

Conflict of Interest Code

**PLANNING DEPARTMENT
CONFLICT OF INTEREST CODE**

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

MANAGEMENT

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Oversees direction and operations of the Planning Department. Advises Mayor, Council, and Planning Commission on City long range planning issues; land development code updates, Development Impact fees; CEQA and environmental policy; park planning; historic policy and planning; Multiple Species Conservation Program; and land use policy and ordinance matters. Interfaces with professional organizations and groups on urban design and land use planning. Designs, plans, assigns, and supervises the work of managerial and professional employees.	1
Assistant Director	Assists with developing and updating policies and procedures and managing department operations; advises on policy and regulatory approaches and works on other projects as needed. Advises Planning Director on City long range planning issues, development impact fees. Designs, plans, assigns, and supervises the work of managerial and professional employees.	1

COMMUNITY PLANNING AND HOUSING

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Deputy Director	Administers work program for the Community Planning & Housing Division; provides policy guidance for community and land-use planning issues; sets priorities and reviews major projects for the community planning process; sets priorities for land development code updates.	1
Program Manager	Administers work program, policy formulation, writing Manager's Reports which include making recommendations to decision-makers. Manages Department services and functions.	1
Supervising Development Project Manager	Manages policy and ordinance development for the Municipal Code and policy documents; prepares Manager's Reports which includes recommendations to decision-making bodies; acts as liaison to the California Coastal Commission and other agencies.	2
Development Project Manager III	Manages policy and ordinance development for the Municipal Code and policy documents; prepares Manager's Reports which includes recommendations to decision-making bodies; coordinates technical approaches across multiple community and land-use planning projects; manages development project review and coordination with customers; acts as liaison with other departments and agencies; and makes presentations to community groups and advisory bodies and supervises staff.	2
Senior Planner/ Planning Project Manager	Manages community plan updates and amendments, land use policy, and regulation initiatives. Reviews development projects as part of a multi-discipline team with DSD reviewing staff, works with Grants coordinator, obtains funding, oversees project, and coordinates the work with consultants, and other departments and agencies. Works with Community Planning Groups and other stakeholders.	2

ENVIRONMENTAL POLICY & PUBLIC SPACES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Deputy Director	Administers work program for the Environmental Policy & Public Spaces Division including citywide California Environmental Quality Act (CEQA) policy and environmental review, the Climate Resiliency section, Multiple Species & Conservation Program (MSCP), Historic Preservation Planning section, Public Spaces section, and Parks Planning section, as well as review of all community plan updates and other planning projects and plans.	1
Assistant Deputy Director	Administers Public Spaces and Parks Planning work programs, policy formulation, writing Manager's Reports which include making recommendations to decision-makers. Manages specified Division services and functions.	1
Program Manager	Administers work program, policy formulation, writing Manager's Reports which include making recommendations to decision-makers. Manages Program services and functions.	1
Development Project Manager III	Manages policy and ordinance and development for the Municipal Code and policy documents; prepares Manager's Reports which includes recommendations to decision-making bodies; provides input into the capital improvement program and budget process; manages development project review and coordination with customers; acts as park liaison and MSCP liaison with other departments and agencies; and makes presentations to community groups and advisory bodies and supervises staff.	2
Park Designer	Manages parks planning projects, amendments to park policies plans, and plans, reviews land acquisition requests for parks and provides recommendations on future joint use projects with school districts.	2

Senior Civil Engineer	Provides engineering support to the department in the negotiation and implantation of developer reimbursement agreements, performing and reviewing CIP projects cost estimates, project cost verifications, coordination of consultant contracts, formation of cost reimbursement districts, and review of financing plan project cost estimates.	2
Senior Planner	Depending upon area of assignment, Senior Planners may review City initiatives for compliance with the California Environmental Quality Act, assist in the management of the City's Biodiverse (MSCP) Program, Historic Preservation Planning Program, or Climate Resiliency Program, and assist in the development and management of the City's Public Spaces program, which includes development impact fees. Other responsibilities include supervising staff, reviewing development projects as part of a multi-discipline team with DSD reviewing staff and working with the Grants coordinator, obtaining funding, overseeing projects, and coordinating the work with consultants, other departments and agencies. Senior Planners also work with Community Planning Groups, Community-Based Organizations (CBOs), advocacy groups, and other stakeholders.	2

FINANCIAL AND ADMINISTRATIVE SERVICES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Program Manager	Administers work program for Financial & Administrative Services Division. Policy guidance and management of the Planning Department's fiscal operations, operating budgets, and special funds; manages the appropriations of Developer Impact Fees and related funds for public infrastructure projects (CIP). Manages department Fiscal & Administrative Services and Mapping & IT Services Sections.	1
Program Coordinator	Manages Fiscal and Administrative Services section. Manages the development and monitoring of the departments budgets and appropriations of developer impact funds to public infrastructure projects (CIP). Manages the department's procurement, payroll, and support services operations.	1
Supervising Management Analyst	Supervises the development and monitoring of the departments operating budgets and fiscal transaction; supervises payroll; supervises the appropriation and disbursement of development impact fee funds and Supervises staff.	2
ISA IV/ Mapping and IT Services Supervisor	Directs and manages the MIS and GIS support staff. Liaison between departments on IT and GIS matters and works with IT vendors on contracts and payment processing to include review of all IT procurement related invoices and supervises staff.	2

PUBLIC ENGAGEMENT

<u>Position</u>	<u>Duties</u>	<u>Categories</u>
Program Manager	The Public Engagement Program Manager is responsible for developing and managing a program for public engagement and communications for the Department. This program focuses on public and stakeholder engagement, with an emphasis on reaching, educating, and engaging with people that have not traditionally participated in the public process, to ensure that input is received that is representative of the City's diverse population. Public engagement is an integral component of the success of the Department's initiatives, which include long-range community plans, implementation of zoning ordinances, infrastructure plans, and environmental policies. The Public Engagement Program Manager designs, plans, assigns, and supervises the work of professional employees.	1
Senior Planner	Manages public engagement plans and public education campaigns for Department initiatives, including overseeing consultant work and coordinating with other Departments and agencies and supervises staff. Communicates with community stakeholders to explain Department initiatives and seek input on how they can best meet the needs of community members.	2

CONSULTANTS/NEW POSITIONS

Refer to Disclosure Category section (Appendix B) for consultants/new positions.	3
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**APPENDIX B
DISCLOSURE CATEGORIES**

<u>CATEGORY 1:</u>	
a)	Investments and business positions in any business entity located in or doing business with the City of San Diego.
b)	Income and gifts from sources located in or doing business with the City of San Diego.
c)	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.
<u>CATEGORY 2:</u>	
a)	Investments and business positions in any firm 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.
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.
d)	For purposes of this category, any person or business entity means any construction firm, building supply firm, real estate or land development firm, architectural or engineering firm, land use data services firm, property information retrieval firm, geological services firm or financial institution doing business in or with the City of San Diego, or having the potential of doing business with the City of San Diego.
<u>CATEGORY 3:</u>	
a)	<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 Director, Assistant Director, or Deputy Directors 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 described in this section. Such written documentation 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 Director’s, Assistant Director’s, or Deputy Director’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>