

Office of the City Manager

CONSENT CALENDAR
October 30, 2012

To: Honorable Mayor and Members of the City Council
From:  Christine Daniel, City Manager
Submitted by: Mark Numainville, CMC, Acting City Clerk
Subject: Revised Conflict of Interest Code

RECOMMENDATION

Adopt a Resolution adopting a revised Conflict of Interest Code for the City of Berkeley and rescinding Resolution No. 65,786–N.S.

FISCAL IMPACTS OF RECOMMENDATION

None.

BACKGROUND

The Political Reform Act requires all cities to adopt and promulgate a Conflict of Interest Code ("Code") which specifies designated positions subject to financial disclosure and provides for specific levels of financial disclosure. It also requires amendments to the Code within designated time periods to reflect changed circumstances, including the creation of new positions which must be designated and relevant changes in duties assigned to existing positions (Government Code Sections 87100, et seq.).

The City of Berkeley's first Conflict of Interest Code was adopted on October 1, 1982 by Resolution No. 51,425–N.S. and has been amended as necessary over time to reflect changes in regulations, departmental organizational structure, designated positions within departments, and commissions. A revised Code was last adopted by the City Council on June 26, 2012 by Resolution No. 65,786–N.S.

The Code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to these positions require the disclosure of all investments, business positions, interests in real property and sources of income, which may foreseeably be affected materially by the decisions made by those designated positions. The Code includes all other provisions required by Government Code Section 87302 and incorporates by reference FPPC Regulation 2 Cal. Admin. Code Section 18730.

Attachment 2 shows those portions of the Code which require revision. Text which is added has been underlined and text proposed for deletion contains strikeout.

These department appendices have been updated to reflect changes in department organization, including the addition of newly established classifications and the deletion of classifications which have been abolished. Updates to the department appendices include amended disclosure appendices for the Finance, Fire, Health, Housing and Community Services, Library, Parks, Recreation and Waterfront, Planning and Development, and Public Works Departments as well as the Rent Stabilization Board.

CONTACT PERSON

Mark Numainville, CMC, Acting City Clerk, 981-6900

Attachments:

1: Resolution

Exhibit A: Conflict of Interest Code – Department Appendices

Exhibit B: Conflict of Interest Code – Commission Appendices

Exhibit C: Conflict of Interest Code – Consultant Appendix

Exhibit D: Conflict of Interest Code – Index

2: Conflict of Interest Code – Revisions highlighted with Strikeout and Underline

RESOLUTION NO. ##,###-N.S.

ADOPTING A REVISED CONFLICT OF INTEREST CODE FOR THE CITY OF BERKELEY
AND RESCINDING RESOLUTION NO. 65,786-N.S.

WHEREAS, the Political Reform Act, Government Code Sections 81000, et seq., requires every state or local government agency to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, state law as specified in the Political Reform Act (the Act) requires the City Council as the code-reviewing body to direct the review of its conflict of interest code; and

WHEREAS, the Act further requires that such direction must occur by July 1 of each even numbered year; and

WHEREAS, the Act additionally requires the submission of a revised conflict of interest code for approval by the code-reviewing body or the notification of said body that no changes are necessary; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act; and

WHEREAS, the City of Berkeley may incorporate in its Conflict of Interest Code, by reference, regulation, 2 Cal. Adm. Code Section 18730; and

WHEREAS, on October 1, 1982, the City Council of the City of Berkeley adopted Resolution No. 51,425-N.S., Conflict of Interest Code, for the City of Berkeley; and

WHEREAS, the Code has been amended over time to incorporate changes in regulations, departmental organizational structure, changes in job classifications, and the addition and deletion of certain boards and commissions; and

WHEREAS, Resolution No. 65,786-N.S, adopted June 2012, City of Berkeley's Conflict of Interest Code, requires minor amendments to reflect the current organizational structure of departments, their designated positions and level of disclosure; and

WHEREAS, the Council has determined that the attached Conflict of Interest Code accurately sets forth the current organizational structure of departments, their designated positions, and the respective categories of financial interests which should be made reportable and those boards and commissions which should be designated and the respective categories of financial interests which should be made reportable by their members.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley as follows:

Section 1. That Resolution No. 65,786–N.S. is hereby rescinded.

