

**TRANSPORTATION & STORMWATER DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX A  
DESIGNATED POSITIONS**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<b>ADMINISTRATION &amp; RIGHT-OF-WAY COORDINATION</b>		
Director and Assistant Director	Administers the Transportation & Stormwater Department.	1
Deputy Director (Right-of-Way Coordination)	Prepares and administers budgets, both operations, undergrounding of utilities and transportation projects and manages division activities; approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, and procurement of materials and equipment. Formulates policies that impact public and private utilities.	1
Deputy Director (Fiscal & Administrative Services)	Oversees the Department's budget, finance, information technology and administrative functions and recommends financial decisions Department-wide.	1
Utilities Undergrounding Program Assistant Deputy Director	Reviews and evaluates agreements for professional/technical services related to City's Utility Undergrounding Program; approves procurement of materials; approves contract payments; reviews and approves technical reports and studies received from utilities; represents the City at meetings with consultants, participating utilities, and community groups; prepares recommendations to City Council and Mayor for approval of utility undergrounding projects; and formulates policies that impact public and private utilities.	1
Customer Advocate Program Manager	Implements policies and procedures aimed at enhancing customer service, manage customer services issues related to right-of-way infrastructure maintenance requests, recommends policy and process changes to ensure performance measures and customer needs are met.	2
City Forester (Program Manager)	Administers grants; negotiates and administers agreements and contracts for tree-related services; recommends service levels and budgets for City Forestry program; oversees tree planting programs.	2
Supervising Management Analyst	Supervises assigned divisions' finance, budget, and administrative functions.	2

Senior Engineer–Civil	Reviews and evaluates agreements for professional/technical services related to City’s Utility Undergrounding Program; approves procurement of materials; approves contract payments; reviews and approves technical reports and studies received from utilities; represents the City at meetings with consultants, participating utilities, and community groups; Prepares recommendations to Council and Mayor for approval of utility undergrounding projects.	2
Associate Engineer–Civil	Performs complex engineering project design work and research analysis; programs projects for future funding; plans and supervises the work of professional engineers and technical staff, planning engineering or related work; prepares and presents technical reports to other agencies, community groups, or other groups; estimates the cost of future projects, prepares preliminary roadway layout designs and roadway alignments for feasibility and future capital improvement projects.	2
Information Systems Analyst IV	Reviews and evaluates requests to automate manual procedures; defines user requirements, prepares cost/benefit analysis for new systems to be developed; justifies and prioritizes new systems development for software and hardware; provides technical interpretation to department staff and private vendors, including consultants as described for department; prepares, monitors, and analyzes the department’s data processing budget.	2
Horticulturist	Assists in developing City policies and ordinances on street tree plantings and removals; provides staff support; develops requirements and specifications for tree trimming and removal contracts; evaluates trees health and stability as needed; supervises contractor’s work; researches and evaluates methods of reducing or preventing damage to public improvements by trees and other plantings; develops tree planting programs that include obtaining grant funding; reviews locations to determine best method to retain trees while protecting the public improvements (e.g. sidewalks & curbs).	2

**STORMWATER**

Deputy Director	Prepares and administers budgets and manages division activities; approves and/or recommends financial decisions regarding construction/ engineering/consultant contracts, procurement of materials and equipment.	1
Assistant Deputy Director	Reviews and evaluates agreements for professional/technical services, approves procurement of materials; approves contract payments; reviews and approves technical reports and studies; negotiates Stormwater Permit conditions and requirements with Regulatory Agencies on behalf of the City. Oversees contracting, procurement, permit compliance planning and reporting, and asset management functions.	1
Fiscal Services Program Manager	Oversees the Department’s budget, finance, and administrative functions and recommends financial decisions Department-wide.	2

Strategic Program Manager	Reviews and evaluates policies that impact the Department; develops strategy recommendations for successful adoption and implementation of policies; assists with interagency coordination and strategy on issues and initiatives; represents the City in meetings with agencies and stakeholders; assists with identifying and reviewing state and federal legislation of impact to the Department, as well as California State Water Resources Control Board and Regional Water Quality Control Board regulatory issues; assists with identifying and pursuing funding opportunities.	2
Stormwater Operations Program Manager	Reviews and evaluates agreements for professional/technical services, approves procurement of materials; approves contract payments; reviews and approves technical reports and studies; and negotiates Stormwater Permit conditions and requirements with Regulatory Agencies on behalf of the City. Oversees contracting, procurement, logistics, and storm patrol functions.	2
Stormwater Compliance Program Manager	Reviews and evaluates agreements for professional/technical services, approves contract payments; reviews and approves technical reports and studies; and negotiates Stormwater Permit conditions and requirements with Regulatory Agencies on behalf of the City. Oversees contracting, procurement, and implementation of various compliance programs.	2
Stormwater Inspection Manager	Reviews and evaluates agreements for professional/technical services, approves contract payments; reviews and approves technical reports and studies; and negotiates Stormwater Permit conditions and requirements with Regulatory Agencies on behalf of the City. Oversees contracting, procurement, and implementation of various compliance programs.	2
Project Officer II	Oversees division agency contracts, coordinates with section heads on Council Actions to adherence to City financial and routing guidelines.	2
Public Works Superintendent	Represents the City in meetings with citizen groups, architects, engineers, consultants, supervisors, contractors, other City department and other governmental agencies; supervises the preparation of, and/or approves all documents, plans, specification, bidding procedures and contract awards; responsible for contract payment and management.	2
Senior Engineer-Civil	Reviews and evaluates agreements for professional/technical services, approves procurement of materials; approves contract payments; reviews and approves technical reports and studies; negotiates Stormwater Permits conditions and requirements with Regulatory Agencies on behalf of the City; and represents the City in meetings with consultants, developers and private project applicants.	2

