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12/5

RESOLUTION NUMBER R- 302209

DATE OF FINAL PASSAGE DEC 15 2006

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

WHEREAS, by Resolution No. R-299965, the City Council on December 7, 2004 adopted a revised Conflict of Interest Code for the Water 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

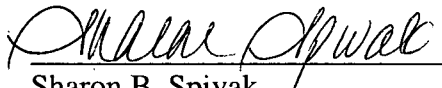
WHEREAS, the Water Department has proposed extensive changes to its code to include new positions which had not previously been designated, revise the descriptions of duties for positions previously designated, delete positions that no longer exist, and confirm required filing categories for each designated position; NOW THEREFORE,

BE IT RESOLVED, that the Water 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 Water Department be placed on file in the Office of the City Clerk as Document No. RR-
302209

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

APPROVED: MICHAEL J. AGUIRRE, City Attorney

By 
Sharon B. Spivak
Deputy City Attorney

SBS:als
11/8/06
Or.Dept: Water
R-2007-496

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 
Deputy City Clerk

Approved: 12-15-06
(date)


JERRY SANDERS, Mayor

Vetoed: _____
(date)

JERRY SANDERS, Mayor

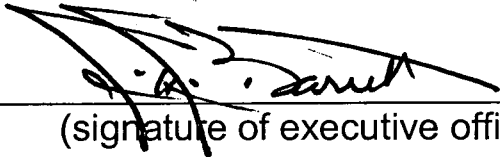
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CERTIFICATION

The foregoing amendment to the Conflict of Interest Code was prepared by the City of

San Diego's Water Department
(name of department/agency/board)

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



(signature of executive officer)

2/02/04

(date)

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**WATER DEPARTMENT
CONFLICT OF INTEREST CODE**

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

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>ADMINISTRATION</u>		
Director	Administration of the Water Department	1
Assistant Director	Responsible for directing and coordinating the daily managerial activities of the Department; represents the Department at City Council Committees and in various civic, community, professional, and business forums.	1
Deputy Director (Business Operations)	Supervises and administers the Financial Services, and Contract and Grants Section. Analyze cost and MIS budgetary data. Oversee departmental financial and budget issues. Verifies proper disbursements and expenditures.	1
Program Manager (Human Resources)	Responsible for the overall management of the Water Department's Labor Relations and the Human Resources Program, which include the centralized payroll, training and analytical sections.	1
Utilities Customer Advocate	Assists Water and Metropolitan Wastewater customers who have difficult, high-level concerns. Provides the departments with an added customer perspective regarding their business operations.	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	Assists 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

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Principal Contract
Specialist
(Contracts Section
Manager)

Plans and directs the work of contract specialist; participate in the more highly complex contract administration. Negotiates, awards, administers, and terminates various types of contracts including public works consulting, design, construction, and pre-purchase of materials and equipment contracts; develops and maintains commercial terms and conditions of contracts; develops negotiation plans and strategies; and prepares reports.

2

Consultant

As specified in contract.

3

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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 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
Supervising Management Analyst (Automated Meter Reading Program Manager)	Supervises a team of professional level administrative staff performing a variety of Division support work, including: budget and expenditure monitoring; performance measurement development; BID TO GOAL implementation monitoring; development and deployment of Automated Meter Reading technology, including contract procurement and negotiations, cost accounting, performance monitoring of selected vendor(s), financing, etc.; and other assigned admin duties.	2
Claim and Insurance Manager(Customer Information and Billing Manager)	Supervises Customer Service Section, Office Operations, including billing charges and adjustments, payment processing, delinquent account collection and resolution. Interprets and enforces Municipal Code, and City and Departmental policies.	2
Claim and Insurance Manager(Compliance and Meter Reading Manager)	Supervises 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 Department policies.	2
Principal Engineering Aide (Cross-Connection Prevention Program)	Responsible for enforcement of cross-connection prevention requirements at all private and public water consuming properties; enforces State and County codes and regulations; Certifies private backflow maintenance personnel for work within the City's jurisdiction; is the representative at County/State level on all regulatory matters.	2

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Information Systems Administrator	Leader and manager of Information Services Section and the Department Information Systems Program. Advocate and Implementer of Strategic Business Plan Technology Strategy and the Information Systems Master Plan. Manager of IS financial planning and budgeting. Manager of the development and implementation of IS projects, policies, procedures and training.	2
Information Systems Analyst IV	Supervises and administers the Systems Application/Data Management Group within the Information Services Section. Oversees the development and maintenance of information systems projects. Leads enterprise data management. Manages the reporting for the Water Operations Bid-To-Goal and Pay for Performance programs.	2
Information Systems Analyst IV (Infrastructure Operations Manager)	Supervises and administers the Infrastructure/Operations Group within the Information Services Section. Oversees the Department Help Desk, network, server and desktop environments. Manages hardware/software procurement, installations, maintenance and inventories. Leads enterprise network infrastructure.	2
Consultant	As specified in contract.	3

