

RESOLUTION NUMBER R- **297308**

ADOPTED ON **NOV 18 2002**

RESOLUTION ADOPTING A CONFLICT
OF INTEREST CODE FOR THE NEW
DEVELOPMENT SERVICES DEPARTMENT.

WHEREAS, Government Code sections 87300 and 87302 require local agencies to adopt conflict of interest codes designating positions which involve the making or participation in making of decisions which may foreseeably have a material effect on financial interests, and for each position, the financial interests which are reportable; and

WHEREAS, a portion of the former Planning and Development Review Department has been renamed the Development Services Department, as a part of organizational changes resulting in the creation of Development Services as a separate entity; and

WHEREAS, the City Manager and City Attorney therefore recommend that a Conflict of Interest Code be adopted for the new Development Services Department; and

WHEREAS, the City Council concurs in this recommendation; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego that a Conflict of Interest Code for the new Development Services Department is hereby adopted, consisting of standard language embodied in title 2, section 18730 of the California Code of Regulations, and any amendments to that regulation duly adopted by the Fair Political Practices Commission, Appendix A showing designated positions and their duties, and Appendix B showing the disclosure categories.

BE IT FURTHER RESOLVED, that a copy of the new Development Services Department's Conflict of Interest Code as adopted be placed on file with the Office of the City Clerk as Document No. RR- **297308**.


BE IT FURTHER RESOLVED, that the persons whose positions are designated in the new Development Services Department's Conflict of Interest Code shall file their statements of economic interest with the City Clerk.

BE IT FURTHER RESOLVED, that the statements of economic interest filed by designated persons be retained by the Office of the City Clerk and be made available for public inspection and reproduction.

BE IT FURTHER RESOLVED, that this Conflict of Interest Code for the new Development Services Department will supercede the portion of the Planning and Development Review Department's conflict of interest code pertaining Development Services.

BE IT FURTHER RESOLVED, that the Conflict of Interest Code for the new Development Services Department become effective upon the date of adoption of this resolution.

APPROVED: CASEY GWINN, City Attorney

By 
Lisa A. Foster
Deputy City Attorney

LAF:jab
9/27/2002
Or.Dept:Develop.Srvs.Dept.
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**APPENDIX A - Amended as of 08/28/02
Designated Positions, Duties and Categories**

DEVELOPMENT SERVICES DEPARTMENT

MANAGEMENT

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Policy formulation, contract approval, discretionary approval, environmental approval.	1
Asst. to DSD Director	Assist the Department Director in administration of appropriate work programs.	
Assistant Director	Policy formulation, contract approval, discretionary approval, environmental approval.	1
Deputy Director (Chief 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	<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 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.</p>	3

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
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>	<u>Category</u>
Engineering Senior (Structural, Civil, Traffic, Mechanical)	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
Senior Fire Protection Engineer	Technical advisor for fire and building staff, advise the Board of Appeals, review smoke control systems for large bldgs, provide training for staff, code interpretations and administrative duties assigned by the building official.	2

INSPECTION SERVICES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Building Inspection Supervisor	Code writing; construction inspection, code interpretation; material approvals.	2
Senior Building Inspector (Structural, Mechanical, Electrical, Combination)	Construction inspection.	2

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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
Senior Engineering Geologist	Review geological documents, construction inspection, material approval, subdivision approval, project management.	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
Engineering Senior (Structural, Civil, Traffic, Mechanical)	Code interpretation and policy formation; construction inspection; consultants agreements; material approval subdivision approval; project management; contract payment, assessment spreads.	2
Neighborhood Services Coordinator	Manage individual Community Service Centers. Duties include community collaboration, interaction with City officials, provision of City services.	2

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APPENDIX B - Amended of 08/28/02
DISCLOSURE CATEGORY

DEVELOPMENT SERVICES 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 Development Services Department after a fair opportunity was offered to the members of Development Services Department to present their views.

9/29/02
(date)

Tina P. Christensen
(Signature of Executive Officer)
Tina P. Christensen

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