Section 2. That the City of Berkeley Conflict of Interest Code is hereby adopted, as attached, and includes the following:

(a) With the additions noted below, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and made a part of the Conflict of Interest Code of the City of Berkeley except that: (1) the term "investment" shall apply to financial interests in non-profit organizations as well as business entities; (2) the term "interest in real property" includes interests in berths at the Berkeley Marina regardless of when they expire; (3) the terms "non-profit organization" and "business entity" are limited to the jurisdiction in the same manner as the term "investment," i.e., they apply only if the non-profit organization, the business entity, or any parent, subsidiary or otherwise related entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business in the jurisdiction at any time during the two years prior to the time any statement or other action is required under this Code.

(b) Designated Positions with Reporting Requirements.

Elected officials, legislative assistants, members of boards and commissions appointed by the City Council, consultants and City employees holding designated positions shall be considered designated positions subject to reporting requirements under the Conflict of Interest Code, and shall disclose financial interests as set forth in the appendices listing individual disclosure categories.

Section 3. Filing of Statements

Persons holding designated positions shall file Statements of Economic Interests with the City of Berkeley on Fair Political Practices Commission forms, in conformance with the individual disclosure categories and State guidelines, when requested by the City Clerk. The City Clerk will retain custody of the statements and make the statements available for public inspection and reproduction.

Section 4. Late Filings and Failure to File Statements

Any violation of any provision of this Code is subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 et seq. The following additional regulations shall apply to City of Berkeley (a) employees, (b) legislative assistants, (c) members of boards and commissions appointed by the City Council, and (d) consultants:

a. City Employees:

If a City employee fails to file an Initial, Assuming Office or Annual Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, he or she shall be suspended without pay until such time as the required disclosure form has been filed. The employee's supervisor shall comply with the provisions of the appropriate Memorandum of Understanding or City of Berkeley Personnel Rules and Regulations in imposing such suspension, in addition, the City Clerk shall impose late filing fees in accordance with Government Code Section 91013 and 91013.5. Prior to resuming active employment with the City of Berkeley, all outstanding statements must be filed and any outstanding fine, payable under Government Code Section 91013, shall be paid. No person shall resume active employment with the City of Berkeley if there are outstanding statements or fines.

b. Legislative Assistants

If a legislative assistant fails to file an Initial, Assuming or Annual Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, the legislative assistant shall be terminated until such time as the required disclosure form has been filed, in addition, the City Clerk shall impose late filing fees in accordance with Government Code Sections 91013 and 91013.5. Prior to being reappointed by a Councilmember, all outstanding statements must be filed and any outstanding fine, payable under Government Code Section 91013, shall be paid. No person shall resume employment as a legislative assistant if there are outstanding statements or fines.

c. Members of Boards and Commissions:

If a member of any non-elected board or commission specified in the Code fails to file an Assuming Office Statement of Economic Interests within thirty days after their date of appointment, the commissioner's term shall expire. Similarly, if an Initial or Annual Statement of Economic Interests is not filed within thirty days after the City Clerk has given specific written notice of non-filing, the member's term on the commission shall expire. The City Clerk shall notify the commissioner that his/her term has expired and the appointing councilmember that a vacancy exists on the commission, in addition, the City Clerk shall impose late filing fees in accordance with Government Code Sections 91013 and 91013.5.

If the commissioner has not taken the Oath of Office and not attended any meetings, the commissioner is deemed not to have accepted the appointment and is not subject to filing obligations.

Prior to being reappointed to any commission, all outstanding filings for all commission appointments must be filed and any outstanding fines, payable under Government Code Section 91013, shall be paid. No person shall be appointed to any commission if there are outstanding statements or fines; and no person shall be appointed to any commission for a period of one year if terminated from any commission more than once for failure to file statements.

d. Consultants:

If a consultant, as defined in 2 Cal. Code Regs. Section 18701, fails to file any Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, he or she shall be advised by the City's project manager that no further payments shall be made by the City of Berkeley under the contract until such statement has been received by the City Clerk. The City Clerk shall also impose late filing fees in accordance with Government Code Sections 91013 and 91013.5.

Section 5. Interest and Positions in Non-Profit Organizations - Disclosure and Disqualification

Whenever a disclosure category requires disclosure of specific financial interests or positions in business entities, disclosure of the equivalent financial interests or positions in non-profit organizations is required. Disqualification shall be required as to a disclosed interest or position in a non-profit organization whenever disqualification would have been required as a result of an equivalent financial interest or position in a business entity.

Section 6. Revisions to the City's Conflict of Interest Code

The City Clerk will review the City's Conflict of Interest Code on an annual basis and if changes are required will submit a revised code for Council approval, or if no changes are necessary so notify the City Council, by the applicable deadline specified in the Political Reform Act.

