

**DEFINED CONTRIBUTION BOARD
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
	TRUSTEES	
Trustees	Have the power and authority to invest, acquire, manage or dispose of the assets of the Master Trust.	Statutory Filer (Govt Code sec. 87200)
	STAFF	
Plan Administrator	Manages the administration of the plans. Under direction of the Board, works with Third Party Administrator and Investment Manager to perform duties as directed by the Board. Administers budget. Makes recommendations to the Trustees.	1
Secretary	Assists Plan Administrator with Trustee requests. Responsible for ensuring minutes of all meetings are taken and recorded.	1
	CONSULTANT	
Consultant	Provides investment research as requested by the Board or other duties as requested.	2

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. Interest 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: Consultants 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 Risk Management Department Director or designated authority may determine in writing that a 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 described 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’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.