

147
12/15/06

RESOLUTION NUMBER R- 302193

DATE OF FINAL PASSAGE DEC 15 2006

RESOLUTION ADOPTING THE REVISED CONFLICT OF INTEREST CODE FOR THE GENERAL SERVICES DEPARTMENT

WHEREAS, by Resolution No. R-299953, the City Council on December 7, 2004, adopted a revised Conflict of Interest Code for the General Services Department; 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 that must be designated, and relevant changes in the duties assigned to existing positions; and

WHEREAS, the General Services Department has proposed changes to its code to reflect the restructuring of the Department, including removing a position that no longer exists and removing other positions that now are more appropriately included in other City Departments' conflict of interest codes; NOW THEREFORE,

BE IT RESOLVED, that the General Services Department's proposed changes to Appendix A of that department's Conflict of Interest Code are hereby approved and incorporated into its Conflict of Interest Code.

BE IT FURTHER RESOLVED, that revised Appendix A to the Conflict of Interest Code for the General Services Department be placed on file in the Office of the City Clerk as

Document No. RR- 302193

BE IT FURTHER RESOLVED, that the revised Conflict of Interest Code for the General Services Department shall become effective on the date of final passage.

APPROVED: MICHAEL J. AGUIRRE, City Attorney

By *Sharon B. Spivak*
Sharon B. Spivak
Deputy City Attorney

SBS:als
11/6/06
Or.Dept: General Services
R-2007-489

I hereby certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of DEC - 5 2006.

ELIZABETH S. MALAND
City Clerk

By *Elizabeth S. Maland*
Deputy City Clerk

Approved: 12-15-06
(date)

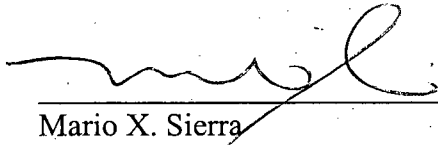
Jerry Sanders
JERRY SANDERS, Mayor

Vetoed: _____
(date)

JERRY SANDERS, Mayor

CERTIFICATION

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



Mario X. Sierra
General Services Department Director

09/14/06
Date

RECEIVED
CITY CLERK'S OFFICE
06 SEP 19 AM 9:57
SAN DIEGO, CALIF.

R 302193

DOCUMENT NO. *RR* 302193
DEC 05 2006
FILED _____
OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

**GENERAL SERVICES DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
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
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

PUBLISHING SERVICES

Printing Services Supervisor	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

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
Multimedia Production Coordinator	Plans and coordinates multimedia activities and performs related graphic design work; coordinates with City departments to determine the level and type of services required; coordinates with graphic design and offset press supervision to schedule and prioritize multimedia and graphic design services; coordinates with vendors for contracted services; evaluates new graphic/multimedia systems and equipment.	2
STREET DIVISION		
Deputy Director	Administers and manages the Division. Approves and/or recommends financial decisions regarding construction and/or engineering contracts, procurement of materials and equipment; negotiates and/or administers agency contracts; administers grants; prepares operations, maintenance and capital improvements budgets.	1
Supervising Management Analyst	Supervises, analyses and administers revenue plan data, cost and budgetary data, grant and loan requests, or agency contracts and payments.	2
Project Officer I	Represents the City in meeting with citizen groups, architects, engineers, contractors, other city departments and other governmental agencies; supervises the preparation of, and/or approves all documents, plans, specifications bidding procedures and contract awards; responsible for contract payments and management.	2
Information Systems Analyst III	Reviews and evaluates requests to automate manual procedures; defines user requirements, prepares cost/benefit analysis for new systems to be developed; justifies and prioritizes new systems development for software and hardware; provides technical interpretation to department staff and private vendors, including consultants as described for department; prepares, monitors, and analyzes the department's data processing budget.	2



Horticulturist

Assists in developing City policies and ordinances on street tree plantings and removals; provides staff support and act as the City's liaison to the Tree Advisory Board; develops requirements and specifications for tree trimming and removal contracts; supervises contractor's work; researches and evaluates methods of reducing or preventing damage to public improvements by trees and other plantings; develops tree planting programs that include obtaining grant funding, recruitment of volunteers; reviews locations to determine best method to retain trees while protecting the public improvements (e.g. sidewalks & curbs).

2

Public Works Superintendent

Represents the city in meeting with citizen groups, architects, engineers, contractor, other city departments and other governmental agencies; supervises the preparation of, and/or approves all documents, plans, specification, bidding procedures and contract awards; responsible for contract payments and management.

2

Consultants

CONSULTANTS

Refer to the Disclosure Category section (Exhibit B) for consultants.

3

**GENERAL SERVICES DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY

Category 1

DESCRIPTION

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.

Category 2

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.

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.

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.

Category 3

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:

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.

302193
APPROVED
CITY CLERK
3/11/11

DEC 05 2006

Passed by the Council of The City of San Diego on _____, by the following vote:

Council Members	Yeas	Nays	Not Present	Ineligible
Scott Peters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Faulconer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toni Atkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Maienschein	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Frye	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Madaffer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ben Hueso	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage DEC 15 2006

AUTHENTICATED BY:

JERRY SANDERS
Mayor of The City of San Diego, California.

(Seal)

ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

By *Mary Cepeda* Deputy

Office of the City Clerk, San Diego, California

Resolution Number *R-302193*