

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, 3
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 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	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, 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
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
Associate Property Agent Property Agent	Negotiates for acquisition; disposal and lease of real property interests; makes and reviews appraisals about real property transactions; provides relocation assistance.	1
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

Airports		
Deputy Director, 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 municipal airports. Recommends financial decisions concerning consultant services related to divisional needs.	1, 2
Airport Manager	Manages and operates a municipal airport, controls operations and maintenance of physical facilities and equipment.	2
Airports Program Manager	Manages airport environmental and planning programs, grant administration, and community relations.	2
Airports Asset Manager	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
SDCCU Stadium		
Stadium Events Coordinator	Coordinates event preparation, including conducting lease and rental negotiations and administering contracts.	1, 3
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
Facilities Division		
Deputy Director	Direct daily operations. Administers departmental policies and programs involving building repair and maintenance. Approves or recommends financial decisions concerning repair/maintenance services related to divisional needs.	1, 3
Program Manager	Direct daily operations. Administers departmental policies and programs involving building repair and maintenance. Approves or recommends financial decisions concerning repair/maintenance services related to divisional needs.	1, 3
Senior Building Maintenance Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	1
Building Maintenance Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division	1
Construction Estimator	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	1
Project Officer	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	1
Supervising Management Analyst	Supervises, analyzes and administers expense/revenue plan data, cost and budgetary data, and/or agency contracts and payments. Approves and recommends financial decisions. Advises management concerning financial issues.	1, 3
Consultants		
Consultants/New Positions	As Stated in Contract and/or see Appendix B	4

REAL ESTATE ASSETS DEPARTMENT
CONFLICT OF INTEREST CODE

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 airport services or to 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 Director (READ, Facilities & Airports) 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.