

1 [Amendments to Conflicts of Interest Code.]

2

3 **Ordinance amending Article III, Chapter 1 of the San Francisco Campaign and**  
4 **Governmental Conduct Code by adding Sections 3.1-168, 3.1-218, 3.1-423 and 3.1-424,**  
5 **amending Sections 3.1-109, 3.1-110, 3.1-170, 3.1-175, 3.1-215, 3.1-365 and 3.1-435, and**  
6 **repealing Section 3.1-355 to update the list of designated officials who must file**  
7 **financial disclosure statements and to modify the applicable disclosure requirements.**

8 Note: Additions are *single-underline italics Times New Roman*;  
9 deletions are *strikethrough italics Times New Roman*.  
10 Board amendment additions are double underlined.  
11 Board amendment deletions are ~~strikethrough normal~~.

12 Be it ordained by the People of the City and County of San Francisco:

13 Section 1. The San Francisco Campaign and Governmental Conduct Code is hereby  
14 amended by amending Section 3.1-109 to read as follows:

15  
16 **SEC. 3.1-109. ADMINISTRATIVE SERVICES, DEPARTMENT OF.**

17 (a) **Disclosure Category 2.** Persons in this category shall disclose all  
18 interests in real property.

19 (b) **Disclosure Category 3.** Persons in this category shall disclose all  
20 investments and business positions in business entities, interests in real property, and income  
21 from any source that is subject to the regulatory, permit or licensing authority of the  
22 Department of Administrative Services.

23 (c) **Disclosure Category 4.** Persons in this category shall disclose all  
24 investments and business positions in business entities and income from any source which  
25 provides, or contracts with the City and County of San Francisco and its Purchasing

1 Department to provide commodities or services to the City and County of San Francisco, or  
2 has provided commodities or services to the City and County of San Francisco within the last  
3 two years.

4 (d) **Disclosure Category 5.** Persons in this category shall disclose all  
5 investments and business positions in business entities and income from any source which  
6 provides, or contracts with the City and County of San Francisco to provide, or has provided  
7 within the last two years, commodities or services to either the Division of the Purchasing  
8 Department to which the person is assigned, or the Department (other than the Purchasing  
9 Department), to which the person is assigned.

10

11 **Designated Positions**

**Disclosure Categories**

12 **Main Office**

13 Director, Administrative Services	1
14 Deputy Director, Administrative Services	1
15 Director of Information Technology	1
16 City Hall Building Manager	1
17 City Architect	1
18 Deputy City Architect	1
19 Risk Manager	1

20

21 **Animal Control Department**

22 Executive Director	1
23 Deputy Director	1

24

25

1	<b>Convention Facilities</b>	
2	Director	3
3	Deputy Director	3
4		
5	<b>County Clerk</b>	
6	County Clerk	1
7	Director	1
8		
9	<b>Mayor's Office on Disability</b>	
10	Director	1
11	Deputy Director	1
12	Assistant Director	1
13		
14	<b>Medical Examiner</b>	
15	Chief Medical Examiner	1
16	Administrator	1
17		
18	<del>Purchasing Department</del> <u>Office of Contract Administration</u>	
19	Director of Purchasing	1
20	Assistant Director	2, 4
21	Supervising Purchaser	4
22	Senior Purchaser	4
23	Purchaser	4
24	Assistant Purchaser	4
25	Reproduction Manger	5

1	Senior Storekeeper	5
2	Supervising Parts Storekeeper	5
3	Principal Parts Storekeeper	5
4	Senior Parts Storekeeper	5
5	Parts Storekeeper	5
6	Storekeeper	5
7	Materials Coordinator	5
8	Manager, Fleet Services	5
9	Assistant Manager, Fleet Services	5
10		
11	<b>Real Estate Department</b>	
12	Director of Property	1
13	Assistant Director of Property	1
14	Principal Real Property Officer	1
15	Senior Real Property Officer	1
16	Real Property Officer	1
17		

18           Section 2. The San Francisco Campaign and Governmental Conduct Code is hereby  
19 amended by amending Section 3.1-110 to read as follows:

21           **SEC. 3.1-110. ~~AGING, COMMISSION ON THE,~~ AGING AND ADULT SERVICES,**  
22 **DEPARTMENT OF.**

23	<b>Designated Positions</b>	<b>Disclosure Categories</b>
24	Executive Director	All 1
25	Member, Commission on Aging <u>and Adult Services</u>	

