

**STORMWATER DEPARTMENT
 CONFLICT OF INTEREST CODE**

**APPENDIX A
 DESIGNATED POSITIONS**

| <u>POSITION</u> | <u>DUTIES</u> | <u>CATEGORY</u> |
|--|---|-----------------|
| Director | Administers the Stormwater Department. | 1 |
| 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 and Administrative 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 |

| | | |
|---------------------------------|---|---|
| Think Blue Program Manager | Reviews and evaluates agreements for professional/technical services, approves contract payments; and reviews and approves technical reports and studies associated with the Think Blue program, education and outreach, and stakeholder engagement. Oversees contracting, procurement, and implementation of various Think Blue education and outreach 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 |
| 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 |
| 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 |

CONSULTANTS

| | | |
|---------------------------|--|---|
| Consultants/New Positions | Refer to the Disclosure Category section (Appendix B) for consultants/new positions. | 3 |
|---------------------------|--|---|

**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/new positions shall be included in the list of designated employees for the 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/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 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 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> |

