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24 25 Ordinance amending Article III, Chapter 1 of the San Francisco Campaign and Governmental Conduct Code by adding Sections 3.1-168, 3.1-218, 3.1-423 and 3.1-424, amending Sections 3.1-109, 3.1-110, 3.1-170, 3.1-175, 3.1-215, 3.1-365, 3.1-410 and 3.1-435, and repealing Section 3.1-355 to update the list of designated officials who must file financial disclosure statements and to modify the applicable disclosure requirements.

Note:

[Amendments to Conflicts of Interest Code.]

Additions are *single-underline italics Times New Roman*; deletions are strikethrough italics Times New Roman. Board amendment additions are double underlined. Board amendment deletions are strikethrough normal.

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

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

SEC. 3.1-109. ADMINISTRATIVE SERVICES, DEPARTMENT OF.

- (a) Disclosure Category 2. Persons in this category shall disclose all interests in real property.
- (b) **Disclosure Category 3.** Persons in this category shall disclose all investments and business positions in business entities, interests in real property, and income from any source that is subject to the regulatory, permit or licensing authority of the Department of Administrative Services.
- (c) **Disclosure Category 4.** Persons in this category shall disclose all investments and business positions in business entities and income from any source which

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provides, or contracts with the City and County of San Francisco and its Purchasing

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

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

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 Office of Contract Administration	
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
17		
18	Section 2. The San Francisco Campaign and Gover	nmental Conduct Code is hereby
19	amended by amending Section 3.1-110 to read as follows:	
20		
21	SEC. 3.1-110. AGING, COMMISSION ON THE. AGI	NG AND ADULT SERVICES,
22	DEPARTMENT OF.	
23	Designated Positions	Disclosure Categories
24	Executive Director	All 1
25	Member, Commission on Aging and Adult Services	

BOARD OF SUPERVISORS

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
8	
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:
11	
12	SEC. 3.1-168. CITIZEN'S COMMITTEE ON COMMUNITY DEVELOPMENT.
13	Designated Positions Disclosure Categories
14	Committee Member 1
15	
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:
18	
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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- (b) **Disclosure Category 3.** Persons in this category shall disclose all investments and business positions in business entities, interests in real property, and income from any source that is subject to the regulatory, permit or licensing authority of the City Administrator.
- (c) **Disclosure Category 4.** Persons in this category shall disclose all income from, investments in, business positions in business entities, and interests in real property that are subject to the regulatory, permit or licensing authority of the Department of Consumer Assurance, Regulatory Compliance and Agricultural Standards.

Designated Positions Disclosure Categories Main Office City Administrator 1 Executive Assistant to the City Administrator 1 Deputy Fiscal Officer 1 Chief of Systems 1 Assistant to City Administrator VIII 3 Assistant to City Administrator VI Project Manager, Special Assistant XIII Director, Grants for the Arts Program 1 Director, Neighborhood Beautification Program 1 Project Manager 2 Assistant to City Administrator VIII Assistant to City Administrator V 3

1	Department of Consumer Assurance, Regulatory Complian	nce and Agricultural
2	Standards	
3	Director/Agricultural Commissioner/Sealer	1
4	Assistant Director/Commissioner/Sealer	1
5	Deputy Director/Supervisor	<u> </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	Deputy Director	1
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		
25		

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Immigrant Rights Commission

Commission Member	1
Executive Director	1

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

SEC. 3.1-175. CITY ATTORNEY.

- (a) **Disclosure Category 2.** Persons in this category shall disclose all interests in real property, and all income from and investments in business entities which hold interests in real property in the jurisdiction, and all business positions held in such business entities.
- (b) **Disclosure Category 3.** Persons in this category shall disclose all sources of income, all investments, and all business positions in any business entity which does business in this jurisdiction.
- (c) **Disclosure Category 4.** Persons in this category shall disclose all income from, and investments in, business entities which provide services, supplies, materials, machinery or equipment of the type used by the Office of the City Attorney, and all business positions held in such entities.

Designated Positions Disclosure Categ	
City Attorney	See Sec. 3.1-500
Chief Assistant City Attorney	1
Chief Deputy City Attorney	1
Chief Counsel	1

Managing Attorney	1
Special Assistant, Board of Supervisors	1
Chief, Litigation Division	<u>1</u> 3
Special Counsel, Litigation	1
Chief, Special Litigation	1
Team Leader, Litigation	1
Attorneys, Litigation	4
Attorneys, Claims	1
Adjusters, Claims	1
Lead Attorney, Airport	1
Airport Attorney, Labor	3
Airport Attorney, Business	1
Airport Attorney, Land Use	2
Airport Attorney, Finance	1
Airport Attorney, Construction	1
Lead Attorneys, Code Enforcement	1
Attorneys, Code Enforcement	2, 4
Attorneys, Construction	1
Attorneys, Contracts	1
Attorneys, Energy	1
Attorneys, Environment	1
Attorneys, Ethics and Elections	1
Attorneys, Finance, Transactions and Special Projects	1
Lead Attorney, Government Law Division	1
Lead Attorney, Government Law Litigation	1

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

1	Attorney, Transportation Authority	1
2	Attorney, War Memorial Board	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	Chief Labor Attorney Lead Attorney, Labor Relations	1
15	Attorneys, Labor	4
16	Attorneys, Land Use	2,_4
17	Attorneys, Taxation	1
18	Attorneys, Port	1
19	Lead Attorney, Public Protection	1
20	Attorneys, Public Transportation	1
21	Attorneys, Public Utilities	1
22	Attorneys, Retirement	1
23	Attorneys, Taxation	1
24	Attorneys, Telecommunications	3
25	Lead Attorney, Public Utilities	1

