

1 [Amendments to Conflicts of Interest Code.]

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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, 3.1-215, 3.1-365 and 3.1-435, and repealing**  
6 **Section 3.1-355 to update the list of designated officials who must file financial**  
7 **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:

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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.

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**Designated Positions**

**Disclosure Categories**

**Main Office**

Director, Administrative Services	1
Deputy Director, Administrative Services	1
Director of Information Technology	1
City Hall Building Manager	1
City Architect	1
Deputy City Architect	1
Risk Manager	1

**Animal Control Department**

Executive Director	1
Deputy Director	1

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

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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:

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

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.**

13 **Designated Positions** **Disclosure Categories**

14 Committee Member 1

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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.

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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.

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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>

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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
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1 **Immigrant Rights Commission**

2 Commission Member 1

3 Executive Director 1

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5 Section 5. The San Francisco Campaign and Governmental Conduct Code is hereby  
6 amended by amending Section 3.1-215 to read as follows:

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

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

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

17 <b>Designated Positions</b>	<b>Disclosure Categories</b>
18 Director of Elections	1
19 Deputy Director	1
20 <del>All Division Managers, Department of Elections</del>	<del>2</del>
21 <u>Operations Manager</u>	<u>2</u>
22 <u>Project Manager</u>	<u>2</u>
23 <u>Administrative Manager</u>	<u>2</u>
24 <u>Manager of Information and Quality Assurance</u>	<u>2</u>
25 <del>Computer Services Manager</del>	<del>2</del>



1 Members, Elections Task Force 3

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

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

7 **Designated Positions** **Disclosure Categories**

8 Executive Director All I

9 Chief of Staff

10 Director of Client Services

11 Director of Finance and Administration

12 Director of Human Resources

13 Director of Operations

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15 Section 7. The San Francisco Campaign and Governmental Conduct Code is hereby  
16 amended by repealing Section 3.1-355 as follows:

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18 **SEC. 3.1-355. PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN.**

19 **Designated Positions** **Disclosure Categories**

20 Public Administrator & Public Guardian All I

21 Assistant Public Administrator/Public Administrator

22 Attorney for Public Administrator

23 Senior Attorney, Civil & Criminal

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

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Section 8. The San Francisco Campaign and Governmental Conduct Code is hereby amended by amending Section 3.1-365 to read as follows:

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

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

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

(c) **Disclosure Category 4.** Persons in this category shall disclose all investments in any business entity and any income from a source which, within the previous two years, did or in the future foreseeably might, lease, rent, or operate from the property of Hetch Hetchy or provide or contract with Hetch Hetchy to provide service (including construction, repair, and maintenance), equipment, materials, supplies, vehicles, or other items of use to Hetch Hetchy, and his or her business position in any such business entity.

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2	<b>Designated Positions</b>	<b>Disclosure Categories</b>
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4	<b>Public Utilities Commission &amp; General Manager</b>	All 1
5	Member, Public Utilities Commission	
6	General Manager, Public Utilities Commission	
7	Administrative Secretary, Public Utilities Commission	
8	Assistant General Manager, Finance and Administration	
9	Assistant General Manager, Operations	
10	<u>Public Relations Officer</u>	
11	<u>Executive Assistant to the General Manager</u>	
12	Contract Compliance Officer*	
13	Consultant**	
14		
15	<b>Hetch Hetchy Water &amp; Power</b>	
16	Maintenance Engineering Manager	1
17	Superintendent of Operations	1
18	Administrative Engineer	4
19	General Manager, Hetch Hetchy	1
20	Water and Power Specialist	4
21	Water and Power Resources Manager	1
22	Maintenance and Repair Superintendent	4
23	Electrical Operation and Maintenance Superintendent	4
24	Power Generation Technician I	4
25	Power Generation Technician II	4

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

1	Water Construction and Maintenance Superintendent	3
2	Water Shops and Equipment Superintendent	3
3	Stores and Equipment Asst. Supervisor	3
4		
5	<b>Water Pollution Control Division</b>	
6	Administrative Services Manager	2
7	Public Buildings Maintenance and Repair Assistant Superintendent	2
8	Sewage Treatment Plant Superintendent	2
9	Manager, Bureau of Water Pollution Control	1
10	Deputy Manager, Bureau of Water Pollution Control	1
11	Chief Stationary Engineer, Materials	2
12	Senior Stationary Engineer, Materials	2
13		
14	<b>Water Quality Bureau</b>	
15	Bureau Manager, Water Quality	1
16	Program Manager I	1
17	Program Manager II	1
18	Principal Engineer	1
19	Administrative Services Manager	3
20		
21	<b>Customer Service Bureau</b>	
22	Manager, Customer Service Bureau	1
23	Water Conservation Administrator	3
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1	<b>Utilities Engineering Bureau</b>	All 1
2	Special Assistant XVII	
3	Special Assistant XVIII	
4	Manager, Utilities Engineering Bureau	
5	Principal Civil Engineer	
6	Principal Administrative Analyst	
7	Program Manager III	
8		
9	<b>Bureau of Commercial Land Management</b>	All 1
10	Director, Bureau of Commercial Land Management	
11	Senior Real Property Officer	
12	Real Property Officer	
13	Assistant Civil Engineer	
14		
15	<b>Bureau of Finance</b>	All 1
16	Supervising Fiscal Officer	
17	Assistant General Manager, Finance	
18	Senior Systems Accountant	
19	Senior Administrative Analyst	
20	Principal Administrative Analyst	
21	Rate Administrator	
22	Financial Manager	
23	Special Assistant XV	
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1	<b>Bureau of Management Information Systems</b>	
2	Manager, Bureau of Management Information Systems	1
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4	<b>Bureau of System Planning &amp; Environmental Compliance</b>	
5	Bureau Manager	1
6	Senior Water Services Clerk	2
7	Administrative Engineer	2
8	Junior Civil Engineer	2
9	Assistant Civil Engineer	2
10	Associate Civil Engineer	2
11	Senior Civil Engineer	2
12	Principal Engineer	2
13	Sanitary Engineering Technician	2
14	Wastewater Control Inspector	2
15	Supv. Wastewater Control Inspector	2
16	Manager, Regulatory and Environmental Affairs	1
17	Senior Industrial Hygienist	1
18	Principal Administrative Analyst	2
19	Program Manager I	2
20	Program Manager II	2
21	Program Manager III	2

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23           \*All personnel, except clerical, assigned by the Human Rights Commission to the

24 Public Utilities Commission to serve as Contract Compliance Officers shall comply with the

25 filing requirements for Contract Compliance Officers under this Section (Sec. 3.1-365).

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

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

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

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

Section 10. The San Francisco Campaign and Governmental Conduct Code is hereby amended by adding Section 3.1-424 to read as follows:

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

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

Section 11. The San Francisco Campaign and Governmental Conduct Code is hereby amended by amending Section 3.1-435 to read as follows:

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

<b>Designated Positions</b>	<b>Disclosure Categories</b>
<i>Executive Director</i>	<i>All 1</i>



1 *Transportation Programming Manager*

2 *Transportation Planning Manager*

3 *Chief Financial Officer*

4 *Executive Director* \_\_\_\_\_ *All 1*

5 *Deputy Director – Plans and Programs*

6 *Manager Capital Projects*

7 *Manager Accounting and Finance*

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9 APPROVED AS TO FORM:  
10 DENNIS J. HERRERA, City Attorney

11 By: \_\_\_\_\_  
12 CHAD A. JACOBS  
13 Deputy City Attorney

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