AUDITOR'S DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
City Auditor	1
Audit Manager	1
Auditor II	1
Auditor I	1
Deputy City Auditor for Payroll Management	1
Senior Auditor	1

Disclosure Categories**Category 1**

All designated employees shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

CITY ATTORNEY'S OFFICE APPENDIX

Designated Employees

Disclosure Categories

Administration

City Attorney	1
Assistant City Attorney	1
Deputy City Attorney I, II, & III	1
Paralegal	1

Disclosure Categories

Category 1

All designated employees shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

EXHIBIT A-2

CITY CLERK DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
City Clerk	1
Deputy City Clerk	1
Assistant City Clerk	1
Records Manager	1
Assistant Management Analyst	1

Disclosure Categories

Category 1

All designated employees assigned to this category shall disclose all business entities, and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

Category 2

All designated employees assigned to this category shall disclose all investments and business positions in business entities and non-profit organizations, and income including gifts, loans and travel payments from sources that provide records and/or information management services, software, supplies, materials, machinery, equipment or computer consulting services utilized by the City of Berkeley.

EXHIBIT A-3

CITY MANAGER'S DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Administration	
City Manager	1
Deputy City Manager	1
Assistant City Manager	1
Assistant to the City Manager	1
Administrative Hearing Examiner	1
Senior Management Analyst	1
Associate Management Analyst	1
Assistant Management Analyst	1
Animal Care Services	
Animal Services Manager	1
Code Enforcement Group	
Code Enforcement Supervisor	1
Code Enforcement Officer	1
Assistant Planner	1
Office of Economic Development	
Manager of Economic Development	1
Associate Management Analyst	1
Senior Community Development Project Coordinator	1

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Designated Employees

Disclosure Categories

Office of Economic Development (continued)

Community Development Project Coordinator	1
Community Services Specialist III	1
Economic Development Project Coordinator	1
Assistant Management Analyst	2
Civic Arts Coordinator	4

Office of Budget and Fiscal Management

Budget Manager	1
Senior Management Analyst	1
Associate Management Analyst	1

Police Review Commission Staff

Police Review Commission Officer	3
Police Review Commission Investigator	3

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities, and non-profit organizations in which they have an investment or in which they are a director officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

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Category 2

Designated employees assigned to this category shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells or otherwise provides goods or services of the type utilized by the division or program to which the designated employee is assigned.

Category 3

Designated employees assigned to this category shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization, or source of income:

- (a) manufactures, distributes, sells or otherwise markets weapons, ammunition, or other law enforcement equipment;
- (b) is of the type which offers law enforcement training courses considered by the Police Review Commission; or
- (c) is a member of the Berkeley Police Department.

Category 4

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments, business entities, and non-profit organizations whose sources of income is in the music, theater, dance or fine arts communities, including individual artists, arts organizations and other groups promoting the arts.

EXHIBIT A-4

FINANCE DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Administration

Director of Finance	1
Revenue Development Specialist	1
Accounting Manager	1
Senior Accountant	2
Systems Accountant	1
Contract Administrator	1

Revenue Collections Division

Revenue Collections Manager	1
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General Services Division

General Services Manager	1
Senior Buyer	1
Buyer	1

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income including gifts, loans and travel payments.

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Finance Department Appendix
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Category 2

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) is a financial institution or is otherwise eligible under state law to have city funds, including pension, retirement and deferred compensation funds, deposited with it or invested in it;
- (b) is of the type which has provided services, including but not limited to professional advice on investment, bond, tax or legal matters, to the Finance Department within the previous two years;
- (c) is subject to a City of Berkeley licensing requirement; or
- (d) provides real property sales or management services or owns or operates real property of the type leased or purchased by the City of Berkeley within the previous two years.

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FIRE AND EMERGENCY SERVICES DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Fire - Office of the Chief	
Fire Chief	1
Administrative & Fiscal Services Manager	1
Senior Management Analyst	3
Training	
Assistant Fire Chief	1
Fire Captain	2, 3
Operations	
Deputy Fire Chief	1
Assistant Fire Chief	1
Battalion Chief	1
Fire Captain	2, 3
Fire Prevention	
Fire Prevention Manager	1
Assistant Fire Chief / Fire Marshal	1
Deputy Fire Marshal	1
Fire Prevention Inspectors	2
Special Operations Division Office of Emergency Services/Emergency Medical Services	
Assistant Fire Chief	1

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Designated Employees

Disclosure Categories

**Special Operations Division
Office of Emergency Services/Emergency Medical Services (continued)**

Fire Lieutenant	2, 3
Paramedic Program Supervisor	3
Emergency Medical Services Advisor	4
Emergency Services Manager	4
Associate Management Analyst	4
Emergency Services Coordinator	4

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property, and all sources of income, including gifts, loans and travel payments.

