

(R-99-231)

RESOLUTION NUMBER R- 290925

ADOPTED ON NOV 10 1998

RESOLUTION ADOPTING THE REVISED
CONFLICT OF INTEREST CODE FOR THE
SAN DIEGO WATER DEPARTMENT.

WHEREAS, on April 27, 1977, the City Council approved the Water 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 Water 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 Water 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 Water Department's Conflict of Interest Code be placed on file in the Office of the City Clerk as Document No. RR- 290925.

BE IT FURTHER RESOLVED that the revised Conflict of Interest Code for the Water 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

LAF:cdk
10/08/98
Or.Dept:Water
R-99-231
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**WATER DEPARTMENT
AMENDMENT NO. 9
EXHIBIT A**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>PUBLIC WORKS ADMINISTRATION</u>		
Deputy City Manager	Administration of Departments in the Public Works Business Center.	1
<u>ADMINISTRATION DIVISION</u>		
Director	Administration of the Water Department.	1
Program Manager (Human Resources)	Responsible for Human Resources management and Labor Relations for the department.	1
Real Estate Assets Manager	Responsible for the management of Water Department leases and property acquisition.	1
Consultants		3
<u>WATER OPERATIONS DIVISION</u>		
Deputy Director	Make or approve all decisions to request equipment, supplies, materials and services. Develop and propose the Water Operations Division's budget. Make recommendations for plant expansions, modifications and improvements. Review all plans and specifications for Capital Improvement Projects.	1
Assistant Deputy Director	Assist the Deputy Director in the administration of work programs and budget of the Water Operations Division.	1
Water Production Superintendent (Water Filtration Plant)	Responsible for supervising maintenance and operation of water plants. Request and recommend purchase of equipment, machine parts, and chemical supplies for treatment processes. Recommend repair and maintenance services. Make recommendations regarding Capital Improvements including expansion, modification, and replacement. Can approve/disapprove items of equipment in new construction projects. Participate in acceptance of completed construction work.	2

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OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Water Production Superintendent (Water Lab)	Responsible for supervising maintenance and operation of the Water Quality Laboratory. Request and recommend purchase of equipment, machine parts, and chemical supplies for treatment processes and quality testing. Recommend repair and maintenance services. Make recommendations regarding Capital Improvements including major expansion, modification, and replacement. Can approve/disapprove items of equipment in new construction projects. Participate in acceptance of completed construction work. Set specifications of construction contracts, administer design contracts, and recommend award of contracts. Supervises methods and requirements of chemical, mechanical, and biological treatment for water.	2
Senior Chemist (Water Lab)	Responsible for administration of Chemistry Laboratory. Approve all materials, supplies, equipment, and services purchased for these operations. Review and approve all technical reports and studies. Has influence on methods and requirements of chemical and mechanical treatment for water.	2
Senior Biologist (Water Lab)	Responsible for administration of Biology Laboratory. Approve all materials, supplies, equipment, and services purchased for these operations. Review and approve all technical reports and studies. Has influence on methods and requirements of biological treatment for water.	2
Senior Civil Engineer	Responsible for administration and supervision of the Water Operations Division's engineering programs including design, planning, and operations.	2
Lakes Program Manager	Responsible for outdoor and water-based recreational activities compatible with a safe and potable water supply.	2
Safety Manager	Supervise and administer overall department safety functions/activities.	2

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Supervising Management Analyst	Assist in the administration of all work programs and personnel issues in the Water Operations Division.	2
General Water Utility Supervisor (Construction)	Assume responsibility for and coordinate all maintenance and construction activities in all areas of the City.	2
Principle Water Utility Supervisor	Oversees Special Services activities, coordination and estimating (including third parties), and material procurement.	2
Consultants		3
<u>MANAGEMENT SERVICES DIVISION</u>		
Deputy Director	Administer work programs and budget of the Management Services Division	1
Program Manager (Business Operations)	Supervise and administer the Financial Services, and Contracts and Grants Section. Analyze cost and budgetary data. Oversee Departmental financial and budget issues. Verify proper disbursements and expenditures.	1
Supervising Management Analyst (Water Resources Manager)	Supervise and administer overall water conservation efforts for City. Perform field investigations and water conservation audits.	2
Information Systems Analyst IV (MIS Manager)	Supervise and administer overall departmental computer and data systems programs. Oversees Management Information Systems training and develop data processing budgets.	2
General Water Utility Supervisor	Assume responsibility for and coordinate all meter, water hydraulics, and Program Coordination.	2
Training Manager	Supervise and administer overall department general job training program.	2
Customer Services Supervisor (Customer Services Office Manager)	Supervise Customer Service Section, Office Operations, including billing charges and adjustments, payment processing, delinquent account collection, and resolution of customer complaints. Interpret and enforce Municipal Code, and City and Departmental policies.	2

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<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Supervising Management Analyst (Customer Services Field Manager)	Supervise Customer Service Section, Field Operations, including Consumer Services, Code Compliance, Sewer Classification and Inspection, Meter Reading, Route Management, and Water Restoration. Interpret and enforce Municipal Code, and City and Departmental policies.	2

