

DEPARTMENT OF REAL ESTATE AND AIRPORT MANAGEMENT

CONFLICT OF INTEREST CODE

APPENDIX ADESIGNATED POSITIONS, DUTIES AND
CATEGORIES

POSITION	DUTIES	CATEGORY
Department Director	Directs the activities of the Department of Real Estate and Airport Management which encompasses negotiations for acquisition, lease, disposal and valuation of real property interests and relocation assistance; and management of the two city owned airports.	1, 2, 3
Program Manager (Financial and Records Management)	Under the direction of the Department Director and Deputy Directors gathers financial information for budget development. Provides revenue and expense allocation recommendations and formulates budget. Tracks expenses and revenue for the Real Estate Team and the Airport Management Team.	1
	REAL ESTATE TEAM	
Deputy Director, Real Estate	Administers departmental policies and programs involving negotiations for acquisition, lease and disposal of real property interests, appraisal, and relocation assistance activities, and may act for the Department of Real Estate and Airport Management Director in his/her absence. Approves or recommends financial decisions concerning consultant services relating to the real estate needs.	1, 3
Program Manager	Directs, manages and is responsible for difficult and highly complex specialized projects requiring advanced professional knowledge and skills; Oversees and conducts real property negotiations and transactions, including leases, lease amendments, option agreements, use permits, joint-use agreements and lease buy 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, 3
Principal Appraiser	Manages the Department of Real Estate and Airport Management Valuations Team; 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, 3
Supervising Property Agent	Supervises negotiations by subordinate Property Agents and negotiates with special clients in the area of acquisition, lease, disposition of real property interests, and relocation assistance; oversees and conducts real property negotiation and transactions, including leases, lease amendments, option agreements, use permits, joint-use agreements; interacts and/or negotiates with City tenants or their representatives; makes and reviews appraisals in connection with real property transactions.	1, 3
Associate Property Agent / Property Agent	Negotiates for acquisition, disposal, and lease of real property interest; makes and reviews appraisals about real property transactions; provides relocation assistance.	1,

Supervising Property Specialist	Reviews complex real estate appraisals and conducts special real estate financial analyses; and develops valuation policy to meet established department goals and objectives.	1, 3
Supervising Management Analyst	Supervises, analyzes, and administers revenue plan data, cost and budgetary data, grant and loan requests, and/or agency contracts and payments. Approves and recommends financial decisions. Advises management concerning financial issues	1
	AIRPORT MANAGEMENT TEAM	
Deputy Director, Airport Management	Administers departmental policies and programs involving negotiations for acquisition, lease, and disposal of real property interests, and appraisal and relocation assistance activities. Plans, directs development and operation of municipal airports. and may act for the Department of Real Estate and Airport Management Director in his/her absence. Recommends financial decisions concerning consultant services related to airport management's needs.	1, 2
Airport Manager	Manages the operation of an assigned municipal airport, controls operations and maintenance of physical facilities and equipment.	2
Program Manager (Airport Programs/Noise Abatement)	Manages airport environmental and planning programs, grant administration, and community relations.	2
Program Manager (Airport Lease Administration)	Oversees the negotiations by subordinate Supervising Property Agent and Property Agents at both City airports. Negotiates with special clients in the area of acquisition, lease, disposition of real property interests, and relocation assistance; makes and reviews appraisals in connection with real property transactions.	1, 3
Supervising Property Agent	Supervises negotiations by subordinate Property Agents and negotiates with special clients in the area of acquisition, lease, disposition of real property interests, and relocation assistance; makes and reviews appraisals in connection with real property transactions.	1, 2
Property Agent	Negotiates for acquisition, disposal, and lease of real property interests; makes and reviews appraisals in connection with real property transactions; provides relocation assistance.	1
Management Analyst	Supervises, analyzes, and administers revenue plan data, cost and budgetary data, grant requests, and/or agency contracts and payments. Approves and recommends financial decisions. Advises management concerning financial issues	1
	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, 3
	CONSULTANTS	
Consultants/New Positions	As Stated in Contract. See Appendix B	4

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APPENDIX B
DISCLOSURE C A T E G O R I E S

CATEGORY 1

All real property in the City of San Diego or within a two-mile radius of its boundaries in which the person disclosing interests has an equity or secured creditor's interest, or in which the person disclosing interests has decision making authority with respect to the management, use or disposition of that real property.

All investments and business positions in, sources of income from, and gifts from:

- Persons or entities negotiating with the City for the 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.

All 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

- All real and investment property interests, business positions, and all income or gifts from firms contracting with the City of San Diego to provide services or supply goods or services for 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/New Positions)

- 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 Deputy Directors (Real Estate Team or Airport Management Team) may determine in writing that a 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. 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.