

File No. 170109

Committee Item No. 5

Board Item No. 18

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date February 8, 2017

Board of Supervisors Meeting

Date February 14, 2017

Cmte Board

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| <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 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 |
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| <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 |
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Completed by: Derek Evans Date February 3, 2017

Completed by: Derek Evans Date February 9, 2017

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

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[Confirming Reappointment - City Administrator - Naomi Kelly]

Motion confirming the reappointment of Naomi Kelly to a five-year term as City Administrator under Charter, Section 3.104.

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

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

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

MOVED, That the Board of Supervisors hereby confirms the reappointment of Naomi 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. COB, Leg. Rep.
Dep. C.A. / CPIS.
EDWIN M. LEE ac
MAYOR 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

2017 JAN 27 PM 1:49
eu
RECEIVED
SAN FRANCISCO
CITY CLERK


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

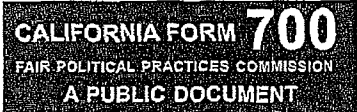
Ms. Kelly is strongly committed to strengthening the local economy; ensuring the efficacy of government services; increasing the City's safety and resiliency; and optimizing the City's capital planning and infrastructure. Since her appointment by Mayor Ed Lee in 2012, her accomplishments include:

- 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 Your Position City Administrator's Office (GSA) City Administrator 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 [X] County of San Francisco [X] City of San Francisco [] Other

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

[X] 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 [X] 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 City Hall, RM 362, 1 Dr. Carlton B. Goodlett Pl. San Francisco CA 94102 DAYTIME TELEPHONE NUMBER (415) 554-4148 E-MAIL ADDRESS 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**

CALIFORNIA FORM 700 <small>FAIR POLITICAL PRACTICES COMMISSION</small>
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

CALIF RNIA FORM 700 FAIR FOI CAL PRACTICES COMMISSION Name Kelly, Naomi M.
--

- 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: _____



OPERATING ENGINEERS LOCAL UNION No. 3

828 MAHLER ROAD, STE. B, BURLINGAME, CA 94010 • (650) 652-7969 • FAX (650) 652-9725
Jurisdiction: Northern California, Northern Nevada, Utah, Hawaii, and the Mid-Pacific Islands

February 6, 2017

Angela Calvillo, Clerk of the Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, Ca. 94102-4689

On behalf of over twenty-four hundred Operating Engineers who work in San Francisco and myself, I respectfully forward our support for the re-appointment of Naomi Kelly to the position of San Francisco City Administrator.

As the San Francisco District Representative for the Operating Engineers Union and Trustee of the San Francisco Building Trades I have served with Naomi Kelly on the Mayor's Construction Workforce Advisory Committee and Workforce Investment San Francisco (WISF). I have had the honor and pleasure of working with her on issues of great importance to our city and its residents.

Naomi Kelly's dedication and desire to make San Francisco a model of opportunity and inclusion for all its residents is evident in her professionalism and energy in dealing with twenty-five departments, divisions and programs. She remains equally committed to strengthening the local economy and ensuring that all the city's communities have an opportunity to benefit from that economy. Her commitment to optimizing capital planning and infrastructure increase the City's safety and resiliency.

We enthusiastically support the appointment of Naomi Kelly to another term as San Francisco City Administrator.

Respectfully yours,

Charley Lavery
District Representative and Auditor
Operating Engineers Local 3



Kevin Carroll
Hotel Council of San Francisco
323 Geary Street, Suite 405
San Francisco, CA 94102

February 7, 2017

Dear Board of Supervisors, Rules Committee, Asha Safai, Sandra Lee Fewer, and Norman Yee:

On behalf of the Hotel Council of San Francisco and our Board of Directors, I am writing to express our complete support of Naomi Kelly's reappointment as City Manager.

Naomi has been an incredible partner with the hotel industry. Her work and leadership not only supports our city, but also our workforce and visitors.

Naomi has led our city and supports our industry in several key areas:

- The Moscone Center expansion: Naomi and the city departments she manages collaborated with our industry to ensure finalization of the funding mechanisms and approval processes. This expansion is an essential economic driver for our industry and to the City's General Fund. We are looking forward to the expansion to complete in 2018.
- New programs for greater diversity in the hotel industry: Naomi was instrumental in our industry's efforts to develop new programs to attract local African American men and women to careers in the hotel industry. We hope that greater awareness of stable and well-paying hotel jobs will help keep San Francisco diverse.
- Supporting San Franciscans in local jobs: OEWD's Hospitality Initiative has successfully supported our industry through extensive partnerships with community organizations that help train San Franciscans to work in the hospitality industry.

