

RESOLUTION NUMBER R-297334

ADOPTED ON NOV 18 2002

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

WHEREAS, by Resolution No. R-294200, adopted on November 20, 2000, 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 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

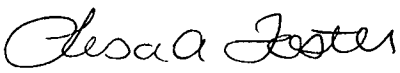
WHEREAS, the Water Department has proposed changes to Appendix A of that office's conflict of interest code to accurately reflect designated positions; NOW, THEREFORE,

BE IT RESOLVED, that the Water Department's proposed changes to Appendix A 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 to the Water Department's Conflict of Interest Code be placed on file in the Office of the City Clerk as Document No. RR- **297334**

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
Deputy City Attorney

LAF:jab
09/30/2002
Or.Dept: Water
R-2003-478
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WATER DEPARTMENT
CONFLICT OF INTEREST CODE - AMENDMENT NO. 11
APPENDIX A - DESIGNATED POSITIONS

ADMINISTRATION DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Director	Administration of the Water Department.	1
Program Manager (Human Resources)	Responsible for Human Resources management and Labor Relations for the department.	1
Program Manager (Business Operations)	Supervise and administer the Financial Services, and Contract and Grants Section. Analyze cost and MIS budgetary data. Oversee Departmental financial and budget issues. Verify proper disbursements and expenditures.	1
Information Systems Analyst IV (I S Administrator)	Supervise and administer overall departmental computer and data systems programs. Oversees (Management) Information Systems training and develop data processing budgets.	2
Supervising Management Analyst (Financial Services)	Supervises, analyzes and administers revenue and expenditure plan data, cost, and budgetary data. Assists in overseeing Departmental financial and budget issues.	2
Supervising Management Analyst (Grants and Agreements)	Supervises, analyzes and helps administer grants, agreements, and legislative review. Assists in overseeing Departmental financial, budget and contract issues.	2
Training Manager	Supervise and administer overall department general job training program.	2
Training Supervisor	Assist the Training Manager in administering overall department job training program. Responsible for making recommendations to the Training Manager regarding selection of outside vendors and services for the Water Department.	2
Consultant	As specified in contract.	3

CUSTOMER SUPPORT DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Administer work programs and budget of the Customer Support Division.	1

Assistant Deputy Director	Assists the Deputy Director in the administration of work programs and budget of the Customer Support Division.	1
Water Resources Manager	Responsible for the development and implementation of water conservation programs and evaluation of new programs and technologies that help and support conserving water.	1
Supervising Management Analyst (Water Conservation)	Supervise and administer overall water conservation efforts for City. Perform field investigations and water conservation audits.	2
Recycled Program Manager (Recycled Water)	Supervise and administer overall recycled water efforts for City. Provides non-personnel funding for design, design review of recycled water distribution systems.	2
Claim and Insurance Manager (Customer Information and Billing Manager)	Supervise Customer Service Section, Office Operations, including billing charges and adjustments, payment processing, delinquent account collection and resolution. Interpret and enforce Municipal Code, and City and Departmental policies.	2
Claim and Insurance Manager (Compliance and Meter Reading 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
Principal Water Utility Supv. (Meter Services Manager)	Assume responsibility for and coordinate meter water hydraulics, and Program Coordination.	2
Consultant	As specified in contract.	3

WATER OPERATIONS DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</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	Assists the Deputy Director in the administration of work programs and budget of the Water Operations Division.	1
Program Manager (Construction)	Responsible for reviewing, modifying, and developing Departmental policy regarding the methods and procedures	1

used to achieve the objectives of the Department's construction operations. Develop and implement internal mechanisms to capture and analyze the the fully allocated cost regarding the provisions of service within the new geographic structure.