1	Administrative Manager 2		
2	Manager of Information and Quality Assurance 2		
3	Computer Services Manager 2		
4	Members, Elections Task Force 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:		
8			
9	SEC. 3.1-218. EMERGENCY COMMUNICATION DEPARTMENT.		
10	Designated Positions Disclosure Categories		
11	Executive Director All 1		
12	Chief of Staff		
13	<u>Director of Client Services</u>		
14	Director of Finance and Administration		
15	<u>Director of Human Resources</u>		
16	<u>Director of Operations</u>		
17			
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	Designated Positions Disclosure Categories		
23	Public Administrator & Public Guardian — All 1		
24	Assistant Public Administrator/Public Administrator		
25	Attorney for Public Administrator		
	di		

Senior Attorney, Civil & Criminal

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

Section 9. 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.

- 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

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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	2
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	Water Supply and Treatment Division	
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	City Distribution Division	
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	Water Pollution Control Division	
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	Water Quality Bureau	
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	Customer Service Bureau	
24	Manager, Customer Service Bureau	1
25	Water Conservation Administrator	3

1	Utilities Engineering Bureau	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	Bureau of Commercial Land Management	All 1
10	Director, Bureau of Commercial Land Management	
11	Senior Real Property Officer	
12	Real Property Officer	
13	Assistant Civil Engineer	
14		
15	Bureau of Finance	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	
24		
25		

Bureau of Management Information Systems Manager, Bureau of Management Information Systems **Bureau of System Planning & Environmental Compliance** Bureau Manager Senior Water Services Clerk Administrative Engineer Junior Civil Engineer Assistant Civil Engineer Associate Civil Engineer Senior Civil Engineer Principal Engineer Sanitary Engineering Technician Wastewater Control Inspector Supv. Wastewater Control Inspector Manager, Regulatory and Environmental Affairs Senior Industrial Hygienist Principal Administrative Analyst Program Manager I Program Manager II Program Manager III

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

**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 10. The San Francisco Campaign and Governmental Conduct Code is hereby amended by amending Section 3.1-410 to read as follows:

SEC. 3.1-410. RETIREMENT SYSTEM.

Designated Positions	Disclosure Categories		
Member, Retirement Board	See Sec. 3.1-500		
Executive Director	See Sec. 3.1-500		
Deputy Director	See Sec. 3.1-500		
Executive Assistant to the Executive Director	1		
Actuary	1		
Chief Investment Officer	See Sec. 3.1-500		
Deputy Director for Investments	See Sec. 3.1-500		
Chief Accountant	1		
Senior Investment Officer	See Sec. 3.1-500		
Administrator, Retirement Services	1		
Security Analyst	1		
Consultant*	1		

^{*} The executive director or executive officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is

1	limited in scope and thus is not required to comply fully with the disclosure requirements		
2	described in this section. Such a determination shall include a description of the consultant's		
3	duties and, based upon that description, a statement of the extent of disclosure requirements		
4	The executive director's or executive officer's determination is a public record and shall be		
5	retained for public inspection in the same manner and location as this conflict of interest coo		
6			
7	Section 11. The San Francisco Campaign and Governmental Conduct Code is hereby		
8	amended by adding Section 3.1-423 to read as follows:		
9			
10	SEC. 3.1-423. SMALL BUSINESS REVOLVING LOAN FUND COMMITTEE.		
11	Designated Positions Disclosure Categories		
12	Committee Member 1		
13			
14	Section 12. The San Francisco Campaign and Governmental Conduct Code is hereby		
15	amended by adding Section 3.1-424 to read as follows:		
16			
17	SEC. 3.1-424. SUNSHINE ORDINANCE TASK FORCE		
18	Designated Positions Disclosure Categories		
19	Member, Sunshine Ordinance Task Force 1		
20			
21			

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City and County of San Francisco Tails

City Hall 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4689

Ordinance

File Number:

011875

Date Passed:

Ordinance amending Article III, Chapter 1 of the San Francisco Campaign and Governmental Conduct Code by adding Sections 3.1-168, 3.1-218, 3.1-423 and 3.1-424, amending Sections 3.1-109, 3.1-110, 3.1-170, 3.1-175, 3.1-215, 3.1-365, 3.1-410 and 3.1-435, and repealing Section 3.1-355 to update the list of designated officials who must file financial disclosure statements and to modify the applicable disclosure requirements.

March 11, 2002 Board of Supervisors — PASSED ON FIRST READING

Ayes: 7 - Daly, Gonzalez, Hall, Leno, Newsom, Sandoval, Yee

Absent: 4 - Ammiano, Maxwell, McGoldrick, Peskin

March 18, 2002 Board of Supervisors — FINALLY PASSED

Ayes: 10 - Ammiano, Daly, Gonzalez, Hall, Leno, Maxwell, McGoldrick,

Newsom, Peskin, Yee Absent: 1 - Sandoval

File	No	011	875
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I hereby certify that the foregoing Ordinance was FINALLY PASSED on March 18, 2002 by the Board of Supervisors of the City and County of San Francisco.

Gloria L. Young

Clerk of the Board

MAR 29 2002

Date Approved

Mayor Willie L. Brown Jr.