Category 2

Designated employees assigned to this category shall disclose any interest in commercial, industrial, or institutional real property; in residential rental property consisting of three or more units; or any other property subject to fire inspection. In addition, designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income owns, manages, or operates property of the type subject to fire inspection.

Category 3

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including

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**Fire and Emergency Services Department Appendix
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Category 3 (continued)

gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment, or services of the type utilized by the Fire and Emergency Services Department.

Category 4

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment or services of the type utilized by the division or program of the Fire and Emergency Services Department to which the designated employee is assigned.

HEALTH, HOUSING AND COMMUNITY SERVICES DEPARTMENT APPENDIX

Designated Employees Disclosure Categories

Office of the Director

Accountant I	5
Administrative & Fiscal Services Manager	1
Associate Management Analyst	2
Director of Health, Housing & Community Services	1
Deputy Director of Health, Housing & Community Services	1
Senior Management Analyst	3

Aging Services Division

Community Services Specialist I	4, 8
Manager of Aging Services	1
Mental Health Clinical Supervisor	4, 6
Senior Citizen Center Director	4, 9
Senior Health Services Program Specialist	4, 9

Community Services and Administration Division

Assistant Management Analyst	8
Associate Management Analyst	8
Associate Planner	8
Community Services and Administration Manager	1
Community Services Specialist I	4, 8
Community Services Specialist II, III	8
Employment Programs Administrator	1

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Designated Employees	Disclosure Categories
Environmental Health	
Assistant Environmental Health Specialist	1
Manager of Environmental Health	1
Registered Environmental Health Specialist	1
Senior Management Analyst	2
Senior Environmental Health Specialist	1
Senior Vector Control Technician	1
Vector Control Technician	1
Housing Services Division	
Assistant Architect	1
Community Development Project Coordinator	1
Housing Inspector	1
Housing Inspector (Certified)	1
Housing Inspector Supervisor	1
Housing Services Manager	1
Mental Health	
Assistant Management Analyst	2
Associate Management Analyst	4
Clinical Psychologist	4, 6
Community Services Specialist II	4

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**Health, Housing and Community Services Department Appendix
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Designated Employees	Disclosure Categories
Mental Health (continued)	
Health Services Program Specialist	2
Manager of Mental Health Services	1
Mental Health Clinical Supervisor	4, 6
Mental Health Program Supervisor	2
Psychiatrist I, II, III	4, 6
Psychiatrist Supervisor	2
Senior Management Analyst	2
Senior Mental Health Clinician	4, 6
Public Health	
Health Nutrition Program Coordinator	4, 6
Health Officer	1
Health Planning, Education and Promotion Supervisor	4, 6
Health Services Supervisor	2
Manager, Family Health and Nursing Services	2
Physician	2
Senior Community Health Specialist	4, 6
Senior Health Services Program Specialist	4, 6
Supervising Public Health Nurse	4, 6
Health Services Program Specialist	3

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Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

Category 2

Designated employees assigned to this category shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells or otherwise provides goods or services of the type utilized by any division or program in the Department of Health, Housing and Community Services.

Category 3

Designated employees assigned to this category shall disclose any interest in real property located within a Berkeley target area or neighborhood strategy area. In addition they shall also disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is:

- a) a building contractor or subcontractor of the type performing work under Berkeley Housing Rehabilitation Programs; or
- b) is from individuals who have applied for or received housing rehabilitation assistance from the City of Berkeley within the previous two years.

Category 4

Designated employees assigned to this category shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells or otherwise provides goods or services of the type utilized by the division or program in the Department of Health, Housing and Community Services to which the designated employee is assigned.

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Category 5

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- a) manufactures, distributes, sells installs or otherwise markets equipment for energy conservation or alternative energy development; or
- b) provides services, including but not limited to design, repair, advocacy or consultation services, in the areas of energy conservation or alternative energy development.

