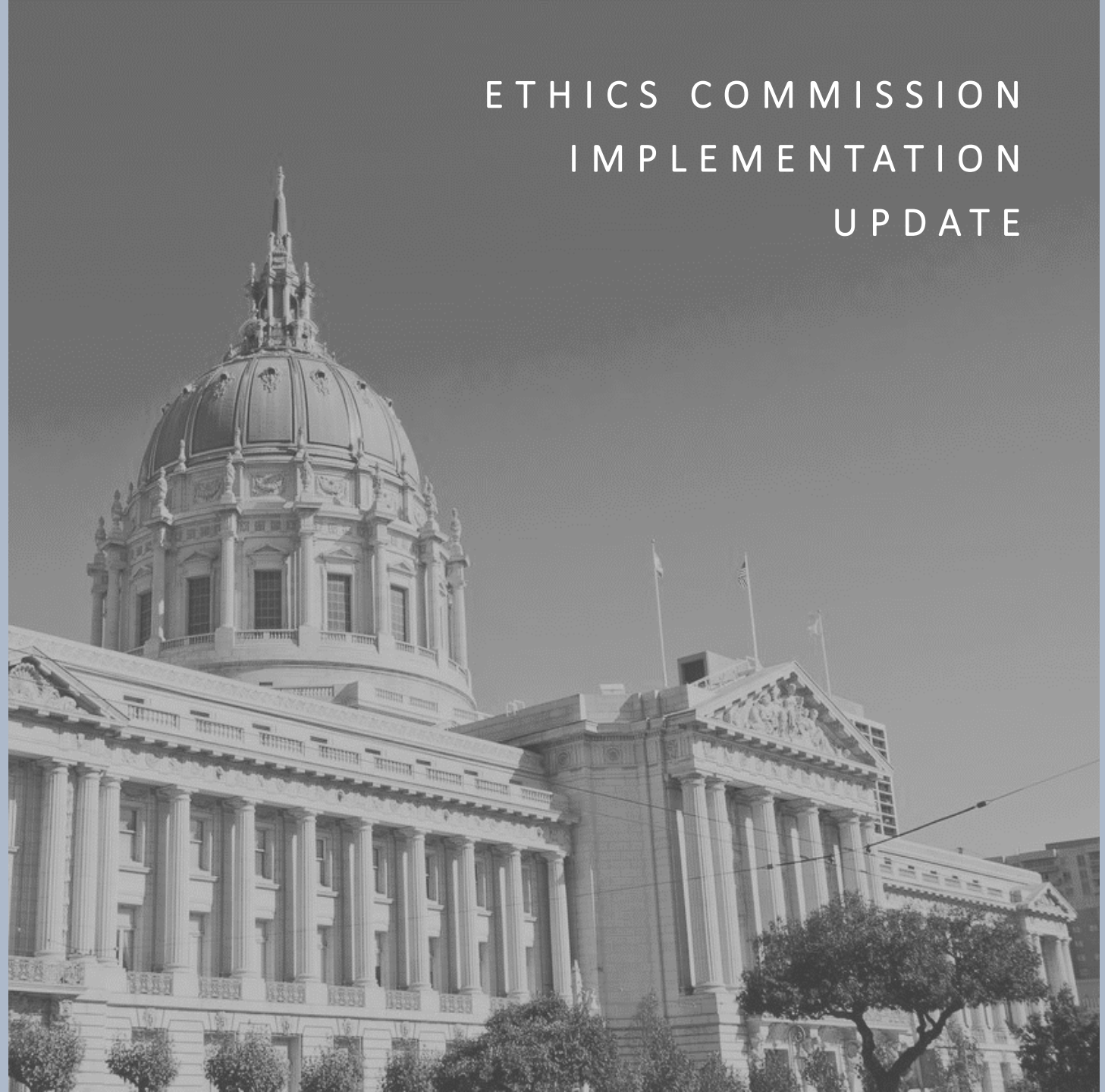


ETHICS COMMISSION  
IMPLEMENTATION  
UPDATE

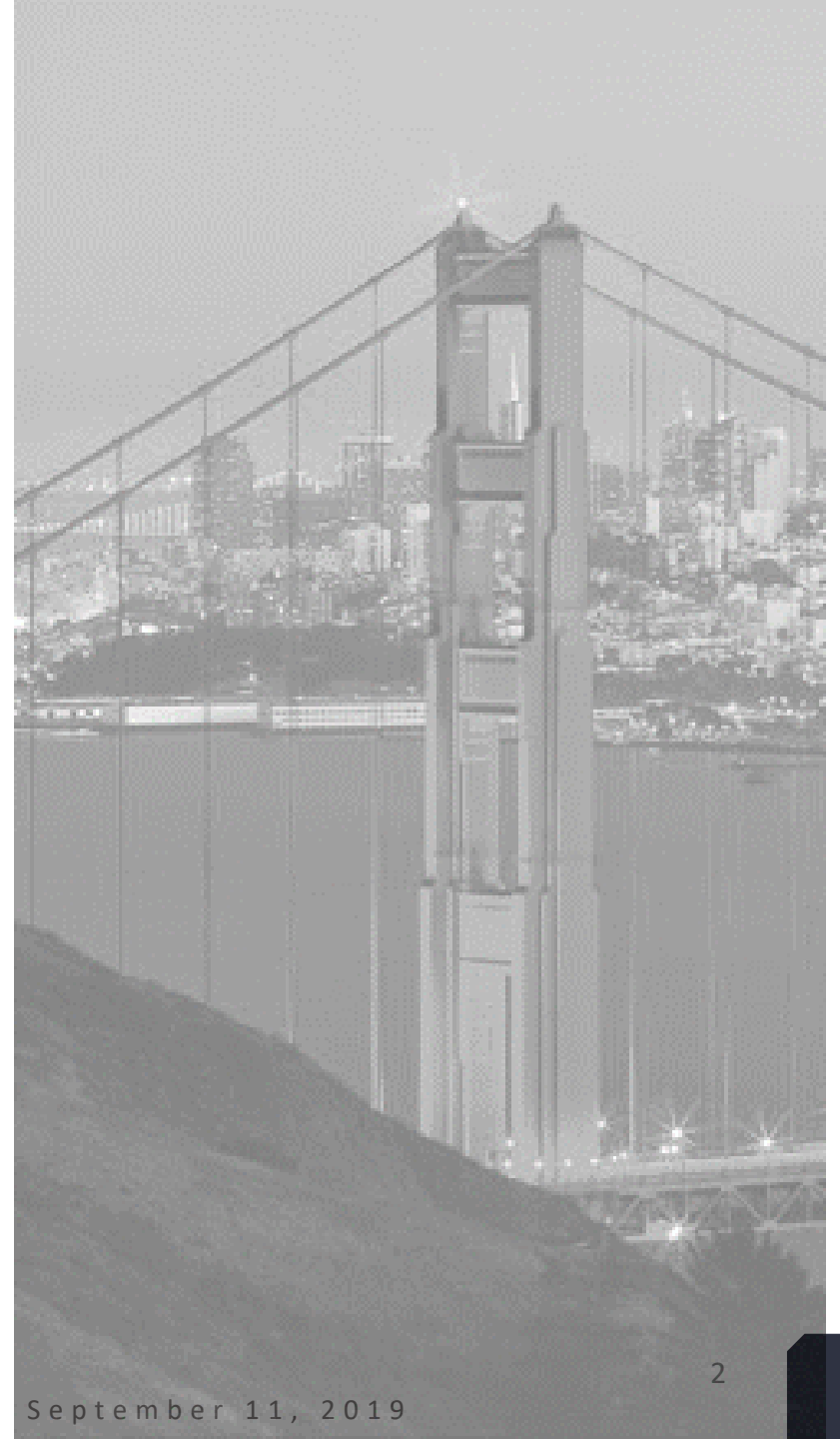
The Anti-Corruption &  
Accountability Ordinance:  
Filing Requirement  
Tools & Resources

Department Head Meeting  
Office of the Mayor  
September 11, 2019



# Background

- ✓ ACAO developed in 2018 as a comprehensive ethics ordinance including a series of new public disclosure requirements
- ✓ In partnership with stakeholders and members of the Board of Supervisors
- ✓ The Board and Mayor approved in May 2018
- ✓ Laws became operative in January 2019
- ✓ ETH implemented online filing tools in Summer 2019