- 1 Deputy Executive Director
- 2 Director, Mental Health Conservator Office
- 3 Public Administrator / Public Guardian
- 4 Assistant Public Administrator /Public Guardian
- 5 Public Administrator / Public Guardian Attorneys
- 6 Director, Office on the Aging
- 7 Director, Adult Protective Services Division

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9 Section 3. The San Francisco Campaign and Governmental Conduct Code is hereby  
 10 amended by adding Section 3.1-168 to read as follows:

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12 **SEC. 3.1-168. CITIZEN'S COMMITTEE ON COMMUNITY DEVELOPMENT.**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<u>Committee Member</u>	<u>1</u>

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16 Section 4. The San Francisco Campaign and Governmental Conduct Code is hereby  
 17 amended by amending Section 3.1-170 to read as follows:

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19 **SEC. 3.1-170. CITY ADMINISTRATOR.**

20 (a) **Disclosure Category 2.** Persons in this category shall disclose all investments  
 21 and business positions in business entities and income from any source which provides, or  
 22 contracts with the City and County of San Francisco and its City Administrator to provide,  
 23 services, supplies; materials, machinery or equipment to the City Administrator.

24

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1 (b) **Disclosure Category 3.** Persons in this category shall disclose all investments  
2 and business positions in business entities, interests in real property, and income from any  
3 source that is subject to the regulatory, permit or licensing authority of the City Administrator.

4 (c) **Disclosure Category 4.** Persons in this category shall disclose all income from,  
5 investments in, business positions in business entities, and interests in real property that are  
6 subject to the regulatory, permit or licensing authority of the Department of Consumer  
7 Assurance, Regulatory Compliance and Agricultural Standards.

8

9 **Designated Positions**

**Disclosure Categories**

10 **Main Office**

11	City Administrator	1
12	<del>Executive Assistant to the City Administrator</del>	<del>1</del>
13	<del>Deputy Fiscal Officer</del>	<del>1</del>
14	<del>Chief of Systems</del>	<del>1</del>
15	<del>Assistant to City Administrator VIII</del>	<del>3</del>
16	<del>Assistant to City Administrator VI</del>	<del>1</del>
17	<del>Project Manager, Special Assistant XIII</del>	<del>2</del>
18	Director, Grants for the Arts Program	1
19	Director, Neighborhood Beautification Program	1
20	<del>Project Manager</del>	<del>2</del>
21	<del>Assistant to City Administrator VIII</del>	<del>3</del>
22	<del>Assistant to City Administrator V</del>	<del>3</del>

23

24

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1	<b>Department of Consumer Assurance, Regulatory Compliance and Agricultural</b>	
2	<b>Standards</b>	
3	Director/Agricultural Commissioner/Sealer	1
4	Assistant Director/Commissioner/Sealer	1
5	<u>Deputy Director/Supervisor</u>	<u>1</u>
6	Farmers' Market Manager	1
7	Agricultural Inspector	2
8	Weights and Measures Inspector	2
9	<del>Public Service Trainee/Pest Detection Specialist</del>	<del>2</del>
10	<del>Public Service Trainee/Weights and Measures Trainee</del>	<del>2</del>
11		
12	<b>Department of the Environment</b>	
13	Commission Member	1
14	Executive Director	1
15	<u>Deputy Director</u>	<u>1</u>
16		
17	<b>Department of Solid Waste</b>	
18	Director	1
19	Public Outreach Coordinator	2
20	Household Hazardous Waste Program Manager	2
21	Residential and Special Projects Coordinator	2
22	Recycling Program Manager	2
23	Organics Recycling Coordinator	2
24		
25		

1 **Immigrant Rights Commission**

2 Commission Member 1

3 Executive Director 1

4

5 Section 5. The San Francisco Campaign and Governmental Conduct Code is hereby  
6 amended by amending Section 3.1-175 to read as follows:

7

8 **SEC. 3.1-175. CITY ATTORNEY.**

9 (a) **Disclosure Category 2.** Persons in this category shall disclose all  
10 interests in real property, and all income from and investments in business entities which hold  
11 interests in real property in the jurisdiction, and all business positions held in such business  
12 entities.

