

RESOLUTION NUMBER R- 294193

ADOPTED ON NOV 20 2000

RESOLUTION ADOPTING THE REVISED
CONFLICT OF INTEREST CODE FOR THE
REAL ESTATE ASSETS DEPARTMENT.

WHEREAS, by Resolution No. R-285032, adopted on December 5, 1994, the City Council approved the Real Estate Assets Department's Conflict of Interest Code, which was revised and updated following the required City-wide biennial review of all conflict of interest codes for which the City Council serves as code reviewing body; and

WHEREAS, Government Code section 87306.5 requires biennial review of local agency conflict of interest codes every even-numbered year; and

WHEREAS, Government Code section 87306 requires agencies to amend their conflict of interest codes whenever an amendment is necessitated by changed circumstances, including the creation of new positions which must be designated and relevant changes in the duties assigned to existing positions; and


WHEREAS, the Real Estate Assets Department has proposed changes to Appendix A and Appendix B of that office's conflict of interest code to accurately reflect designated positions and appropriate disclosure categories; NOW, THEREFORE,

BE IT RESOLVED that the Real Estate Assets Department's proposed changes to Appendix A and Appendix B of that office's conflict of interest code are hereby approved and are incorporated into its conflict of interest code.

BE IT FURTHER RESOLVED that revised Appendix A and Appendix B to the Real Estate Assets Department's Conflict of Interest Code be placed on file in the Office of the City Clerk as Document No. RR- 294193.

BE IT FURTHER RESOLVED that the revised Conflict of Interest Code for the Office of the Real Estates Assets Department become effective upon the date of adoption of this resolution.

APPROVED: CASEY GWINN, City Attorney

By 
Lisa A. Foster
Deputy City Attorney

LAF:jrl
09/15/2000
Or.Dept: REA
R-2001-378
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REAL ESTATE ASSETS DEPARTMENT

CONFLICT OF INTEREST CODE
DESIGNATED POSITIONS

APPENDIX A

POSITION	DUTIES	CATEGORY
Director	Directs the activities of the Real Estate Assets Department which encompasses negotiations for acquisition, lease, disposal and valuation of real property interests; relocation assistance; airport operations; and operation of public cemetery.	1, 2
Deputy Director	Administers departmental policies and programs involving negotiations for acquisition, lease and disposal of real property interests, appraisal and relocation assistance activities, acts for Real Estate Assets Director in his absence. Plans, directs development and operation of municipal airports, controls operations and maintenance of physical facilities and equipment. Approves or recommends financial decisions concerning maintenance and building modifications contracts, consultant services, relating to divisional needs.	1, 2
Supervising Property Agent	Supervises negotiations by subordinate Property Agents and Community Development Specialists 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
Junior Property Agent Management Trainee Assistant Property Agent Associate Property Agent Property Agent Agricultural Lease Manager	Negotiates for acquisition; disposal and lease of real property interest; makes and reviews appraisals in connection with real property transactions; provides relocation assistance.	1, 2
Airport Operations Manager	Manages and operates a municipal airport, controls operations and maintenance of physical facilities and equipment.	3
Noise Abatement Officer	Manages noise abatement program at municipal airport. Controls operation and maintenance of physical facilities and equipment.	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.	4
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.	4
Construction Estimator	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	4
Building Supervisor/Custodial	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	4
Building Services Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	4

DOCUMENT NO. RR-294193

FILED NOV 20 2000

OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

RR-294193

REAL ESTATE ASSETS DEPARTMENT

CONFLICT OF INTEREST CODE
DESIGNATED POSITIONS

APPENDIX A

Assistant/Associate Mechanical Engineer/Elevators	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	4
Assistant Civil Engineer/General	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	4
Cemetery Manager	Directs the operation of the cemetery in accordance with established policy and practices; administers contracts for services, equipment and supplies for cemetery use.	2
Consultants	The Department Director, Deputy Director, Airports Operations Manager or Cemetery Manager, may determine in writing that 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 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 Department Director, Deputy Director, Airport Operations Manager, or Cemetery Manager's determination is public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.	5

REAL ESTATE ASSETS DEPARTMENT

CONFLICT OF INTEREST CODE
DESIGNATED POSITIONS

APPENDIX B

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.

CATEGORY 2

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

- Persons or entities negotiating with the City for purchase, lease, use, 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

CATEGORY 3

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

CATEGORY 4

Report all business positions or investments in, income or gifts from, any person, firm or entity of custodial or building equipment and materials manufacturers or suppliers; building maintenance and industrial services companies; craft tool manufacturers or suppliers; and consultants providing services for the division.

CATEGORY 5 (as required)

The Department Director, Deputy Director, Airport Operations Manager, or Cemetery Manager shall determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited, and thus is not required to comply with the broadest disclosure requirements in this Appendix. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of consultants, disclosure requirements. The Department Director, Deputy Director, Airport Operations Manager, or Cemetery Manager's determination is a public record and shall be retained for public inspection in the same manner and locations as this Conflict of Interest Code.

CERTIFICATION

The foregoing amendment to the Conflict of Interest Code was prepared by the City of San Diego, Real Estate Assets Department after a fair opportunity was offered to the members of the Real Estate Assets Department to present their views.

8/3/00

(Date)



(William T. Griffith, Director)