

**Debt Management
 CONFLICT OF INTEREST CODE**

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

<u>Position</u>	<u>Duties</u>	<u>Category</u>
DEBT MANAGEMENT		
Debt Management Director	Directs a range of activities, including: the structuring and issuance of financings for General Fund, Enterprises, and Special Districts credits; the lease purchase 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
Debt Manager	Manages a range of activities, including: the structuring and issuance of financings for General Fund, Enterprises, and/or Special Districts credits; the lease purchase program; 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 financing plans; conducts financing process; supervises the lease purchase program funding and payments; performs and supervises the levy of special taxes and assessments; and performs, coordinates, and monitors various post debt issuance compliance activities; supervises and participates in the processes to select consultants and monitor consultant services and costs for specific financing projects/functions; and prepares and supervises financial analyses.	1

Senior Management Analyst	As assigned, assists in implementing financing plans; prepares, monitors, and reports budgets; performs financing processes; performs the levy of special taxes and assessments; and performs and monitors various post debt issuance compliance activities; develops appropriate quantitative models for analyses and forecasts; develops requests for proposals to select consultants and reviews consultants' work for accuracy, feasibility and reasonableness and tracks and monitors consultants' costs for specific financing projects/functions; and conducts a variety of financial analyses.	2
Associate Economist/Associate Management Analyst	Conducts analyses in connection with financing plans under the supervision of a Program Coordinator in accordance with job specifications; performs staff work on financing processes and the lease purchase program funding and payments; assists in performing the levy of special taxes and assessments; and assists in performing and monitoring various post debt issuance compliance activities; assists with development of requests for proposals to select consultants and reviews consultants' work for accuracy, feasibility and reasonableness as well as tracks and monitors consultants costs for specific financing projects/functions and post issuance tasks; and conducts a variety of journey-level financial analyses.	2

CONSULTANTS/NEW POSITIONS

Refer to the Disclosure Category section (Appendix B) for Consultants/New Positions 3

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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 used 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/new positions 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, 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 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>