13 (b) **Disclosure Category 3.** Persons in this category shall disclose all  
14 sources of income, all investments, and all business positions in any business entity which  
15 does business in this jurisdiction.

16 (c) **Disclosure Category 4.** Persons in this category shall disclose all  
17 income from, and investments in, business entities which provide services, supplies,  
18 materials, machinery or equipment of the type used by the Office of the City Attorney, and all  
19 business positions held in such entities.

20

21 <b>Designated Positions</b>	<b>Disclosure Categories</b>
22 City Attorney	See Sec. 3.1-500
23 Chief Assistant City Attorney	1
24 Chief Deputy City Attorney	1
25 Chief Counsel	1



1	Managing Attorney	1
2	<del>Special Assistant, Board of Supervisors</del>	<del>1</del>
3	Chief, Litigation Division	<u>1</u> 3
4	<del>Special Counsel, Litigation</del>	<del>1</del>
5	Chief, Special Litigation	1
6	<u>Team Leader, Litigation</u>	<u>1</u>
7	<u>Attorneys, Litigation</u>	<u>4</u>
8	<u>Attorneys, Claims</u>	<u>1</u>
9	<u>Adjusters, Claims</u>	<u>1</u>
10	<u>Lead Attorney, Airport</u>	<u>1</u>
11	<u>Airport Attorney, Labor</u>	<u>3</u>
12	<u>Airport Attorney, Business</u>	<u>1</u>
13	<u>Airport Attorney, Land Use</u>	<u>2</u>
14	<u>Airport Attorney, Finance</u>	<u>1</u>
15	<u>Airport Attorney, Construction</u>	<u>1</u>
16	<u>Lead Attorneys, Code Enforcement</u>	<u>1</u>
17	<u>Attorneys, Code Enforcement</u>	<u>2, 4</u>
18	<u>Attorneys, Construction</u>	<u>1</u>
19	<u>Attorneys, Contracts</u>	<u>1</u>
20	<u>Attorneys, Energy</u>	<u>1</u>
21	<u>Attorneys, Environment</u>	<u>1</u>
22	<u>Attorneys, Ethics and Elections</u>	<u>1</u>
23	<u>Attorneys, Finance, Transactions and Special Projects</u>	<u>1</u>
24	Lead Attorney, Government Law Division	1
25	Lead Attorney, Government Law Litigation	1

1	Lead Attorney, Government Law Advice	1
2	<u>Special Assistant, Board of Supervisors</u>	<u>1</u>
3	<u>Attorney, Arts Commission</u>	<u>3</u>
4	<u>Attorney, Asian Art Museum</u>	<u>3</u>
5	<u>Attorney, Assessment Appeals Board</u>	<u>1</u>
6	<u>Attorney, Board of Supervisors</u>	<u>1</u>
7	<u>Attorney, Business Tax Board of Review</u>	<u>3</u>
8	<u>Attorney, Children and Families First Commission</u>	<u>3</u>
9	<u>Attorney, Commission on the Status of Women</u>	<u>3</u>
10	<u>Attorney, Complex Legislation</u>	<u>1</u>
11	<u>Attorney, Courts</u>	<u>3</u>
12	<u>Attorney, Department of Consumer Assurance</u>	<u>3</u>
13	<u>Attorney, Department of Public Works</u>	<u>3</u>
14	<u>Attorney, Fine Arts Museum</u>	<u>3</u>
15	<u>Attorney, Golden Gate Concourse Authority</u>	<u>1</u>
16	<u>Attorney, Human Rights Commission</u>	<u>3</u>
17	<u>Attorney, Library Contracts</u>	<u>3</u>
18	<u>Attorney, Mayor's Office of Children, Youth and Families</u>	<u>3</u>
19	<u>Attorney, Office of Contract Administration</u>	<u>3</u>
20	<u>Attorney, Real Estate Transfer Tax Review Board</u>	<u>1</u>
21	<u>Attorney, Recreation and Park Department</u>	<u>1</u>
22	<u>Attorney, Rent Board</u>	<u>1</u>
23	<u>Attorney, Street Artists Program</u>	<u>3</u>
24	<u>Attorney, Tax Advice and Legislation</u>	<u>1</u>
25	<u>Attorney, Taxi Commission</u>	<u>3</u>

