

STRATEGIC CAPITAL PROJECTS DEPARTMENT
CONFLICT OF INTEREST CODE
APPENDIX A

DESIGNATED POSITIONS, DUTIES AND CATEGORIES POSITIONS		
DESIGNATED POSITIONS	DUTIES	CATEGORY
Department Director	<p>Policy formation for large, complex, expensive Capital Projects; contract negotiations & approval; management of Capital Improvement Program; design & construction oversight of Capital Improvement Projects; management of land acquisitions for Capital Projects; preparation & management of Inter-Agency Cooperative Agreements; administration of project and department operating budgets; management of public relations; consultant selections; contract negotiations and mediations; and designated various Deputy City Engineer responsibilities.</p> <p>Manages Project Labor Agreement (PLA) program, advises on Pure Water contract language related to PLA compliance, ensures that contractors comply with PLA provisions, recommends and implements withholding of payment for non-compliance; has direct oversight of consultants engaged in the implementation and administration of PLA, reviews and approves task orders</p>	1

	and payment requests, ensures compliance with City rules and regulations	
Assistant Director	<p>Policy formation for large, complex, expensive Capital Projects; contract negotiations & approval; management of Capital Improvement Program; design & construction oversight of Capital Improvement Projects; management of land acquisitions for Capital Projects; preparation & management of Inter-Agency Cooperative Agreements; administration of project and department operating budgets; management of public relations; consultant selections; contract negotiations and mediations; and designated various Deputy City Engineer responsibilities.</p> <p>Manages Project Labor Agreement (PLA) program, advises on Pure Water contract language related to PLA compliance, ensures that contractors comply with PLA provisions, recommends and implements withholding of payment for non-compliance; has direct oversight of consultants engaged in the implementation and administration of PLA, reviews and approves task orders and payment requests, ensures compliance with City rules and regulations</p>	1
Deputy Director(s)	Direct daily operations of Capital Improvement Projects; design & construction oversight of Capital Improvement Projects; contract preparations, negotiations & approval;	1

	<p>consultant management; contract administration and payment approvals; material approval; preparation & management of Inter-Agency Cooperative Agreements; Construction Change Order negotiations and approval; review & recommendation of consultant selections: and designated various Deputy City Engineer responsibilities.</p> <p>Manages Project Labor Agreement (PLA) program, ensures that contractors comply with PLA provisions, and recommends and implements withholding of payment for non-compliance.</p>	
Assistant Deputy Director(s)	<p>Direct daily operations of Capital Improvement Projects; design & construction oversight of Capital Improvement Projects; contract preparations, negotiations & approval; consultant management; contract administration and payment approvals; material approval; preparation & management of Inter-Agency Cooperative Agreements; Construction Change Order negotiations and approval; review & recommendation of consultant selections: and designated various Deputy City Engineer responsibilities.</p>	1
Program Manager(s)	<p>Manages Project Labor Agreement (PLA) program, advises on Pure Water contract language related to PLA compliance, ensures that contractors comply with PLA provisions, recommends and implements withholding of payment for non-compliance; has direct oversight of</p>	1

	<p>consultants engaged in the implementation and administration of PLA, reviews and approves task orders and payment requests, ensures compliance with City rules and regulations; supervises PLA program staff including assistant/associate management analysts and interns; plans, organizes, and facilitates meetings with pre-apprenticeship program, building and union and contractor representatives; meets with Mayoral and City department staff to recommend policies and procedures relative to the PLA program</p>	
Senior Civil Engineer(s)	<p>Direct daily oversight of Capital Improvement Projects; management of construction contracts & consultant agreements; design & construction management of capital projects; material approval; contract payment; oversight of contract preparation and administration; supervision of design; inspection function for construction projects; Construction Change Order negotiations and approval; review & recommendation of consultant selections; and designated various Deputy City Engineer responsibilities.</p>	1
Consultants	<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: The Strategic Capital Projects Director, Assistant Director, and Deputy Directors may determine in writing that a particular consultant although a "designated position" is hired to</p>	3

	<p>perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements 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 Director, and Deputy Director's determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>	
<p>New Positions</p>	<p>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: the Strategic Capital Projects Director may determine in writing that a particular new position is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the new position's duties and based upon that description, a statement of the extent of disclosure requirements. The Director's determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>	<p>3</p>

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APPENDIX B

DISCLOSURE CATEGORIES

Category 1:

All real property interests located within the City of San Diego or within a two-mile radius of its boundaries. Investments and business positions in and income, including gifts, from any construction firm, building supply firm, real estate or land development firm, architectural or engineering firm, or financial institution doing business in the City of San Diego or having the potential of doing business in or with the City of San Diego.

All investments and business positions in business entities, and income from construction firms, building firms, real estate or financial institutions, located in or doing business with the City of San Diego. All 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. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego.

Category 2:

Investments and business positions in any 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 that 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, 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. 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 3:

Consultants and 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:

The Department Director or designated authority 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 determination 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 Department 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.