Development Project Manager III	Acts as City liaison with all Regulatory and Environmental Agencies requiring permit authorizations; provides oversight of annual environmental consulting contracts; works with consultants and non-profits to implement mitigation strategies; participates in consultant selection process and represents the City in meetings with consultants, developers, community members and private project applicants.	2
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**TRAFFIC ENGINEERING**

Deputy Director	Directs daily operations, contract preparation, consultant management, contract administration and payment approvals, material approval, subdivision and CIP approval, redevelopment projects, develops and manages CIP, designated Deputy City Engineer responsibilities, and management.	1
Traffic Engineering Program Manager	Provides technical and management support to Traffic Engineering Division; reviews and evaluates agreements for professional services and contracts; provides oversight and management of Vision Zero and Bicycle Master Plan activities; provides oversight for capital improvement project planning; provides oversight in monitoring and reporting of the performance goals and objectives of the Division.	2
Senior Engineer-Traffic	Oversight of traffic engineering operations, supervises the design and checking of plans and specifications for traffic related infrastructure such as signals, streetlights, etc. Designated Deputy City Engineer responsibilities.	2
Associate Engineer-Traffic	Oversees the operation and design of the City's transportation system; conducts complex traffic studies; develops the transportation circulation element of community plans; performs traffic investigations for signage, striping, signalization, parking and other modifications to streets; performs traffic studies for bikes, pedestrians, transit and automobile; programs projects for future funding; prepares and presents technical reports to other agencies, community groups, or other groups; oversees traffic improvement projects through design and construction.	2
Associate Engineer-Civil	Performs complex engineering project design work and research analysis; programs projects for future funding; plans and supervises the work of professional engineers and technical staff, planning engineering or related work; prepares and presents technical reports to other agencies, community groups, or other groups; estimates the cost of future projects, prepares preliminary roadway layout designs and roadway alignments for feasibility and future capital improvement projects.	2

**STREET**

Deputy Director	Administers and manages the daily operations of the Division. Approves and/or recommends financial decisions regarding construction and/or engineering contracts, procurement of materials and equipment; negotiates and/or administers agency contracts; administers grants; prepares and administers resurfacing contracts and consultant contracts; prepares operations & maintenance and capital improvements budgets.	1
Street Operations Program Manager	Provides financial, technical and management support to Street Division; reviews and evaluates agreements for professional services, negotiates and/or administers agency contracts; recommendations for financial decisions for the Street operation & maintenance and capital improvements budgets; oversight in monitoring the performance goals and measures.	2
Associate Engineer-Civil	Represents the city in meeting with citizen groups, architects, engineers, contractor, other city departments and other governmental agencies; supervises the preparation of, and/or approves all documents, plans, specification, bidding procedures and contract awards; responsible for contract payments and management.	2
Public Works Superintendent	Represents the city in meeting with citizen groups, architects, engineers, contractor, other city departments and other governmental agencies; responsible for material purchases and selection of materials used in maintenance operations.	2
Senior Engineer-Civil	Reviews and evaluates agreements for professional/technical services, approves procurement of materials; approves contract payments; reviews and approves technical reports and studies, supervises the preparation of, and/or approves documents, plans, specification, bidding procedures and contract awards; responsible for contract payments and management.	2
Safety & Training Manager	Responsible for safety material purchases and selection of safety materials used in maintenance operations. Responsible for employee training and interacts with and selects private safety vendors and trainers.	2

**CONSULTANTS**

Consultants	Refer to the Disclosure Category section (Appendix B) for consultants.	3
Hearing Officers	Adjudicate disputed Stormwater administrative citations.	3

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**APPENDIX B  
DISCLOSURE CATEGORIES**

<u>CATEGORY</u>	<u>DESCRIPTION</u>
Category 1	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p>
Category 2	<p>Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party of the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Interests in real property owned or used by any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p>
Category 3	<p>Consultants shall be included in the list of designated employees for the Transportation and Stormwater Department and shall disclose pursuant to the broadest category in the code subject to the following limitation:</p> <p>The Department Director 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 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>