

RESOLUTION NUMBER R- 302197

DATE OF FINAL PASSAGE DEC 15 2006

RESOLUTION ADOPTING THE REVISED CONFLICT  
OF INTEREST CODE FOR THE OFFICE OF THE  
CITY TREASURER

WHEREAS, by Resolution No. R-299997, the City Council on December 7, 2004 adopted a Conflict of Interest Code for the new City Treasurer's Department, which previously had been included with Financial Management and Emergency Medical Services, but was restructured as a separate entity to include Financing Services and Special Districts; 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 Office of the City Treasurer has proposed changes to its code to include new positions which had not previously been designated, revise positions previously designated, update position descriptions and filing responsibilities of consultants, and confirm required filing categories for each designated position; NOW THEREFORE,

BE IT RESOLVED, that the Office of the City Treasurer's proposed changes to Appendix A and Appendix B 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 and Appendix B to the Conflict of Interest Code for the Office of the City Treasurer be placed on file in the Office of the City Clerk as Document No. RR-302197.

BE IT FURTHER RESOLVED, that the revised Conflict of Interest Code for the Office of the City Treasurer 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  
11/8/06  
Or.Dept: City Treasurer  
R-2007-495

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 [Signature]  
Deputy City Clerk

Approved: 12115.06  
(date)

[Signature]  
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 Office of the City Treasurer,  
(name of department)

after a fair opportunity was offered to the members of the department to present their views.

  
(signature of City Treasurer)

9/1/06  
(date)

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

## OFFICE OF THE CITY TREASURER CONFLICT OF INTEREST CODE

### APPENDIX A DESIGNATED POSITIONS, DUTIES, AND CATEGORIES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
<b>OFFICE OF THE CITY TREASURER</b>		
Treasurer	Receive, disperse, have custody of, invest and account for all City monies; administer tax Ordinances; assist in management of SPSP/401K and other trust funds; collect amounts owed to the City.	1 ~ Statutory Requirement ~ Gov't Code Section 87200
Treasury Operations Manager	Assist City Treasurer in receiving, dispersing and accounting for all City monies; administration of tax ordinances and management of trust funds.	1
Chief Investment Officer	Invest the operating and capital improvement funds, including the pooled investments, of the City and its agencies in marketable securities; selects vendors, corporations or financial institutions that provide services to the City for banking, cash management, financial and technology services or products and execute wire transfers.	1 ~ Statutory Requirement ~ Gov't Code Section 87200
Investment Officer	Invest City's pooled investments; analyze City's daily cash position and forecast cashflow requirements. Administer City's banking contracts and execute wire transfers.	1 ~ Statutory Requirement ~ Gov't Code Section 87200
Revenue Collection Manager	Assist City Treasurer in administration of tax Ordinances and collection of amounts owed to the City; administer Delinquent Accounts Collection Program, Parking Administration, and Parking Meter Operations.	1
Revenue Audit Manager	Under administrative direction, plan, develop and direct revenue auditing activities; assist City Treasurer in administration of appeal hearings.	1

Information Systems Manager	Supervise the work of departmental information technology staff. Perform project management responsibilities in accordance with the City's Project Management Office guidelines to procure and/or develop and implement information systems.	2
Information Systems Analyst III	Perform systems administrator functions for department. Perform project management responsibilities in accordance with the City's Project Management Office guidelines to procure and/or develop and implement information systems.	3
Information Systems Analyst II	Under direction, coordinate the development, testing, implementation and modification of department information systems in accordance with the City's Project Management Office guidelines. Perform systems administrator functions for department.	3
Accounting Manager	Supervise the work of professional Accountants performing accounting, auditing, reconciliation and banking services functions; maintain automated financial information systems and develop cash controls and related procedures.	2
Accountant III	Direct accounting and auditing activities; develop and maintain cash control and related procedures.	3
Accountant II	Under direction, perform accounting and auditing work of a highly complex or sensitive nature, and assist in training.	3
Delinquent Accounts Manager	Under administrative direction, plan, develop and manage a City-wide program for the collection of delinquent Accounts Receivable; direct and supervise the work of collection staff; manage legal and Court related collection activities.	2
Business Tax Program Manager	Direct business tax program including business and rental unit tax collection.	2

Collections Revenue Supervisor	Under direction, supervise Collections Investigators performing delinquent account collections and delinquent account litigation work; perform very complex and highly sensitive delinquent account collection work to recover monies owed to the City.	2
Business Tax Revenue Supervisor	Under direction of the Business Tax Program Manager, supervise the business and rental unit business tax administration and collection process.	2
Senior Budget Analyst	Under direction, perform budgetary, fiscal, organizational and project management functions; make complex City-wide revenue analyses and forecasts; review consultants' financing plans and debt structuring for feasibility.	2
Senior IT Analyst	Under direction, coordinate the development, testing, implementation and modification of department information systems in accordance with the City's Project Management Office guidelines. Perform systems administrator functions for department.	3
Parking Administration Manager	Under administrative direction, manage Parking Administration to include customer service, parking permits, appeals and payment processing activities; direct and supervise the work of Parking Administration staff; make recommendations on parking policies in compliance with municipal Ordinance and the CA Vehicle Code.	2
Senior Management Analyst	Under administrative direction, perform fiscal, organizational, and project management functions; make complex cost/revenue analyses and forecasts.	2

Under administrative direction, enter wire template transfers, contact custodial bank regarding settlement of trades daily cash reconciliation, input trades into portfolio accounting system, and confirm correct pricing on monthly bank analysis. Track daily revenues/expenditures on spreadsheet, generate investment reports, and reconcile the custodial bank's holding report with the portfolio accounting system holding report.

## CONSULTANTS

Refer to the Disclosure Category section (Appendix B) for Consultants

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**CITY TREASURER  
CONFLICT OF INTEREST CODE**

**APPENDIX B  
DISCLOSURE CATEGORIES**

Category 1	<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	<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 to 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 located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.</p>
Category 3	<p>All investment and business positions in business entities, and income, including gifts, loans, and travel payments, from sources that provide services, supplies, materials, machinery or equipment utilized by the department, but limited to the following business relationships:</p> <ul style="list-style-type: none"><li>➤ information technology services, and/or</li><li>➤ banking services.</li></ul>
Category 4	<p>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:</p> <p>The City Treasurer 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 City Treasurer'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>

Passed by the Council of The City of San Diego on DEC 05 2006, 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:

(Seal)

JERRY SANDERS

Mayor of The City of San Diego, California.

ELIZABETH S. MALAND

City Clerk of The City of San Diego, California.

By , Deputy

Office of the City Clerk, San Diego, California

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