1	<u>Attorney, Transportation Authority</u>	1
2	<u>Attorney, War Memorial Board</u>	3
3	Attorneys, Ethics	1
4	Attorneys, Telecommunications	3
5	Attorneys, Finance, Transactions and Special Projects	1
6	Lead Attorney, Airport	1
7	Lead Attorney, Airport Runway Project	1
8	Lead Attorney, Code Enforcement	2
9	Lead Attorney, Construction	1
10	Lead Attorney, Energy	1
11	Attorneys, Contracts	1
12	Attorneys, Environment	2
13	Lead Attorneys, Health and Human Services	3
14	<u>Chief Labor Attorney</u> Lead Attorney, Labor Relations	1
15	<u>Attorneys, Labor</u>	4
16	Attorneys, Land Use	2, 4
17	Attorneys, Taxation	1
18	Attorneys, Port	1
19	<u>Lead Attorney, Public Protection</u>	1
20	<u>Attorneys, Public Transportation</u>	1
21	<u>Attorneys, Public Utilities</u>	1
22	<u>Attorneys, Retirement</u>	1
23	<u>Attorneys, Taxation</u>	1
24	<u>Attorneys, Telecommunications</u>	3
25	Lead Attorney, Public Utilities	1

1	<del>Lead Attorney, Public Transportation</del>	<del>1</del>
2	<del>Attorneys, Retirement</del>	<del>1</del>
3	<u>Attorneys, Workers Compensation</u>	<u>4</u>
4	Chief, Claims and Investigation Division	3
5	Chief Financial Officer	4

6

7 Section 6. The San Francisco Campaign and Governmental Conduct Code is hereby  
 8 amended by amending Section 3.1-215 to read as follows:

9

10 **SEC. 3.1-215. ELECTIONS, DEPARTMENT OF.**

11 **Disclosure Category 2.** Persons in this category shall disclose all interests in real  
 12 property, and all investments and business positions in business entities and income from any  
 13 source which manufactures or sells supplies, materials, machinery or equipment of the type  
 14 used by the Department of Elections.

15 Disclosure Category 3. Persons in this category shall disclose all investments and  
 16 business positions in business entities and income from any source which manufactures or  
 17 sells supplies, materials, equipment or professional services of the type used by the Elections  
 18 Task Force.

19	<b>Designated Positions</b>	<b>Disclosure Categories</b>
20	<u>Members, Elections Commission</u>	<u>1</u>
21	Director of Elections	1
22	Deputy Director	1
23	<del>All Division Managers, Department of Elections</del>	<del>2</del>
24	<u>Operations Manager</u>	<u>2</u>
25	<u>Project Manager</u>	<u>2</u>

1	<u>Administrative Manager</u>	2
2	<u>Manager of Information and Quality Assurance</u>	2
3	<del>Computer Services Manager</del>	<del>2</del>
4	<u>Members, Elections Task Force</u>	3

5

6 Section 7. The San Francisco Campaign and Governmental Conduct Code is hereby  
7 amended by adding Section 3.1-218 to read as follows:

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9 **SEC. 3.1-218. EMERGENCY COMMUNICATION DEPARTMENT.**

10	<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
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11	<u>Executive Director</u>	<u>All 1</u>
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12 Chief of Staff

13 Director of Client Services

14 Director of Finance and Administration

15 Director of Human Resources

16 Director of Operations

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18 Section 8. The San Francisco Campaign and Governmental Conduct Code is hereby  
19 amended by repealing Section 3.1-355 as follows:

20

21 **~~SEC. 3.1-355. PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN.~~**

22	<del><b><u>Designated Positions</u></b></del>	<del><b><u>Disclosure Categories</u></b></del>
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23	<del><u>Public Administrator &amp; Public Guardian</u></del>	<del><u>All 1</u></del>
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24 ~~Assistant Public Administrator/Public Administrator~~

25 ~~Attorney for Public Administrator~~

1 ~~Senior Attorney, Civil & Criminal~~

2 ~~Senior Admin. Analyst (Deputy Director, Finance and Management)~~

3

4 Section 9. The San Francisco Campaign and Governmental Conduct Code is hereby  
5 amended by amending Section 3.1-365 to read as follows:

6

7 **SEC. 3.1-365. PUBLIC UTILITIES COMMISSION.**

8 (a) **Disclosure Category 2.** Persons in this category shall disclose all  
9 investments in any business entity and any income from a source which, within the previous  
10 two years, did or in the future foreseeably might, lease, rent, or operate from the property of  
11 the Clean Water Enterprise or provide or contract with the Clean Water Enterprise to provide  
12 service (including construction, repair, and maintenance), equipment, materials, supplies,  
13 vehicles, or other items of use to the Clean Water Enterprise, and his or her business position  
14 in any such business entity.

