleet Management, Central Shops, Reprographics & Mail Services and more since January 2011. During this time, Ms. Kelly assisted Mayor Edwin Lee in rolling out the City's new mandatory local hiring policy by preparing impacted City departments, contractors, and the broader community for the San Francisco Local Hiring Policy for Construction. The new policy required contractors performing City public works or improvement projects to meet mandatory levels of San Francisco resident participation. Ms Kelly ensured that there was predictability for all stakeholders by maximizing existing City resources and infrastructure to eliminate duplication and new administrative barriers, while at the same time achieving the goals of the Local Hire Policy.

Ms. Kelly was appointed the City Purchaser and Director of the Office of Contract administration in 2004. Ms. Kelly managed the procurement of approximately \$250 million in materials and supplies and approved approximately \$500 million of professional service contracts that support the operations of City departments that provide services to the public. She administered policies and procedures regarding procurement and contracts to insure that all were issued in a fair and impartial manner. Ms. Kelly was committed to seeing that the City's contracting process is fair, simple and transparent. She also improved the department's performance by improving processes and managing difficult personnel performance issues.

Ms. Kelly was appointed to this position by Mayor Gavin Newsom in 2004 after an illustrious career at City Hall that began as Special Assistant to former Mayor Willie L. Brown, Jr. handling federal and state legislative affairs, and resulted in her appointment by Mayor Brown to

Executive Director of the City and County of San Francisco Taxicab Commission. In this leadership capacity, she managed the Department regulating the \$150 million taxicab industry. Under her tenure, the Taxi Commission assumed all powers and responsibilities relating to taxicabs and other motor vehicles for hire permits that were formally vested with the Police Department. She also successfully implemented the use of security cameras in all San Francisco taxicabs.

An attorney admitted to practice in 2002 in the State of California, Ms. Kelly received her Bachelor of Arts degree in Psychology from New York University, and her law degree from the University of San Francisco. She was born in San Francisco and presently resides there with her husband, Harlan Kelly Jr., the Assistant General Manager of the Public Utilities Commission, and her two sons.

**STATEMENT OF ECONOMIC INTERESTS**

Date Received  
 Official Use Only

**COVER PAGE**

Please type or print in ink.

NAME OF FILER	(LAST)	(FIRST)	(MIDDLE)
	Kelly	Naomi	Maria

**1. Office, Agency, or Court**

Agency Name  
 General Services Agency

Division, Board, Department, District, if applicable  
 Office of the City Administrator

Your Position  
 Acting City Administrator

► If filing for multiple positions, list below or on an attachment.

Agency: \_\_\_\_\_ Position: \_\_\_\_\_

**2. Jurisdiction of Office (Check at least one box)**

State  Judge or Court Commissioner (Statewide Jurisdiction)

Multi-County \_\_\_\_\_  County of San Francisco

City of San Francisco  Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

Annual: The period covered is January 1, 2011, through December 31, 2011.

-or-  
 The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_ through December 31, 2011.

Assuming Office: Date assumed 1 / 6 / 2012

Leaving Office: Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Check one)

The period covered is January 1, 2011, through the date of leaving office.

The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_ through the date of leaving office.

Candidate: Election Year \_\_\_\_\_ Office sought, if different than Part 1: \_\_\_\_\_

**4. Schedule Summary**

Check applicable schedules or "None." ► Total number of pages including this cover page: 2

Schedule A-1 - Investments - schedule attached  Schedule C - Income, Loans, & Business Positions - schedule attached

Schedule A-2 - Investments - schedule attached  Schedule D - Income - Gifts - schedule attached

Schedule B - Real Property - schedule attached  Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-  
 None - No reportable interests on any schedule

**5. Verification**

MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
<i>(Business or Agency Address Recommended - Public Document)</i>				
City Hall, Rm. 362, 1 Dr. Carlton B. Goodlett Pl.		San Francisco	CA	94102
DAYTIME TELEPHONE NUMBER	E-MAIL ADDRESS (OPTIONAL)			
( 415 ) 554-7738	naomi.kelly@sfgov.org			

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 1/24/12 Signature Naomi Kelly  
(month, day, year) (File the originally signed statement with your filing official.)

**SCHEDULE B**  
**Interests in Real Property**  
 (Including Rental Income)

Name  
 Naomi Maria Kelly

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS  
 2790 19th Avenue, #27

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CITY  
 San Francisco, CA 94132

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FAIR MARKET VALUE      IF APPLICABLE, LIST DATE:  
 \$2,000 - \$10,000  
 \$10,001 - \$100,000  
 \$100,001 - \$1,000,000  
 Over \$1,000,000

ACQUIRED:      / / 11      / / 11  
 DISPOSED

---

NATURE OF INTEREST  
 Ownership/Deed of Trust       Easement  
 Leasehold       Other  
Yrs. remaining      Other

---

IF RENTAL PROPERTY, GROSS INCOME RECEIVED  
 \$0 - \$499       \$500 - \$1,000       \$1,001 - \$10,000  
 \$10,001 - \$100,000       OVER \$100,000

---

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

---

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS  
 1622 11th Avenue

---

CITY  
 San Francisco, CA 94122

---

FAIR MARKET VALUE      IF APPLICABLE, LIST DATE:  
 \$2,000 - \$10,000  
 \$10,001 - \$100,000  
 \$100,001 - \$1,000,000  
 Over \$1,000,000

ACQUIRED:      / / 11      / / 11  
 DISPOSED

---

NATURE OF INTEREST  
 Ownership/Deed of Trust       Easement  
 Leasehold       Spouse's property  
Yrs. remaining      Other

---

IF RENTAL PROPERTY, GROSS INCOME RECEIVED  
 \$0 - \$499       \$500 - \$1,000       \$1,001 - \$10,000  
 \$10,001 - \$100,000       OVER \$100,000

---

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

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\* You are not required to report loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER\*  
 \_\_\_\_\_

ADDRESS (Business Address Acceptable)  
 \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER  
 \_\_\_\_\_

INTEREST RATE      TERM (Months/Years)  
 \_\_\_\_\_ %       None      \_\_\_\_\_

HIGHEST BALANCE DURING REPORTING PERIOD  
 \$500 - \$1,000       \$1,001 - \$10,000  
 \$10,001 - \$100,000       OVER \$100,000

Guarantor, if applicable

NAME OF LENDER\*  
 \_\_\_\_\_

ADDRESS (Business Address Acceptable)  
 \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER  
 \_\_\_\_\_

INTEREST RATE      TERM (Months/Years)  
 \_\_\_\_\_ %       None      \_\_\_\_\_

HIGHEST BALANCE DURING REPORTING PERIOD  
 \$500 - \$1,000       \$1,001 - \$10,000  
 \$10,001 - \$100,000       OVER \$100,000

Guarantor, if applicable

Comments: \_\_\_\_\_