

**OFFICE OF THE CHIEF OPERATING OFFICER AND ADMINISTRATION
 CONFLICT OF INTEREST CODE**

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

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Chief Operating Officer	Assist the Mayor as required. Supervise the administration of City affairs, except as otherwise specifically provided in the Charter. Recommend policies and courses of action to the Mayor and City Council. Advise the Mayor of the financial condition and future needs of the City. Prepare budgets and review and approve expenditures. Ensure enforcement of City ordinances and State laws. Perform other duties prescribed by Charter, ordinance, or Council resolution, or as directed by the Mayor.	Files Form 700 (Statutory Requirement, Government Code Section 87200)
Assistant Chief Operating Officer	Assist the Mayor and/or Chief Operating Officer as required. Supervise the administration of City affairs, except as otherwise specifically provided in the Charter. Recommend policies and courses of action to the Mayor, Chief Operating Officer, and City Council. Advise the Mayor and Chief Operating Officer of the financial condition and future needs of the City. Prepare budgets and review and approve expenditures. Ensure enforcement of City ordinances and State laws. Perform other duties prescribed by Charter, ordinance, or Council resolution, or as directed by the Mayor or Chief Operating Officer.	1
Deputy Chief Operating Officer	Assist the Chief Operating Officer or Assistant Chief Operating Officer as required. Supervise the administration of City affairs, except as otherwise specifically provided in the Charter. Recommend policies and courses of action to the Mayor, Chief Operating Officer, Assistant Chief Operating Officer, and City Council. Advise the Mayor, Chief Operating Officer, and Assistant Chief Operating Officer of the financial condition and future needs of the City. Prepare budgets and review and approve expenditures. Ensure enforcement of City ordinances and State laws. Perform other duties prescribed by Charter, ordinance, or Council resolution, or as directed by the Mayor, Chief Operating Officer, or Assistant Chief Operating Officer.	1

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<u>Position</u>	<u>Duties</u>	<u>Category</u>
Docket Liaison	Assist the Mayor, Chief Operating Officer, and City departments by coordinating the docketing process and acting as the liaison among the Mayor's Office, City Council President's Office, and City departments.	2
Corporate Partnerships & Development Director	Direct the Corporate Partnerships & Development Program. Seek opportunities for the City to generate revenue or in-kind products/services from partnerships with the corporate and philanthropic communities in order to enhance municipal services and facilities in the City. Solicit and act as a primary point of contact for individual and corporate donations to the City in support of City programs and facilities. Advise and work closely with other City departments, as well as coordinate with the Mayor's Office and executive management, on program development.	2
Citywide Grants & Donations Program Manager	Assist the City, in coordination with the Corporate Partnerships & Development Director, in developing and implementing policies, strategies, and programs related to grants and donations. Facilitate communication, coordination, and collaboration across all City departments regarding Requests for Grant Proposals, including multi-department, multi-agency grant requests. Serve as the main contact in the City to provide an overview of grants that are being applied for and have been received or denied. Disseminate information and receive feedback from both internal and external stakeholders. Execute efforts that create a culture of transparency and effective exchange of information within the City structure.	2
Consultant/New Position	Perform consulting or staff services in support of programs and projects managed by the Chief Operating Officer, Assistant Chief Operating Officer, Deputy Chief Operating Officer(s), Docket Liaison, Corporate Partnerships & Development Director, and/or Citywide Grants & Donations Program Manager.	3

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1

1. All reportable investments and business positions in any firm or business entity located in or doing business with the City of San Diego, that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
2. All reportable income, including gifts, from any sources located in or doing business with the City of San Diego.
3. All reportable 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.
4. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego, is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
5. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 2

1. Investments and business positions in any firm or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
2. Income and gifts from any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
3. Interests in real property owned or used by any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

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CATEGORY 3

Consultants/new positions 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 Chief Operating Officer may determine in writing that a particular consultant/new position, although a “designated person,” 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/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Operating Officer’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.