

File No. 231124

Committee Item No. 3

Board Item No. \_\_\_\_\_

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date Dec 11, 2023

Board of Supervisors Meeting

Date \_\_\_\_\_

### Cmte Board

- Motion
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- Introduction Form
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### OTHER (Use back side if additional space is needed)

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Completed by: Victor Young

Date Dec 11, 2023

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

1 [Campaign and Governmental Conduct Code - Form 700 Filers - General Services Agency -  
2 City Administrator]

3 **Ordinance amending the Campaign and Governmental Conduct Code to update and**  
4 **clarify the Conflict of Interest Code’s Form 700 (Statement of Economic Interests) filing**  
5 **requirements for officers and employees in the General Services Agency under the City**  
6 **Administrator.**

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

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

15 Section 1. Article III, Chapter 1 of the Campaign and Governmental Conduct Code is  
16 hereby amended by revising Section 3.1-251, to read as follows. Section 3.1-107 has been  
17 included for reference purposes.

18 **SEC. 3.1-107. DISCLOSURE CATEGORY 1.**

19 Unless otherwise specified, for each department or agency, Disclosure Category 1  
20 shall read:

21 "Disclosure Category 1. Persons in this category shall disclose income (including gifts)  
22 from any source, interests in real property, investments, and all business positions in which  
23 the designated employee is a director, officer, partner, trustee, employee, or holds any  
24 position of management."

25 **SEC. 3.1-251. GENERAL SERVICES AGENCY – CITY ADMINISTRATOR.**

1 (a) **Disclosure Category 2.** Persons in this category shall disclose all investments  
2 and business positions in business entities and income from any source which provides, or  
3 contracts with the City and County of San Francisco and its Purchasing Department to  
4 provide, or has provided within the last two years, commodities or services to the City and  
5 County of San Francisco.

6 (b) **Disclosure Category 3.** Persons in this category shall disclose all investments  
7 and business positions in business entities and income from any source which provides, or  
8 contracts with the City and County of San Francisco to provide, or has provided within the last  
9 two years, commodities or services to either the Division of the Purchasing Department to  
10 which the person is assigned or the Department (other than the Purchasing Department) to  
11 which the person is assigned.

12 (c) **Disclosure Category 4.** Persons in this disclosure category shall disclose all  
13 investments and business positions in any business entity, as well as income or gifts received  
14 from any business entity, which does business subject to Delegated Departmental Purchasing  
15 (Prop Q) with the City Administrator’s Office, or has done business subject to Prop Q  
16 (Proposition Q, November 1993) with the City Administrator’s Office within the reporting  
17 period covered by the disclosure statement, or where the Person foresees the need to be a  
18 Prop Q Purchasing Initiator or Approver for the City Administrator’s Office in the future and is  
19 unable to be recused from a Prop Q purchasing transaction that would create a disclosure  
20 event.

21 ***Designated Positions*** ***Disclosure Categories***

22 \* \* \* \*

23 ***Animal Care and Control Department***

24 *Assistant Supervisor for Behavior and Training* 2

25 *Deputy Director* 1

1	Executive Director	1
2	<del>Deputy Director</del>	<del>1</del>
3	<del>Operations Manager</del>	<del>2</del>
4	<b>Capital Planning Program</b>	
5	<del>Director</del>	<del>1</del>
6	<del>Principal Administrative Analyst</del>	<del>1</del>
7	<b>Central Shops/<u>Fleet Management</u></b>	
8	<del>Assistant Manager, Fleet Services</del>	<del>3</del>
9	<del>Automotive Mechanic Supervisor</del>	<del>3</del>
10	<del>Automotive Machinist Supervisor</del>	<del>3</del>
11	<del>Business Manager</del>	<del>3</del>
12	<del>City Shops Assistant Superintendent</del>	<del>3</del>
13	<del>Principal Parts Storekeeper</del>	<del>3</del>
14	<del>Parts Storekeeper</del>	<del>3</del>
15	<del>Automotive Mechanic Supervisor</del>	<del>3</del>
16	<del>Automotive Machinist Supervisor</del>	<del>3</del>
17	<del>Maintenance Machinist Supervisor</del>	<del>3</del>
18	<del>Director Manager, Fleet Services</del>	<del>3</del>
19	<del>Assistant Manager, Fleet Services</del>	<del>3</del>
20	<del>Business Manager, Fleet Services</del>	<del>3</del>
21	<del>City Shops Assistant Superintendent</del>	<del>3</del>
22	<del>Senior Materials and Suppliers Supervisor</del>	<del>3</del>
23	<del>Operations Manager</del>	<del>3</del>
24	<del>Parts Storekeeper</del>	<del>3</del>
25	<b><u>Civic Engagement and Immigrant Affairs</u></b>	

