

RESOLUTION NUMBER R- 297310

ADOPTED ON NOV 18 2002

RESOLUTION ADOPTING THE REVISED  
CONFLICT OF INTEREST CODE FOR THE  
ENVIRONMENTAL SERVICES DEPARTMENT.

WHEREAS, by Resolution No. R-294183, adopted on November 20, 2000, the City Council approved the Environmental Services 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 agency 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

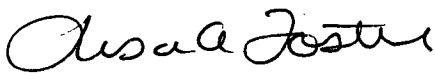
WHEREAS, the Environmental Services Department has proposed changes to Appendix A and Appendix B of that office's conflict of interest code to accurately reflect designated positions and appropriate disclosure categories; NOW, THEREFORE,

BE IT RESOLVED that the Environmental Services 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 Environmental Services Department's Conflict of Interest Code be placed on file in the Office of the City Clerk as Document No. RR-**297310**.

BE IT FURTHER RESOLVED that the revised Conflict of Interest Code the Environmental Services Department become effective upon the date of adoption of this resolution.

APPROVED: CASEY GWINN, City Attorney

By   
Lisa A. Foster  
Deputy City Attorney

LAF:jab  
09/27/2002  
Or.Dept: Env.Srvcs.  
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# ENVIRONMENTAL SERVICES DEPARTMENT

## APPENDIX A DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Environmental Services Director	Manages the Environmental Services Department. Approves major purchases of equipment, vehicles, supplies or services relating to department needs, including consultants, as described in each division.	1
Assistant Environmental Director	Assists Director in managing the Environmental Services Department. Approves major purchases of equipment, vehicles, supplies or services relating to department needs, including consultants, as described in each division.	1
Deputy Director, Environmental Services Department	Approves or makes recommendations concerning financial decisions for contracts, equipment purchases, consultant contracts, equipment leases, work clothes, service contracts and contracts for purchase and installation of equipment relating to identification, handling and disposal of hazardous and household hazardous waste, landfilling, energy, residential refuse, recycling, curbside greenery collection, and renewable resources (landfill gas, photovoltaic cells, etc.). Administers service contracts and grants. Prepares and administers budgets and manages division activities.	1
Assistant Deputy Director Environmental Services Department	Approves or makes recommendations regarding financial decisions concerning contracts, equipment purchases, consultant contracts, equipment leases, work clothes service and contracts, contracts for purchase and installation of equipment relating to identification, handling and disposal of hazardous and household hazardous waste, landfilling, energy, residential refuse, recycling and curbside greenery (yard waste) collection. Assists the Deputy Director with the administration of contracts and grants. Helps to prepare and administer budgets and manage division activities.	1

Supervising Management Analyst	Analyzes need for and/or recommends purchase of equipment, vehicles, supplies or services relating to department needs including consultants as described in each division. Acts as Project Manager and authorizes activities, contracts, supplies and/or equipment as needed on a special project basis. Supervises, analyzes and administers revenue data, cost and budgetary data, grants or agency contracts and payments.	1
Supervising Information Systems Coordinator	Approves and/or provides management with recommendations concerning information system hardware, software and consulting services. Evaluates compliance with contract specifications. Develops and manages department management information systems and geographic information systems. Manages all information system programs and activities.	6
Recycling Program Manager	Approves and/or provides management with recommendations concerning recycling program supplies, services and equipment requirements. Evaluates compliance with contract specifications. Develops and manages city-wide and specialized recycling programs.	2
Hazardous Material Program Manager	Approves and/or provides management with recommendations concerning hazardous material management program supplies, services and equipment requirements. Evaluates compliance with contract specifications. Develops and manages household hazardous waste and hazardous material handling and compliance programs.	3
Asbestos and Lead Program Manager	Approves and/or provides management with recommendations concerning lead and asbestos program supplies, services and equipment requirements. Evaluates compliance with contract specifications. Develops and manages lead and asbestos identification and abatement projects.	4
Field Operations Program Manager (Recycling Program Manager)	Approves or provides recommendations regarding financial decisions concerning contracts, equipment purchases, work clothes service contracts, contracts for purchase and installation of equipment, and other purchases and service agreements for both the Environmental Programs and the Refuse Disposal Divisions. Manages field projects throughout the Department.	5

Senior Civil Engineer	Approves or makes recommendations regarding financial decisions concerning contracts, consultant contracts and contracts for purchase and installation of equipment. Approves or makes recommendations regarding the licensing and franchising of refuse collection firms, including vehicle inspection, monitors for contract compliance, etc. Acts as project manager and authorizes activities, contracts, supplies and/or equipment as needed on a project basis.	5
Program Managers	Advises in the awarding of contracts and assigns/oversees the completion of projects; prepares and administers program budget; policy formulation; writing Managers Reports which include making recommendations to decision-makers.	2
Project Officer II	Advises in the awarding of contracts and administers the construction of larger, complex construction projects from the design stage through completion of construction.	2
Consultants	Determined by contract. Disclosure will be as required. See Appendix B.	7

# ENVIRONMENTAL SERVICES DEPARTMENT

## APPENDIX B

### DISCLOSURE CATEGORIES

<u>CATEGORY</u>	<u>DESCRIPTION</u>
1	Investments and business positions in any business entity located in or doing business with the City. Income and gifts from sources located in or doing business with the City. 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.
2	<p>Investments and business positions in firms or business entities that supply goods or services to the Environmental Services Department. Income and gifts from any person or business entity that supplies goods or services to the Environmental Services Department. Interests in real property owned or used by any person or business entity that supplies goods or services to the Environmental Services Department, or which is located in the City within a two-mile radius of any property used as a disposal site, transfer station, resource recovery facility and/or renewable resource site (e.g., photovoltaic installation).</p> <p>For purposes of this Category, “supplies goods or services to the Environmental Services Department” means manufactures or provides general or specialized motive equipment and/or materials; maintenance and industrial service companies; sustainability, refuse collection, recycling or disposal services or containers; and management consultants for services required by the Department.</p>
3	All interests in real property owned or used by, all gifts and income from and all investments and positions in any person, firm or entity which manufactures or supplies hazardous material management equipment including vehicles and consultant services required by the Program.
4	All interests in real property owned or used by, all gifts and income from and all investments and positions in any person, firm or entity which manufactures equipment or provides services dealing with lead or asbestos removal including suppliers and consultants for services required by the Program.

5 All interests in real property owned or used by, all gifts and income from and all investments and positions in any person, firm or entity which manufactures or supplies refuse collection, refuse disposal, or refuse recovery equipment, general motive equipment, or work clothes. Also any reportable investments in or income from any person, firm or entity which provides refuse collection, refuse disposal or resource recovery services including consultants as required by the division.

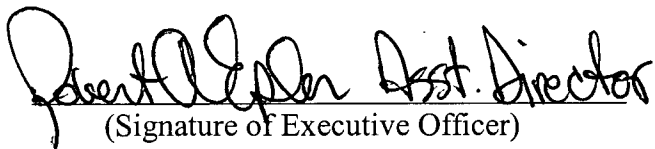
6 All interests in real property owned or used by, all gifts and income from and all investments and positions in any person, firm or entity which manufactures or provides management information systems (MIS) or geographic information systems (GIS) equipment, services or supplies. Also, all reportable gifts, investments in or income from any person, firm, or entity which provides Information Systems and/or GIS consulting services.

7 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:

The Department 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 upon that description, a statement of the extent of disclosure requirements. This determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

## CERTIFICATION

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

  
(Signature of Executive Officer)

88-02  
Date