

## OFFICE OF THE MAYOR

### CONFLICT OF INTEREST CODE

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

Position	Duties	Category
<b>Chief of Staff</b>	Assists the Mayor and the Chief Operating Officer in developing policy and managing the City, as required.	<b>1</b>
<b>Deputy Chief of Staff</b>	Assists the Mayor and Chief of Staff with the day-to-day operations of the Mayor's Office and managing the City, as necessary.	<b>1</b>
<b>Executive Assistant to the Chief of Staff</b>	Manages and administers activities on behalf of the Chief of Staff; manages the Chief of Staff's calendar and scheduling of appointments, phone calls, and correspondence; and coordinates itineraries and travel arrangements, as needed.	<b>1</b>
<b>Director of Policy</b>	Supervises the Mayor's policy team; and is responsible for the development and implementation of the Mayor's policies and priorities for the City . Represents and advises the Mayor, where appropriate, on policy matters.	<b>1</b>
<b>City Council Affairs Advisor</b>	Assists the Director of Policy with the development and implementation of the Mayor's policies and priorities for the City; acts as the Mayor's primary liaison to the City Council; provides Citywide docket coordination and management; represents and advises the Mayor, where appropriate, on policy matters.	<b>1</b>

<b>Policy Advisor</b>	Represents and advises the Mayor, where appropriate, on policy matters.	<b>1</b>
<b>Director of Communications</b>	Serves as the primary media spokesperson for the Mayor; supervises the Mayor's communications team and liaises with the Communications Department to ensure collaboration and continuity in external and internal communication; provides strategic guidance to the Mayor and Mayor's Office on communications with the public and media.	<b>1</b>
<b>Director of Community Engagement</b>	Manages the community outreach strategy, staff and operations to assist the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building; communicates the Mayor's policies and priorities in the community and at community meetings; serves as a representative of the Mayor, where appropriate, on community issues.	<b>1</b>
<b>Community Representative</b>	Assists the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building; communicates the Mayor's policies and priorities in the community and at community meetings; and serves as a representative of the Mayor, where appropriate, on community issues.	<b>1</b>
<b>Communications</b>	Acts as a liaison between the Mayor and members of the media; prepares and distributes press releases and organizes press conferences; serves as a spokesperson for the Mayor, where appropriate.	<b>1</b>
<b>Senior Advisor for Resiliency and Economic Recovery</b>	Represents and advises the Mayor, where appropriate, on policy matters pertaining to economic development.	<b>1</b>
<b>Scheduler</b>	Maintains daily, weekly, monthly, and long-term calendars for the Mayor; fields and reviews meeting/event requests; schedules events, meetings, engagements and appearances; and ensures logistics for appointments are coordinated.	<b>1</b>
<b>Executive Assistant to the Mayor</b>	Manages the Mayor's day-to-day schedule and logistics; assists with the Mayor's correspondence; manages tracking and reporting of gifts received; coordinates itineraries and	<b>1</b>

	travel arrangements, as needed.	
<b>Consultant/New Positions</b>	<p>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:</p> <p>The Chief of Staff 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 comply fully with the disclosure requirements described in this section. Such 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 Chief of Staff’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>	<b>3</b>

**OFFICE OF THE MAYOR  
CONFLICT OF INTEREST CODE**

**APPENDIX B  
DISCLOSURE CATEGORIES**

**CATEGORY 1:**

- a. All reportable investments and business positions in any firm 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.
- b. All reportable investments, business positions, and income from sources located in or doing business in the City of San Diego.
- c. 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.
- d. 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, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- e. All reportable income and gifts from sources located in or doing business with the City.
- f. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

**CATEGORY 2:**

- a. Investments and business positions in any business entity located in or doing business with the City.
- b. Income and gifts from sources located in or doing business with the City.
- c. 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.

**CATEGORY 3:**

Consultants and 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 of Staff 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 comply fully with the disclosure requirements described in this section. Such 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 Chief of Staff'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.

# Agency Report of: New Positions

A Public Document

California  
Form **804**


<b>1. Agency Name</b> (Also include, Division, Department, or Region (if applicable)) Office of the Mayor		<input type="checkbox"/> Amendment Date of Original Filing: _____ (month, day, year)
<b>Agency Contact</b> Guillermo Chavez - Confidential Executive Assistant		
<b>Phone Number</b> 619-533-3983	<b>Email</b> ChavezG@sandiego.gov	

## 2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
Deputy Chief Operating Officer (See attached)	1			Start ____/____/____ m / d / yr
Executive Director, Office of Emergency (See attached)	1			Start ____/____/____ m / d / yr
Docket Liaison (See attached)	2			Start ____/____/____ m / d / yr
Assistant Docket Liaison (See attached)	2			Start ____/____/____ m / d / yr
Program Coordinator (See attached)	2			Start ____/____/____ m / d / yr
Director of Government Affairs (See attached)	1			Start ____/____/____ m / d / yr
Deputy Director of Government Affairs (See attached)	1			Start ____/____/____ m / d / yr