1	<u>Executive Director</u>	<u>1</u>
2	<u>Member, Immigrant Rights Commission</u>	<u>1</u>
3	<u>Senior Administrative Analyst</u>	<u>1</u>
4	<b><u>Committee on Information Technology</u></b>	
5	<u>Director</u>	<u>1</u>
6	<u>Policy Analyst</u>	<u>2</u>
7	<u>Privacy Analyst</u>	<u>2</u>
8	<b>Contract Monitoring Division</b>	
9	<del>Director</del>	<del>1</del>
10	<u>Compliance Analyst</u>	<u>1</u>
11	<u>Contract Accelerated Payment Program Administrator</u>	<u>1</u>
12	Contract Compliance Officer I	1
13	<del>Contract Compliance Officer II</del>	<del>1</del>
14	<del>Principal Administrative Analyst</del>	<del>1</del>
15	<u>Director</u>	<u>1</u>
16	* * * *	
17	<b>County Clerk</b>	
18	County Clerk	1
19	Director	1
20	<del>Assistant</del> <u>Deputy</u> Director	1
21	<b><u>Digital and Data Services</u></b>	
22	<u>Chief Data Officer</u>	<u>1</u>
23	<u>Chief Digital Services Officer</u>	<u>1</u>
24	<u>Delivery Director</u>	<u>2</u>
25	<u>Deputy Chief Digital Services Officer</u>	<u>1</u>

1	<u>Engineering Director</u>	<u>2</u>
2	<u>Product Director</u>	<u>2</u>
3	<b>Grants for the Arts</b>	
4	<u>Assistant</u> Director	1
5	<del>Assistant</del> Director	1
6	Finance and Operations Manager	1
7	<u>Program Officer</u>	<u>1</u>
8	<b>Main Office/<u>Central Administration</u></b>	
9	<u>Accounting Manager</u>	<u>2</u>
10	<u>Assistant to the City Administrator</u>	<u>2</u>
11	<u>Budget Manager</u>	<u>1</u>
12	City Administrator	See Section 3.1-500
13	<u>Community Challenge Grant Manager</u>	<u>2</u>
14	<u>Departmental Delegated Purchase (Prop Q) Approver</u>	<u>4</u>
15	<u>Departmental Delegated Purchase (Prop Q) Initiator</u>	<u>4</u>
16	Deputy City Administrator	1
17	<del>Director of Capital Planning</del>	<del>1</del>
18	Director of Human Resources	1
19	Director of Information Technology	1
20	<del>Director, GSA Strategic Initiatives</del>	<del>1</del>
21	<del>Chief Resilience Officer</del>	<del>1</del>
22	<del>Budget Manager</del>	<del>1</del>
23	Disaster Planning Project Manager	3
24	<del>Community Challenge Grants Manager</del>	<del>2</del>
25	<del>Accounting Manager</del>	<del>2</del>

1	<del>Assistant to the City Administrator</del>	2
2	<del>Executive Assistant to the City Administrator</del>	2
3	<del>Director of COIF</del>	1
4	Legislative and Public Affairs Director	1
5	<del>Departmental Delegated Purchase (Prop Q) Initiator</del>	4
6	<del>Departmental Delegated Purchase (Prop Q) Approver</del>	4
7	<u>Project Analyst</u>	<u>2</u>
8	<u>Project Manager</u>	<u>1</u>
9	<b>Mayor's Office on Disability</b>	
10	<u>Building Inspector</u>	<u>1</u>
11	<u>Deputy</u> Director	1
12	<del>Deputy</del> Director	1
13	Senior Building Inspector	1
14	<del>Building Inspector</del>	1
15	<b><del>Medical Examiner</del></b>	
16	<del>Chief Medical Examiner</del>	1
17	<del>Executive Director</del>	1
18	<del>Assistant Medical Examiner</del>	1
19	<del>Chief Forensic Toxicologist</del>	1
20	<b>Office of Cannabis</b>	
21	<u>Associate Director</u>	<u>1</u>
22	<u>Compliance Analyst</u>	<u>1</u>
23	<u>Deputy</u> Director	1
24	<del>Deputy</del> Director	1
25	<u>Enforcement Analyst</u>	<u>1</u>

