

File No. 170109

Committee Item No. 5

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date February 8, 2017

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input 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 and Legislative 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 type="checkbox"/>            | <input 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"/> | Form 126 – Ethics Commission                 |
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Mayoral Appt Memo 012717</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Biography</u>                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Form 700</u>                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                           |
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Completed by: Derek Evans Date February 3, 2017

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

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

1 [Confirming Reappointment - City Administrator - Naomi Kelly]

2  
3 **Motion confirming the reappointment 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, The Mayor appointed Naomi Kelly as City Administrator in January 2012,  
9 and the Board of Supervisors confirmed the appointment to a five-year term in Motion  
10 No. M12-019 on February 7, 2012; and

11 WHEREAS, Mayor Lee has reappointed Naomi Kelly as City Administrator to a new  
12 five-year term; now, therefore, be it

13 MOVED, That the Board of Supervisors hereby confirms the reappointment of Naomi  
14 Kelly as City Administrator, for a term ending five years from the effective date of this motion.

OFFICE OF THE MAYOR  
SAN FRANCISCO



ORIG! Rules Clerk  
C: MOB, Leg. Rep.  
Dep. A, CP, etc.  
EDWIN M. LEE  
MAYOR  
ac  
File

January 24, 2017

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

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2017 JAN 27 PM 1:49  
BY em

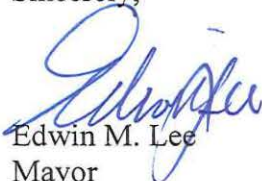
Dear Ms. Calvillo:

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 Deputy Chief of Staff, Francis Tsang, 415-554-6467.

Sincerely,

  
Edwin M. Lee  
Mayor

## **Naomi Maria Kelly**

Naomi M. Kelly is San Francisco's City Administrator, one of the highest-ranking non-elected officials of the City and County. In this capacity, Ms. Kelly oversees the General Services Agency consisting of 25 departments, divisions, and programs that include Public Works Department, Department of Technology, Office of Contract Administration/Purchasing, Real Estate, County Clerk, Fleet Management, Convention Facilities, Animal Care and Control, Medical Examiner, and Treasure Island. She is responsible for a 2,700-strong workforce, and an annual budget of nearly three-quarters of a billion dollars

Ms. Kelly is strongly committed to strengthening the local economy; ensuring the efficacy of government services; increasing the City's safety and resiliency; and optimizing the City's capital planning and infrastructure. Since her appointment by Mayor Ed Lee in 2012, her accomplishments include:

- Appointments of Public Works Department Director, Director of Real Estate, Chief Information Officer and Department of Technology Director, Mayor's Office on Disability Director, Animal Care and Control Director, Treasure Island Director, Contract Monitoring Division Director, Purchaser, Chief Medical Examiner, Deputy City Administrator, and Chief Resilience Officer;
- Serving on numerous boards and committees including:
  - Capital Planning Committee : As Chair of this Committee, Ms. Kelly oversees a \$32 billion, 10-year capital plan for the long-term safety, accessibility and modernization of San Francisco's public infrastructure and facilities;
  - Committee on Information and Technology (COIT): As Chair, Ms. Kelly oversees 5-year communication technology (ICT) plans, budgets and projects for all City departments;
  - Workforce Investment San Francisco (WISF) Board: WISF is responsible for creating strategic workforce connections between industry, business, labor, educational institutions, and community based organizations to serve the needs of workers and employers in the region and to support the City's vision for economic competitiveness.
  - SF Community Investment Fund (SFCIF) Board: SFCIF is a California nonprofit public benefit corporation that serves as a community development entity to apply for a new market tax credits allocation from the U.S. Treasury to help underserved communities and to provide private capital investment in to projects that may not otherwise be completed; and
  - The newly-created Mayor's Our Children, Our Families Council: The Council is charged with developing a five-year plan to coordinate available resources and service for data-sharing between the City and schools to better serve families, children and youth in the City. The Council will also create, maintain and make available an inventory of all citywide services for children and youth, including state and federally funded programs.
- Leadership of major private-public partnerships such as the celebration of the San Francisco City Hall Centennial, and the Bay Area Women's Summit;

