

## APPENDIX A

### DESIGNATED EMPLOYEES and DESIGNATED POSITIONS

#### **Positions Requiring Full Disclosure Type I as set forth in Appendix B:**

Assistant Directors  
Board of Commissioners  
Controller  
Directors  
Executive Vice President & Chief of Staff  
Executive Vice President & Chief Operating Officer  
Executive Vice President & Chief Strategy Officer  
Legal Counsel  
Directors of the Housing Development Partners of San Diego  
Directors of the HDP Mason Housing Corporation  
Directors of SDHC Building Opportunities, Inc.  
Members of the Loan Committee  
Members of Real Estate Committee  
President & Chief Executive Officer  
Senior Directors  
Senior Vice President of Communications & Chief of Communications  
Senior Vice Presidents  
Vice President of Information Technology & Chief Information Officer  
Vice President of Financial Services & Chief Financial Officer  
Vice Presidents

#### **Positions Requiring Full Disclosure Type II, as set forth in Appendix B:**

Senior Executive Assistant to President & Chief Executive Officer

#### **Positions Requiring Limited Disclosure Type I, as set forth in Appendix B: (contracting)**

Communications Manager  
Community Liaison  
Contracts Analyst  
Facilities Coordinator  
Housing Construction/Inspection Coordinator  
Housing Construction Supervisor  
Human Resources Manager  
Information Technology Manager

#### **Positions Requiring Limited Disclosure Type II, as set forth in Appendix B: (services and grants)**

Accountant

Affordable Housing Compliance Manager  
Contract Employees (who make/participate in Commission decisions in Board & Executive Functions, Business Services, Financial Services, Communications & Public Affairs, and/or Policy Departments)  
Information Systems Service Manager  
Information Technology Project Manager  
Manager of Budget and Reporting  
Project Manager  
Senior Accountant  
Senior Budget Analyst  
Senior Grants Analyst  
Senior Homeless Program Analyst  
Senior HR Analyst  
Senior Information Project Manager  
Senior Program Analyst in Operations  
Strategic Plan/Budget Administrator

**Positions Requiring Limited Disclosure III, as set forth in Appendix B: (services/grants with RP)**

Assistant Real Estate Managers  
Assistant Real Estate Project Development Administrator  
Contract Employees (who make/participate in Commission decisions in Real Estate, Operations, Housing Innovations and/or Rental Assistance Departments)  
Equal Opportunity Contracting Program Manager  
HCV Quality Assurance/Compliance Manager  
Housing Programs Manager  
Housing Supervisor  
Loan Services Manager  
Loan Underwriting Specialist  
Loan Servicing Specialist  
Manager  
Off-Site Property Manager  
On-Site Property Manager  
Real Estate Project Development Administrator  
Senior Program Analyst in Real Estate  
Senior Rental Assistance Analyst

**CONSULTANTS**

“Consultant” is an individual who, pursuant to a contract with the Housing Commission either:

(1) Makes a governmental decision whether to: (a) Approve a rate, rule or regulation; (b) Adopt or enforce a law; (c) Issue, deny, suspend, or revoke any permit, license, application, certificate,

approval, order, or similar authorization or entitlement; (d) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval; (e) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract; (f) Grant agency approval to a plan, design, report, study, or similar item; (g) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(2) Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Consultants shall make Full Disclosure subject to the President & Chief Executive Officer's (or his/her designated authority's) determination, 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 President & Chief Executive Officer'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. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

### **OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

Director of Financial Services/Budget Officer, Vice President of Financial Services & Chief Financial Officer, and Controller - To the extent that any of these three positions manage public investments, employee will file a Statement of Economic Interests pursuant to Government Code §87200.

**DISCLOSURE CATEGORIES**

**Full Disclosure – Type I**

You are required to disclose the following interests:

- any and all interests in real property that are within the jurisdiction\* of the San Diego Housing Commission (“Housing Commission”);
- any and all investments, business positions and sources of income from a person or business in the jurisdiction\* of the Housing Commission. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the city of San Diego in the last two (2) years; and
- any and all gifts, loans, travel expenses, etc. from any person or business entity doing business with the Housing Commission and/or the Housing Authority of the City of San Diego (“Housing Authority”).

**Full Disclosure – Type II (excluding interest in real property)**

You are required to disclose the following interests:

- any and all investments, business positions and sources of income from a person or business in the jurisdiction\* of the Housing Commission. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the city of San Diego in the last two (2) years; and
- any and all gifts, loans, travel expenses, etc. from any person or business entity doing business with the Housing Commission and/or the Housing Authority.

**Limited Disclosure – Type I (contracting)**

You are required to disclose the following interests:

- any and all investments, business positions and sources of income from a person or business in the jurisdiction\* of the Housing Commission that provides leased facilities, goods, equipment, machinery, vehicles, and/or services, including training and/or consulting services, of a type utilized by your department. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years; and

- any and all gifts, loans, travel expenses, etc. from a person or business doing business with the Housing Commission and/or the Housing Authority, that provide leased facilities, goods, equipment, machinery, vehicles, and/or services, including training and/or consulting services, of the type utilized by your department.

