

RESOLUTION NUMBER R- 290923

ADOPTED ON NOV 10 1998

RESOLUTION ADOPTING THE REVISED
CONFLICT OF INTEREST CODE FOR THE
METROPOLITAN WASTEWATER
DEPARTMENT.

WHEREAS, by Resolution R-290243 adopted on June 15, 1998, the City Council approved the Metropolitan Wastewater 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 City Council serves as code reviewing body; and

WHEREAS, Government Code section 87306.5 requires biennial review of local conflict of interest codes every even-numbered year, 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 Metropolitan Wastewater Department has proposed changes to Appendix A and Appendix B of that department's conflict of interest code to accurately reflect designated positions and appropriate disclosure categories; NOW, THEREFORE,

BE IT RESOLVED that the Metropolitan Wastewater Department's proposed changes to Appendix A and Appendix B of that department'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 Metropolitan Wastewater Department's Conflict of Interest Code be placed on file in the Office of the City Clerk as Document No. RR- 290923

BE IT FURTHER RESOLVED that the revised Conflict of Interest Code for the Metropolitan Wastewater 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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METROPOLITAN WASTEWATER DEPARTMENT

CONFLICT OF INTEREST CODE
DESIGNATED POSITIONS

APPENDIX A

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>ADMINISTRATION</u>		
Director	Administration of the Metropolitan Wastewater Department.	1
Assistant Director	Assist Director in administration of the Metropolitan Wastewater Department.	1
Competition Manager	Manage competition program for the Metropolitan Wastewater Department. Develop and manage incentive and other employee production programs.	2
Consultant	Performs program management consultant services for the Metropolitan Wastewater Department to advise and assist the Director.	3
<u>SERVICES AND CONTRACTS</u>		
Deputy Director	Approves or recommends financial decisions regarding construction contracts, engineering contracts, modification to existing facilities, and procurement of materials and equipment; negotiates and administers agency contracts; administers grants; prepares operations and maintenance and capital improvements budgets.	1
Assistant Deputy Director	Assists Deputy Director in administering contracts, modification to existing facilities, and procurement of materials and equipment; administration of agency contracts, grants, and budgeting.	1
Supervising Management Analyst	Supervises, analyzes and administers revenue plan data, cost and budgetary data, grant and loan requests, or agency contracts and payments.	2
Principal Contract Specialist	Approves or recommends financial decisions regarding construction contracts, engineering contracts, modifications to existing facilities, and procurement of materials and equipment.	2

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Senior Contract Specialist	Coordinates and participates in the review and evaluation of statements of qualification, proposals and bids; negotiates agreements; coordinates the review and approval of contractor's submittals; and develops and negotiates contract changes.	2
Information Systems Analyst IV	Supervises and administers overall departmental computer and data systems programs; oversees data systems training; and develops data processing budgets.	2
Senior Management Analyst	Approves and/or recommends financial decisions regarding grants and loans, rate case, or agency contracts.	2
Consultant	Performs consultant services for the Metropolitan Wastewater Department to assist in to financial and institutional issues.	3
<u>ENGINEERING AND WATER RECLAMATION</u>		
Deputy Director	Approves or recommends financial decisions regarding the planning, design, and construction of water reclamation plants; the development of privatization framework; and the coordination and management of value engineering evaluations.	1
Senior Civil Engineer	Supervises the functions related to the planning, design and construction of water reclamation plants including quality assurance/quality control, engineering support, and technical studies.	2
Senior Mechanical Engineer	Supervises the function related to mechanical and electrical design and operation of water reclamation systems including control systems and biosolids management.	2
Senior Structural Engineer	Supervises the functions related to providing technical support to design management including computer assisted design programs (CADD) and the development of standard guidelines.	2
Project Officer II	Performs high level engineering analysis of water reclamation plant ancillary facilities.	2
Community Service Center Manager	Manages the Clairemont Community Services Center and serves as a liaison between the City of San Diego and the Clairemont community. Addresses public concerns by providing information and assistance with City services.	2

