

RESOLUTION NUMBER R-297312

ADOPTED ON NOV 18 2002

RESOLUTION ADOPTING A CONFLICT OF
INTEREST CODE FOR THE GENERAL
SERVICES DEPARTMENT.

WHEREAS, Government Code sections 87300 and 87302 require local agencies to adopt conflict of interest codes designating positions which involve the making or participation in making of decisions which may foreseeably have a material effect on financial interests, and for each position, the financial interests which are reportable; and

WHEREAS, the Equipment Division, Facilities Maintenance Division, Print Shop/Central Stores (Mail Room) Division, Purchasing Division, which were formerly contained within the Financial, Organization Development and Management Services Business Center, and the new Storm Water Pollution Prevention Division, as a part of organizational changes, are now contained in the newly created General Services Department; and

WHEREAS, the City Manager and City Attorney therefore recommend that a Conflict of Interest Code be adopted for the new General Services Department; and

WHEREAS, the City Council concurs in this recommendation; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego that a Conflict of Interest Code for the General Services Department is hereby adopted, consisting of standard language embodied in title 2, section 18730 of the California Code of Regulations, and any amendments to that regulation duly adopted by the Fair Political Practices Commission, Appendix A showing designated positions and their duties, and Appendix B showing the disclosure categories.

BE IT FURTHER RESOLVED, that a copy of the General Services Department's Conflict of Interest Code as adopted be placed on file with the Office of the City Clerk as Document No. RR-297312.

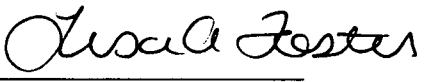
BE IT FURTHER RESOLVED, that the persons whose positions are designated in the General Services Department's Conflict of Interest Code shall file their statements of economic interest with the City Clerk.

BE IT FURTHER RESOLVED, that the statements of economic interest filed by designated persons be retained by the Office of the City Clerk and be made available for public inspection and reproduction.

BE IT FURTHER RESOLVED, that this Conflict of Interest Code for the General Service Department will supercede the Financial, Organization Development and Management Services Business Center's portion of the conflict of interest code pertaining to the following Divisions: the Equipment Division, Facilities Maintenance Division, Print Shop/Central Stores (Mail Room)Division, Purchasing Division.

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

APPROVED: CASEY GWINN, City Attorney

By 
Lisa A. Foster
Deputy City Attorney

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9/23/2002
Or.Dept:Gen.Srvs.Dept.
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GENERAL SERVICES DEPARTMENT

CONFLICT OF INTEREST CODE DESIGNATED POSITIONS

APPENDIX A

POSITION	DUTIES	CATEGORY
ADMINISTRATION		
Director	Administers the General Services Department.	1
EQUIPMENT DIVISION		
Deputy Director	Prepares and administers budgets and manages division activities; Approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, procurement of materials and equipment.	1
Fleet Manager	Represents the City in meeting with vendors, other City departments and other governmental agencies; supervises the preparation of, and/or approves all specifications and acquisition of motive parts and other materials needed for the operation of the division.	2
Associate Mechanical Engineer	Makes recommendations for the Division, detailed analysis for bids, writes bid specifications for purchase of all City motive equipment except Police and Fire.	2
Fleet Parts Buyer	Purchases a wide variety of motive and related parts, goods or commodities; and manages a motive parts storeroom.	2
FACILITIES MAINTENANCE		
Deputy Director	Prepares and administers budgets and manages division activities; approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, procurement of materials and equipment.	1
Senior Building Maintenance Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Building Maintenance Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Construction Estimator	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2

