

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

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

<u><i>Position</i></u>	<u><i>Duties</i></u>	<u><i>Category</i></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.	1
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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Chief Compliance Officer	Assist the Chief Operating Officer or Assistant Chief Operating Officer as required. Recommend policies and courses of action to the Mayor, Chief Operating Officer, and Assistant Chief Operating Officer on issues pertaining to Enterprise Risk Management, audit, and compliance with laws, federal, state, and local regulations, and Citywide policies and procedures. 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
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
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), Chief Compliance Officer, Docket Liaison, Deputy Director of Urban Division, Assistant Deputy Director of Urban Division, Program Manager(s) of Urban Division, Corporate Partnerships & Development Director, and/or Citywide Grants & Donations Program Manager.	3
Deputy Director, Urban Division, Smart & Sustainable Communities Branch	Oversee executive and administrative functions of the newly created Urban Division under the Branch; develop a vision and implement goals; develop policies for land use; lead the transition of land development review permitting processes; coordinate project activities for land use, permitting, planning, and community parking with City departments; and develop implementation plans for each fiscal year.	1

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Assistant Deputy Director, Urban Division, Smart & Sustainable Communities Branch	Oversee executive and administrative planning and permitting decisions; initiate, manage, and integrate broad comprehensive planning programs; develop and implement goals, objectives, policies, procedures, and performance standards for land use/development; negotiate with developers and architects to achieve community goals for urban design; and coordinate policy development and implementation with the Deputy Director.	1
Program Manager, Urban Division, Smart & Sustainable Communities Branch	Provide oversight, management, and direction for projects in the right of way and open spaces in downtown San Diego; ensure program implementation of service to downtown development clients and stakeholders for development projects and permitting requirements.	1
Program Manager, Urban Division, Smart & Sustainable Communities Branch	Provide oversight and direction for community parking district annual workplan functions; plan and implement parking management solutions and provide new mobility options; create an annual plan and budget for use of parking meter funds; determine parking management other mobility enhancing improvements; coordinate with staff at downtown Business Improvement Districts (BIDs), Maintenance Assessment Districts (MADs), and Property Based Improvement District (PBID) to ensure alignment with community parking district infrastructure improvements.	1
Program Manager, Urban Division, Smart & Sustainable Communities Branch	Provide administrative oversight to ensure fiscal operations, information systems management, and the safety and training program policies are followed; develop strategies to integrate with City departments for alignment and project coordination.	2

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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.