Category 6

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment, or in which they are a director, officer, partner, trustee, employee or hold any position of management and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which receives funds under contract with the City of Berkeley to:

- a) Serve the social welfare needs of the people of Berkeley; or
- b) Provide health services, including but not limited to emergency services, obstetric, gynecological or maternity care, care for chronic or communicable diseases, and mental health; or
- c) Provide services to the aging; or
- d) Lease, own, or operate real property of the type suitable for the program or services under the supervision of the designated employee; or of the type suitable to be leased, owned, or operated by the City of Berkeley for health programs under the supervision of the designated employee.

Category 7

Designated employees assigned to this category shall disclose any interest in real property consisting in whole or in part of residential rental property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity or source of income has an interest in, operates or manages residential rental property.

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Category 8

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- a) is of the type whose contracts with the City of Berkeley are monitored by the Department of Health, Housing and Community Services or which receives funds under contract with the City of Berkeley to serve the social welfare needs of the people of the Berkeley; or
- b) is of the type which manufactures, distributes, sells or otherwise provides goods or services of the type utilized by the designated employee's division of the Department of Health, Housing and Community Services.

Category 9

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment, or in which they are a director, officer, partner, trustee, employee or hold any position of management; any interest in real property within one-fourth mile of any Berkeley Senior Center and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which receives funds under contract with the City of Berkeley to:

- a) Serve the social welfare needs of the people of Berkeley; or
- b) Provide health services, including but not limited to emergency services, care for chronic or communicable diseases, and mental health; or
- c) Provide services to the aging; or
- d) Lease, own, or operate real property of the type suitable for the program or services under the supervision of the designated employee; or of the type suitable to be leased, owned, or operated by the City of Berkeley for community services programs under the supervision of the designated employee.

EXHIBIT A-7

HUMAN RESOURCES DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Director of Human Resources	1
Deputy Director of Human Resources	1
Human Resources Manager	1
Equal Employment, Opportunity & Diversity Officer	1
Employee Relations Officer	2, 3
Occupational Health and Safety Coordinator	2, 3
Occupational Health and Safety Specialist	3
Senior Human Resources Analyst	2, 3
Training Officer	2
Worker's Compensation Analyst	3
Benefits Specialist	3

Disclosure Categories

Category 1

Designated employees in this category shall disclose all business entities and non-profit organizations in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property and all sources of income, including gifts, loans and travel payments.

Category 2

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

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Category 2 (continued)

- (a) is a labor union; or
- (b) is of the type which has provided the Human Resources Department within the previous two years with testing materials or services, or with services of any other kind including but not limited to consultant services or medical examination services; or
- (c) provides training, organizational development or facilitator services.

Category 3

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which provides insurance of any kind, including but not limited to workers' compensation, health, life or liability insurance or related services.

DEPARTMENT OF INFORMATION TECHNOLOGY APPENDIX

Designated Employees	Disclosure Categories
Director of Information Technology	1
Supervising Systems Analyst	1
Senior Systems Analyst	1
Senior Information Systems Specialist	1
Customer Service Manager	1
Information Systems Manager	1

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities, and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

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LIBRARY DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Administration Services	
Director of Library Services	1
Deputy Director of Library Services	1
Library Administrative Manager	1
Circulation Services Division	
Circulation Services Manager	1
Children's/Neighborhood Services Division	
Library Services Manager	1
Technical Services & Information Technology	
Library Information Systems Administrator	1
Library Services Manager	1

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

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MAYOR AND COUNCIL DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Mayor	1
City Councilmembers	1
Chief of Staff	1
Assistant to the Mayor	1
Legislative Assistant/Administrative Assistant	1

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

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PARKS, RECREATION & WATERFRONT DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Office of the Director	
Director of Parks, Recreation and Waterfront	1
Deputy Director	1
Senior Management Analyst	1
Principal Planner	1
Landscape Architect	2, 3, 4
Community Services Specialist III	1
Parks Division	
Parks Superintendent	1
Senior Forestry Supervisor	2, 3
Senior Landscape Gardener Supervisor	2, 3
Building Maintenance Supervisor	2, 3
Recreation Division	
Recreation and Youth Services Manager	1
Camp Manager	2, 3, 4
Recreation Program Supervisor	1
Aquatics Facilities Supervisor	3
Recreation Coordinator	3

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**Parks, Recreation and Waterfront Department Appendix
Page 2**

Designated Employees

Disclosure Categories

Waterfront Division

Waterfront Manager

1

Harbormaster

3, 5

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property and all sources of income, including gifts, loans and travel payments.

