

City and County of San Francisco Refuse Rate Board Member Code of Conduct

As required with the passage of Proposition F (June 2022) and as codified in the San Francisco Health Code Section 209.6(b)2, the Refuse Rate Board shall adopt and adhere to a code of conduct, including limitations on ex parte communications during the rate setting process.

Code of Conduct Provisions

- 1) Guiding Principles
- 2) Ex Parte Communications
- 3) Ethics Rules

Guiding Principles

Proposition F establishes that Refuse Rate Board members shall (a) work to adopt rate orders that promote cost-effective refuse service that meets established service standards and environmental goals; (b) work to determine a rate structure that will encourage rate stability and ensure rates are reasonable and fair; (c) ensure that the process for establishing refuse rates is transparent, accountable, and publicly accessible; and (d) conduct their work with high professional ethical standards and exercise their public duties and conduct all meetings in a manner that ensures and promotes public trust.

Ex Parte Communications

It shall be against the policy of the Refuse Rate Board for members to communicate with refuse companies on matters within the subject matter jurisdiction of the Refuse Rate Board, either directly or through intermediaries, except in duly-noticed Rate Board Hearings, Commission Hearings, or other public hearings that are open to the public. This policy shall apply to communications starting on the date that either the Refuse Rate Administrator or a refuse company, whichever comes first, notices the Refuse Rate Board of an intent to request changes to the rate; and until such time as the Refuse Rate Board has adopted a final rate order. However, the policy shall not apply to communications regarding the refuse service a member receives in their individual capacity (e.g., ordinary service requests). This policy also shall not apply to communications between a refuse company and a member with respect to City business distinct from the actual rate-setting process, except that in such case, the member shall disclose the nature of the communications on the record at the start of the next Refuse Rate Board hearing.

Ethics Rules

Members shall comply with state and local ethics rules, including those concerning actual and potential conflicts of interest, and must publicly disclose such matters as required by City law and policy. Each member shall also receive regular training on state and local ethics rules. Members may consult with the City Attorney's Office regarding any questions in this regard.