- Facilitation of Mid-Market development, Moscone Convention Facilities expansion, new Medical Examiner's Office building, purchase and development of a San Francisco City Office Building on the Goodwill site at Mission Street and South Van Ness; re-envisioning of public housing policy;
- Implementation of initiatives in the areas of public housing, community benefits, local business development, earthquake safety and disaster preparedness, and Local Hiring Ordinance; and
- Authorization of same-sex marriage license issuances at San Francisco City Hall in late June 2013 just hours after a federal appeals court cleared the way for the State of California to lift a 4.5 year freeze.

Prior to her City Administrator position, Ms. Kelly was appointed City Purchaser and Director of the Office of Contract Administration by Mayor Gavin Newsom. She previously served as Special Assistant in the Mayor's Office of Neighborhood Services, and the Office of Policy and Legislative Affairs, under Mayor Willie L. Brown, Jr. She also served as the City's Executive Director of the Taxicab Commission.

Ms. Kelly, a native San Franciscan, is the first woman and African American to serve as City Administrator of the City and County of San Francisco. She received her undergraduate and law degrees, respectively, from New York University, and the University of San Francisco. Ms. Kelly is a member of the California State Bar. She and her husband, Harlan L. Kelly, Jr., General Manager of the San Francisco Public Utilities Commission, and their two sons reside in San Francisco.

**STATEMENT OF ECONOMIC INTERESTS  
 COVER PAGE**

Date Initial Filing  
 Received  
 Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)  
 Kelly, Naomi M.

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

Agency Name (Do not use acronyms)  
 City and County of San Francisco  
 Division, Board, Department, District, if applicable  
 City Administrator's Office (GSA)  
 Your Position  
 City Administrator  
 ▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)  
 Agency: \*SEE ATTACHED FOR ADDITIONAL POSITIONS 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, 2016, through December 31, 2016  
 -or-  
 The period covered is \_\_\_\_\_, through December 31, 2016  
 Assuming Office: Date assumed \_\_\_\_\_  
 Candidate: Election Year \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_  
 Leaving Office: Date Left \_\_\_\_\_ (Check one)  
 The period covered is January 1, 2016, through the date of leaving office.  
 The period covered is \_\_\_\_\_, through the date of leaving office.

**4. Schedule Summary (must complete)**

▶ Total number of pages including this cover page: 3

**Schedules attached**

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		
( 415 ) 554-4148		City.Administrator@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 \_\_\_\_\_  
 (month, day, year)

Signature Draft Document only  
 (File the originally signed statement with your filing official.)

**STATEMENT OF ECONOMIC INTERESTS  
COVER PAGE  
Expanded Statement Attachment**

<b>CALIFORNIA FORM 700</b> FAIR POLITICAL PRACTICES COMMISSION
Name  Naomi M. Kelly

\* This table lists all positions including the primary position listed in the Office, Agency, or Court section of the Cover Page.

Agency	Division/Board/Dept/District	Position	Type of Statement
City and County of San Francisco	City Administrator's Office (GSA)	City Administrator	Annual 1/1/2016 - 12/31/2016
City & County of San Francisco	Rate Fairness Board	Board Member	Annual 1/1/2016 - 12/31/2016
City and County of San Francisco	Workforce Investment Board	Board Member	Annual 1/1/2016 - 12/31/2016
City and County of San Francisco	San Francisco Refuse Rate Board	Board Member	Annual 1/1/2016 - 12/31/2016
Non-Profit	SF Community Investment Fund	Secretary	Annual 1/1/2016 - 12/31/2016
City and County of San Francisco	Mayor's Our Children, Our Families Council	Board Member	Annual 1/1/2016 - 12/31/2016

