

ITEM NO. 5

**San Francisco
Local Agency
Formation Commission**

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. 415.554.7702
Fax. 415.554.5163

M E M O R A N D U M

TO: LAFCo Commissioners and Legal Counsel
FROM: Monica Fish, Commission Clerk to SF LAFCo
DATE: October 9, 2002
SUBJECT: Item #5, Biennial Review of San Francisco LAFCo's
Conflict of Interest Code, October 18 Meeting Agenda

A biennial review of San Francisco LAFCo's Conflict of Interest Code is scheduled as Item 5 of the October 18, 2002 agenda. Enclosed is the Resolution approving a Conflict of Interest Code adopted on October 31, 2000 and Section 1.3 Conflict of Interest Code from San Francisco Local Agency Formation Commission's General Policies and Procedures.

Enclosures

Cc: Gloria L. Young, Executive Officer
LAFCo Packet



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7703
Fax No. 554-5163

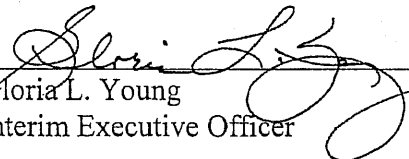
File No. 2000-02

Date Passed: October 31, 2000

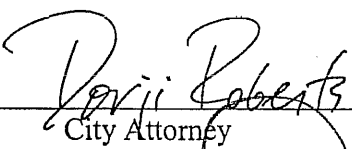
Resolution approving a Conflict of Interest Code.

Adopted by the following vote: 3-0.

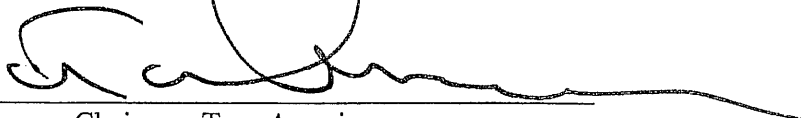
I hereby certify that the foregoing resolution was adopted on October 31, 2000, by the San Francisco Local Agency Formation Commission.



Gloria L. Young
Interim Executive Officer



David Roberts
City Attorney



Chairman Tom Ammiano

1 **San Francisco Local Agency Formation Commission**

2 **Resolution No.**

3 **[Resolution approving a Conflict of Interest Code].**

4 WHEREAS, The Political Reform Act, Government Code Sections 81000 et. seq.
5 requires each state and local government agency to adopt and promulgate a Conflict of
6 Interest Code; now, therefore, be it

7 RESOLVED, That the provisions of Regulation 18730 of the California Fair Political
8 Practices Commission (2 Cal. Admin. Code § 18730), as the regulation reads on the date this
9 motion is adopted, and as the regulation may be amended from time to time by the Fair
10 Political Practices Commission, are hereby adopted and incorporated herein by this reference
11 as the Conflict of Interest Code for the San Francisco Local Agency Formation Commission;
12 and, be it

13 FURTHER RESOLVED, That the provisions of Sections 3.1-100 – 3.1-107 of the San
14 Francisco Campaign and Governmental Conduct Code as the Code reads on the date this
15 motion is adopted, and as the Code may be amended from time to time by the Board of
16 Supervisors of the City and County of San Francisco, are hereby adopted and incorporated
17 herein by this reference to the Conflict of Interest Code for the San Francisco Local Agency
18 Formation Commission; and, be it

19 FURTHER RESOLVED, That the following designated positions and disclosure
20 categories constitute the Appendix portion of the Conflict of Interest Code for the San
21 Francisco Local Agency Formation Commission:

Designated Positions	Disclosure Category
Member	1
Executive Officer	1
Consultants*	1

1 * The Executive Officer may determine in writing that a particular consultant, although a
2 "designated position," is hired to perform a range of duties that is limited in scope and thus is
3 not required to comply fully with the disclosure requirements described in this code. Such a
4 determination shall include a description of the consultant's duties and, based upon that
5 description, a statement of the extent of disclosure requirements. The Executive Officer's
6 determination is a public record and shall be retained for public inspection in the same
7 manner and location as this conflict of interest code.

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

**SAN FRANCISCO LOCAL AGENCY FORMATION COMMISSION
GENERAL POLICIES AND PROCEDURES**

1.24. Alternate Commissioners are encouraged to take an active role in San Francisco LAFCO business, including discussions and deliberations on project proposals, CALAFCO legislative activities and training workshops, interagency coordination and communication, and participation in policy development and other working groups.

1.25. Alternate members may vote in place of any regular member who is absent or who disqualifies himself or herself from participating in an action (§56325).

1.26. A Commissioner is required to vacate their seat if he or she ceases to hold the originating office (§56334).

1.27. Commission members and alternates receive a stipend of \$100 per meeting and are reimbursed for reasonable and necessary expenses incurred in performing the duties of their office (§56334).

1.28. It is the policy of San Francisco LAFCO to be a member of the California Association of Local Agency Formation Commissions.

1.3. CONFLICT OF INTEREST

1.31. The Political Reform Act, Government Code Sections 81000 et seq., requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code. This standard Code can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. The San Francisco LAFCO duly adopted a Conflict of Interest Code on October 30, 2000. The terms of such Conflict of Interest Code, and any amendments to it duly adopted by the Commission, are incorporated by reference herein.

1.32. The Conflict of Interest Code requires that the Executive Officer and members of the Commission shall file Statements of Economic Interests. Consultants to the Commission may also be required to file Statements of Economic Interest. The Executive Officer may determine, in writing, that individuals or firms contracting with the Commission for the provision of consulting services are not required to file Statements of Economic Interests. Any such written determination shall include a description of the contractee's duties and, based upon that description, a statement of the extent of economic disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

1.33. Statements of Economic Interests shall provide disclosure in all of the following categories: All sources of income, interests in real property, and investments and business positions in business entities located in or doing business in San Francisco.

1.34. Statements of Economic Interests shall be filed with the San Francisco Ethics Commission.