

RESOLUTION NUMBER R- 294192

ADOPTED ON NOV 20 2000

RESOLUTION ADOPTING THE REVISED
CONFLICT OF INTEREST CODE FOR THE
PLANNING AND DEVELOPMENT
REVIEW DEPARTMENT.

WHEREAS, by Resolution No. R-290850, adopted on October 19, 1998, the City Council approved the Planning and Development Review Department'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 87306.5 requires biennial review of local agency conflict of interest codes every even-numbered year; 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 Planning and Development Review Department has proposed changes to Appendix A and Appendix B of that office's conflict of interest code to accurately reflect designated positions and appropriate disclosure categories; NOW, THEREFORE,


BE IT RESOLVED that the Planning and Development Review Department's proposed changes to Appendix A and Appendix B of that office'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 Planning and Development Review Department's Conflict of Interest Code be placed on file in the Office of the City Clerk as Document No. RR- 294192.

BE IT FURTHER RESOLVED that the revised Conflict of Interest Code for the Planning and Development Review Department becomes effective upon the date of adoption of this resolution.

APPROVED: CASEY GWINN, City Attorney

By 
Lisa A. Foster
Deputy City Attorney

LAF:jrl
09/21/2000
Or.Dept: Planning & Develop. Review
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**APPENDIX A - Amended as of 08/01/00
Designated Positions, Duties and Categories**

PLANNING AND DEVELOPMENT REVIEW DEPARTMENT

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.	2
Deputy Director	Administer appropriate work programs.	2
Assistant Deputy Director	Assist the Deputy Director in the administration of appropriate work programs.	
Consultant	<p>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:</p> <p>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</p>	3

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.

SUPPORT SERVICES

<u>Position</u>	<u>Duties</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
Senior Management Analyst	Recommend new fees, modification to existing fees, policy formulation. Refers accounts to Collections, recommends account write-offs and corrections, policy/procedure formulation.	2

BUILDING DEVELOPMENT REVIEW

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

Senior Building Inspector	Construction inspection.	2
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LAND DEVELOPMENT REVIEW

<u>Position</u>	<u>Duties</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.	2
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>	
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.	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.	2

INFORMATION AND APPLICATION SERVICES

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

PROJECT MANAGEMENT

<u>Position</u>	<u>Duties</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
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.	2

LONG RANGE PLANNING

<u>Position</u>	<u>Duties</u>	
City Planner	Advises City Manager and Planning Commission on long range planning issues; Manages preparation and implementation of General Plans, urban design, facilities financing and major project planning; Interfaces with professional organizations on urban design	1

Long Range Planning Deputy Director	Policy guidance for community and land-use planning issues; Sets priorities and reviews major projects for the community planning process.	2
MSCP/Transportation Planning Deputy Director	Policy guidance for long range planning, urban design and special projects; Sets priorities and reviews major long range planning, urban design, Multiple Species Conservation Program, Transportation Planning, and special projects.	2
General Plan Manager	Policy guidance and administration of the General Plan.	2
Facilities Financing Manager	Policy guidance and management of the Facilities Financing Program; Manages the assessment and disbursement of Facilities Benefit Assessment and Developer Impact Fees.	2
Principal Planners/Program Managers	Directs, reviews and implements the community and/or land use planning effort.	2
Senior Traffic Engineer	Plans, directs and supervises the Transportation Planning section; Including the review of transportation elements, phasing plans and traffic studies.	2
NTC Reuse Director	Plan, direct and supervise the NTC reuse conversion effort; This includes completion of the reuse plan and negotiating with the federal government to convey the base to the City and implement the reuse plan.	2
Supervising Project Manager - Facilities Financing	Directs, reviews and supervises implementation of assessments and disbursements of the Facilities Benefit Assessment and Developer Impact Fees.	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
Community Service Center's Program Manager	Policy guidance, management and implementation of Community Service Center initiative.	2

Community Service Center Managers Manage individual Community Service Centers
Duties include community collaboration, interaction
with City officials, provision of City services.

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

PLANNING AND DEVELOPMENT REVIEW DEPARTMENT

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:

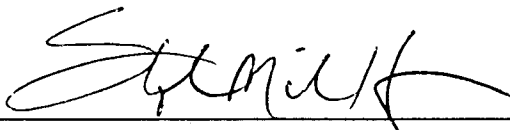
The Director, Assistant Directors, Deputy Directors or Assistant Deputy Directors may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements 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 Planning and Development Review Department after a fair opportunity was offered to the members of the Planning and Development Review Department to present their views.

8-30-00

(date)



(Signature of Executive Officer)