# Roll-out summary



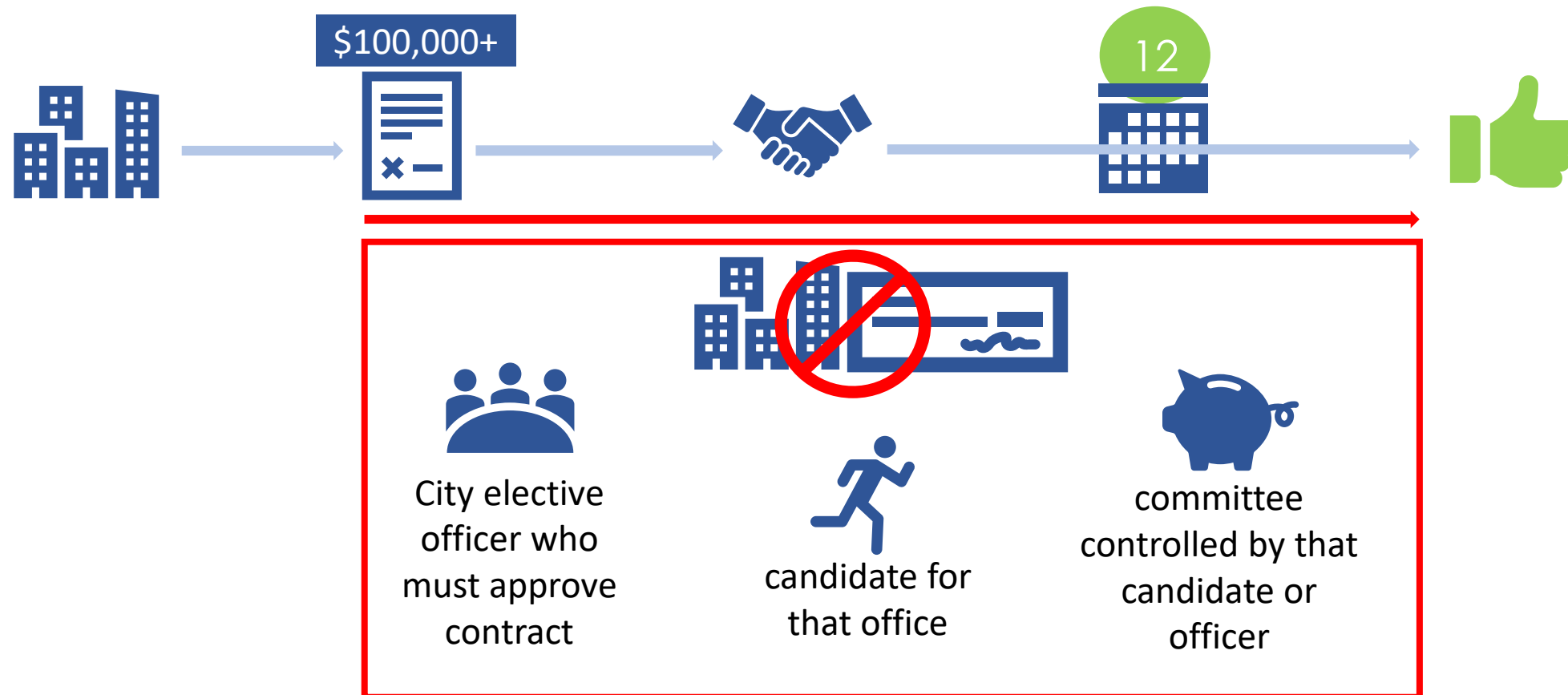
**JUNE 27:** All ACAO-related electronic forms and resources deployed and made available on the Ethics Commission's website.

**MID-JULY:** Notice sent to City Elective Officers, Board and Commission Members, Department Heads announcing the provisions and filing requirements relevant to City officers and departments participating in contracting activities.

**JULY 30:** ETH Regulations implementing ACAO became operative to help clarify and define applicable laws.

## Contractor Contribution Ban

[SF C&GCC Sec. 1.126](#)



# Contractor Contribution Ban

[SF C&GCC Sec. 1.126](#)

- NOTIFICATION OF  
SUBMISSION OF  
PROPOSAL

[Form sfec-126f2](#)

City departments must disclose

- the contract number,
- the nature of the contract, and
- names of all contractors and subcontractors listed as part of submitted proposal(s).

Within 30 business days of receipt of a qualifying proposal



## City & County of San Francisco Ethics Commission

### City Departments

<https://sfethics.org/compliance/city-officers/city-contracts/city-departments>

### Notifying Bidders and Potential Bidders

<https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>

#### File SFEC Form 126f2 – Notification of Submission of Proposal Form

Note: This form allows up to five participants in the submission process. Only the person completing the form and the person signing the form are required parties. This form will be routed to each party in the order presented below.

##### Name and Email Address of Person Initiating Form 126f2 [Required]

A name and email address are required to verify the identity of the City staff person initiating the form. Note that this person will not be able to sign the form unless this person is also entered in the signer section.