Naomi Kelly's leadership as City Administrator has proven her commitment to a local and diverse workforce and a strong and vibrant hospitality industry in San Francisco. The Hotel Council of San Francisco fully supports her reappointment as City Administrator.

Sincerely,

A handwritten signature in black ink that reads "Kevin Carroll". The signature is written in a cursive, flowing style.

Kevin Carroll
Executive Director

Plasterers' and Cement Masons' Local Union No. 300

8400 Enterprise Way, Suite 111 • Oakland, California 94621
Phone: (510) 430-9492 • Fax: (510) 430-9183

File 170109

Bos-11

Rules

CPase

2017 FEB -7 PM 3:47

AK

To the Board of Supervisors of the City and County of San Francisco

Its my absolute pleasure to recommend Naomi Kelly, for City Administrator with the City and County of San Francisco.

I first met Naomi 2012, when she was the interim city administrator, she was appointing the new Director for City Build. This appointment was very important to the building trades community. From that day forward I always knew she was on our side.

I have thoroughly enjoyed my time working with Mrs. Kelly, and came to know her as truly valuable asset to city and county of San Francisco, she is honest, incredibly hard working, and has the expeirence and expertise to prove it. Her knowledge of city government and her expertise to oversee over 20 departments, divisions, city programs, and an annual budget of \$400 million, is an undeniable talent that the City Administrator's office needs as this City moves forward to greater heights with greater challenges. Naomi Kelly has proven that she very qualified to serve another term as City Administrator, she is a dedicated public servant to the citizens of San Francisco.

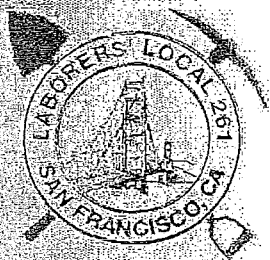
Without a doubt I recommend Naomi Kelly to be our city's Administrator for future, to keep San Francisco great. I have heard Naomi say, "it is about getting the business of San Francisco done". What more can I say.....



David Johnson, Business Agent Local 300 San Francisco

150 Executive Park Blvd Ste 1000 SF CA, 94134

O 415 468 4411 F 415 468 7121 C 415 235 2480



LABORERS' INTERNATIONAL UNION OF NORTH AMERICA

LOCAL UNION NO. 261

February 8, 2017

RAMON HERNANDEZ
Business Manager

DAVID DE LA TORRE
Secretary-Treasurer

JESUS VILLALOBOS
President

JAVIER FLORES
Vice President

VINCE COURTNEY
Recording Secretary

OSCAR DE LA TORRE
Executive Board

JOSE DE LA MORA
Executive Board

SAN FRANCISCO
3271 18th Street
San Francisco, CA 94110
Phone: (415) 826-4550
Fax: (415) 826-1948

SAN MATEO COUNTY
300 7th Avenue
San Mateo, CA 94401
Phone: (650) 344-7168
Fax: (650) 344-5357

MARIN COUNTY
4174 Redwood Highway
San Rafael, CA 94903
Mail P.O. Box 4250
San Rafael, CA 94913
Phone: (415) 492-0936
Fax: (415) 492-8233

Honorable Supervisor Ahsha Safai, Chair
Honorable Supervisor Sandra Fewer
Honorable Supervisor Norman Yee
ATTN: Derek Evans, Clerk
San Francisco Board of Supervisors, Rules Committee
1 Dr. Carlton Goodlett Place, Room 256
San Francisco, CA 94102

RE: Agenda Item #5. Confirmation of Re-Appointment of City Administrator [Naomi Kelly]

Dear Honorable Supervisor Safai:

I have been asked by Oscar De La Torre and Ramon Hernandez to notify you and your colleagues of our organization's enthusiastic support for your consideration of City Administrator Naomi Kelly at the Rules Committee meeting of February 8, 2017.

Furthermore, it is an honor for me personally to do so for more reasons that I am able to include in this communication.

The Laborers Union Local represents approximately 5200 men & women in the area while the District includes another 25,000. Many of us have had opportunity to work with Mrs. Kelly in her capacity for the past five years and before.

We have found her to be engaging, thoughtful, deliberate, and fair while often thinking outside the box in order to make sure stakeholders as well as our City are successful. She has been an extraordinary civic leader for all of us these past five years.

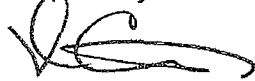
An excellent example of her leadership on a specific endeavor that benefits our membership, the Community Workforce, and the City-at-large was her key role in the establishment of the Mario De La Torre Academy and launch of the Mayor's Pre-Apprenticeship program at the Gleneagles golf course in the Southeast sector in 2015.