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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 used to achieve the objectives of the Department's construction operations. Develop and implement internal mechanisms to capture and analyze the fully allocated cost regarding the provisions of service within the new geographic structure.	1
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
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. Requests and recommends purchase of equipment and chemical supplies for treatment processes and quality testing. Recommends repair and maintenance services and Capital Improvements 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

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

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WATER POLICY & STRATEGIC PLANNING DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Responsible for oversight, direction and management of all Division activities including the department's Strategic Business Plan, Asset Management System, Long-Range Water Resources Plan, reclaimed water rate case, negotiating agreements for the sale of reclaimed water with wholesale customers, and the City's Water Reuse Program.	1
Supervising Management Analyst	Responsible for supporting the Strategic Business Plan implementation activities; benchmarking and other continuous improvement efforts	2
Principal Water Resources Specialist	Responsible for selecting consulting firms and overseeing their work on water reliability planning and feasibility studies including but not limited to: pilot, demonstration and other complex water supply initiatives for groundwater, desalination, water transfers and asset management projects. Supervises three Associate Civil Engineers in the management of these agreements. Oversees preparation of reclaimed water rate case. Negotiates or participates in negotiations of agreements with other water agencies. Responsible for the SB610/221 water supply assessments of development proposals.	2
Sr. Water Resources Specialist	Assists with, and participates on, consultant selection and review committees for the Water Department, other City Departments, and other water agencies; Formulates Opinions and makes recommendations to the Division Deputy Director and/or Department Director regarding most appropriate position for the City on water policy issues; Serves on numerous committees for the City of San Diego Water Department dedicated to water policy issues; Monitors, reviews, and evaluates, programs and specific proposals developed by various agencies and others which could impact the reliability, price or quality of water supplies available in the City.	2
Sr. Environmental Planner	Responsible for environmental, storm water and permit compliance activities for CIP projects; Supervises the preparation, review and processing of environmental documents and permit applications, as well as implementation of mitigation monitoring, reporting programs and long-term habitat restoration plans; Reviews and coordinates the environmental documents and policies of city departments, other agencies and private developers affecting Department resources and programs.	2

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Supervising Public Information Officer	Responsible for leading public outreach and community involvement efforts associated with the Water Department's Capital Improvements Program (CIP), projects to increase local water supply such as water recycling and ground water development, and water and reclaimed water rate increases. This position also provides back-up support duties to the Deputy Director, in responding to media inquiries and managing consultants hired to perform public outreach work for the department	2
Water Reuse Program Manager	Manage and directs Department's water recycling program including: regulatory "on-site" field inspections and cross connection control, long-range planning and recycled water project development, feasibility studies, engineering and plan checking for future customer sites and marketing activities. Negotiate, oversee and prepare or review of agreements with other agencies and customers regarding the purchase of recycled water or "on-site" recycled water system construction.	2
Senior Civil Engineer	Oversees the planning, designing and plan checking of the Recycled Water Program, as well as construction administration of recycled water retrofit projects and the cross connection program.	2
Senior Civil Engineer	Responsible for: updating the City's Recycled Water Standards & Guidelines, Land Development Code and Plumbing Code; management of the recycled water CIP projects; technical support for interagency recycled water contracts and in-house recycled water design and planning.	2
Consultant	As specified in contract.	3

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ENGINEERING AND CIP MANAGEMENT DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	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 incorporated into the planning and design phases of a CIP project by resolving project and system issues related to the program. It provides a conduit between the Operations Division and Capital Improvements Program. 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
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
Senior Electrical Engineer (Corrosion)	Supervise and manage the Corrosion and associated corrosion related projects. Oversee as-needed contracts and other consultant services.	2
Associate Civil Engineer (CIP Operations Liaison)	Responsible for all Water Department operational plan checks. Works with Risk Management, Development Services Departments and developers in the construction on new water infrastructure throughout the city.	2

Associate Civil Engineer (Discretionary Review)	Responsible for all Water Department discretionary map review. Works with Development Services Department and developers for the planning, design, and construction of new water infrastructure throughout the city.	2
Consultant	As specified in contract	3

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Appendix B

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

Category	Schedule	Description
1	All	<p>All 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>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.</p> <p>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.</p> <p>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.</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 the code subject to the following limitation:</p> <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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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 Mary Sumaya, Deputy

Office of the City Clerk, San Diego, California

Resolution Number

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