

**TRANSPORTATION & STORM WATER DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
ADMINISTRATION & RIGHT OF WAY COORDINATION		
Director and Asst. Director	Administers the Transportation & Storm Water Department.	1
Deputy Director	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, procurement of materials and equipment and information technology. Formulates policies that impact public and private utilities.	1
Administrative Services & Fiscal Program Manager	Oversees the Department's budget, finance, and administrative functions and recommends financial decisions Department-wide.	2
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
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	Perform complex engineering project design work and research analysis; program projects for future funding; plan and supervise the work of professional engineers and technical staff, planning engineering or related work; prepare and present technical reports to other agencies, community groups, or other groups; estimate the cost of future projects, prepare preliminary roadway layout designs and roadway alignments for feasibility and future capital improvement projects.	2

STORM WATER DIVISION

Deputy Director and Asst. 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
Storm Water Program Manager	Reviews and evaluates agreements for professional/technical services, approves procurement of materials; approves contract payments; reviews and approves technical reports and studies; negotiates Storm Water Permits conditions and requirements with Regulatory Agencies on behalf of the City. Oversees contracting, procurement, logistics, and storm patrol functions.	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
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
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 Storm Water 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

TRANSPORTATION ENGINEERING OPERATIONS

Deputy Director	Direct daily operations, contract preparation, consultant management, contract administration and payment approvals, material approval, subdivision and CIP approval, redevelopment projects, develop and manage CIP, designated Deputy City Engineer responsibilities, and management.	1
Senior Engineer-Traffic	Oversight of traffic engineering operations, supervise the design and checking of plans and specifications for traffic related infrastructure such as signals, streetlights, etc. Designated Deputy City Engineer responsibilities.	1
Associate Engineer-Traffic	Oversee the operation and design of the City's transportation system; conduct complex traffic studies; develop the transportation circulation element of community plans; perform traffic investigations for signage, striping, signalization, parking and other modifications to streets; perform traffic studies for bikes, pedestrians, transit and automobile; program projects for future funding; prepare and present technical reports to other agencies, community groups, or other groups; oversee traffic improvement projects through design and construction.	2
Associate Engineer-Civil	Perform complex engineering project design work and research analysis; program projects for future funding; plan and supervise the work of professional engineers and technical staff, planning engineering or related work; prepare and present technical reports to other agencies, community groups, or other groups; estimate the cost of future projects, prepare preliminary roadway layout designs and roadway alignments for feasibility and future capital improvement projects.	2

STREET DIVISION

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
Program Manager	Provide financial, technical and management support to Street Division. Review and evaluate 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 Officer	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
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

CONSULTANTS

Consultants	Refer to the Disclosure Category section (Appendix B) for consultants.	3
Hearing Officers	Adjudicate disputed Storm Water 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 Storm Water 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>