

RESOLUTION NUMBER R- 306287

DATE OF FINAL PASSAGE NOV 09 2010

RESOLUTION ADOPTING AN AMENDED CONFLICT OF INTEREST CODE FOR THE FINANCIAL MANAGEMENT DEPARTMENT

WHEREAS, Government Code sections 87300 and 87302 require local agencies to adopt conflict of interest codes designating positions that 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, in compliance with Government Code section 87306.5, the City is in the midst of a required City-wide biennial review of all conflict of interest codes for which the City Council serves as code-reviewing body; and

WHEREAS, by Resolution R-305874 (adopted by the City Council on May 25, 2010), the City Council directed every City department, agency, board and commission for which the City Council serves as code-reviewing body to make biennial reports and to update their conflict of interest codes as necessary; and

WHEREAS, as the City's code-reviewing body, the City Council finds it in the public interest to adopt the standard conflict of interest code promulgated by the California Fair Political Practices Commission (FPPC) in Regulation 18730, and hereby declares its intention to incorporate by reference the terms of FPPC Regulation 18730 and any amendments to that regulation duly adopted by the FPPC as part of each conflict of interest code for which the City Council has responsibility; and

WHEREAS, by Resolution No. R-304320, the City Council on October 28, 2008 approved an amended Conflict of Interest Code for the Financial Management Department; and

WHEREAS, the Financial Management Department now seeks to amend its conflict of interest code, to add a Supervising Budget Development Analyst position for Budget Monitoring, and a Supervising Budget Development Analyst position for Organizational Management, which had not been previously designated; remove a Program Manager position, previously designated, because the employee was promoted to a position now in a different code (for OneSD); revise titles of existing positions; and update the required filing categories for each designated position; with all of the revisions reflected in Appendix A of the code; and

WHEREAS, Government Code section 87303 provides that when a proposed conflict of interest code or amendment is approved by the code-reviewing body, it shall be deemed adopted, and, accordingly, this resolution is not subject to veto by the Mayor; NOW THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that a Conflict of Interest Code for the Financial Management 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, with Appendix A showing designated positions and their duties, and Appendix B showing the disclosure categories.

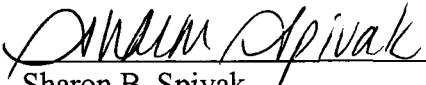
BE IT FURTHER RESOLVED, that a copy of Appendix A and Appendix B to the Conflict of Interest Code for the Financial Management Department as adopted be placed on file in the Office of the City Clerk as Document No. RR- 306287.

BE IT FURTHER RESOLVED, that the persons whose positions are designated in the Conflict of Interest Code for the Financial Management Department shall file their statements of economic interest with the City Clerk in compliance with the schedule set forth in Government Code section 87302(b) and Fair Political Practices Commission Regulation 18730, or any amendments thereto, which set forth the deadlines for the filing of initial statements, assuming office statements, annual statements and leaving office statements.

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 the Conflict of Interest Code for the Financial Management Department becomes effective upon the date of adoption of this resolution.

APPROVED: JAN I. GOLDSMITH, City Attorney

By 
Sharon B. Spivak
Deputy City Attorney

SBS:als
10/18/10
Or.Dept: Financial Management Dept.

**FINANCIAL MANAGEMENT DEPARTMENT
CONFLICT OF INTEREST CODE**

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Financial Management Director	Directs Financial Management Department and administers the annual budget.	1
Financial Manager for Budget Development and Systems	Develops department policies and procedures; prepares the City's Proposed and Annual operating budgets; provides analysis and monitoring of revenues and expenses; manages budgetary adjustments; manages budgeting systems; manages the fiscal analysis of the meet and confer process.	2
Financial Manager for Budget Monitoring, Department Liaison, & Capital Budgeting	Develops department policies and procedures; oversees analysis and monitoring of revenues and expenses; oversees budgetary adjustments; prepares quarterly financial reports to Council; prepares the City's Proposed and Annual Capital Improvements Program budgets.	2

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CONFLICT OF INTEREST CODE**

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

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Financial Manager for Revenue & Multi-Year Financial Planning	Develops department policies and procedures; provides analysis and monitoring of revenues and expenses; oversees budgetary adjustments; develops multi-year financial plan; prepares quarterly financial reports to Council.	2
Supervising Budget Development Analyst For Economic Analysis	Under administrative direction, performs a wide variety of complex financial analyses; develops short- and long-range revenue projections; assists in developing the City's multi-year financial plan.	2
Supervising Budget Development Analyst for Budget Monitoring	Under administrative direction, performs budgetary and fiscal analyses; prepares quarterly financial reports to Council; and oversees budgetary adjustments.	2
Supervising Budget Development Analyst for Budget Development	Under administrative direction, prepares the City's Proposed and Annual operating budgets; coordinates the budgeting systems; performs budgetary, fiscal, organizational, and project management functions.	2

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CONFLICT OF INTEREST CODE**

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

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Supervising Budget Development Analyst for Organization Management (Salaries and Benefits)	Under administrative direction, oversees the request to fill process; manages and maintains the business process for Organizational Management; oversees the fringe projections and adjustments for the development and monitoring of the operating budget; prepares and reviews the fiscal analysis of the meet and confer process.	2
Senior Budget Development Analyst for Revenue & Department Liaison	Under direction, performs budgetary, fiscal, organizational and project management functions; makes complex City-wide revenue analyses and multi-year forecasts.	2
Senior Budget Development Analyst for Budget Monitoring & Department Liaison	Under direction, performs budgetary, fiscal, organizational, and project management functions; makes complex cost/revenue analyses and forecasts; prepares quarterly financial reports to Council.	2

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CONFLICT OF INTEREST CODE**

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

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Senior Budget Development Analyst for Budget Development & Department Liaison	Under direction, performs budgetary, fiscal, organizational, and project management functions; makes complex cost/revenue analyses and forecasts; prepares the City's Proposed and Annual operating budgets.	2
Senior Budget Development Analyst for Capital Improvements Program (CIP) & Department Liaison	Under direction, performs budgetary fiscal, organizational, and project management functions; makes complex cost/revenue analyses and forecasts; prepares the City's Proposed and Annual Capital Improvements Program budgets.	2
Senior Budget Development Analyst for Personnel Expense Budgets and Department Liaison	Under direction, performs budgetary, fiscal, organizational, and project management functions; makes complex cost/revenue analyses and forecasts; prepares labor negotiation analysis; prepares the City's Personnel Expense operating budgets.	2

CONSULTANTS

Consultant	Performs consultant services for Financial Management Department.	3
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**FINANCIAL MANAGEMENT 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.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. Interest 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.

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. 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.
- c. Interest 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.

CATEGORY 3:

Consultants:

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:

The Financial Management 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 Financial Management

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CONFLICT OF INTEREST CODE**

**APPENDIX B
DISCLOSURE CATEGORIES**

cont.

CATEGORY 3:

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.