



TO: San Francisco Ethics Commission
FROM: Mohammed Nuru, Director, San Francisco Public Works
SUBJECT: Proposed revisions to Statement of Incompatible Activities
DATE: January 29, 2018

Mark Farrell
Mayor

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Attached is a revised version of the San Francisco Public Works Statement of Incompatible Activities for your consideration and approval. Aside from minor changes in grammar and punctuation, and to ensure the statement conforms to the department's style guidelines, the following substantive changes are proposed:

1. Section II (mission statement) – This has been updated to reflect the version now in use by Public Works.
2. Section III (restriction on incompatible activities) – One sentence was added to make it clear that work performed on behalf of non-profit charitable organizations is not generally prohibited. The language is the same as that of previously approved SIAs in use by the Department of Building Inspection and the Planning Department.
3. Section III(A)1 (activities that conflict with official duties) – This section was previously reserved and not in use. The proposed addition is nearly identical to language in previously approved SIAs in use by the Department of Building Inspection and the Planning Department.
4. Section III(A)3(a) (assistance in responding to city bids) – Language currently in use by the Department of Building Inspection and the Planning Department is added to clarify that employees are prohibited from providing selective assistance to non-profits for which they volunteer.
5. Section III(C)3 (advance written determination) – One paragraph is added to specify that before a request goes to the director for a final determination, it must be reviewed by the employee's bureau or division manager, then GSA-HR. This is already departmental policy and the addition incorporates the existing language in Public Works Procedures 02-01-04 and 03-02-06, and Civil Service Commission Rule 118.