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Building Supervisor/Custodial	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Building Services Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Assistant/Associate Mechanical Engineer/Elevators	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Assistant Civil Engineer/General	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
PRINT SHOP/CENTRAL STORES		
Deputy Director	Plans, directs, and coordinates the activities and operations of the City's Print Shop, Central Stores and mail room; administers the budget, estimates and monitors revenues; administers contractual printing, services; conducts auctions and sale of surplus City property; interacts with vendors, City Departments, and the Mayor and City Council offices to review requests for service and ensure customer satisfaction; works closely with Financial Management staff to establish a fair and competitive rate structure.	1
Printing Services Supervisor	Acts for Deputy Director in his/her absence; schedules and coordinates a wide variety of print services; analyzes printing job requisitions; assesses the feasibility of in-house production and recommends the use of outside vendors when appropriate; estimates costs of printing jobs; inspects work for quality control purposes; maintains records related to operations.	2
Offset Press Supervisor	Decides whether City printing jobs are printed in-house or sent to outside vendors; places orders with pre-approved firms for materials, supplies, and services on contract; and selects appropriate outside printers or service bureaus based on price and ability to meet job requirements, including deadlines.	2

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Graphic Design Supervisor	Plans, coordinates and directs graphic design activities and performs related design work; coordinates with City departments to determine the level and type of graphic services required; coordinates with Print Shop to schedule and prioritize printing services; coordinates with vendors for contracted services; evaluates new graphic systems and equipment; establishes production priorities.	2
Storekeeper III	Oversees day-to-day operations of Central Stores; plans, organizes, and directs receipt, inspection, storage and issuance of City stock items; arranges for disposal of City surplus by auction, bid sales or discard; processes City surplus for disposition; monitors adherence to policies and procedures.	2
Storekeeper II	Plans, organizes and directs receipt, inspection, storage, and issuance of City stock items; arranges for disposal of City surplus by auction, bid sales or discard; processes City surplus for disposition; monitors adherence to policies and procedures; and may receive, inspect and issue stock.	2
Storekeeper I	Manages day-to-day activities of assigned storeroom; receives and inspects good for proper quality and quantity; places orders with pre-approved suppliers for stock items.	2
Central Stores Supervisor	Supervises Citywide Inventory control system and maintains system integrity, including accuracy of value and quantities on hand of all materials; supervises Central Stores' accounts payable section, including liaison with Auditors and San Diego Data Processing Corporation; arranges for disposal of City surplus by bid sales.	2
PURCHASING		
Purchasing Agent	Plans, directs and administers the City's Purchasing Program; and directs solicitation of bids and issuance of contracts for supplies, materials, equipment, non-professional services, and minor construction.	1
Principal Procurement Specialist	Plans, assigns, and supervises work of buyers in solicitation of bids for purchase of materials, supplies, equipment, and non-professional services; and plans and performs purchases of assigned commodities.	2
Senior Procurement Specialist	Plans and performs high value or complex purchases of equipment, materials, supplies and non-professional services.	2

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Procurement Specialist	Purchases an assigned group of commodities including equipment, materials and non-professional services	2
Buyer's Aide	Purchases an assigned group of relatively low value and less complex commodities including equipment, materials, supplies, and non-professional services.	2
STORM WATER POLLUTION PREVENTION		
Deputy Director	Prepares and administers budgets and manages division activities; approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, procurement of materials and equipment.	1
Senior Engineer	Reviews and evaluates consultant agreements, inspects construction sites; approves procurement of materials; approves contract payment; project management.	2
Biologist III	Reviews and evaluates agreements for professional/technical services, approves procurement of materials; approves contract payments; reviews and approves technical reports and studies.	2
CONSULTANTS		
Consultants	Refer to the Disclosure Category section (Exhibit B) for consultants.	3

Appendix B
GENERAL SERVICES DEPARTMENT
DISCLOSURE CATEGORIES

JULY 2002


(See Appendix A for Cross-Reference)

<u>CATEGORY</u>	<u>SCHEDULE</u>	<u>DESCRIPTION</u>
Category 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>
Category 2	As Required	<p>Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party of the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Interests in real property owned or used by any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p>
Category 3	As Required	<p>Consultants shall be included in the list of designated employees for the General Services Department and shall disclose pursuant to the broadest category in the code subject to the following limitation:</p> <p>The Department 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 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>

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CERTIFICATION

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



Ernie Anderson, General Services Director

8/19/02

Date