Category 2

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which manufactures, distributes, sells, leases or otherwise provides the Parks, Recreation & Waterfront Department with:

- (a) goods of any kind, including but not limited to heavy equipment, vehicles, machinery, tools, fuel products or other equipment; or
- (b) services of any kind, including but not limited to building or construction services and consultant services.

Category 3

Designated employees assigned to this category, shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment, machinery, supplies or services of the type used by the division or program of the Parks, Recreation & Waterfront Department to which the designated employee is assigned.

EXHIBIT A-12

**Parks, Recreation and Waterfront Department Appendix
Page 3**

Category 4

Designated employees assigned to this category shall disclose all interests in real property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) owns, operates or manages real property; or
- (b) is a utility; or
- (c) is in the building or construction industry, including but not limited to architects, engineers, building construction contractors or subcontractors, materials suppliers, or consultants.

Category 5

Designated employees assigned to this category shall disclose:

- (a) all interests in real property located on or within one-fourth mile of the Berkeley Waterfront, including any leasehold interest in berths at the Berkeley Marina; and
- (b) any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee or employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:
 - (i) is located on the Berkeley Waterfront;
 - (ii) has an interest in real property on the Berkeley Waterfront; or does business, has done business within the previous two years, plans to do business on the Berkeley Waterfront, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals on the Berkeley Waterfront.

PLANNING AND DEVELOPMENT DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Office of the Director / Administration	
Director of Planning and Development	1
Deputy Director of Planning	1
Senior Management Analyst	1
Permit Service Center	
Permit Center Coordinator	1
Senior Permit Specialist	2, 4
Permit Specialist	2, 4
Land Use Planning Division	
Land Use Planning Manager	1
Principal Planner	1
Senior Planner	1
Associate Planner	1
Assistant Planner	1
Building and Safety Division	
Manager of Building and Safety	1
Supervising Building Inspector	2, 4
Senior Building Inspector	2, 4
Building Inspector	2, 4
Senior Building Plans Engineer	2, 4

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**Planning and Development Department Appendix
Page 2**

Designated Employees

Disclosure Categories

Building and Safety Division (continued)

Senior Building Plans Examiner	2, 4
Fire and Life Safety Plans Examiner	2, 4
Engineering Inspector	2, 4

Toxics Management Division

Hazardous Materials Manager	1
Hazardous Materials Specialist I & II	3

Office of Energy and Sustainable Development

Energy Program Manager	1
Associate Management Analyst	2, 4
Community Services Specialist I	2, 4
Community Services Specialist II	2, 4
Community Services Specialist III	2, 4

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income including gifts, loans and travel payments.

Category 2

Designated employees assigned to this category shall disclose all interests in real property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee,

EXHIBIT A-13

**Planning and Development Department Appendix
Page 3**

Category 2 (continued)

employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income has an interest in real property or is in the building and construction industry, including but not limited to architects, developers, contractors, sub-contractors, materials suppliers or consultants.

Category 3

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) produces, uses, collects or disposes of hazardous and toxic materials; or
- (b) provides consulting services in the areas of source reduction and recycling, and the management, treatment and disposal of hazardous wastes and materials.

Category 4

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) manufactures, distributes, sells installs or otherwise markets equipment for energy conservation or alternative energy development; or
- (b) provides services, including but not limited to design, repair, advocacy or consultation services, in the areas of energy conservation or alternative energy development.

POLICE DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Chief of Police	1
Public Safety Business Manager	1
Police Captain	1

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

PUBLIC WORKS DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Office of the Director	
Director of Public Works	1
Deputy Director	1
Senior Management Analyst	2
Associate Management Analyst	2
Administrative & Fiscal Services Manager	1
Assistant Management Analyst	2
Engineering Division	
Manager of Engineering	1, 4
Associate Management Analyst	3
Associate Civil Engineer	2, 4
Engineering Inspector	2, 6
Chief of Party	2
Architect	2, 4
Assistant Architect	2, 4
Assistant Public Works Engineer	2
Junior Public Works Engineer	2
Assistant Civil Engineer (Registered)	2, 4
Supervising Civil Engineer	1, 4, 6
Senior Drafting Technician	2, 4

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**Public Works Department Appendix
Page 2**

Designated Employees

Disclosure Categories

Engineering Division (continued)

