

RESOLUTION NUMBER R- 297331

ADOPTED ON NOV 18 2002

RESOLUTION ADOPTING A CONFLICT OF  
INTEREST CODE FOR THE SPECIAL PROJECTS  
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 Special Projects Department, which was formerly contained within the Employee Relations and Special Projects Business Center, has been renamed the Special Projects Department, as a part of organizational changes resulting in the creation of Special Projects as a separate entity; and

WHEREAS, the City Manager and City Attorney therefore recommend that a Conflict of Interest Code be adopted for the new Special Projects 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 Special Projects 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 Special Projects Department's Conflict of Interest Code as adopted be placed on file with the Office of the City Clerk as Document No. RR- **297331**

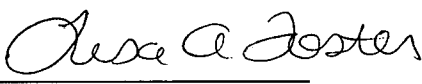
BE IT FURTHER RESOLVED, that the persons whose positions are designated in the Special Projects Department's Conflict of Interest Code shall file their statements of economic interest with the City Clerk.

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 Special Projects Department will supercede the portion of the Employee Relations and Special Projects Business Center's conflict of interest code pertaining Special Projects.

BE IT FURTHER RESOLVED, that the Conflict of Interest Code for the Special Projects Department becomes effective upon the date of adoption of this resolution.

APPROVED: CASEY GWINN, City Attorney

By   
Lisa A. Foster  
Deputy City Attorney

LAF:jab  
09/25/02  
Or.Dept:SpecialProjectsDept.  
R-2003-431  
Form=r&t.frm

# Special Projects Department

## Conflict of Interest Code

### APPENDIX A - DESIGNATED POSITIONS

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Deputy City Manager	Manages all aspects of the department	1
Director	Oversees day-to-day activities within the Special Projects Department; coordinates special assignments and manages assigned task forces.	1
Program Managers (3)	Assist the City Manager, Assistant City Manager, and other City management staff by providing research assistance, preparing and reviewing reports, and drafting correspondence; undertaking special assignments; sitting on boards and committees as required; oversee fifteen Community Service Centers; and acting as a liaison between the Manager's Office, the Mayor and City Council, and the community.	1
Director of Special Events Special Events Administrator	Generate and negotiate events which produce revenues for the City; provide specialized expertise for major City-sponsored events; monitor the one-stop permit process set forth in the Special Events Ordinance, including applications, departmental routing, permit approvals, coordinate with other agencies; and manage the City Store.	2
Development Director Endowment Officer	Develops, negotiates and implements marketing partnerships which provide cash and/or in-kind goods and services to the City. Seeks corporate sponsorships for specific programs and facilities, and assists other Departments with corporate solicitations. Seeks gifts of funds, buildings, land and other items of market and historical value from private individuals, corporations, foundation and trusts; and works closely with other City programs to educate the community on funding requirements for City programs.	2
Community Service Center Manager (11)	Manages individual Community Service Centers. Duties include community collaboration, interaction with City officials and provision of City services.	3
Consultants (2):	Duties as specified in consultant contract.	3

# Special Projects Department

## Conflict of Interest Code

### APPENDIX B - DISCLOSURE CATEGORIES

#### Category 1:

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego (the City).
- b. Income and gifts from sources located in or doing business with the City.
- c. 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.

#### Category 2:

- a. 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, or is granted authority by the City to use City facilities.
- b. 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.
- c. 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.


#### Category 3:

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The department director, assistant department director, program or projects managers, or supervisors 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 department director's, assistant director's, program or project manager's or supervisor'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.

**CERTIFICATION**

The foregoing amendment to the Conflict-of-Interest code was prepared by the City of San Diego's Special Projects Department after a fair opportunity was offered to the members of the Special Projects Department to present their views.

  
Jon G. Dunchack, Director  
Special Projects Department

*July 26, 2002*