COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
2012 SEP 21 AM 11 14
THOMAS J. PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

# 2012 CONFLICT OF INTEREST CODE BIENNIAL REVIEW REPLY FORM

Contact Person: **Tony R. Russell** Telephone Number: **(619)400-2550**

Name of Agency: **San Diego County Regional Airport Authority**

Mailing Address **P.O. Box 82776, San Diego, CA 92138-2776**

This agency has reviewed its conflict of interest code and has determined that:

☒ **Amendments are necessary**: (Attach Amended Code)
(Check all that applies)

- ☒ Include new positions (including consultants) which must be designated
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished
- ☐ Delete positions that manage public investments
- ☐ Revise disclosure categories
- ☐ Other _____

☐ **No amendments are necessary**. Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foresee-ably be affected materially by the decision made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer: by Tony R Russell Authority Clerk Date: 9/19/2012

You must complete this report regardless of how recently your code was approved or amended. **Please return this report no later than October 1, 2012 to:**

**Clerk of the Board of Supervisors**
**(Conflict of Interest Code)**
**1600 Pacific Highway, Room 402**
**San Diego, CA 92101**

Approved and/or authorized by the Board of Supervisors of the County of San Diego.
Meeting Date: 12/4/12 Minute Order No. 20
By: Nancy Vigran Date: 12/17/12
Deputy Clerk of the Board Supervisors

(Rev 7/02/2012)

RESOLUTION NO. 2012-0089

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AMENDING AUTHORITY CODE SECTION 2.30 - CONFLICT OF INTEREST CODE, UPDATING THE LIST OF DESIGNATED EMPLOYEES

WHEREAS, San Diego County Regional Airport Authority Code 2.30 (c)(1) established the Authority's Conflict of Interest Code;

WHEREAS, Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest Code biennially to determine if the Code is accurate or if the Code must be amended; and

WHEREAS, Government Code Section 87302(a) requires that each agency amend its code to designate or include the employee positions within the agency "which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest" of the employee; and

WHEREAS, the Authority has reviewed its Conflict of Interest Code as required and the Board wishes to amend the Code to update and designate certain employee positions which are subject to disclosure of certain economic interests.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the amendment to Authority Code Section 2.30 (c)(1), Conflict of Interest Code (Attachment A), updating the list of designated employees.

BE IT FURTHER RESOLVED that the Director, Corporate Services/Authority Clerk or designee is hereby directed to forward the amended Conflict of Interest Code to the San Diego County Board of Supervisors for approval; and

BE IT FURTHER RESOLVED that the Board of the San Diego County Regional Airport Authority finds that this Board action is not a "project" as defined by the California Environmental Quality Act (CEQA) Pub. Res. Code Section 21065; and is not a "development" as defined by the California Coastal Act Pub. Res. Code Section 30106.

PASSED, ADOPTED AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 6TH day of September, 2012, by the following vote:

| | | |
|---|---|---|
| AYES: | Board Members: | Boland, Desmond, Gleason, Hubbs, Robinson, Smisek, Young |
| NOES: | Board Members: | None |
| ABSENT: | Board Members: | Cox, Panknin |

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

ATTACHMENT A

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

ARTICLE 2 - ETHICS
PART 2.3 - CONFLICTS OF INTEREST
SECTION 2.30 - CONFLICTS OF INTEREST

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(a) The California Political Reform Act, Government Code Sections 81000, *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the California Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the San Diego County Regional Airport Authority (the "**Authority**").

(b) Designated employees shall file statements of economic interests with the Clerk of the Authority (the "**Clerk**"), which will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Upon receipt of the statements of economic interest filed by designated employees, the Clerk shall date stamp and retain the original statements and forward a copy to the Clerk of the San Diego County Board of Supervisors.