1	<u>Management Assistant</u>	<u>2</u>
2	<u>Permit Analyst</u>	<u>1</u>
3	<b><u>Office of Civic Engagement and Immigrant Affairs</u></b>	
4	<u>Deputy Director</u>	<u>1</u>
5	<u>Executive Director</u>	<u>1</u>
6	<u>Member, Immigrant Rights Commission</u>	<u>1</u>
7	<u>Operations and Grant Administrator</u>	<u>1</u>
8	<u>Policy and Civic Engagement Officer</u>	<u>1</u>
9	<b>Office of Contract Administration</b>	
10	<u>Administrative Analyst</u>	<u>2</u>
11	<u>Assistant Director</u>	<u>1</u>
12	<u>Assistant Purchaser</u>	<u>2</u>
13	Director of Purchasing	1
14	<del>Assistant Director</del>	<del>1</del>
15	Manager	1
16	<u>Principal Administrative Analyst</u>	<u>2</u>
17	<u>Principal Administrative Analyst II</u>	<u>2</u>
18	<u>Purchaser</u>	<u>2</u>
19	<u>Senior Administrative Analyst</u>	<u>2</u>
20	<del>Supervising Purchaser</del>	<del>2</del>
21	Senior Purchaser	2
22	<u>Supervising Purchaser</u>	<u>2</u>
23	<del>Purchaser</del>	<del>2</del>
24	<del>Assistant Purchaser</del>	<del>2</del>
25	<del>Principal Administrative Analyst</del>	<del>2</del>



1	<i>Principal Administrative Analyst II</i>	2
2	<i>Reproduction Manager</i>	3
3	<b>Office of Labor Standards Enforcement</b>	
4	<i>Manager</i>	4
5	Contract Compliance Officer I	1
6	Contract Compliance Officer II	1
7	<u><i>Deputy Director</i></u>	<u>1</u>
8	<u><i>Director</i></u>	<u>1</u>
9	Senior Administrative Analyst	1
10	<b><u>Office of Resiliency and Capital Planning</u></b>	
11	<u><i>Capital Budget Manager</i></u>	<u>1</u>
12	<u><i>Capital Planning Manager</i></u>	<u>1</u>
13	<u><i>Director</i></u>	<u>1</u>
14	<u><i>Resilience Program Manager</i></u>	<u>2</u>
15	<b>Office of Transgender Initiatives</b>	
16	Executive Director	1
17	<b><u>Office of the Chief Medical Examiner</u></b>	
18	<u><i>Assistant Medical Examiner</i></u>	<u>1</u>
19	<u><i>Chief Forensic Toxicologist</i></u>	<u>1</u>
20	<u><i>Chief Medical Examiner</i></u>	<u>1</u>
21	<u><i>Executive Director</i></u>	<u>1</u>
22	<b><u>Permit Center</u></b>	
23	<u><i>Director</i></u>	<u>1</u>
24	<u><i>Finance and Data Manager</i></u>	<u>1</u>
25	<u><i>Manager</i></u>	<u>1</u>

1	<u>Project Manager</u>	<u>1</u>
2	<u>Senior Engineer</u>	<u>1</u>
3	<b>Real Estate Division</b>	
4	<u>Building Manager</u>	<u>2</u>
5	<u>Campus General Manager</u>	<u>1</u>
6	<u>Campus Superintendent</u>	<u>2</u>
7	<u>Civic Center Campus Project Director</u>	<u>2</u>
8	<u>Custodial Services Manager</u>	<u>2</u>
9	<u>Deputy Managing Director</u>	<u>1</u>
10	<u>Director of City Hall Events</u>	<u>1</u>
11	Director of Real Estate	1
12	<u>Farmers Market Manager</u>	<u>2</u>
13	<del>Assistant Director of Real Estate</del>	<del>1</del>
14	<del>Chief Policy Advisor</del>	<del>1</del>
15	<del>Chief Sustainability Officer</del>	<del>1</del>
16	<u>Media and Security Services Manager</u>	<u>2</u>
17	Principal Real Property Officer	1
18	<u>Real Property Officer</u>	<u>1</u>
19	Senior Real Property Officer	1
20	<del>Real Property Officer</del>	<del>1</del>
21	<del>Finance Officer</del>	<del>1</del>
22	<del>Senior Event Manager</del>	<del>1</del>
23	<del>Custodial Services Manager</del>	<del>2</del>
24	<del>City Hall Building Services Manager</del>	<del>2</del>
25	<del>Media and Security Services Manager</del>	<del>2</del>

1	<del>Campus General Manager</del>	<del>1</del>
2	<del>Campus Superintendent</del>	<del>2</del>
3	<del>Client Services Manager</del>	<del>2</del>
4	Special Projects Manager	2
5	<del>Farmers Market Manager</del>	<del>2</del>
6	<b><u>ReproMail</u></b>	
7	<u>Assistant Manager</u>	<u>3</u>
8	<u>Manager</u>	<u>3</u>
9	<b>Risk Management <u>Division</u></b>	
10	<u>Deputy Director</u>	<u>1</u>
11	<del>Risk Manager</del>	<del>1</del>
12	<del>Deputy Risk Manager</del>	<del>1</del>
13	<u>Director</u>	<u>1</u>
14	Risk Management Analyst	2
15	<b>Treasure Island <del>Operations</del> <u>Development Authority</u></b>	
16	<u>Deputy Director</u>	<u>1</u>
17	Director <del>of Island Operations</del>	1
18	<del>Deputy Director of Real Estate</del>	<del>1</del>
19	<u>Finance Manager</u>	<u>1</u>
20	<del>Manager VI</del>	<del>1</del>
21	Real Property Officer	1
22	<del>Finance Manager</del>	<del>1</del>
23		
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1 Section 2. Effective Date. This ordinance shall become effective 30 days after  
2 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
3 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
4 of Supervisors overrides the Mayor's veto of the ordinance.

