

**SPECIAL EVENTS AND FILMING DEPARTMENT
CONFLICT OF INTEREST CODE**

APPENDIX A – DESIGNATED POSITIONS

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Special Events and Filming Department Executive Director	The Executive Director oversees the overall management and operations of the Special Events and Filming Department. Responsible for the Special Event and Filming permit processes; interfaces with elected officials regarding policy issues; works with visitor industry; special event, and filming partners to attract major events and filming; provides expertise to special event organizers, production companies, civic leaders and host committees. Reports to the Assistant Chief Operating Officer.	1
Special Events Program Manager	The Special Events Program Manager is responsible for the development and management of a coordinated approach to the planning and on-site management of special events; managing the special event permitting process including coordination with City departments, other public agencies, community groups and impacted entities to ensure compliance with local, state, federal codes, laws, policies and programs; problem resolution; and development of program enhancements to remain competitive in the industry. Reports to the Special Events and Filming Department Executive Director.	1
Filming Program Manager	The Filming Program Manager is responsible for the coordinated approach to the planning and on-site management of filming; managing the filming permitting process including	1

<p>Senior Planner</p>	<p>coordination with City departments, other public agencies, community groups and impacted entities to ensure compliance with local, state, federal codes, laws, policies and programs; problem resolution; and development of program enhancements to remain competitive in the industry. Reports to the Special Events and Filming Department Executive Director.</p> <p>The Senior Planner is responsible for environmental review of all discretionary Special Event Permits and Park Use Permits in compliance with the California Environmental Quality Act. Coordination of GIS mapping and with Public Utilities Department, Transportation and Storm Water Department, other departments and agencies to identify right-of-way conflicts and resolutions; maintenance of the online Special Events Calendar; and other coordination duties that benefit the Department. Reports to the Special Events and Filming Department Executive Director.</p>	<p>1</p>
<p>Consultants/New Positions</p>	<p>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:</p> <p>The Assistant 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</p>	<p>2</p>

	disclosure requirements. The Assistant 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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**OFFICE OF SPECIAL EVENTS DEPARTMENT
CONFLICT OF INTEREST CODE**

APPENDIX B – DISCLOSURE CATEGORIES

CATEGORY 1:

- a. Investments and business positions in any firm or business entity that supplies goods or services to the City, that is 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.
- b. 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.
- c. 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.

CATEGORY 2:

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

The Assistant Chief Operating Officer 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 described 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 Assistant Chief Operating Officer’s determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.