

APPENDIX A

COMMISSION FOR ARTS AND CULTURE CONFLICT OF INTEREST CODE DESIGNATED POSITIONS

POSITION	DUTIES	CATEGORY
<p>Executive Director</p>	<p>Serves as the head of and is responsible for the administration of the Commission, Commission staff, and their respective purposes, duties and functions; appoints, directs and supervises all City employees on the Commission staff with the approval of the City Manager, and subject to Civil Service regulations; initiates, administers and proposes modifications to such agreements and instruments as the Executive Director deems reasonably necessary to implement public policy, legislation, programs and services pertaining to the Commission, Commission staff, and their respective purposes, duties and functions; prepares the annual proposed budget for the Commission and provides recommendations, as appropriate, to the Commission before submitting budget recommendations to the City Manager; directs the administration of the budget for the Commission and the arts and culture allocations within TOT funds including, but not limited to, the Special Promotional TOT Revenue and the Arts, Culture and Community Festivals category; directs the fair distribution of TOT funds, as approved by City Council, to non-profit arts and culture organizations to support local arts and culture programming; serves as the steward of the Civic Art Collection and manages any financial transactions related to collections management activities and public art project management activities pertaining to all existing and proposed artworks in/proposed for the Civic Art Collection, or contracted for, exhibited on, or erected on public places; oversees allocations to and from the Public Art Fund; initiates agreements to provide professional arts administration services to other agencies, corporations and companies.; prepares and submits reports to the Mayor, City Council and City Manager pertaining to the purpose, duties and functions of the Commission and the Commission staff; consults with and submits reports to the Commission pertaining to the purpose, duties and functions of the Commission and the Commission staff; manages other duties pertaining to arts and culture as assigned by the City Manager.</p>	<p style="text-align: center;">1</p>

Program Manager	Assists the Executive Director with all phases of the Organizational Support Program, Creative Communities San Diego Program and other department activities including: boards and committees, policies and procedures, preparation and review of reports, research and analysis, special initiatives, feasibility studies, budgets, marketing strategies, evaluation processes, technical assistance and capacity building programs, and cultural planning.	1
Arts Management Associate	Assists the Program Manager with all phases of the Organizational Support Program and Creative Communities San Diego allocations process. Duties include: sitting on boards and committees as required; policy and procedure development; prepare and review various reports; provide research, analysis and direction in the development of special initiatives including the implementation of feasibility studies, recommendation of policies and procedures, budgets, marketing strategies and evaluation processes; develop and implement technical assistance and capacity building programs; assist in the coordination and management of cultural planning efforts focusing on arts education, folk and traditional arts and cultural tourism.	1
Public Art Program Administrator	Assists the Executive Director with administering the Public Art Program. Duties include planning and coordinating all phases of artist selection, design, fabrication and installation for public art projects; developing and executing policies related to public art; supervising program staff; ensuring compliance with the policy for art in public projects and the ordinance for art in private projects; negotiating and administering contracts for artists; serving as a liaison between artists, art organizations, the general public, and the Commission for Arts and Culture; making presentations to civic groups, government agencies, and the arts community; preparing grant proposals, reports, and correspondence; and performing other administrative duties as assigned.	1

Public Art Project Coordinator	Assists the Public Art Program Administrator with administering the Public Art Program. Duties include planning and coordinating all phases of artist selection, design, fabrication and installation for public art projects; developing and executing policies related to public art; supervising program staff; ensuring compliance with the policy for art in public projects and the ordinance for art in private projects; negotiating and administering contracts for artists; serving as a liaison between artists, art organizations, the general public, and the Commission for Arts and Culture; making presentations to civic groups, government agencies, and the arts community; preparing grant proposals, reports, and correspondence; caring for the artwork owned by the City; and performing other administrative duties as assigned.	1
Chair of Commission Board	Appointed by the Mayor. Presides over all Commission meetings, Executive Committee meetings, serves as ex-officio member of all committees, and works closely with the Executive Director in areas of planning and advocacy of Commission programs and policies.	1
Board Members	Appointed by Mayor and City Council. Commissioners serve as links between the public and private sectors in San Diego, vitalizing the City by supporting the region's cultural assets, integrating arts and culture into community life and showcasing San Diego as an international tourist destination. Commissioners are expected to attend regular monthly Commission meetings and report to the Mayor and Council on an as-needed basis, but not less than one time per year.	1
Consultants	As specified in contract.	2

APPENDIX B

COMMISSION FOR ARTS AND CULTURE CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES

1. All reportable investments or business positions in any firm, entity for-profit or nonprofit organization that during the reporting period: (a) received funding through participation in a funding process administered by the Commission; or (b) indicated its intent orally or in writing to the Commission to participate in the Commission's funding process in the future; or (c) had a project, an initiative or a public art project come before the Commission or its staff; or (d) served as a consultant to the Commission.

All reportable interests in real property owned or used by any firm, entity for-profit or nonprofit organization that during the reporting period: (a) received funding through participation in a funding process administered by the Commission; or (b) indicated its intent orally or in writing to the Commission to participate in the Commission's funding process in the future; or (c) had a project, an initiative or a public art project come before the Commission or its staff; or (d) served as a consultant to the Commission.

All reportable income, loans or gifts from any firm, entity for-profit or nonprofit organization that during the reporting period: (a) received funding through participation in a funding process administered by the Commission; or (b) indicated its intent orally or in writing to the Commission to participate in the Commission's funding process in the future; or (c) had a project, an initiative or a public art project come before the Commission or its staff; or (d) served as a consultant to the Commission.

All decision-making positions in any firm, entity for-profit or nonprofit organization (including, without limitation, positions as an officer or member of the governing body of such firm, entity or nonprofit organization) that during the reporting period: (a) received funding through participation in a funding process administered by the Commission; or (b) indicated its intent orally or in writing to the Commission to participate in the Commission's funding process in the future; or (c) had a project, an initiative or a public art project come before the Commission or its staff; or (d) served as a consultant to the Commission.

2. 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 Executive Director and/or Chair 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 upon that description, a statement of the extent of disclosure requirements. The Executive Director's and/or Chair'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.