5  
6 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
7 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
8 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
9 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
10 additions, and Board amendment deletions in accordance with the "Note" that appears under  
11 the official title of the ordinance.

12  
13 APPROVED AS TO FORM:  
14 DAVID CHIU, City Attorney

15 By: /s/ Jaime Huling Delaye  
16 JAIME M. HULING DELAYE  
Deputy City Attorney

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## LEGISLATIVE DIGEST

[Campaign and Governmental Conduct Code - Form 700 Filers - General Services Agency - City Administrator]

**Ordinance amending the Campaign and Governmental Conduct Code to update and clarify the Conflict of Interest Code's Form 700 (Statement of Economic Interests) filing requirements for officers and employees of departments in the General Services Agency under the City Administrator.**

### Existing Law

The Political Reform Act of 1974, California Government Code section 87300, et seq., requires that San Francisco adopt a Conflict of Interest Code and review and update the Code every two years. The City's Conflict of Interest Code is set forth in Article III, Chapter 1 of the Campaign and Governmental Conduct Code. The Code designates those City officials and employees who periodically must file public statements disclosing their personal financial interests. The Code also specifies the types of financial interests – i.e., disclosure categories – that designated officials and employees must disclose. Section 3.1-251 identifies those officials and employees within the General Services Agency, under the City Administrator, who must file public statements disclosing their financial interests and which disclosure category applies to each filer.

### Amendments to Current Law

The proposed amendments to the Conflict of Interest Code reorganize, update, clarify, and expand the officials and employees within the General Services Agency and led by the City Administrator who must file public statements disclosing their financial interests. The proposed amendments clean up the code by re-alphabetizing the list of departments under the City Administrator with officials and employees who must file, and by alphabetizing the list of positions within each department who must file. The proposed amendments clarify the code by updating the titles of individuals who must file to reflect the current working titles within departments, and removing positions from the list of filers that no longer exist or are duplicative. The proposed amendments expand the officials and employees who must file by adding filers from additional departments (e.g., Digital and Data Services and the Permit Center), and adding additional filers from other departments, and listing departments whose filers previously appeared under other departments separately (e.g., Committee of Information Technology, Office of Resiliency and Capital Planning, and ReproMail). The only positions removed by the proposed amendments are those that no longer exist. The proposed amendments do not relieve any officials or employees who are required to file under the current code of the obligation to file.

### Background Information

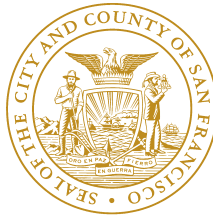
FILE NO. 231124

The City's Conflict of Interest Code must list those employees and officers who make or participate in the making of governmental decisions on behalf of the City. Cal. Gov. Code §§ 87300, 87302(a).

A City employee or officer "makes a governmental decision" when she: (1) votes on a matter; (2) appoints a person; (3) obligates or commits his or her agency to any course of action; or (4) enters into any contractual agreement on behalf of his or her agency. Cal. Code Regs. § § 18704(a). A City employee or officer "participates in making a governmental decision" when she directly, without significant substantive review, provides information, an opinion, or a recommendation for the purpose of affecting a government decision. Id. at § 18704(b). The City's Conflict of Interest Code should not include employees who carry out solely clerical or ministerial tasks. Id. at § 18704(d)(1).

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**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.

BOARD of SUPERVISORS



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1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. (415) 554-5184  
Fax No. (415) 554-5163  
TDD/TTY No. (415) 554-5227

## MEMORANDUM

TO: Thaikkendiyil Gayathri, Acting Director, Ethics Commission

FROM: Victor Young, Assistant Clerk

A handwritten signature in black ink that reads "Victor Young".

DATE: November 7, 2023

SUBJECT: LEGISLATION INTRODUCED

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

**File No. 231124**

**Ordinance amending the Campaign and Governmental Conduct Code to update and clarify the Conflict of Interest Code's Form 700 (Statement of Economic Interests) filing requirements for officers and employees in the General Services Agency under the City Administrator.**

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).

cc. Canning, Michael, Ethics Commission