15 (b) **Disclosure Category 3.** Persons in this category shall disclose all  
16 investments in any business entity and any income from a source which, within the previous  
17 two years, did or in the future foreseeably might, lease, rent, or operate from the property of  
18 the San Francisco Water Department or provide or contract with the San Francisco Water  
19 Department to provide service (including construction, repair, and maintenance), equipment,  
20 materials, supplies, vehicles, or other items of use to the San Francisco Water Department,  
21 and his or her business position in any such business entity.

22 (c) **Disclosure Category 4.** Persons in this category shall disclose all  
23 investments in any business entity and any income from a source which, within the previous  
24 two years, did or in the future foreseeably might, lease, rent, or operate from the property of  
25 Hetch Hetchy or provide or contract with Hetch Hetchy to provide service (including

1 construction, repair, and maintenance), equipment, materials, supplies, vehicles, or other  
2 items of use to Hetch Hetchy, and his or her business position in any such business entity.

3

4 **Designated Positions**

**Disclosure Categories**

5

6 **Public Utilities Commission & General Manager**

All 1

7 Member, Public Utilities Commission

8 General Manager, Public Utilities Commission

9 Administrative Secretary, Public Utilities Commission

10 Assistant General Manager, Finance and Administration

11 Assistant General Manager, Operations

12 Public Relations Officer

13 Executive Assistant to the General Manager

14 Contract Compliance Officer\*

15 Consultant\*\*

16

17 **Hetch Hetchy Water & Power**

18 Maintenance Engineering Manager

1

19 Superintendent of Operations

1

20 Administrative Engineer

4

21 General Manager, Hetch Hetchy

1

22 Water and Power Specialist

4

23 Water and Power Resources Manager

1

24 Maintenance and Repair Superintendent

4

25 Electrical Operation and Maintenance Superintendent

4

1	Power Generation Technician I	4
2	Power Generation Technician II	4
3	Senior Power Generation Technician	4
4	Power Generation Supervisor	4
5	Mechanical Shop and Equipment Superintendent	4
6	Sanitary Engineering Technician	4
7	Senior Mechanical Engineer	4
8	Senior Electrical Engineer	4
9	Electrical Engineer	4
10	Senior Administrative Analyst	4
11	Administrative Services Manager	4
12	Program Manager II	4
13		
14	<b>Water Supply and Treatment Division</b>	
15	Operations Manager	1
16	Watershed Resources Manager	3
17	Water Supply and Treatment Manager	1
18	Water Construction and Maintenance Superintendent	3
19	Principal Civil Engineer	3
20	Capital Program Liaison	2
21		
22	<b>City Distribution Division</b>	
23	City Distribution Division Manager	1
24	Senior Administrative Analyst	1
25	Administrative Service Manager	1



1	Senior Civil Engineer	3
2	Superintendent, Buildings and Grounds	3
3	Water Construction and Maintenance Superintendent	3
4	Water Shops and Equipment Superintendent	3
5	Stores and Equipment Asst. Supervisor	3
6		
7	<b>Water Pollution Control Division</b>	
8	Administrative Services Manager	2
9	Public Buildings Maintenance and Repair Assistant Superintendent	2
10	Sewage Treatment Plant Superintendent	2
11	Manager, Bureau of Water Pollution Control	1
12	Deputy Manager, Bureau of Water Pollution Control	1
13	Chief Stationary Engineer, Materials	2
14	Senior Stationary Engineer, Materials	2
15		
16	<b>Water Quality Bureau</b>	
17	Bureau Manager, Water Quality	1
18	Program Manager I	1
19	Program Manager II	1
20	Principal Engineer	1
21	Administrative Services Manager	3
22		
23	<b>Customer Service Bureau</b>	
24	Manager, Customer Service Bureau	1
25	Water Conservation Administrator	3

