

REAL ESTATE ASSETS DEPARTMENT
CONFLICT OF INTEREST CODE

Reso#R-306452
 Approved - December 7, 2010

APPENDIX A
 DESIGNATED POSITIONS, DUTIES AND CATEGORIES

POSITION	DUTIES	CATEGORY
Real Estate Assets		
Department Director	Directs the activities of the Real Estate Assets Department which encompasses negotiations for acquisition, lease, disposal and valuation of real property interests and relocation assistance.	1, 2, 3
Deputy Director, READ	Administers departmental policies and programs involving negotiations for acquisition, lease and disposal of real property interests, appraisal and relocation assistance activities, and acts for the Real Estate Assets Director in his absence. Approves or recommends financial decisions concerning consultant services relating to divisional needs.	1, 2
Asset Manager	Direct, manage and be responsible for difficult and highly complex specialized projects requiring advanced professional knowledge and skills; Oversees and conducts real property negotiation and transactions, including leases, lease amendments, option agreements, use permits, joint-use agreements and lease by out agreements; interacts and/or negotiates with City tenants or their representatives; negotiates the purchase, sale, lease or transfer of City assets and property rights; conducts market analyses of real property and performs periodic renegotiation of rents.	1, 2
Principal Appraiser (Program Manager)	Responsible for managing the Real Estate Valuation Division; provides oversight, coordination and procurement of independent professional appraisers. Reviews complex real estate appraisals and conducts special real estate financial analyses; and develops valuation policy to meet established department goals and objectives.	1, 2
Supervising Property Agent	Supervises negotiations by subordinate Property Agents and negotiates with special clients in the area of acquisition, lease, disposition of real property interest, and relocation assistance; makes and reviews appraisals in connection with real property transactions.	1, 2
Management Trainee Assistant Property Agent Associate Property Agent Property Agent	Negotiates for acquisition; disposal and lease of real property interest; makes and reviews appraisals in connection with real property transactions; provides relocation assistance.	1
Airports		
Deputy Director, Airports	Administers departmental policies and programs involving negotiations for acquisition, lease, and disposal of real property interest, and appraisal and relocation assistance activities. Plans, directs development and operation of municipal airports. Approves or recommends financial decisions concerning consultant services related to divisional needs.	1, 2
Airports Development Coordinator	Supervises negotiations by subordinate Property Agent(s) and negotiates with special clients in the area of acquisition, lease, disposition of real property interest and relocation assistance; makes and reviews appraisals in connection with real property transactions.	1.2
Airport Manager	Manages and operates a municipal airport, controls operations and maintenance of physical facilities and equipment.	2
Management Analyst	Supervises, analyzes and administers revenue plan data, cost and budgetary	2

	data, grant and loan requests, and/or agency contracts and payments. Approves and recommends financial decisions. Advises management concerning financial issues	Reso# R-306452 Approved - December 7, 2010
Noise Abatement Officer	Manages noise abatement program and public outreach at municipal airport. Controls operation and maintenance of physical facilities and equipment.	2
Property Agent	Negotiates for acquisition, disposal and lease of real property interest; makes and reviews appraisals in connection with real property transactions; provides relocation assistance.	1
Qualcomm Stadium		
Stadium Manager	Oversees and directs the operation of the stadium which includes: Conducting lease and rental negotiations, administering contracts; performing promotional activities; supervising maintenance forces, and coordinating event preparation. Responds to inquiries from City Council, Mayor and citizens; coordinates City events and activities at Qualcomm Stadium.	1, 2
PETCO Park		
Ballpark Administrator	Serves as the City's liaison to PETCO Park; administers the agreement between the City and San Diego Padres; responds to inquiries from City Council, Mayor and citizens; coordinates City events and activities at PETCO Park	1, 2
Consultants		
Consultants	As Stated in Contract. See Appendix B	4

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APPENDIX B
DISCLOSURE CATEGORIES

CATEGORY 1

Report all real property in the City of San Diego or within a two-mile radius of its boundaries (except place of principal residence), in which employee has an equity or secured creditor's interest or in which employee has a decision making capacity with respect to the management, use or disposition of that real property.

Report all investments, business positions or source of income or gifts from:

- Persons or entities negotiating with the City for purchase, lease, or sale of public or real property.
- Persons or entities which provide services, supplies, materials, or equipment used by the department.
- Persons or entities which engage in land development, construction, management, or acquisition or sale of real property.

Report all reportable investments, business positions, income and gifts from sources located in or doing business in the City of San Diego, that supply goods or services to the City of San Diego or are granted authority by the City of San Diego to use City facilities

CATEGORY 2

- Report all real and investment property interests, business positions and all interests in income or gifts from firms contracting for airport services or supplies with the City of San Diego.

CATEGORY 3

- 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.
- 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.
- 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.

CATEGORY 4
(Consultants)

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 Department Director, Deputy Director (READ & Airports), or Mayor 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. This determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.