

DEPARTMENT OF REAL ESTATE AND AIRPORT MANAGEMENT
CONFLICT OF INTEREST CODE

Final Passage
Date: 10/29/24
R-315853

APPENDIX A
DESIGNATED 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
Program Manager Business Operations & Support Services	Supervises the work of professional staff engaged in the administration of department operations, records, and fiscal management. Responsible for managing budgets; accounts payable, accounts receivable, risk management and mitigation; assist with developing and updating policies and procedures; and ensure compliance with rules and regulations.	2, 3
	REAL ESTATE TEAM	
Deputy Director Real Estate and Lease Administration	Administers departmental policies and programs involving negotiations for acquisition, lease and disposal of real property interests, appraisal, and relocation assistance activities. Approves or recommends financial decisions concerning consultant services relating to the real estate needs.	1, 2
Assistant Deputy Director Acquisitions and Dispositions	Assists the Deputy Director – Real Estate and Lease Administration with departmental policies and programs involving negotiations for acquisitions, and disposal of real property interests.	1, 2
Program Manager Real Estate Lease Administration	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; and performs periodic renegotiation of rents.	2, 3
Program Manager Real Estate Corporate Services	Oversees and conducts the management of City occupied office space in both third-party and City-owned properties. Negotiates leases with third-party landlords and conducts market analyses of real property.	2, 3
Program Manager Real Estate Acquisitions	Oversees and conducts the negotiations for the purchase of City assets and property rights.	2, 3
Program Manager Real Estate Dispositions	Oversees and conducts the negotiations for the sale of City assets and property rights. Determines and coordinates compliance with Surplus Land Act.	2, 3

Program Manager 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.	2, 3
Program Coordinator Real Estate Lease Administration	Supervises a team of property agents and supports 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.	2,3
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.	2,3
Property Agent / Associate Property Agent	Negotiates for acquisition, disposal, and lease of real property interest; makes and reviews appraisals about real property transactions; provides relocation assistance.	2, 3
Supervising Management Analyst	Supervises the fiscal operations of the department; serve as financial and budget specialist for department programs and assist with budget administration; responsible for ensuring fiscal accountability and compliance with federal requirements; and evaluating fiscal performance.	2,3
	AIRPORT MANAGEMENT TEAM	
Deputy Director Chief of Airports	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 City airports. Recommends financial decisions concerning consultant services related to airport needs.	1, 2
Airport Manager	Manages the operation of an assigned municipal airport, controls operations and maintenance of physical facilities and equipment.	3
Program Manager Airports Programs and Noise Abatements	Manages airport environmental and planning programs, grant administration, airport operations, airport land use compatibility programs and community relations.	3
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.	2, 3
Program Coordinator Airports	Supervises airport environmental and planning programs, airport land use compatibility programs and community relations.	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.	2, 3

Property Agent/ Associate 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.	2,3
	CONSULTANTS	
Consultants/New Positions	Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Deputy Chief Operating Officer 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 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 Deputy Chief Operating 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.	4

APPENDIX B DISCLOSURE
CATEGORY
DEPARTMENT OF REAL ESTATE AND AIRPORT MANAGEMENT

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: 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 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.

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 or property management firm, tax consultant/professional, real estate broker/professional, for-profit business entity, non-profit economic development entity, non-profit community-based entity, non-profit educational institution, financial and/or investment institution doing business in or with the City of San Diego or having the potential of doing business with the City of San Diego.

Category 4: Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Deputy Chief Operating Officer 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 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 Deputy Chief Operating 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.