**Limited Disclosure – Type II (grant/service providers)**

You are required to disclose the following interests:

- any and all investments, business positions and/or income from any person or business (including a non-profit entity) doing business in the jurisdiction\* of the Housing Commission and that provides goods and/or services of a nature similar to those utilized by your department. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years;
- any and all investments, business positions and/or income from any person or business (including a non-profit entity) within the jurisdiction\* of the Housing Commission that is of the type to receive grants or other monies from or through the Housing Commission. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years; and
- any and all gifts, loans, travel expenses, etc. from a person or business doing business with the Housing Commission and/or the Housing Authority that provides goods or services of a nature similar to those utilized by your department.

**Limited Disclosure – Type III (grant/service providers with disclosure of real property interest)**

You are required to disclose the following interests:

- any and all interests in real property that are within the jurisdiction\* of the Housing Commission;
- any and all investments, business positions and/or income from any person or business (including a non-profit entity) doing business in the jurisdiction\* of the Housing Commission and that provides goods and/or services of a nature similar to those utilized by your department. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years;

- any and all investments, business positions and/or income from any person or business (including a non-profit entity) within the jurisdiction\* of the Housing Commission that is of the type to receive grants or other monies from or through the Housing Commission. A business is in the jurisdiction of the Housing Commission if it is currently doing business in the City of San Diego, is planning on doing business in the City of San Diego or has done business in the City of San Diego in the last two (2) years; and
  
- any and all gifts, loans, travel expenses, etc. from a person or business doing business with the Housing Commission and/or the Housing Authority that provides goods or services of a nature similar to those utilized by your department.

\* "Jurisdiction" means the geographical area encompassing the City of San Diego, as depicted on the map in Appendix D. Real property is considered to be "within the jurisdiction" if the property or any part of it is located within or not more than two miles outside the boundaries of the City of San Diego or within two miles of any land owned or used by the San Diego Housing Commission. (82035)

## APPENDIX C

### General Provisions

When a designated employee is required to disclose investments and sources of income, the employee need only disclose investments in business entities and sources of income that do business in the jurisdiction or have done business in the jurisdiction, within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

When a designated employee is required to disclose interests in real property, the employee shall disclose real property located whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned by the local government agency. (The boundaries of the Housing Commission's jurisdiction are depicted and described on Appendix D.)

Designated employees or designated positions shall disclose their financial interest pursuant to the appropriate disclosure category(ies) as indicated in the chart in Appendix A.

Late Filing. The filing officer may impose penalties for statements of economic interests that are filed late. The fine is \$10 per day beginning the day after the filing deadline, up to a maximum of \$100. Late filing penalties can be reduced or waived under certain circumstances.

Amendment to Appendix A: The President & Chief Executive Officer is authorized to implement proposed revisions to the Designated Positions List as classifications are added and deleted. Changes to the approved Designated Positions List will be forwarded for document approval during the biennial review process per City Council Resolution 287239.

## **APPENDIX D**

"Jurisdiction" means the geographical area encompassing the City of San Diego, as depicted on the map in Appendix D. Real property is considered to be "within the jurisdiction" if the property or any part of it is located within or not more than two miles outside the boundaries of the City of San Diego or within two miles of any land owned or used by the San Diego Housing Commission.

(Map of Jurisdiction)



**APPENDIX E**

**WRITTEN DISCLOSURE OF CONFLICT OR POTENTIAL CONFLICT OR  
OTHER REASON FOR ABSTENTION AND NOTICE OF INTENTION TO  
ABSTAIN FROM PARTICIPATION AND ACTION ON THE ITEM**

DATE: \_\_\_\_\_

TO: The Clerk of the City of San Diego, President & President & Chief Executive Officer,  
Secretary and General Counsel of the San Diego Housing Commission

FROM: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

SUBJECT: San Diego Housing Commission Item \_\_\_\_\_  
for Meeting Scheduled on \_\_\_\_\_ (“the Item”)

NATURE OF CONFLICT OR POTENTIAL CONFLICT OR OTHER REASON  
FOR ABSTENTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned requests that this written disclosure be made part of the public record and incorporated into the minutes of the meeting, if, and to the extent, required by law, including but not limited to Government Code Sections 87100, 87101, 1090, 1091, 1091.5, Health and Safety code Section 32481, City’s Ethics Ordinance and the applicable regulations, including, but not limited to 2 Cal. Regs. 18730(b)(10).

Executed this \_\_\_\_\_ of \_\_\_\_\_, at San Diego, California.

\_\_\_\_\_  
\_\_\_\_\_

(Name Printed or Typed)  
Commissioner or Employee of the  
San Diego Housing Commission