# SCHEDULE E

## Income – Gifts

### Travel Payments, Advances, and Reimbursements

<b>CALIF RNIA FORM 700</b>
FAIR POI CAL PRACTICES COMMISSION
Name
<u>Kelly, Naomi M.</u>

- Mark either the gift or income box.
- Mark the 501(c)(3) box for a travel payment received from a nonprofit 501(c)(3) organization or the "Speech" box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE (Not an Acronym)  
Women in Construction, Engineering and Related Services (WICERS) 2016 Conference Committee

ADDRESS (Business Address Acceptable)  
265 Peachtree Center Ave NE

CITY AND STATE  
Atlanta, GA 30303

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE  
The WICERS conference is for women who work in construction, engineering and related services.

DATE(S): 04 / 27 / 16 - 04 / 28 / 16 AMT: \$ 1,458.00  
*(If gift)*

▶ MUST CHECK ONE:       Gift    -or-     Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination Atlanta Marriott Marquis

▶ NAME OF SOURCE (Not an Acronym)

ADDRESS (Business Address Acceptable)

CITY AND STATE

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$\_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:       Gift    -or-     Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE (Not an Acronym)

ADDRESS (Business Address Acceptable)

CITY AND STATE

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$\_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:       Gift    -or-     Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE (Not an Acronym)

ADDRESS (Business Address Acceptable)

CITY AND STATE

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$\_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:       Gift    -or-     Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

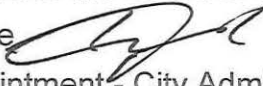
Comments: \_\_\_\_\_



OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *for* Mayor Edwin M. Lee   
RE: Confirming Reappointment - City Administrator - Naomi Kelly  
DATE: January 24, 2017

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Attached for introduction to the Board of Supervisors is a motion confirming the reappointment of Naomi Kelly to a five-year term as City Administrator under Charter Section 3.104.

Should you have any questions, please contact Mawuli Tugbenyoh (415) 554-5168.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2017 JAN 24 PM 2:44  
BY *MLB*

SEC. 3.104. CITY ADMINISTRATOR.

The Mayor shall appoint or reappoint a City Administrator, subject to confirmation by the Board of Supervisors. The appointee shall have at least ten years' governmental management or finance experience with at least five years at the City, County, or City and County level. The City Administrator shall have a term of office of five years, and may be removed by the Mayor subject to approval by the Board of Supervisors.

The City Administrator shall have responsibility for:

1. Administrative services within the executive branch, as assigned by the Mayor or by ordinance;
2. Administering policies and procedures regarding bonded or other long-term indebtedness, procurement, contracts and building and occupancy permits, and for assuring that all contracts and permits are issued in a fair and impartial manner and that any inspections involved with the issuance of permits shall be carried out in a like manner;
3. Coordinating all capital improvement and construction projects except projects solely under the Airport, Port, Public Utilities and Public Transportation Commissions;
4. Preparing and recommending bond measures for consideration by the Mayor and Board of Supervisors; and
5. Administering, budgeting and control of publicity and advertising expenditures.

The City Administrator shall have power to:

6. With the concurrence of the Mayor, appoint and remove the directors of the Departments of Administrative Services, Solid Waste, Public Guardian/Administrator, and Public Works, and such other department heads which are placed under his or her direction;
7. Propose rules governing procurement and contracts to the Board of Supervisors for consideration;
8. Award contracts without interference from the Mayor or Board of Supervisors; and
9. Coordinate the issuance of bonds and notes for capital improvements, equipment and cash flow borrowings, except for projects solely under the Airport, Port, Public Utilities and Public Transportation Commissions.

In those instances where contract awards are not subject to Board of Supervisors' review, the City Administrator shall award contracts in full compliance with applicable laws and this Charter. The City Administrator's decision in such cases shall be final.