

**THE CITY OF NEW YORK  
CONFLICTS OF INTEREST BOARD**

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In the Matter of

Yifan Ding

COIB Case No. 2025-298

Annual Disclosure Appellant

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**FINAL FINDINGS OF FACT,  
CONCLUSIONS OF LAW, AND ORDER**

Upon consideration of all the evidence presented in this matter, the New York City Conflicts of Interest Board (the “Board”) finds that, pursuant to Section 12-110(b)(3)(a)(4) of the New York City Administrative Code (“Admin. Code”) and Section 4-04 of the Rules of the Board, Title 53, Rules of the City of New York (the “Board Rules”), Yifan Ding is not required to file an annual disclosure report for calendar year 2024.

Ding is a Civil Engineer Level III at the New York City Department of Sanitation (“DSNY”) serving as a Senior Construction Manager. In April 2025, Ding was notified that he had been designated by DSNY as a required filer pursuant to Admin. Code Section 12-110(b)(3)(a)(4) and was required to file an annual disclosure report for calendar year 2024. On April 15, 2025, Ding appealed his designation as a required filer to DSNY, and DSNY denied his appeal on April 29, 2025. On May 2, 2025, Ding appealed DSNY’s denial of his appeal to the Board.

Admin. Code Section 12-110(b) sets forth the categories of required filers of annual disclosure reports. In the present appeal, whether Ding is required to file an annual disclosure report depends on whether he meets the filing criteria set forth in Admin. Code Section 12-110(b)(3)(a)(4). This section requires a City employee to file an annual disclosure report when the employee’s:

duties at any time during the preceding calendar year involved the negotiation, authorization or approval of contracts, leases, franchises, revocable consents, concessions and applications for zoning changes, variances and special permits, as defined by rule of the board and as annually determined by his or her agency head, subject to review by the board.

Board Rules Section 4-04 clarifies which employees with these duties are required to file. At the time Ding was designated as a required filer by DSNY, Board Rules Section 4-04 included any employee who “[n]egotiates or determines the substantive content of a . . . change order” and any employee who “recommends or determines whether or to whom a . . . change order should be awarded or granted.” Board Rules Sections 4-04(a)(4)-(5).

In accordance with the Financial Disclosure Appeals Process, the burden is on DSNY to present specific evidence showing that Ding's duties fall within this filing criteria. DSNY argues that Ding is required to file an annual disclosure report because:

In 2024, he supervised construction contractors and 3rd party Construction Management companies in the field. He reviewed Change Orders, Payment Requisitions, supervised, directed, [and] reviewed services and materials rendered and installed by the vendor.

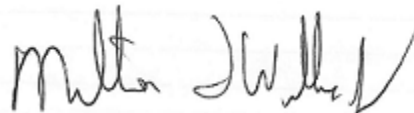
DSNY provided a screenshot of Ding's tasks and standards stating that he "may plan, coordinate and oversee the development . . . of a major capital project program, including . . . vendor procurement." DSNY did not provide any other documentation in support of its argument.

Supervising the work of a vendor and reviewing payment requisitions for a vendor do not fall within the filing criteria of Admin. Code Section 12-110(b)(3)(a)(4) and Board Rules Section 4-04. While DSNY asserts that Ding reviewed change orders, DSNY did not provide any evidence to establish that Ding negotiated or determined the substantive content of a change order during 2024 or that Ding recommended or determined whether a change order should be granted during 2024.

The Board concludes that DSNY has not established that Ding's duties during calendar year 2024 meet the filing criteria of Admin. Code Section 12-110(b)(3)(a)(4) and Board Rules Section 4-04. Given that Board Rules Section 4-04 was repealed and replaced effective October 9, 2025, this decision shall apply only to the annual disclosure report concerning calendar year 2024.

WHEREFORE, IT IS HEREBY ORDERED, pursuant to Admin. Code Section 12-110(b)(3)(a)(4), that Ding is not required to file an annual disclosure report for calendar year 2024.

The Conflicts of Interest Board

A handwritten signature in dark ink, appearing to read "Milton L. Williams Jr.", is written over a light blue horizontal line.

Milton L. Williams Jr., Chair

Wayne G. Hawley  
Ifeoma Ike  
Amy E. Millard  
Georgia M. Pestana

Dated: November 13, 2025

cc: Yifan Ding  
Flor Gutierrez, DSNY