Program Manager (Engineering)	Responsible for all non-CIP engineering within the Water Department, administer Maps & Records underground location services, Geographic Information Systems (GIS) and locating, Treatment Plant engineering, Corrosion Control engineering, Groundwater Production, Water Modeling, Hydrography, Pump Station engineering and all engineering related to Reservoirs and Dam Safety and distribution system operations.	1
Program Manager (Water Operations)	Responsible for coordinating with private contractors, local water agencies, and state and federal regularators regarding the upgrade and expansion of water facilities, critical system maintenance or service disruption activies, or long term system demand concerns. Review agreements with other agencies regarding the purchase and provision of water.	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.	2
Supervising Management Analyst	Assist in the administration of all work programs and personnel issues in the Water Operations Division.	2
Water Production Superintendent (Water Lab)	Responsible for supervising maintenance and operation (Including chemical, mechanical, and biological water treatment) of the Water Quality Laboratory. Request and recommend purchase of equipment and chemical supplies for treatment processes and quality testing. Recommend repair and maintenance services and Capital Improvments including major expansion, modification, and replacement. Can approve/ disapprove items of equipment in new construction projects. Participates in the acceptance of completed construction work. Set specifications of construction contracts, administer design contracts, and recommend award of contracts.	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 biological 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 portable water supply.	2
Safety Manager	Supervise and administer overall department safety functions/activities.	2
Stormwater/Watershed Program Manager	Responsible for Compliance of Stormwater Program and overall administration of department watershed.	2
Consultant	As specified in contract.	3

WATER POLICY, CIP FINANCE & PLANNING
DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director (Finance and Planning)	Responsible for overall management and supervision of planning and project development of new facilities, public information and outreach, environmental and permit coordination, contracts management, and budget and financing of the Water Department's Capital Improvement Program.	1
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
Project Officer II	Supervise Project Officer I in the management of small to medium City construction projects and manage the construction of large, complex construction projects from the design stage through completion of construction.	2
Principal Contract Specialist (Contracts Section Manager)	Plan and direct the work of contract specialist; participate in the more highly complex contract administration. Negotiate, award, administer, and terminate various types of contracts including public works consulting, design, construction, and prepurchase materials and equipment contracts; develop and maintain commercial terms and conditions of contracts; develop negotiation plans and strategies; and prepare reports.	2

Senior Civil Engineer (Project Planning and Development)	Manages and executes all planning phases 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
Consultant	As specified in contract.	3

CIP PROGRAM MANAGEMENT DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director (Program Management)	Manages and administers a Program Management division for the execution of complex design and construction projects in the Water Department's Capital Improvements Program. Oversees the engineering, construction and technical aspects of these projects. Coordinates operational needs and other regulatory requirements with other City divisions, agencies and authorities as necessary.	1
Senior Civil Engineer (Water Treatment Plants Section Manager)	Provides non-personnel funding for the design, design reviews, construction, upgrade, and expansion of the Alvarado, Otay, and Miramar water treatment plants.	2
Senior Civil Engineers (North and South Section Managers)	Provides non-personnel funding for the design, design reviews, construction management of water systems infrastructure capital projects in the Northern and Southern geographical region of San Diego. These sections are responsible for pipelines, reservoirs, and pump station projects.	2
Senior Civil Engineer (CIP Operations Liaison)	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 manager with cost savings opportunities in construction of particular projects.	2
Associate Civil Engineer (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 alternative to reduce project and/or construction costs.	2
Consultant	As specified in contract.	3

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

<u>Category</u>	<u>Schedule</u>	<u>Description</u>
1	All	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	As required	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.
		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.
		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 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.
3	As required	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:

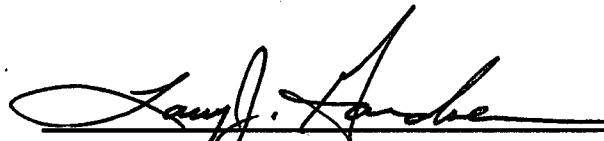
**Water Department
Statement of Economic Interest
Disclosure Categories**

		<p>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.</p>
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CERTIFICATION

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

9/18/02
(date)


(signature of executive officer)