Consultants 3

CAPITAL IMPROVEMENT PROGRAM MANAGEMENT

CIP Program Manager	Provides management and overall supervision to the entire Capital Improvement Program to ensure that all CIP projects are completed on schedule, within budget, and to meet all federal, state, and local agency rules, regulations, and policies.	1
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Chief Engineer	Manages the design and construction of complex capital projects, oversees the technical aspects of the capital program, and is responsible for the environmental coordination of all capital projects.	1
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Supervising Management Analyst	Tracks and monitors capital project expenditures, develops and administers the division's budget, acts as liaison to the City's financing services program and the bond community, and is responsible for contract administration, records management, computer support, and clerical support.	2
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Senior Civil Engineer (Group A)	Provides non-personnel funding for the design, design reviews, construction, upgrade, and expansion of the Alvarado, Otay, and Miramar water treatment plants.	2
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Senior Civil Engineer (Group B and C)	Provides non-personnel funding for design, design reviews, and construction management of water systems infrastructure capital projects in the Northern and Southern geographical region of San Diego. This section is responsible for pipelines, reservoirs, and pump station projects.	2
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Senior Civil Engineer (Group D)	Provides non-personnel funding to assist Capital Improvement Program management with special projects to support the overall program.	2
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<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Senior Engineer (Project Planning and Development)	Manages and executes all planning phase responsibilities. This effort ranges from long range system master planning to project definition and development to an approximate ten percent design level of effort.	2
Senior CIP Liaison (Operations)	Ensures that the operational perspective is brought to bear in resolving project and system issues related to the program. It provides a conduit between the operations division and capital improvements program, and serves as the initial "think-tank" for operational alternatives that may assist the project managers with cost saving opportunities in construction of particular projects.	2
CIP Construction Liaison	Provides coordination of construction contracts and activities with operations division, Capital Improvement Program and consultant construction managers. Assists project managers, engineers and water operations personnel in alleviating operational constraints which may impact construction contracts. Makes recommendations regarding operational alternatives to reduce project and/or construction costs.	2
Consultants		3

**Water Department
Statement of Economic Interest
Disclosure Categories**

Exhibit 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>Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, that is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</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 the code subject to the following limitation:</p>

**Water Department
Statement of Economic Interest
Disclosure Categories**

Exhibit B (Cont.)

The Department Manager, 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 Manager'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.

**Current State of Economic Interest
(Conflict of Interest Declaration)
Water Department**

<u>Division</u>	<u>Classification</u>	<u>Name</u>
Public Works Administration	Deputy City Manager	George I. Loveland
Administration	Water Department Director	Larry Gardner
	Program Manager (Human Resources Manager)	Paulette Mormino
	Real Estate Assets Manager	Bob Collins
Water Operations	Deputy Director	(Vacant)
	Assistant Deputy Director	Kent Floro
	Water Production Superintendent (Water Filtration Plants)	Walter Cooke
	Water Production Superintendent (Water Lab)	John Chaffin
	Senior Chemist (Water Lab)	Dana Chapin
	Senior Biologist (Water Lab)	Jeff Pasek
	Senior Civil Engineer	Tibor Varga
	Lakes Program Manager	James Brown
	Supervising Management Analyst	Alex Ruiz
	Senior Civil Engineer	(Vacant)
	General Water Utility Supervisor (Construction)	John Crowder
	Principle Water Utility Supervisor	Cal Turner
	Utility Safety Manager	Bob McAlister
	Management Services	Deputy Director
Program Manager (Business Operations Manager)		Dennis Gibson
Supervising Management Analyst (Water Conservation Manager)		Luis Generoso
Senior Civil Engineer (Water Reclamation)		Hussein Juybari
Information Systems Analyst IV (MIS Manager)		Richard Hammett
Supervising Management Analyst (Utility Training Manager)		Stuart Karasik
Supervising Management Analyst (Customer Services Field Manager)		Mary Ford
Customer Services Supervisor (Customer Services Office Manager)		Barbara Thompson
General Water Utility Supervisor (Meter Shop)		Del Hernandez

**Current State of Economic Interest
(Conflict of Interest Declaration)
Water Department (cont.)**

<u>Division</u>	<u>Classification</u>	<u>Name</u>
CIP Program Management	CIP Program Manager	Marsi Steirer
	Chief Engineer	Nick Kanetis
	Supervising Management Analyst	Sam Gray
	Senior Civil Engineer	Vic Bienes
	Senior Civil Engineer (Group "B" No.)	Steve Wallace
	Senior Civil Engineer (Group "C" So.)	Mike Conner
	Senior Civil Engineer (Group "D")	Ron Bankhead
	Senior Civil Engineer	Leonard Wilson
	Senior CIP Liaison	Gary Hogue
	Construction Liaison	Mark Stone

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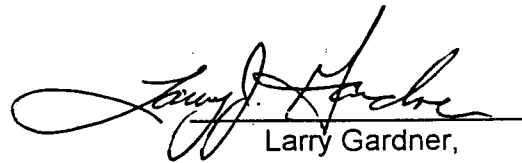
**Alphabetical Listing
Conflict of Interest Declaration
Water Department**

Vic Baines
Ron Bankhead
James Brown
John Chaffin
Dana Chapin
Bob Collins
Mike Conner
Walter Cooke
John Crowder
Kent Floro
Mary Ford
Larry Gardner
Luis Generoso
Dennis Gibson
Sam Gray
Richard Hammett
Del Hernandez
Gary Hogue
Hussein Juybari
Nick Kanetis
Stuart Karasik
George I. Loveland
Bob McAlister
Paulette Mormino
Jeff Pasek
Alex Ruiz
Marsi Steirer
Mark Stone
Barbara Thompson
Cal Turner
Deborah Van Wanseele
Tibor Varga
Steve Wallace
Leonard Wilson


Vacancies:

Deputy Director Water Operations
Senior Civil Engineer Water Operations

The foregoing amendment to the Conflict of Interest Code was prepared by the Water Department after a fair opportunity was offered to the employees of the Department to present their views. The Code is submitted to the City Council this 17th day of Sept, 1998.


Larry Gardner,
Water Department Director

The above amendment to the Conflict of Interest Code was approved by the Council of the City of San Diego, acting as the code reviewing body pursuant to the Political Reform Act of 1974, as amended, by Resolution No. R-290925 on NOV 10 1998


Charles G. Abdelnour,
City Clerk