



February 6, 2025

Ethics Commission
City and County of San Francisco

Re: Ethics Commission Budget Proposal for Fiscal Years 2025-26 and 2026-27
Item No. 8 - February 7, 2025, Ethics Commission Agenda

Dear Commissioners,

I write today in response to the recent news from Patrick Ford, Director (Ethics Commission), that the Ethics Commission is considering no longer supporting the DocuSign portal that processes Form 126s for departments, when submitting them as part of a legislation introduction package to the Board of Supervisors. During Item No. 8 on your February 7, 2025, Ethics Commission Agenda, you will be discussing the Ethics Commission budget proposal and this discontinuance will be considered.

As you are aware, in 2018 the Ethics Commission created the DocuSign portal to in-take these Form 126s to comply with Campaign and Governmental Conduct Code, Section 1.126. When the DocuSign portal was created, the Office of the Clerk of the Board quickly realized that the portal did not take into consideration the process by which the Board of Supervisors and Mayor are required to follow when approving department matters that require a Form 126 to be submitted. The Ethics Commission was responsive to our concerns and in 2019 they worked closely with our department and the Mayor's Office to reach a solution. That solution would be the portal that the Ethics Commission indicates it may discontinue supporting.


The proposed discontinuance of this portal would be detrimental to the intent and implementation of Campaign and Governmental Conduct Code, Section 1.126(f)(4). Discontinuance would sever the path for departments to submit their information and include it as part of the legislation package to the Board. The information contained in a Form 126 (e.g., contractors, sub-contractors, Board of Directors, etc.) is derived from the department and must be submitted by them. The Clerk of the Board does not have that information, so the expectation that the Clerk of the Board can enter information about another Department's contractor into the DocuSign portal is not feasible nor reasonable.

In order to move forward collaboratively, we urge the Commission to consider other solutions that take into consideration all of the City processes around contracting and understand how the Form 126 submission portal can be utilized in a way that meets everyone's concerns and requirements.

If the goal is to save time and resources, instead of discontinuing the current pathway, another review on how this process could be streamlined may be advisable. In the current process, a single Form 126 must be submitted by both the Board and Mayor to the Ethics Commission (two submissions). Perhaps the current process could be reworked to have a Department submit a singular form to the Board, which then goes to the Mayor for approval, and then submitted to the Ethics Commission for inclusion in the public database (one submission).

I would be happy to further this discussion and welcome a collaboration to achieve the shared goal of transparency.

Sincerely,



Angela Calvillo
Clerk of the Board

cc: President Rafael Mandelman - President of the Board of Supervisors
Brad Russi - Deputy City Attorney
Benjamin McCloskey, Interim Mayor's Budget Director
Patrick Ford - Executive Director, Ethics Commission