Building Inspector 1, 6

Senior Building Inspector 2, 6

Transportation Division

Transportation Manager 1

Principal Planner 1

Associate Planner 1

Parking Services Manager 2

Supervising Traffic Engineer 1, 4

Associate Traffic Engineer 2, 4

Assistant Traffic Engineer 2, 4

Disability Services Specialist 2, 4

Solid Waste Management Division

Solid Waste and Recycling Manager 1, 5

Senior Solid Waste Supervisor 2

Recycling Program Manager 3, 5

Facilities Management Division

Environmental Compliance Specialist 3, 7

Disability Services Specialist 2, 4

Community Development Project Coordinator 1, 4

EXHIBIT A-15

**Public Works Department Appendix
Page 3**

Designated Employees

Disclosure Categories

Facilities Management Division (continued)

Real Property Administrator	1, 4
Facilities Maintenance Superintendent	2, 6
Senior Building Maintenance Supervisor	3, 6

Equipment Maintenance

Equipment Maintenance Superintendent	2
Senior Equipment Supervisor	3

Electrical Division

Senior Electrical Supervisor	2, 6
Lead Communication Technician	3, 6

Streets Division

Public Works Maintenance Superintendent	2
Senior Public Works Supervisor	3
Assistant Management Analyst	3

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

EXHIBIT A-15

Public Works Department Appendix

Page 4

Category 2

Designated employees assigned to this category shall disclose entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which manufactures, distributes, sells, leases or otherwise provides goods or services of the type used by any division or program of the Public Works Department.

Category 3

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment, machinery, supplies or services of the type used by the division or program of the Public Works Department to which the designated employee is assigned.

Category 4

Designated employees assigned to this category shall disclose all interests in real property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) owns, operates or manages real property; or
- (b) is a utility; or
- (c) is in the building or construction industry, including but not limited to architects, engineers, building construction contractors or subcontractors, materials suppliers, or consultants.

Category 5

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which:

EXHIBIT A-15

Public Works Department Appendix
Page 5

Category 5 (continued)

- (a) collects or hauls solid waste;
- (b) builds or operates any solid waste disposal facility, transfer or processing station or resource recovery facility;
- (c) engages in solid waste recycling activities; or
- (d) acts as a consultant to entities or organizations engaged in the above activities.

Category 6

Designated employees assigned to this category shall disclose any interest in real property located in an area of Berkeley in which the utility lines have not been undergrounded. In addition, they shall disclose business entities, or non-profit organizations, in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity or source of income is a public utility company which does any work related to the provision of utility services, is a construction company or subcontractor of such company or has an interest in real property in an area of Berkeley in which the utility lines have not been undergrounded.

Category 7

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) produces, uses, collects, stores, or disposes of hazardous or toxic materials; or
- (b) provides consulting services in the areas of source reduction or recycling, or the management, treatment or disposal of hazardous wastes or materials.

RENT STABILIZATION BOARD APPENDIX

Designated Officials	Disclosure Categories
Commissioners (Board Members)	1, 2, 3

Designated Employees	Disclosure Categories
Executive Director	1, 2, 3
Deputy Director	1, 2, 3
Assistant Management Analyst	2, 3
Information Systems Specialist	2, 3
Associate Management Analyst	2, 3
Senior Management Analyst	2, 3
Administrative Staff Assistant	2, 3
Senior Field Representative	2
Community Services Specialist I	2, 3
Community Services Specialist II	2, 3
Community Services Specialist III	2, 3
Supervising Hearing Examiner	2, 3
Senior Hearing Examiner	2, 3
Hearing Examiners	2, 3
Chief Counsel	1, 2, 3
Staff Attorneys I, II & III	1, 2, 3
Principal Planner	2, 3
Senior Planner	2, 3
Associate Planner	2, 3
Assistant Planner	2, 3

EXHIBIT A-16

Rent Stabilization Board Appendix
Page 2

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose:

- (a) All investment and interest in, and all sources of income from real property including but not limited to ownership, sale, management, transfer or exchange.
- (b) All investments in and sources of income, including gifts, loans and travel payments from entities which own, sell, manage, transfer or exchange real property.
- (c) Any management position including but not limited to a director, officer, partner or trustee in any business entity or non-profit organization subject to or potentially affected by the regulatory authority of the Rent Board.
- (d) The assuming office statement shall disclose all interests and dealings in real property, including but not limited to ownership, sale, management, transfer or exchange, and interests in entities whose primary purpose is the ownership, sale, management, transfer or exchange of real property, during the previous three years.

Category 2

Designated employees assigned to this category shall disclose:

- (a) All investments and interests in and all sources of income from real property, including but not limited to ownership, sale, management, transfer or exchange, subject to the regulatory authority of the Rent Board.
- (b) All investments and business positions in and sources of income, including gifts, loans and travel payments from entities which own, sell, manage, transfer or exchange real property, subject to the regulatory authority of the Rent Board.

