

RESOLUTION NUMBER R- 290850

ADOPTED ON OCT 19 1998

RESOLUTION ADOPTING THE REVISED  
CONFLICT OF INTEREST CODE FOR THE  
DEVELOPMENT SERVICES BUSINESS CENTER.

WHEREAS, by Resolution R-285019 adopted on December 5, 1994, the City Council approved the Development Services Business Center's Conflict of Interest Code, which was revised and updated following the required City-wide biennial review of all conflict of interest codes for which the City Council serves as code reviewing body; and

WHEREAS, Government Code section 87306 requires agencies to amend their conflict of interest codes whenever an amendment is necessitated by changed circumstances, including the creation of new positions which must be designated and relevant changes in the duties assigned to existing positions; and

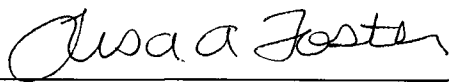
WHEREAS, the Development Services Business Center has proposed changes to Appendix A and Appendix B of that business center's conflict of interest code to accurately reflect designated positions and appropriate disclosure categories; NOW, THEREFORE,

BE IT RESOLVED that the Development Services Business Center's proposed changes to Appendix A and Appendix B of that business center's conflict of interest code are hereby approved and are incorporated into its conflict of interest code.

BE IT FURTHER RESOLVED that revised Appendix A and Appendix B to the Development Services Business Center's Conflict of Interest Code be placed on file in the Office of the City Clerk as Document No. RR- 290850

BE IT FURTHER RESOLVED that the revised Conflict of Interest Code for the  
Development Services Business Center become effective upon the date of adoption of this  
resolution.

APPROVED: CASEY GWINN, City Attorney

By   
Lisa A. Foster  
Deputy City Attorney

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10/06/98COR.COPY  
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**APPENDIX A - Amended as of 09/25/98  
DESIGNATED POSITIONS, DUTIES, AND CATEGORIES**

**DEVELOPMENT SERVICES BUSINESS CENTER**

**MANAGEMENT**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Policy formulation, contract approval, discretionary approval, environmental approval.	1
Assistant Director	Policy formulation, contract approval, discretionary approval, environmental approval.	1
Deputy Director (Building Official)	Administer appropriate work programs.	1
Deputy Director	Administer appropriate work programs.	1
Assistant Deputy Director	Assist the Deputy Director in the administration of appropriate work programs.	1
Consultant	Consultants 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:	3

The Director, Assistant Directors, Deputy Directors or Assistant Deputy Directors 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 consultants duties and, based upon that description, a statement of the extent of disclosure requirements. The Director, Assistant Directors, Deputy Directors or Assistant Deputy Director's determination is a public record and shall be retained for inspection in the same manner and location as this conflict of interest code.

DOCUMENT NO. R-290850

FILED OCT 19 1998

OFFICE OF THE CITY CLERK  
SAN DIEGO, CALIFORNIA

## SUPPORT SERVICES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Information Systems Analyst IV	Liaison between department and San Diego Data Processing Corporation or private vendors of automated systems.	2
Supervising Management Analyst	Analyzes budgetary data; prepares and administers budgets; assures proper disbursements and expenditures; performs special procedural, operational, revenue and expenditure analysis.	2

## BUILDING DEVELOPMENT REVIEW

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Engineering Senior (Structural, Civil, Traffic)	Code interpretation and policy formation; construction inspection; consultants agreements; material approval; subdivision approval; project management; contract payment; assessment spreads.	2
Senior Engineering Geologist	Review geological documents, construction inspection, material approval, subdivision approval, project management.	2

## INSPECTION SERVICES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Building Inspection Supervisor	Code writing; construction inspection, code interpretation; material approvals.	1
Senior Building Inspector	Construction inspection.	2

## LAND DEVELOPMENT REVIEW

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Engineering Senior (Structural, Civil, Traffic)	Code interpretation and policy formation; construction inspection; consultants agreements; material approval; subdivision approval; project management; contract payment; assessment spreads.	2
Land Surveying Senior	Code interpretation and formation; consultants agreements; subdivision and street action approval.	2
Program Manager	Administer appropriate work programs; perform permit and environmental review; writing and revising ordinances; code writing and interpretation; policy formulation; writing Managers Reports which include making recommendations to decision-makers.	1
Senior Planner (Assigned as Hearing Officer)	Development review; Discretionary Permit review; policy interpretations of adopted ordinances; conduct hearings for Process 3 projects; hear appeals of Process 2 projects; perform Environmental Review.	2

## LOCAL ENFORCEMENT AGENCY

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Program Coordinator	Assigns and oversees the completion of projects; prepares and administers program budget, writing and revising ordinances; direct work of professional and clerical staff.	1
Program Manager	Administer appropriate work programs; perform permit and environmental review; writing and revising ordinances; code writing and interpretation; policy formulation; writing Managers Reports which include making recommendations to decision-makers.	1

**INFORMATION AND APPLICATION SERVICES**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Supervising Plan Review Specialist	Plan checking; code and ordinance interpretation.	2

**PROJECT MANAGEMENT**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Development Project Manager III	Project management and coordination; code and ordinance interpretation; code writing; policy formation; development review; project approval.	2
Development Project Manager II	Project management and coordination; code and ordinance interpretation; code writing; development review; project approval.	2
Development Project Manager I	Project management and coordination; code and ordinance interpretation; code writing; development review; project approval.	2

**APPENDIX B - Amended as of 9/25/98**  
**DISCLOSURE CATEGORY**

**DEVELOPMENT SERVICES BUSINESS CENTER**

**Category 1:** Investments and business positions in any business entity located in or doing business with the City of San Diego.

Income and gifts from sources located in or doing business with the City of San Diego.

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.

**Category 2:** 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.

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.

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.

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.

**DISCLOSURE BY CONSULTANTS**

**Category 3:** Consultants 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:

The Director, Assistant Directors, Deputy Directors or Assistant Deputy Directors 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 Director, Assistant Directors, Deputy Directors or Assistant 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.

# CERTIFICATION

The foregoing amendment to the Conflict of Interest Code was prepared by the City of San Diego, Development Services, after a fair opportunity was offered to the members of the department to present their views.

8.5.98

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(date)

*Sty M. H.*

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(signature of executive officer)