

ORDINANCE NUMBER O- 20998 (NEW SERIES)

DATE OF FINAL PASSAGE OCT 10 2018

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SAN DIEGO EXEMPTING ONE PROGRAM MANAGER POSITION, ONE PROGRAM COORDINATOR POSITION, AND ONE PRINCIPAL ACCOUNTANT POSITION IN THE OFFICE OF THE CITY TREASURER FROM THE CLASSIFIED SERVICE OF THE CITY OF SAN DIEGO.

WHEREAS, on September 6, 2018, the San Diego Civil Service Commission (Civil Service Commission) reviewed a request from the Office of the City Treasurer (City Office) to exempt one Program Manager position, one Program Coordinator position, and one Principal Accountant position from the Classified Service for the City of San Diego (City); and

WHEREAS, the Program Manager position will oversee the City's new Short Term Residential Occupancy (STRO) Tax Compliance and Licensing Program; and

WHEREAS, this Program Manager position will be responsible for developing policies and procedures to facilitate STRO licensing and tax compliance processes; drafting administrative guidelines for online hosting platforms; developing an electronic web-based process to streamline the registration processes for Transient Occupancy Tax (TOT) and STRO licensing hosts; monitoring registered properties and STRO hosts operating on online platforms to ensure tax compliance; performing outreach to STRO hosts and property owners regarding local laws and host requirements; and preparing reports and presentations for management and City Council; and

WHEREAS, the Program Coordinator position will be responsible for managing the application system that will be used for STRO registration, licensing, and tax collection; and

WHEREAS, this position will establish the City's requirements for the new application and develop a roadmap for future phases of the STRO program; manage the data conversion plan

for existing TOT certificates; develop system integration between the STRO compliance vendor system and the City's financial, police, and code compliance systems; and perform data analytics to make recommendations regarding policy and process changes; and

WHEREAS, the Principal Accountant position will be responsible for developing and overseeing the STRO compliance audit process; and

WHEREAS, this position will be responsible for developing and executing the annual audit plan; managing, reviewing, and approving the work of auditors conducting STRO compliance audits; developing and maintaining audit policies and procedures to ensure the City maximizes its tax collection efforts; and representing the City at appeal hearings; and

WHEREAS, San Diego Charter (Charter) section 117 provides that the Unclassified Service shall include “[m]anagerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempt from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council”; and

WHEREAS, upon review of the duties and responsibilities of the Program Manager position, Program Coordinator position, and Principal Accountant position, working in the City's STRO Tax Compliance and Licensing Program, as set forth by the City Office, the Civil Service Commission finds that the positions meet the requirements in Charter section 117 to exempt the positions from the Classified Service; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of San Diego, as follows:

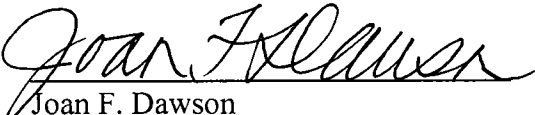
Section 1. That pursuant to Charter section 117(a)(17), the City Office initiated advisory review and comment from the Civil Service Commission relating to the proposed exemption of a

Program Manager position, Program Coordinator position, and Principal Accountant position from the Classified Service, and the Civil Service Commission reviewed the proposed exemptions on September 6, 2018, and commented favorably upon the proposed exemptions, as meeting Charter criteria for placement of the positions in the Unclassified Service. Having considered and reviewed the findings of the Civil Service Commission, as set forth in the Memorandum to the Honorable Council President and City Council, from Douglas Edwards, Personnel Director, on behalf of the Civil Service Commission, dated September 10, 2018, the Council now exempts from the Classified Service the Program Manager position, Program Coordinator position, and Principal Accountant position, working in the STRO Tax Compliance and Licensing Program, performing the specific duties described in the September 10, 2018 Memorandum, and declares the positions to be in the Unclassified Service.

Section 2. That a full reading of this ordinance is dispensed with prior to passage, a written or printed copy having been made available to the Council and the public prior to the day of its passage.

Section 3. That this ordinance shall take effect and be in force on the thirtieth day from and after its final passage.

APPROVED: MARA W. ELLIOTT, City Attorney

By 
Joan F. Dawson
Deputy City Attorney

JFD:jvg
September 11, 2018
Or.Dept:Office of the City Treasurer
Doc. No.: 1832904

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of OCT 09 2018.

ELIZABETH S. MALAND
City Clerk

By Linda Bruen
Deputy City Clerk

Approved: 10/10/18
(date)

Kevin L. Faulconer
KEVIN L. FAULCONER, Mayor

Vetoed: _____
(date)

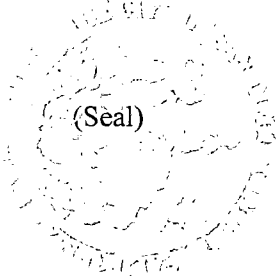
KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on OCT 09 2018, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Barbara Bry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lorie Zapf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Ward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myrtle Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Kersey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Cate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Sherman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Alvarez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgette Gomez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage OCT 10 2018

AUTHENTICATED BY:



KEVIN L. FAULCONER
Mayor of The City of San Diego, California.

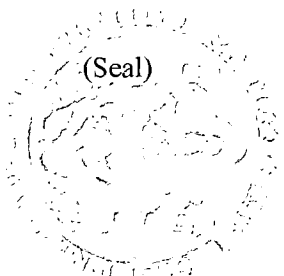
ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

By Ginda Irwin, Deputy

I HEREBY CERTIFY that the foregoing ordinance was not finally passed until twelve calendar days had elapsed between the day of its introduction and the day of its final passage, to wit, on

SEP 25 2018, and on OCT 10 2018

I FURTHER CERTIFY that said ordinance was read in full prior to passage or that such reading was dispensed with by a vote of five members of the Council, and that a written copy of the ordinance was made available to each member of the Council and the public prior to the day of its passage.



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

By Ginda Irwin, Deputy

Office of the City Clerk, San Diego, California
Ordinance Number O- 20998