Naomi spearheaded this complicated and unprecedented city-wide effort between the Union, PUC, RPD, Public Works, SF Environment, DHR, and the Mayor's Office to deliver a professional, respectful, physically rigorous, job-training work environment coupled with the administration of a national building trades core curriculum certification that has led to dozens of youth advancing through the career pathways into journey-level job classifications with fair wages, health insurance, & retirement security in both the private & public sectors.

Without her leadership on just this one front, the lives of many men & women we all care about simply don't get better, and likely get worse.

Kindly, support her re-appointment enthusiastically and, as always, please call on our Union when you think we can be of assistance.

Respectfully Submitted,



Vince Courtney
Recording Secretary

Cc. Honorable Mayor Edwin Lee
Naomi Kelly, City Administrator
London Breed, President of the Board of Supervisors

cb0pe29iu/af-cio





February 8, 2017

Dear San Francisco Board of Supervisors,

We wholeheartedly support the reappointment and confirmation of Naomi M. Kelly as San Francisco's City Administrator.

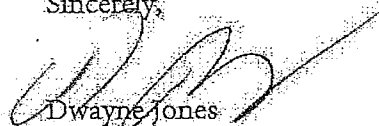
As a business owner in San Francisco, we applaud the work of Mrs. Kelly over the past five years. For over a decade Mrs. Kelly has championed the meaningful participation of Local Based Enterprises (LBE) in government contracting which has created hundreds of jobs for the residents of San Francisco.

Her leadership of the departments and programs under her responsibility has been stellar, consistent and innovative. In a City that prides itself on diversity, we proudly recognize Mrs. Kelly as the city's first African American and female City Administrator. Mrs. Kelly holds one of the highest-ranking non-elected offices in the City and County and serves as a role model for all children of all ethnic backgrounds in this amazing city.

Naomi Kelly has demonstrated her effectiveness as our City Administrator over the past five years and is clearly committed to a strong community and local economy. Mrs. Kelly helped implement initiatives in the area of local hiring, public housing, community benefit agreements, local business development and much more.

Again, we urge the Rules Committee and ultimately the Board of Supervisors to reappoint Naomi Kelly as the City Administrator and look forward to working with her for another five years.

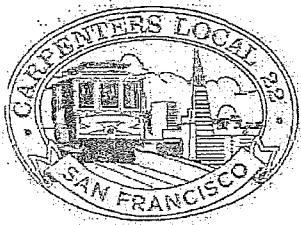
Sincerely,


Dwayne Jones
President

Ph. 415-467-8404
Fax 415-762-5455

www.rdjent.biz

1485 Bayshore Blvd., Ste. 201
San Francisco, California 94124



United Brotherhood of Carpenters
and Joiners of America
LOCAL UNION NO. 22

BOS-11, Rules
0 page
File 170109

February 8, 2017

San Francisco Board of Supervisors
Rules Committee
Attn: Supervisor Ahsha Safai, Chair
1 Dr Carlton B Goodlett Place, #244
San Francisco, CA 94102

Dear Supervisor Safai,

Carpenters Local 22 wishes to express support for Naomi Kelly's reappointment as San Francisco's City Administrator. It has been our experience over the past five years that she has been a dedicated public servant and a model of professionalism. She has consistently demanded the highest standards of her city partners while at the same time accommodating public interests. She bridges the gap between community interests, the organized labor and commerce.

We look forward to working with her in the future as well as all of our other partners in city government.

Respectfully,

Todd Williams
Senior Field Representative

cc: Naomi Kelly, City Administrator
Supervisor London Breed, Board President

sko/opeiu-29-qfl-cio

2085 3RD STREET • SAN FRANCISCO, CA 94107
TELEPHONE: (415) 355-1322 • FAX: (415) 355-1422



February 2, 2017



To the Honorable San Francisco Board of Supervisors,

The Southeast Consortium for Equitable Partnerships (SECEP), supports the reappointment and confirmation of Naomi M. Kelly as San Francisco's City Administrator,

As the first African American and female City Administrator, Mrs. Kelly holds one of the highest-ranking non-elected offices in the City and County.

She is committed to a strong community and local economy. Mrs. Kelly has helped implement initiatives in local hiring, public housing, community benefit agreements, local business development while ensuring the relevance and efficiency of government services.

We look forward to working with her for another five years.

Sincerely,

Ellouise Patton
Policy Advisor

1485 BAYSHORE #190, SAN FRANCISCO CA 94124 • (415) 325-5815

WWW.SECEP.ORG

Rec'd in Committee

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE

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

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.

2017 JAN 24 PM 2:46
SAN FRANCISCO
OFFICE OF THE MAYOR

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.