###### Name

###### Email address

##### Are there other individuals assisting with filling out this form?

##### Name and Email Address of Person Signing on Behalf of City Agency [Required]

A name and email address are required to verify the identity of the person who will sign the completed form. A request for signature will route to this person after the filer and additional participants (if any) have completed work on the form.

###### Name

###### Email address

# Contractor Contribution Ban

[SF C&GCC Sec. 1.126](#)

- **NOTIFICATION OF  
CONTRACT APPROVAL**

[Form sfec-126f4](#)

A City elective officer who approves a contract valued at \$100,000 or more in a fiscal year must e-file Form SFEC-126f4 with the Ethics Commission within five business days of approval.





# City & County of San Francisco Ethics Commission

## Contract Approval by City Elective Officers

<https://sfethics.org/compliance/city-officers/city-contracts/contract-approval-by-city-elective-officers>

### File SFEC Form 126f4 – Notification of Contract Approval Form

Note: This form allows up to five participants in the submission process. Only the person completing the form and the person signing the form (elected official or board secretary or clerk) are required parties. This form will be routed to each party in the order presented below.

#### Name and Email Address of Person Initiating SFEC Form 126f4 [Required]

A name and email address are required to verify the identity of the City staff person initiating the form. Note that this person will not be able to sign the form unless this person is also entered in the elected official or board secretary or clerk section.

#### Name

First & Last Name

#### Email address

name@domain.com



### San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #:

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

TYPE OF FILING

DATE OF ORIGINAL FILING (for amendment only)

AMENDMENT DESCRIPTION – Explain reason for amendment

#### 2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD

NAME OF CITY ELECTIVE OFFICER

#### 3. FILER'S CONTACT

NAME OF FILER'S CONTACT

TELEPHONE NUMBER

FULL DEPARTMENT NAME

EMAIL

#### 4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT

DEPARTMENT CONTACT TELEPHONE NUMBER

FULL DEPARTMENT NAME

DEPARTMENT CONTACT EMAIL



# Transparency of Disclosed Data



## City & County of San Francisco Ethics Commission

### Contracts – Campaign Finance Disclosure

<https://sfethics.org/disclosures/campaign-finance-disclosure/contracts-campaign-finance-disclosure>

#### Contract Approval List – Electronic Filings

Scroll the table horizontally to reveal additional columns of information. To download a PDF copy of current contract filings, see the “Filings” column in the table.

DataSF	Visualize	API Docs	API Endpoint	OData V4	OData V2	Export CSV
08/02/2019	402a92a0-8f4a-...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office
08/02/2019	3adace30-b8b5-...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office
08/08/2019	62014583-da08-...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office
08/08/2019	dca02dd3-9385-...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office
08/08/2019	5c164ef8-d48c-...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office
08/08/2019	f91e6e13-0165-...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office
08/08/2019	f5faaf2f-f83e-42...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office
08/08/2019	72005f7d-a725-...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office
08/08/2019	1711702d-5093-...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office
08/08/2019	36cf0222-466d-...	<a href="https://sfethicsst...">https://sfethicsst...</a>	Original		Hank Heckel	Mayor's Office

< Previous   Next >

Showing Filings 1-100 out of 566

One further FYI

## Board & Commission Member Recusals

[SF C&GCC Sec. 3.209](#)

- **NOTIFICATION OF RECUSAL  
BY BOARD OR  
COMMISSION MEMBER**

[Form sfec-3209b](#)

For members required to file a Statement of Economic Interests (Form 700)

Filed within 15 calendar days after the date of the meeting at which the recusal occurred.

## Behested Payments

[SF C&GCC Sec. 3.600 et seq.](#)

- **BEHESTED PAYMENTS BY  
CITY OFFICERS\***

\* Elected official or Board/Commission Member

[Form sfec-3610b](#)

If a City officer requests or solicits a behested payment from a person who is a party or participant in a proceeding before the officer, disclosures may be required within 30 days of specified circumstances when total of behested payments reaches \$1,000

A faded background image of the San Francisco City Hall dome and classical architecture.

Thank you for your time today  
and for your ongoing leadership  
to support transparent and accountable City government.

LeeAnn Pelham, Executive Director  
Gayathri Thaikkendiyil, Deputy Director & Chief Programs Officer  
Steven Massey, Director of Technology

(415) 252-3100 main  
[www.sfethics.org](http://www.sfethics.org)