

1 [Adopting policies on the reimbursement of expenses and ethics training]

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3 **Resolution adopting policies and procedures for the reimbursement of officers and**
4 **employees for authorized expenses incurred in the performance of official duties and**
5 **designating certain employees to receive ethics training specified in State law.**

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7 WHEREAS, The State of California adopted AB 1234, which requires government
8 agencies to adopt a written policy on the reimbursement of officers and employees for
9 expenses incurred in the performance of official duties and to designate any employees, in
10 addition to those identified in AB 1234, who must receive the ethics training specified in
11 AB 1234; and

12 WHEREAS, The City and County of San Francisco in section 15 of the Annual
13 Appropriations Ordinance authorizes the Controller to adopt and implement policies and
14 procedures for the reimbursement of official expenses; and

15 WHEREAS, Pursuant to this authorization, the Controller has adopted a policy for the
16 reimbursement of expenses, which is hereby declared to be a part of this resolution as if set
17 forth fully herein and which is on file with the Clerk of the Board of Supervisors in File No.
18 051130; and

19 WHEREAS, AB 1234 provides that government agencies may designate employees in
20 addition to those required under AB 1234 to receive ethics training specified in AB 1234; and

21 WHEREAS, Under the Sunshine Ordinance, Administrative Code section 67.33, the
22 City and County of San Francisco requires ethics training for all officers and employees who
23 file statements of economic interests with the Ethics Commission, which includes department
24 heads, now, therefore, be it

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1 RESOLVED, That the Controller's policies for reimbursement of official expenses are
2 adopted and, be it

3 FURTHER RESOLVED, That all officers and employees required by the City to
4 complete ethics training under the Sunshine Ordinance, Administrative Code section 67.33,
5 are designated to receive the ethics training specified under AB 1234.

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