## 3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

	Todd Gloria	Mayor	3/12/2025
Signature	Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

1 of 2 804's being submitted

Print

Clear

**Agency Report of:  
New Positions**

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<b>1. Agency Name</b> (Also include, Division, Department, or Region (if applicable)) Office of the Mayor		<input type="checkbox"/> Amendment  Date of Original Filing: _____ (month, day, year)
<b>Agency Contact</b> Guillermo Chavez - Confidential Executive Assistant		
<b>Phone Number</b> 619-533-3983	<b>Email</b> ChavezG@sandiego.gov	

**2. New Position Information**

Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
Program Manager - Government Affairs (See attached)	1			Start ____/____/____ m / d / yr
Program Coordinator- Government Affairs (See attached)	1			Start ____/____/____ m / d / yr
Director of Appointments - Boards and Commissions (See attached)	1			Start ____/____/____ m / d / yr
Citizen Advisory Board- Executive Director (See attached)	1			Start ____/____/____ m / d / yr
Commission on Gang Prevention and Intervention Executive Director(See attached)	1			Start ____/____/____ m / d / yr
				Start ____/____/____ m / d / yr
				Start ____/____/____ m / d / yr

**3. Verification**

*I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.*

 Signature	Todd Gloria Name	Mayor Title	3/12/2015 (month, day, year)
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Comment: (Use this space or an attachment for any additional information.)

2 of 2 804's being submitted

**Print**

**Clear**



**DESIGNATED POSITIONS, DUTIES, AND CATEGORIES**

<u><i>Position</i></u>	<u><i>Duties</i></u>	<u><i>Category</i></u>
Deputy Chief Operating Officer	Assist the 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
Executive Director, Office of Emergency Services	Directs the Office of Emergency Services to include policy guidance, administration, and departmental supervision, interfaces with City Council and Committees, and recommends contract approval.	1
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
Assistant Docket Liaison	Assist the Docket Liaison in assisting 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
Program Coordinator(s)	Assist the Chief Operating Officer, Deputy Chief Operating Officer (s), Directors, and/or citywide in planning, developing, and overseeing managed by the Office of the Chief Operating Officer. Formulate, analyze, and review program operations and develop and implement recommendations to increase efficiency and effectiveness.	2



# GOVERNMENT AFFAIRS DEPARTMENT CONFLICT OF INTEREST CODE

## APPENDIX A DESIGNATED POSITIONS, DUTIES AND CATEGORIES

Position	Duties	Category
<b>Director of Government Affairs</b>	Responsible for the relationships with the State and Federal governments; for supervision of consultants, contractors, and lobbyists; and for monitoring and advocating for City priorities in Sacramento and Washington, D.C. Represents the City, where appropriate, in Intergovernmental matters.	1
<b>Deputy Director Government Affairs</b>	Develops and implements local, state, and federal policy priorities for the City. Helps coordinate presentations of the Mayor's policies to City Council and the public. Assists City departments in developing, implementing and presenting the policies and priorities to the Council and the public. Represents the City, where appropriate, on policy matters.	1
<b>Program Manager</b>	Develops and manages policy priorities for the City by monitoring all relevant local, state and federal policy. Works closely with key state and federal offices, government representatives, and other stakeholders to advance the state and federal priorities of the City. Manages policy matters for the City by advising the Mayor's Office and Councilmembers and by representing the City in matters which may include water, immigration, and grants, as well as other policy issues.	1
<b>Program Coordinator</b>	Develops and manages policy priorities for the City by monitoring all relevant local, state, and federal policy. Coordinates policy matters by the City by advising the Mayor's Office and Councilmembers and by representing the City in matters which may include water, immigration, and grants, as well as other policy issues.	1
<b>Consultant/New Positions</b>	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:	2

OFFICE OF BOARDS AND COMMISSIONS

CONFLICT OF INTEREST CODE

APPENDIX A

DESIGNATED POSITIONS, DUTIES AND CATEGORIES

Position	Duties	Category
Director of Appointments – Boards and Commissions	Supports the day-to-day operations of the City's 50 boards and commissions and serves as an access point to the volunteer members appointed by the Mayor and City Council. Office includes the Executive Directors and staff positions that support the Accessibility Advisory Board, Commission for Arts and Culture, Community Advisory Board on Police/Community Relations Commission on Gang Prevention & Intervention, Human Relations Commission, International Affairs Board, along with general coordination of other boards and commissions with departmental staff. This department manages the City's Boards and Commissions structures; oversees the establishment of new Boards; and manages procedural and bylaw modifications, and related special projects.	1
Citizen Advisory Board – Executive Director	Provides policy guidance and support to the Human Relations Commission advises the Mayor and City Council on social justice issues conducting activities that foster mutual understanding and inclusion and protecting basic human and civil rights.	1
Commission on Gang Prevention and Intervention Executive	Coordinates efforts between the City, law enforcement agencies, social service providers, and the general public. Identifies local, state, and federal funding sources; and addresses other gang-related policy matters. Serves as an advisor to the Mayor and City Council on policy issues relating to gang prevention and intervention.	1