

RESOLUTION NUMBER R- 290853

ADOPTED ON OCT 19 1998

RESOLUTION ADOPTING THE REVISED CONFLICT OF  
INTEREST CODE FOR THE INTERGOVERNMENTAL  
RELATIONS DEPARTMENT.

WHEREAS, by Resolution R-287945 adopted on October 21, 1996, the City Council approved the Intergovernmental Relations Department's Conflict of Interest Code, which was revised and updated following the required City-wide biennial review of all conflict of interest codes for which the Intergovernmental Relations Department serves as code reviewing body; and

WHEREAS, Government Code section 87306 requires agencies to amend their conflict of interest codes whenever an amendment is necessitated by changed circumstances, including the creation of new positions which must be designated and relevant changes in the duties assigned to existing positions; and

WHEREAS, the Intergovernmental Relations Department has proposed changes to Appendix A and Appendix B of that office's conflict of interest code to accurately reflect designated positions and appropriate disclosure categories; NOW, THEREFORE,

BE IT RESOLVED, that the Intergovernmental Relations Department's proposed changes to Appendix A and Appendix B of that office's conflict of interest code are hereby approved and are incorporated into its conflict of interest code.

BE IT FURTHER RESOLVED, that revised Appendix A and Appendix B to the Intergovernmental Relations Department's Conflict of Interest Code be placed on file in the

Office of the City Clerk as Document No. RR- 290853.

BE IT FURTHER RESOLVED that the revised Conflict of Interest Code for the Office of the Intergovernmental Relations Department become effective upon the date of adoption of this resolution.

APPROVED: CASEY GWINN, City Attorney

By Lisa A. Foster  
Lisa A. Foster  
Deputy City Attorney

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09/18/98  
Or.Dept: Intergov. Relations Dept.  
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**Appendix A**  
Intergovernmental Relations Department  
Conflict of Interest Code  
Designated Position

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Oversees the department's effort to advocate and secure the passage of federal and state measures which enhance the City's capacity to govern and provide essential community services. Working closely with the City's retained advocates in Sacramento and Washington, D.C., the Director maintains regular contact with the local delegation and members of the State Legislature and Congress, respectively. The Director also acts as liaison between the City, state and federal administrative agencies, and provides coordination for regional governmental relations needs. In addition, the Director oversees efforts to assist City officials in negotiations with other governmental entities and to identify and seek grant funds to assist programs conducted by the City of San Diego.	1
Assistant Director	Works with the Director to oversee the department's efforts to advocate and secure the passage of federal and state measures which will enhance the City's capacity to govern and provide essential services. The Assistant Director also works closely with the City's retained advocates in Sacramento and Washington, D.C., while maintaining regular contact with the local delegation and members of the State Legislature and Congress, respectively. The Assistant Director also acts as liaison between the City, state and federal administrative agencies, and provides coordination for regional governmental relations needs. In addition, this position works with the Director to oversee efforts to assist City officials in negotiations with other governmental entities and to identify and seek grant funds to assist programs conducted by the City of San Diego.	1

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(Appendix A con't)

Legislative Analyst	The legislative analyst provides analytical support to the Director and Assistant Director. This position is responsible for developing position papers and preparing correspondence in support of the City's legislative agenda. It is also responsible for communicating and distributing legislative impacts to City departments, and to the City Council. This position is also responsible for working with the City's Grant Administrator to track grant applications and inform departments of available grant opportunities. In addition, this position prepares, administers, and analyzes the Intergovernmental Relations Budget.	2
Administrative Assistant (Council Rep.)	This position coordinates the necessary administrative services to support the activities of the organization. This position's duties include preparation of correspondence, maintenance of records, payroll, and management of one support staff person responsible for reception, distribution of legislative materials, and other administrative functions.	2
Contracted Advocates	<u>Sacramento Representation:</u> Maintains regular contact with the Legislature (with emphasis on our local delegation) and executive agencies of state government; prepares legislation and amendments; presents testimony to legislative committees; and advocates City positions to individual members of the Legislature and state administrative agencies. The Sacramento representation conducts or assists in negotiations with state agencies and identifies grant opportunities.	3
	<u>Washington, D.C. Representation:</u> Maintains regular contact with Congress (with emphasis on our local delegation) and with all federal executive departments; works with federal agencies in developing administrative regulations beneficial to program activities in the City; and assists in negotiations with federal agencies relating to program funding. The Washington, D.C. representation reviews and regularly reports on all federal activity which may impact the City.	3

(Appendix A con't)

Consultant

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

4

The department Director or Assistant Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The department Director's or Assistant Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

## Appendix B

Intergovernmental Relations Department  
Conflict of Interest Code  
Disclosure Categories

<u>Category</u>	<u>Description</u>
1	<p>A. Investments and business positions in any business entity located in or doing business with the City.</p> <p>B. Income and gifts from sources located in or doing business with the City.</p> <p>C. Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p>
2	<p>A. All business positions and investments in any firm or entity that supplies goods or services to the City of San Diego, that is a tenant of The City of San Diego, that is an adverse party to The City of San Diego in a legal proceeding, or is granted authority by The City of San Diego to use City facilities.</p> <p>B. All interests in real property owned or used by any person that supplies goods or services to The City of San Diego, that is a tenant of The City of San Diego, that is an adverse party to The City of San Diego in a legal proceeding, or is granted authority by The City of San Diego to use City facilities.</p> <p>C. All income and gifts from any person that supplies goods or services to the City of San Diego, that is a tenant of The City of San Diego, that is an adverse party to The City of San Diego in a legal proceeding, or is granted authority by The City of San Diego to use City facilities.</p>
3	All income and gifts from contracts with other public or private entities or persons for lobbying California or U.S. legislative or administrative bodies.
4	<p>Consultants shall be included in the list of designated employees <u>and shall disclose pursuant to the broadest disclosure category</u> in the code subject to the following limitation:</p> <p>The department Director or Assistant Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The department Director's or Assistant Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>

CERTIFICATION

The foregoing amendment to the Conflict of Interest Code was prepared by the City of San Diego Intergovernmental Relations Department after a fair opportunity was offered to the members of the Intergovernmental Relations Department to present their views.

9/16/98

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Date



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IRD Director