

**OFFICE OF SPECIAL EVENTS DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX A – DESIGNATED POSITIONS**

| <u>Position</u>  | <u>Duties</u>  | <u>Category</u> |
|--|--|-----------------|
| Director of Special Events<br>Special Events Administrator | Manage the citywide special event permit process set forth in the Special Events Ordinance to ensure a coordinated approach to the planning and on-site management of special events; support visitor industry initiatives including participation in the bid process to attract events of national and international stature; provide expertise to event Host Committee; negotiate revenue generating agreements and other event-related contracts. | 1               |
| Consultants  | Performs consultant services for the Office of Special Events.<br>See Appendix B   | 2               |

**OFFICE OF SPECIAL EVENTS DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX B – DISCLOSURE CATEGORIES**

**CATEGORY 1:**

- a. Investments and business positions in any firm or business entity that supplies goods or services to the City, that is 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.
- b. 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.
- c. 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.

**CATEGORY 2:**

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The department director 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 the Conflict of Interest Code.