

SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

Corporate Policies Table of Contents

Corporation Policies	Page Numbers
Corporate Policy Defined Terms	3
1.0 <u>Governance Policies</u>	
1.01 Adoption of Policies and Procedures	5
1.02 Powers & Function of the Board of Directors	7
1.03 Meetings of the Board of Directors	9
1.04 Public Participation at Board Meetings	12
1.05 Formation of Committees	14
1.06 Governance	17
1.07 Training of Board and Employees on Policies	19
2.0 <u>Ethics & Conflict of Interest Policies</u>	
2.01 Ethics Training and Statements of Economic Interest	21
2.02 Conflicts of Interest Policy	24
2.03 Gift Policy	26
3.0 <u>Financial & Fiscal Policies</u>	
3.01 Fraud Prevention Policy	31
3.02 Financial Reporting Policy	33
3.03 Authorizing Corporation Signature Policy	35
3.04 Cash Disbursement Policy	36
3.05 Capitalization & Depreciation Policy	38
3.06 Budget Policy	39
3.07 Travel & Expense Reimbursement Policy	43
4.0 <u>Purchasing & Contracting Policies</u>	
4.01 Purchasing Policy	46
4.02 Consultant Selection Policy	48
4.03 Contracting Policy	51
4.04 Real Estate Acquisition Policy	54

SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

Corporate Policies Table of Contents

5.0 Documents & Records Policies

5.01	Document Retention Policy	56
5.02	Electronic File Retention Policy	60
5.03	Website Retention Policy	62
5.04	Public Document & Records Requests	63

6.0 Personnel Policies

6.01	General Personnel Provisions	65
6.02	Compensation and Schedule	68
6.03	Benefits	75
6.04	Leave	78
6.05	Conduct and Performance	87
6.06	Environment, Health & Safety	95
6.07	Technology Resources	99
6.08	Confidential/Proprietary Information	106
6.09	Media	110
6.10	Termination	112

SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

Corporate Policies Defined Terms

As used in the Southeastern Economic Development Corporation Policies and Procedures the following terms when capitalized shall have the indicated meaning:

AGENCY means the Redevelopment Agency of the City of San Diego.

AGENCY BOARD means the City Council of the City of San Diego sitting as the Board of Directors of the Redevelopment Agency of the City of San Diego.

APPROVED CORPORATION BUDGET means, consistent with section 1.07 of the OPERATING AGREEMENT, that CORPORATION BUDGET that has been approved by the AGENCY BOARD.

APPROVED PROJECT BUDGET means, consistent with section 1.08 of the OPERATING AGREEMENT, that PROJECT BUDGET that has been approved by the AGENCY BOARD

ARTICLES OF INCORPORATION means those Restated Articles of Incorporation adopted by the City of San Diego on March 22, 2010 (City of San Diego Document No. R-305962).

BOARD means the Board of Directors of the Southeastern Economic Development Corporation

BROWN ACT means the Ralph M. Brown Act (Cal. Gov. Code §54950 et seq.)

BOARD POLICY or BOARD POLICIES mean a policy or policies adopted by the BOARD and included within this SEDC Policies and Procedures Document and

BYLAWS mean those Amended and Restated Bylaws of Southeastern Economic Development Corporation, Inc. adopted March 22, 2010 by the City of San Diego (City of San Diego Document No. R-305962)

CITY means the City of San Diego

CORPORATION or SEDC mean the Southeastern Economic Development Corporation

CORPORATION BUDGET means, consistent with section 1.05 of the OPERATING AGREEMENT, a statement of revenues and expenditures of the CORPORATION for the next succeeding fiscal year that is submitted by the CORPORATION to the AGENCY for consideration by the AGENCY BOARD.

FPPC means the Fair Political Practices Commission

OPERATING AGREEMENT means that Amended and Restated Operating Agreement between the Redevelopment Agency of the City of San Diego and Southeastern Economic Development Corporation adopted March 22, 2010 by the City of San Diego (City of San Diego Document No. R-305962)

SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

Corporate Policies Defined Terms

PRESIDENT means the President of the CORPORATION as provided in Article 11, Section 4 of the BYLAWS.

PROJECT BUDGET means, consistent with section 1.06 of the OPERATING AGREEMENT, a statement prepared by the CORPORATION containing estimates of Project revenues and expenditures for the next succeeding fiscal year that is submitted by the CORPORATION to the AGENCY for consideration by the AGENCY BOARD.

TECHNOLOGY RESOURCES means CORPORATION's entire computer and telecommunications network, including, but not limited to, the following: fax machines, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, Personal Digital Assistants, palmtop computers, software, applications, data files, and all internal and external computer and communications networks (*e.g.*, Internet, commercial online services, value added networks, e-mail systems) that may be accessed directly or indirectly from CORPORATION's computer network.