

**CITY TREASURER
CONFLICT OF INTEREST CODE**

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

<u>Position</u>	<u>Duties</u>	<u>Category</u>
OFFICE OF THE CITY TREASURER		
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 <i>~ Statutory Requirement ~ Gov't Code Section 87200</i>
Deputy Director	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 <i>~ Statutory Requirement ~ Gov't Code Section 87200</i>
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 <i>~ Statutory Requirement ~ Gov't Code Section 87200</i>
Revenue Collections 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
Information Technology Manager	Assist City Treasurer in administration of departmental information technology (IT) and supervise the work of IT staff. Perform	2

	project management responsibilities in accordance with the City's Project Management Office guidelines to procure and/or develop and implement information systems.	
Information Systems Analyst IV	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
Financial Operations Manager	Direct major Treasury Accounting functions; oversee the administration of bank and trust accounts, revenue audits and citywide Accounts Receivable.	1
Principal Accountant	Supervise the work of professional Accountants performing accounting, auditing, reconciliation and/or banking services functions; maintain financial information and develop controls and related procedures.	2
Accountant IV	Direct accounting activities to ensure bank reconciliations are completed timely and accurately; prepare monthly investment reports; review investment accounting; maintain bank reconciliation related procedures.	2
Accountant III	Direct accounting and auditing activities; develop and maintain controls and related procedures.	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	Under administrative direction, plan, develop and manage the Business Tax program including Business and Rental Unit Tax collection; administer tax compliance.	2
Revenue Collections Supervisor	Under direction, supervise and perform delinquent account collections/litigation work,	2

	parking citation review/customer service/payment processing work, delinquent account/parking citation payment processing or parking meter coin collection, installation/maintenance/repair and citation issuance work.	
Business Tax Supervisor	Under direction of the Business Tax Program Manager, supervise the business and rental unit business tax administration and collection process.	2
Department Administration/Budget Analyst	Under direction, perform budgetary, fiscal, organizational and project management functions; make complex City-wide revenue analyses and forecasts; oversee administration functions for department.	2
Senior Management Analyst	Under administrative direction, perform fiscal, organizational, and project management functions; make complex cost/revenue analyses and forecasts; perform systems administrator functions for department.	3
Parking Administration Supervisor	Under 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
Investment Assistant	Under 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.	2

CONSULTANTS

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

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Reso#R-306378
Approved - November 30, 2010

**APPENDIX B
DISCLOSURE CATEGORIES**

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| Category 1 | 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 to 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 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 | 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: <ul style="list-style-type: none">➤ information technology services, and/or➤ banking services |
| Category 4 | 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 style="margin-left: 40px;">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> |