(c) Appendices

(1) Appendix A - Designated Employee Positions

| LIST OF DESIGNATED POSITIONS | *ASSIGNED DISCLOSURE CATEGORY |
|---|---|
| Board Member | 1 |
| ~~Advisory Committee Member (Includes~~ Public Audit ~~Committee Members~~, and Art Advisory Committee Members) | 1 |
| President/CEO (Executive Director) | 1 |
| General Counsel | 1 |
| Chief Auditor | 1 |
| Vice President, Administration | 1 |
| Vice President, Development | 1 |
| Vice President, Finance/Treasurer | 1 |
| Vice President, Marketing & Communications | 1 |
| Vice President, Planning & Operations | 1 |

*See page 5 for definitions

| | |
|---|---|
| Senior Director (Executive Office) | 5 |
| Senior Director, Organizational Performance & Development | 5 |
| Senior Director, Counsel Services | 1 |
| Director, Facilities Development | 4,5 |
| Director, Financial Planning and Budget | 5 |
| Director, Information Technology | 5 |
| Senior Attorney | 1 |
| Director, Accounting | 5 |
| Director, Air Service Development | 5 |
| Director, Aviation Operations & Public Safety | 5 |
| Director, Facilities Management | 4,5 |
| Director, Inter-Governmental Relations | 5 |
| ~~Director, Human Resources~~ | ~~5~~ |
| Director, Marketing | 5 |
| ~~Director, Real Estate Management~~ | ~~2,3,4,5~~ |
| Director, Aviation & Commercial Business | 2,3,4,5 |
| Attorney | 1 |
| Director, Airport Planning | 2,4,5 |
| Director, Airside Operations | 5 |
| Director, Business Planning | 5 |
| Director, Corporate Services | 5 |
| Director, Counsel Services | 1 |
| Director, Environmental Affairs | 3,5 |
| Director, Landside Operations | 3,4,5 |
| Director, Small Business Development | 3,5 |
| Director, Procurement | 3,5 |
| Director, Public, Community & Customer Relations | 5 |
| Director, Training & Organizational Development | 5 |
| Director, Terminal Development Program | 4,5 |
| Capital Project Manager | 4,6 |
| Senior Program Manager | 4,6 |
| Director, Airport Noise Mitigation | 5 |
| Senior Engineer | 4,6 |
| Construction Manager | 4,6 |
| Construction Manager, Quieter Home Program | 4,6 |
| Database Administrator | 6 |
| Accounting Manager | 6 |
| Deputy Director, Marketing | 6 |
| Deputy Director, Public & ~~Community~~ Customer Relations | 6 |
| Records Management Coordinator | 6 |
| Manager, Airport Planning | 4,6 |
| Manager, Airport Finance | 6 |
| Manager, Audit Services | 3,4,5 |

| | |
|---|---|
| Manager, Airside Operations | 6 |
| Manager, Aviation and Landside Property | 6 |
| Manager, Aviation Security | 6 |
| Manager, Concession Development | 5 |
| Manager, Environmental Affairs | 6 |
| Manager, Human Resources | 6 |
| Manager, Terminal Operations | 6 |
| Manager, Landside Operations | 3,6 |
| Manager, Risk Management | 5 |
| Small Business Development Program Manager | 4,5,6 |
| Manager, Tenant Improvement | 5 |
| ~~Manager, Benefits and Safety Programs~~ | ~~5~~ |
| Manager, Talent Strategy & Analytics | 5 |
| Manager, Quieter Home Program | 6 |
| Senior Manager, Facilities Management | 6 |
| Manager, Technical Services | 6 |
| Manager, Procurement & Contract Services | 6 |
| Manager, Emergency Preparedness & Public Safety | 6 |
| Manager, Ground Transportation | 6 |
| Quality Assurance/Quality Control Manager | 5,6 |
| Airport Art Program Manager | 6 |
| Geographic Information System & Computer Aided Design Manager | 6 |
| Program Manager, Facilities Development | 6 |
| Senior Project Engineer | 4,6 |
| Real Estate Manager | 6 |
| Senior Project Architect | 6 |
| Construction Safety Program Manager | 4,5,6 |
| Contracts Manager | 5 |
| ~~Administrator, Contract Services~~ | ~~4,5~~ |
| Project Architect | 6 |
| Project Engineer | 4,6 |
| Assistant Authority Clerk II | 6 |
| Airport Planner I/ II (Flex) | 6 |
| Associate Engineer | 4,5 |
| Auditor | 3,4,5 |
| Senior Auditor | 3,4,5 |
| Ethics Compliance Coordinator/Auditor | 3,4,5 |
| Senior Procurement ~~Purchasing~~ Analyst | 5 |
| Senior Marketing Specialist | 6 |

