

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	Convention Facilities	
2	Director	3
3	Deputy Director	3
4		
5	County Clerk	
6	County Clerk	1
7	Director	1
8		
9	Mayor's Office on Disability	
10	Director	1
11	Deputy Director	1
12	Assistant Director	1
13		
14	Medical Examiner	
15	Chief Medical Examiner	1
16	Administrator	1
17		
18	Purchasing Department <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	Real Estate Department	
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	Designated Positions	Disclosure Categories
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.**

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

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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.

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

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1	Department of Consumer Assurance, Regulatory Compliance and Agricultural	
2	Standards	
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	Public Service Trainee/Pest Detection Specialist	2
10	Public Service Trainee/Weights and Measures Trainee	2
11		
12	Department of the Environment	
13	Commission Member	1
14	Executive Director	1
15	<u>Deputy Director</u>	<u>1</u>
16		
17	Department of Solid Waste	
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		
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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 Designated Positions	Disclosure Categories
14 Director of Elections	1
15 Deputy Director	1
16 All Division Managers, Department of Elections	2
17 <u>Operations Manager</u>	<u>2</u>
18 <u>Project Manager</u>	<u>2</u>
19 <u>Administrative Manager</u>	<u>2</u>
20 <u>Manager of Information and Quality Assurance</u>	<u>2</u>
21 Computer Services Manager	2

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

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

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

6 Executive Director All I

7 Chief of Staff

8 Director of Client Services

9 Director of Finance and Administration

10 Director of Human Resources

11 Director of Operations

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

15
16 **~~SEC. 3.1-355. PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN.~~**

17 ~~**Designated Positions**~~ ~~**Disclosure Categories**~~

18 ~~Public Administrator & Public Guardian~~ ~~All I~~

19 ~~Assistant Public Administrator/Public Administrator~~

20 ~~Attorney for Public Administrator~~

21 ~~Senior Attorney, Civil & Criminal~~

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

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

3
4 **SEC. 3.1-365. PUBLIC UTILITIES COMMISSION.**

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

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

19 (c) **Disclosure Category 4.** Persons in this category shall disclose all
20 investments in any business entity and any income from a source which, within the previous
21 two years, did or in the future foreseeably might, lease, rent, or operate from the property of
22 Hetch Hetchy or provide or contract with Hetch Hetchy to provide service (including
23 construction, repair, and maintenance), equipment, materials, supplies, vehicles, or other
24 items of use to Hetch Hetchy, and his or her business position in any such business entity.
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1 Designated Positions	Disclosure Categories
2	
3 Public Utilities Commission & General Manager	All 1
4 Member, Public Utilities Commission	
5 General Manager, Public Utilities Commission	
6 Administrative Secretary, Public Utilities Commission	
7 Assistant General Manager, Finance and Administration	
8 Assistant General Manager, Operations	
9 <u>Public Relations Officer</u>	
10 <u>Executive Assistant to the General Manager</u>	
11 Contract Compliance Officer*	
12 Consultant**	
13	
14 Hetch Hetchy Water & Power	
15 Maintenance Engineering Manager	1
16 Superintendent of Operations	1
17 Administrative Engineer	4
18 General Manager, Hetch Hetchy	1
19 Water and Power Specialist	4
20 Water and Power Resources Manager	1
21 Maintenance and Repair Superintendent	4
22 Electrical Operation and Maintenance Superintendent	4
23 Power Generation Technician I	4
24 Power Generation Technician II	4
25 Senior Power Generation Technician	4

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

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

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

1	Bureau of System Planning & Environmental Compliance	
2	Bureau Manager	1
3	Senior Water Services Clerk	2
4	Administrative Engineer	2
5	Junior Civil Engineer	2
6	Assistant Civil Engineer	2
7	Associate Civil Engineer	2
8	Senior Civil Engineer	2
9	Principal Engineer	2
10	Sanitary Engineering Technician	2
11	Wastewater Control Inspector	2
12	Supv. Wastewater Control Inspector	2
13	Manager, Regulatory and Environmental Affairs	1
14	Senior Industrial Hygienist	1
15	Principal Administrative Analyst	2
16	Program Manager I	2
17	Program Manager II	2
18	Program Manager III	2

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

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1 *Transportation Planning Manager*

2 *Chief Financial Officer*

3 *Executive Director* _____ *All 1*

4 *Deputy Director – Plans and Programs*

5 *Manager Capital Projects*

6 *Manager Accounting and Finance*

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8 APPROVED AS TO FORM:
9 LOUISE H. RENNE, City Attorney

10 By: _____
11 CHAD A. JACOBS
12 Deputy City Attorney

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