

BOARD of SUPERVISORS



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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.

cc. Canning, Michael, Ethics Commission

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

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	<u>Committee on Information Technology</u>	
5	<u>Director</u>	<u>1</u>
6	<u>Policy Analyst</u>	<u>2</u>
7	<u>Privacy Analyst</u>	<u>2</u>
8	Contract Monitoring Division	
9	Director	1
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	Contract Compliance Officer II	1
14	Principal Administrative Analyst	1
15	<u>Director</u>	<u>1</u>
16	* * * *	
17	County Clerk	
18	County Clerk	1
19	Director	1
20	Assistant <u>Deputy</u> Director	1
21	<u>Digital and Data Services</u>	
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	Grants for the Arts	
4	<u>Assistant</u> Director	1
5	Assistant Director	1
6	Finance and Operations Manager	1
7	<u>Program Officer</u>	<u>1</u>
8	Main Office/<u>Central Administration</u>	
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	Director of Capital Planning	1
18	Director of Human Resources	1
19	Director of Information Technology	1
20	Director, GSA Strategic Initiatives	1
21	Chief Resilience Officer	1
22	Budget Manager	1
23	Disaster Planning Project Manager	3
24	Community Challenge Grants Manager	2
25	Accounting Manager	2

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

1	<u>Management Assistant</u>	<u>2</u>
2	<u>Permit Analyst</u>	<u>1</u>
3	<u>Office of Civic Engagement and Immigrant Affairs</u>	
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	Office of Contract Administration	
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	Assistant Director	1
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	Supervising Purchaser	2
21	Senior Purchaser	2
22	<u>Supervising Purchaser</u>	<u>2</u>
23	Purchaser	2
24	Assistant Purchaser	2
25	Principal Administrative Analyst	2

1	<i>Principal Administrative Analyst II</i>	2
2	<i>Reproduction Manager</i>	3
3	Office of Labor Standards Enforcement	
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	<u>Office of Resiliency and Capital Planning</u>	
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	Office of Transgender Initiatives	
16	Executive Director	1
17	<u>Office of the Chief Medical Examiner</u>	
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	<u>Permit Center</u>	
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	Real Estate Division	
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	Assistant Director of Real Estate	1
14	Chief Policy Advisor	1
15	Chief Sustainability Officer	1
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	Real Property Officer	1
21	Finance Officer	1
22	Senior Event Manager	1
23	Custodial Services Manager	2
24	City Hall Building Services Manager	2
25	Media and Security Services Manager	2

1	Campus General Manager	1
2	Campus Superintendent	2
3	Client Services Manager	2
4	Special Projects Manager	2
5	Farmers Market Manager	2
6	<u>ReproMail</u>	
7	<u>Assistant Manager</u>	<u>3</u>
8	<u>Manager</u>	<u>3</u>
9	Risk Management <u>Division</u>	
10	<u>Deputy Director</u>	<u>1</u>
11	Risk Manager	1
12	Deputy Risk Manager	1
13	<u>Director</u>	<u>1</u>
14	Risk Management Analyst	2
15	Treasure Island Operations <u>Development Authority</u>	
16	<u>Deputy Director</u>	<u>1</u>
17	Director of Island Operations	1
18	Deputy Director of Real Estate	1
19	<u>Finance Manager</u>	<u>1</u>
20	Manager VI	1
21	Real Property Officer	1
22	Finance Manager	1
23		
24		
25		

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
17 Deputy City Attorney

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