| | |
|---|---|
| Small Business Development Program Coordinator | 5 |
| Procurement ~~Purchasing~~ Analyst | 5 |
| ~~Contracts Administrator (Facilities Maintenance)~~ | ~~6~~ |
| Quieter Home Program Coordinator | 6 |
| Senior Airport Traffic Supervisor | 3 |
| Senior Construction Inspector /QHP | 3,4 |
| Construction Inspector/ QHP | 3,4 |
| Construction Inspector | 4 |
| Senior Maintenance Project Inspector | 3,4 |
| ~~Assistant Purchasing Analyst~~ | ~~5~~ |
| ~~Code Compliance Investigator~~ | ~~3,5~~ |
| Consultant* | 1** |

* Consultants are persons who meet the definition found in 2 Cal. Code of Regs. Section 18701(a)(2).

** Consultants shall disclose pursuant to Category 1, the broadest disclosure category in this Conflict of Interest Code, unless the Executive Director determines in writing that a particular consultant, although a designated employee, is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this Appendix. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the Executive Director is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

(2) Appendix B - Disclosure Categories

General Provisions. The San Diego County Regional Airport Authority has jurisdiction throughout the County of San Diego. Accordingly, when a designated employee or individual is required to disclose investments, business positions, and sources of income, he or she need only disclose investments in business entities and sources of income that do business in the County of San Diego, plan to do business in the County of San Diego, or have done business in the County of San Diego within the past two years. In addition to other activities, a business entity is doing business within the County of San Diego if it owns real property within the County of San Diego. When a designated employee or individual is required to disclose real property, he or she need only disclose that which is located in whole or in part within or not more than two miles outside the boundaries of the County of San Diego or within two miles of any land owned or used by the San Diego County Regional Airport Authority.

Definition of Disclosure Categories

Category 1. All investments, business positions, interests in real property and sources of income.

Category 2. All interests in real property.

Category 3. All investments, business positions, interests in real property and sources of income subject to the regulatory, permit or licensing authority of the San Diego County Regional Airport Authority.

Category 4. Investments in business entities and sources of income that engage in land development, construction, or the acquisition of real property.

Category 5. Investments in business entities and sources of income of the type that contracts with the San Diego County Regional Airport Authority to provide services, supplies, materials, machinery or equipment to any department of the San Diego County Regional Airport Authority.

Category 6. Investments in business entities and sources of income of the type that contracts with the San Diego County Regional Airport Authority to provide to the designated employee's department services, supplies, materials, machinery or equipment.

[Amended by Resolution No. 2010-0090 dated September 2, 2010]
[Amended by Resolution No. 2008-0107 dated September 4, 2008]
[Amended by Resolution No. 2006-0133 dated November 13, 2006]
[Amended by Resolution No. 2004-0097 dated October 4, 2004.]
[Resolution No. 2002-02 dated September 20, 2002.]

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

P.O. BOX 82776, SAN DIEGO, CA 92138-2776
619.400.2400 WWW.SAN.ORG

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2012 SEP 21 AM 11 14

THOMAS J. PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

September 19, 2012

Teresa Zurita, Supervising Board Assistant
County of San Diego
Clerk of the Board of Supervisors
1600 Pacific Highway, Room 402
San Diego, CA 92101

Dear Ms. Zurita:

Enclosed please find the 2012 Conflict of Interest Code Biennial Review Reply Form indicating that the San Diego County Regional Airport Authority's Conflict of Interest Code needed to be amended. The amended Conflict of Interest Code and Resolution No. 2012-0089, adopted by the Authority Board at its September meeting are also enclosed. Please let us know when the amended code has been approved by the Board of Supervisors, or if it needs to be amended further.

If you have any questions or require additional information, please telephone me at (619) 400-2551.

Sincerely,

Tony R. Russell, CRM, MMC
Director, Corporate Services/
Authority Clerk

TRR:lg

Enclosure

SAN DIEGO
INTERNATIONAL
AIRPORT