Consultant	Performs consultant services for the Metropolitan Wastewater Department to assist in the design and operation of wastewater treatment facilities.	3
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OPERATIONS AND MAINTENANCE

Deputy Director	Approves and/or recommends financial decisions regarding the operation and maintenance of regional wastewater treatment and conveyance facilities.	1
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Assistant Deputy Director	Assists in the approval and/or recommendation of financial decisions regarding the operation and maintenance of regional wastewater treatment and conveyance facilities.	1
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Wastewater Treatment Plant Superintendent	Responsible for supervising maintenance and operation for wastewater plants, sludge processing facilities, training, and major pump stations. Makes recommendations regarding equipment purchases and capital improvements including expansion, modification and replacement.	2
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Supervising Management Analyst	Supervises, analyzes, prepares and administers the Operations and Maintenance budget for the Department.	2
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Senior Civil Engineer	Supervise the O & M Division's engineering programs including design, planning, and operations.	2
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Senior Control Systems Engineer	Oversees the design, construction and operation of Instrumentation and Control for the Department.	2
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PROGRAM MANAGEMENT

Deputy Director	Approves or recommends financial decisions regarding the schedule, planning, design, land acquisition, permits, environmental issues, value engineering, construction, contracts, constructibility review and construction cost control of new treatment facilities.	1
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Project Officer II	Overseeing construction projects; responsible for functions related to environmental and land issues, consultant compliance with City and environmental regulations.	2
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Senior Civil Engineer	Supervises the engineering functions for wastewater treatment projects including design and construction, or supervises technical support functions including permits and land acquisition.	2
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Consultant	Performs construction management and scheduling consultant services for the Metropolitan Wastewater Department to coordinate and oversee the Department's construction projects.	3
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TECHNICAL SERVICES

Deputy Director	Makes or approves all decisions to request equipment, supplies, materials and services. Develops and proposes Division's budget. Makes recommendations and administers all work programs of the Division.	1
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Senior Marine Biologist	Responsible for administration and supervision of Wastewater Laboratory, research programs and projects, and approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2
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Senior Chemist	Responsible for administration and supervision of Wastewater Laboratory, research programs and projects, and approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2
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Industrial Waste Program Manager	Supervises the Industrial Waste Control Program. Inspects and issues permits to industrial facilities and waste haulers to ensure compliance with industrial waste discharge regulations.	2
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WASTEWATER COLLECTION

Deputy Director	Administers work programs and budget of the Wastewater Collection Division.	1
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Senior Civil Engineer	Supervises the Wastewater Collection Division's engineering programs including design, planning, and operation.	2
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General Water Utility Supervisor	Responsible for coordination of all wastewater collection maintenance in the City of San Diego.	2
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Supervising Industrial Waste Inspector (FEWD)	Responsible for and coordinates all Food Establishment Wastewater Discharge Permit Program (FEWD) activities.	2
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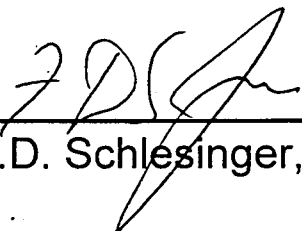
METROPOLITAN WASTEWATER DEPARTMENT
CONFLICT OF INTEREST CODE
DISCLOSURE CATEGORIES

APPENDIX B

<u>CATEGORY</u>	<u>SCHEDULE</u>	<u>DESCRIPTION</u>
1	All	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>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	As Required	<p>All investments and business positions in any firm or entity which supplies goods or services to the Metropolitan Wastewater Department of the City, ("Department"), that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p> <p>All interests in real property owned or used by any firm or entity that supplies goods or services to the Department, that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p> <p>All sources of income, loans or gifts from any person, firm or entity that supplies goods or services to the Department, that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p>
3	As Required	<p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code subject to the following limitation:</p> <p>The Department Director, Assistant Director, Deputy Directors or Assistant Deputy Directors 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 in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Department Director's, Assistant Director's, Deputy Director's or Assistant Deputy 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 Metropolitan Wastewater Department after a fair opportunity was offered to members of the Department to present their views.



F.D. Schlesinger, Director

9/15/98
Date