

Debt Management  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES, AND CATEGORIES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
<b>DEBT MANAGEMENT</b>		
Debt Management Director	Directs a range of activities, including: the structuring and issuance of short and long term financings for General Fund, Enterprises, and Special Districts credits; the lease purchase program; the Infrastructure and Public Utilities Loan Program; the provision of consultations for economic development/former redevelopment agency credit analyses; the development and implementation of financing policies and internal procedures; the levy of special taxes and assessments; and the oversight of formal post issuance compliance and reporting functions.	1
Financial Operations Manager	Manages a range of activities and programs, including: the structuring, development and issuance of short and long term financings for General Fund, and Enterprises; the lease purchase program and the Infrastructure and Public Utilities Loan Program; development and implementation of financing plans, financing policies, and internal procedures; and post debt issuance compliance and reporting activities.	1
Debt Manager	Manages a range of activities, including: the structuring and issuance of short and long term financings for General Fund, Enterprises, and/or Special Districts credits; development and implementation of financing plans, financing policies, and internal procedures; the levy of special taxes and assessments; and post debt issuance compliance and reporting activities.	1
Debt Coordinator	Plans, assigns, performs, and supervises the work of a team of professional staff; implements short and long term financing plans; conducts financing processes; and performs, coordinates, and monitors various post debt issuance compliance activities, including processing payments and levy of special taxes and assessments; supervises and participates in the solicitation of consultants for specific financing	1

projects/functions; and prepares and supervises financial analyses.

Senior  
Management  
Analyst

As assigned, assists in implementing financing plans; supervises the work of a team of administrative staff; develops, and reports budgets; performs short and long term financing processes; and performs and monitors various post debt issuance compliance activities, including processing payments and levy of special taxes and assessments; develops appropriate quantitative models for analyses and forecasts; develops requests for proposals for consultants for specific financing projects/functions and manages the contracts; and conducts a variety of financial analyses.

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Associate  
Economist/  
Associate  
Management  
Analyst

Conducts analyses in connection with short and long term financing plans under the supervision of a Debt Coordinator or Debt Manager in accordance with job specifications; performs staff work on financing processes; and assists in performing and monitoring various post debt issuance compliance activities including processing payments and levy of special taxes and assessments; assists with requests for proposals for consultants for specific financing projects/functions and manages the contracts; and conducts a variety of journey-level financial analyses.

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## CONSULTANTS/NEW POSITIONS

Refer to the Disclosure Category section (Appendix B) for consultants/new Positions.

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APPENDIX B  
DISCLOSURE CATEGORIES

Category 1	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including property located within a two-mile radius of any property owned or use by the City.</p>
Category 2	<p>Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Interests 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.</p>
Category 3	<p>Consultants shall be included in the list of designated employees and disclose pursuant to the broadest category in the code, subject to the following limitation:</p> <p>The Director may determine in writing that a particular consultant or new 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. The 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.</p>