1		
2		
3	<b>Utilities Engineering Bureau</b>	All 1
4	Special Assistant XVII	
5	Special Assistant XVIII	
6	Manager, Utilities Engineering Bureau	
7	Principal Civil Engineer	
8	Principal Administrative Analyst	
9	Program Manager III	
10		
11	<b>Bureau of Commercial Land Management</b>	All 1
12	Director, Bureau of Commercial Land Management	
13	Senior Real Property Officer	
14	Real Property Officer	
15	Assistant Civil Engineer	
16		
17	<b>Bureau of Finance</b>	All 1
18	Supervising Fiscal Officer	
19	Assistant General Manager, Finance	
20	Senior Systems Accountant	
21	Senior Administrative Analyst	
22	Principal Administrative Analyst	
23	Rate Administrator	
24	Financial Manager	
25	Special Assistant XV	

1		
2		
3	<b>Bureau of Management Information Systems</b>	
4	Manager, Bureau of Management Information Systems	1
5		
6	<b>Bureau of System Planning &amp; Environmental Compliance</b>	
7	Bureau Manager	1
8	Senior Water Services Clerk	2
9	Administrative Engineer	2
10	Junior Civil Engineer	2
11	Assistant Civil Engineer	2
12	Associate Civil Engineer	2
13	Senior Civil Engineer	2
14	Principal Engineer	2
15	Sanitary Engineering Technician	2
16	Wastewater Control Inspector	2
17	Supv. Wastewater Control Inspector	2
18	Manager, Regulatory and Environmental Affairs	1
19	Senior Industrial Hygienist	1
20	Principal Administrative Analyst	2
21	Program Manager I	2
22	Program Manager II	2
23	Program Manager III	2
24		
25		

1           \*All personnel, except clerical, assigned by the Human Rights Commission to the  
2 Public Utilities Commission to serve as Contract Compliance Officers shall comply with the  
3 filing requirements for Contract Compliance Officers under this Section (Sec. 3.1-365).

4  
5           \*\*With respect to consultants, the General Manager of Public Utilities may determine  
6 that a particular consultant is hired to perform a range of duties that fall within those required  
7 to comply with the disclosure requirements of this Conflict of Interest Code.

8  
9           Section 10. The San Francisco Campaign and Governmental Conduct Code is hereby  
10 amended by adding Section 3.1-423 to read as follows:

11  
12           **SEC. 3.1-423. SMALL BUSINESS REVOLVING LOAN FUND COMMITTEE.**

<u><i>Designated Positions</i></u>	<u><i>Disclosure Categories</i></u>
<u><i>Committee Member</i></u>	<u><i>1</i></u>

13  
14  
15  
16           Section 11. The San Francisco Campaign and Governmental Conduct Code is hereby  
17 amended by adding Section 3.1-424 to read as follows:

18  
19           **SEC. 3.1-424. SUNSHINE ORDINANCE TASK FORCE**

<u><i>Designated Positions</i></u>	<u><i>Disclosure Categories</i></u>
<u><i>Member, Sunshine Ordinance Task Force</i></u>	<u><i>1</i></u>

1 Section 12. The San Francisco Campaign and Governmental Conduct Code is hereby  
2 amended by amending Section 3.1-435 to read as follows:

4 **Sec. 3.1-435. TRANSPORTATION AUTHORITY, SAN FRANCISCO COUNTY.**

5 **Designated Positions** **Disclosure Categories**

6 ~~*Executive Director*~~ ~~\_\_\_\_\_~~ ~~*All I*~~

7 ~~*Transportation Programming Manager*~~

8 ~~*Transportation Planning Manager*~~

9 ~~*Chief Financial Officer*~~

10 ~~*Executive Director*~~ ~~\_\_\_\_\_~~ ~~*All I*~~

11 ~~*Deputy Director – Plans and Programs*~~

12 ~~*Manager Capital Projects*~~

13 ~~*Manager Accounting and Finance*~~

15 APPROVED AS TO FORM:  
16 DENNIS J. HERRERA, City Attorney

17 By: \_\_\_\_\_  
18 CHAD A. JACOBS  
19 Deputy City Attorney