

**SAN DIEGO FACILITIES AND EQUIPMENT LEASING CORPORATION  
CONFLICT OF INTEREST CODE**

**Appendix A  
Designated Positions, Duties and Categories**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
President	The President is the chief executive officer of the San Diego Facilities and Equipment Leasing Corporation [Corporation] and has general supervision, direction and control of the business and officers of the Corporation. The President presides over all meetings of the Board of Directors. The President has the general powers and duties of management usually vested in the office of President of an incorporated body.	1
Vice President	The Vice President, in the absence of the President, assumes all duties and responsibilities of the President.	1
Secretary/Treasurer	<p>The Secretary/Treasurer is responsible for keeping, or causing to be kept, a book of minutes of the Board of Directors, and a register showing the names of all of the Directors and their respective addresses. The Secretary/Treasurer is responsible for giving notice of all meetings of the Directors and the Board of Directors.</p> <p>The Secretary/Treasurer is responsible for keeping and maintaining accounts and records of the properties and transactions of the Corporation, and depositing and disbursing moneys of the Corporation as ordered by the Board of Directors.</p>	1
Directors	Directors attend all meetings of the Board of Directors, and participate in the review of and vote on matters within the authority of the Corporation.	1
General Counsel	Acts as chief legal advisor of and attorney for the Corporation.	1
Consultants	Duties vary with each agreement.	2

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**Appendix B  
Disclosure Categories**

<u>CATEGORY</u>	<u>DESCRIPTION</u>
1	Designated positions in this category must file according to the requirements of California Government Code section 87200.
2	Consultants shall disclose all interests in Category 1, unless the President determines that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus will be required to disclose economic interests in fewer than all four categories. The President’s written determination shall include a description of the consultant’s duties and, based upon the description, a statement of the extent of the consultant’s disclosure requirements. The President’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.

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