

RESOLUTION NUMBER R- 297318

ADOPTED ON NOV 18 2002

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

WHEREAS, by Resolution No. R-294188, adopted on November 20, 2000, 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 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 Metropolitan Wastewater 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 Metropolitan Wastewater 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 Metropolitan Wastewater Department's Conflict of Interest Code be placed on file in the Office of the City Clerk as Document No. RR- **297318**

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

LAF:jab  
09/27/2002  
Or.Dept: MWD  
R-2003-450  
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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
<u>INFORMATION AND ORGANIZATIONAL SUPPORT</u>		
Deputy Director	Approves or recommends policy and financial decisions regarding Information Systems, Human Resources, Strategic Planning and Performance Measurement, COMNET, and Safety	1
Department Information Officer	Manages technology related functions for the Metropolitan Wastewater Department including staff, budget, contracts, policies, strategic planning, and procurement of technology services.	2
Information Systems Administrator	Supervises and administers overall departmental Information Systems; oversees IT project management, infrastructure and customer support; and develops IT budget.	2
Supervising Human Resources Manager	Supervises and administers employee and organizational resources including Human Resources, Strategic Planning and Performance Measurement and budgetary data.	2
Senior Control Systems Engineer	Supervises and oversees the administration and support of Instrumentation and Control for the Department.	2
Project Officer II	Oversees the design, construction and operation of Instrumentation and Control for the Department.	2

### SERVICES AND CONTRACTS

Deputy Director	Approves or recommends policy and 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
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

### ENGINEERING AND PROGRAM MANAGEMENT

Deputy Director	Approves or recommends policy and financial decisions regarding the schedule, planning, design, land acquisition, permits, environmental issues, value engineering, construction, contracts and cost control of new treatment and reclamation facilities.	1
Assistant Deputy Director	Assists in the approval and/or recommendation of policy and financial decisions regarding schedule, planning, design, land acquisition, permits, environmental issues, value engineering, construction, contracts and cost control of new treatment and reclamation facilities.	1
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, 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, oversees construction projects; responsible for functions related to environmental and land issues, consultant compliance with City and environmental regulations. 2

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

OPERATIONS AND MAINTENANCE

Deputy Director Approves and/or recommends policy and financial decisions regarding the operation and maintenance of regional wastewater treatment and conveyance facilities. 1

Assistant Deputy Director Assists in the approval and/or recommendation of policy and financial decisions regarding the operation and maintenance of regional wastewater treatment and conveyance facilities. 1

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

Supervising Management Analyst Supervises, analyzes, prepares and administers the Operations and Maintenance budget for the Department. 2

Senior Civil Engineer Supervise the O & M Division's engineering programs including design, planning, and operations. 2

ENVIRONMENTAL MONITORING AND 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

Assistant Deputy Director Assists in making or approving 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

Senior 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
Senior Chemist	Responsible for administration and supervision of Wastewater Laboratory, research programs and projects, approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical wastewater treatment.	2
Pretreatment 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
<u>WASTEWATER COLLECTION</u>		
Deputy Director	Administers work programs, policy and budget of the Wastewater Collection Division.	1
Assistant Deputy Director	Assists with the administration of work programs, policy and budget of the Wastewater Collection Division.	1
Senior Civil Engineer	Supervises the Wastewater Collection Division's engineering programs including design, planning, and operation.	2
General Utility Supervisor	Responsible for coordination of all wastewater collection maintenance in the City of San Diego.	2
General Utility Supervisor - ISO	Create and manage documents, training, work requests, and business plans to ensure a successful ISO audit and certification.	2
Program Manager	Responsible for and coordinates all Food Establishment Wastewater Discharge Permit Program (FEWD) activities.	2

METROPOLITAN WASTEWATER DEPARTMENT  
**CONFLICT OF INTEREST CODE**  
**DISCLOSURE CATEGORIES**

APPENDIX B

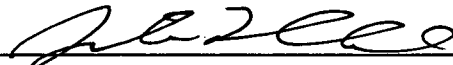
<u>CATEGORY</u>	<u>SCHEDULE</u>	<u>DESCRIPTION</u>
1	All	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including 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 the members of the Department to present their views.

8/7/02

Date

  
Scott Tulloch, Director