

ECONOMIC DEVELOPMENT DEPARTMENT
CONFLICT OF INTEREST CODE
APPENDIX A
DESIGNATED POSITIONS

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Oversees and administers various economic development oriented work programs; including the Housing & Community Development (HUD) Program Administration, Office of Small Business (OSB) programs, business finance and loan programs, business incentive programs, and various small business assistance programs. Duties also include staffing and annual budget administration.	1
Deputy Director	Administers the economic growth services, Housing and Urban Development Programs, Office of Small Business (OSB), and economic development work programs.	1
Assistant Deputy Director	Assist the Deputy Director in the administration of appropriate work programs.	1
Program Manager Clean Tech Initiatives	Plan, direct, coordinate and promote the expansion, attraction and retention of businesses that develop products and technologies that provide environmentally sustainable solutions.	2
Community Development Coordinator	Supervise work of a professional staff engaged in the implementation and administration of various economic development programs and projects; meet with the Mayor's Office and Departments Directors to recommend management policies and procedures relative to economic development programs and meet with other City departments, agencies, contractors and community representatives to coordinate work program objectives.	2
Business Improvement District (BID) Advocate	Coordinate and promote various economic programs, incentives and initiatives with the various San Diego based Business Improvement Districts.	2
Program Manager HUD Program Manager	Supervises the work of professional staff engaged in the implementation and administration of various programs and grants under the purview of the HUD Programs Team; meets with the Mayor's Office, Department Directors and city department management team to recommend management policies/ procedures relative to HUD programs, homeless programs and services, and housing programs; and meets with other City departments, agencies, contractors and community representatives to coordinate work program objectives.	2

Economic Development Program/Project Management (CDS IV)	Plan, direct and coordinate the preparation and implementation of various economic development programs; serve as liaison officer; oversees projects, administers regional business loan programs, business development initiatives, Storefront Improvement Program (SIP) administration, Business Incentive Programs, Office of Small Business (OSB) program administration, Maintenance Assessment District (MAD) administration, Transit Occupancy Tax (TOT) administration; coordinate and work with consultants, community-based organizations, non-profit entities, general public, other departments and agencies.	2
HUD Programs Coordinator (CDS IV)	Responsible for oversight and management of: Homeless and Housing Programs under the purview of the HUD Programs Team, including: management of the Homeless Programs and Services funded with CDBG, ESG, General Funds and other funding sources; oversight of the City's Housing Opportunities for Persons with AIDS (HOPWA) MOU with the County Responsible for the ongoing reporting, monitoring and close-out of the federal Neighborhood Stabilization Program (NSP); and management of all contracts under the purview of the HUD Programs Team, the Consolidated Plan Advisory Board, as well as HUD reporting requests.	2
HUD Fiscal Manager	Manage and supervise the fiscal unit of HUD Programs Administration (HPA); serve as financial and budget specialist for HPA Programs and assist with ED administration budget; responsible for ensuring HPA fiscal accountability and compliance with federal requirements; and evaluating fiscal performance. Serve as the City's ombudsperson for small businesses; meets with other City departments, agencies and community representatives to coordinate small business programs.	2
Small Business Ambassador	Serve as the City's ombudsperson for small businesses; meets with other City departments, agencies and community representatives to coordinate small business programs.	2
Traffic Engineer (Senior Traffic Engineer)	Responsible for community parking district, preparing annual plan and budget, which includes parking projects to be implemented through the fiscal year.	2
Business Finance Officer (CDS III)	Reviews process of payments of contracts or payments of credit towards reimbursement agreements, serve as a liaison officer; oversees projects, coordinate and work with consultants, other departments and agencies.	2
Assistant Manager Enterprise Zone Assistant Manager (CDS II)	Performs a variety of administrative, technical and promotional duties for various programs supported by the Economic Development Department.	2

Consultants/New Positions

Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

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The Assistant Chief Operating Officer or Deputy Chief Operating Officer may determine in writing that a particular consultant or new position, 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 or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Assistant Chief Operating Officer's or Deputy 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.

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APPENDIX B
DISCLOSURE CATEGORIES

Category 1: Investments and business positions in any business entity located in or doing business with the City of San Diego.

Income and gifts from sources located in or doing business with the City of San Diego.

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 2: 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.

Interests in real property owned or used by 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.

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.

For purposes of this category, any person or business entity means any construction or property management firm, tax consultant/professional, real estate broker/professional, for-profit business entity, non-profit economic development entity, non-profit community based entity, non-profit educational institution, financial and/or investment institution doing business in or with the City of San Diego, or having the potential of doing business with the City of San Diego.

Category 3: Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Assistant Chief Operating Officer or Deputy Chief Operating Officer may determine in writing that a particular consultant or new position, 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 or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Assistant Chief Operating Officer's or Deputy 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.