Category 3

Designated employees assigned to this category shall disclose investments and business positions in business entities, non-profit organizations and sources of income, including gifts, loans and travel payments of the type which, within the past two years, have contracted with the City of Berkeley to provide services, supplies, materials, machinery or equipment to the Board.

EXHIBIT A-16

ANIMAL CARE COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- a) provides services, goods, or equipment related to the care, treatment or control of animals; or
- b) does business, has done business within the previous two years, or plans to do business with any city owned animal shelter, including but not limited to architects, engineers, building contractors, lawyers and others involved in projects or proposals connected with the building or modification of any City owned animal shelter.

EXHIBIT B-1

BERKELEY ENERGY COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee, or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is of the type which:

- (1) is engaged in the building construction trades;
- (2) manufactures, distributes, sells, installs, or otherwise markets equipment for energy conservation or alternative energy development; or
- (3) provides services, including but not limited to design, repair, advocacy, financial, or consultation services, in the areas of energy conservation or alternative energy development.

EXHIBIT B-2

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BOARD OF LIBRARY TRUSTEES APPENDIX

Designated Officials

Members of the Board

Disclosure Category

Members of the Board shall disclose any interest in real property within a 1/2 mile of any Berkeley municipal library. In addition, members of the Board shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel-payments; if the business entity, non-profit organization, or source of income is of the type which:

- (a) manufactures, repairs, distributes, sells, leases or otherwise markets library materials and equipment including, but not limited to, books, periodicals, art slides or prints, records, and cataloguing equipment or systems; or
- (b) has contracted with the Berkeley Library Department within the previous two years to provide any other kinds of goods or services to the Department.

EXHIBIT B-3

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09/12

CIVIC ARTS COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities, and non-profit organizations in which they have an investment, or in which they are a director, officer, partner, employee, or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- (1) has applied for, is receiving, or within the previous two years has received, funds through the City to advance the Arts in Berkeley;
- (2) has profited from the creation, production, sale, or display of any artistic endeavor;
- (3) has provided services, goods, or equipment to artistic endeavors.

EXHIBIT B-4

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09/12

COMMISSION ON AGING APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization or source of income has applied for, is receiving or within the previous two years has received funds through the City of Berkeley to provide services to the aging. In addition, members of the Commission shall disclose any interest in real property located within 1/4 mile of any of the Berkeley Senior Centers.

EXHIBIT B-5

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09/12

COMMISSION ON DISABILITY APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they hold an investment or in which they are a director, officer, partner, trustee, employee or have any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income within the previous two years has provided services, goods, or equipment to disabled persons.

COMMISSION ON EARLY CHILDHOOD EDUCATION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

Members of the Commission shall disclose all interests in business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non profit organization or source of income is related to the work in the field of early childhood development, education and childcare.

EXHIBIT B-7

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09/12

COMMISSION ON LABOR APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- (1) is a union or other organization which represents or has sought to represent employees or management in collective bargaining; or
- (2) has applied for, is receiving, or within the previous two years has received funds through the City of Berkeley to provide services to organizations whose purpose is to serve the legal rights and economic interests of labor.

EXHIBIT B-8

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-8 Labor.DOC
09/12

COMMUNITY ENVIRONMENTAL ADVISORY COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- (a) produces, uses, collects or disposes of hazardous and toxic materials; or
- (b) provides consulting services in the areas of source reduction and recycling, and the management, treatment and dispersal of hazardous wastes and materials.

EXHIBIT B-9

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09/12

COMMUNITY HEALTH COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities or non-profit organizations in which they have an investment or are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity or non-profit organization provides goods or services relating in any way to the provision, administration or financing of health care or health planning, education and information.

EXHIBIT B-10

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09/12

DESIGN REVIEW COMMITTEE APPENDIX

Designated Officials

Members of the Committee

Disclosure Category

All members of the committee shall disclose any interest in real property consisting in whole or in part of a building located in any commercially zoned area in the City of Berkeley. In addition, members of the Committee shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income has an interest in real property consisting in whole or in part of a building located in a commercially zoned area; derives income from the sale of construction supply materials; or performs construction services or renovation services including landscaping, architectural, and interior decorating.

EXHIBIT B-11

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DISASTER AND FIRE SAFETY COMMISSION APPENDIX

Designated Officials

Members of the Commission

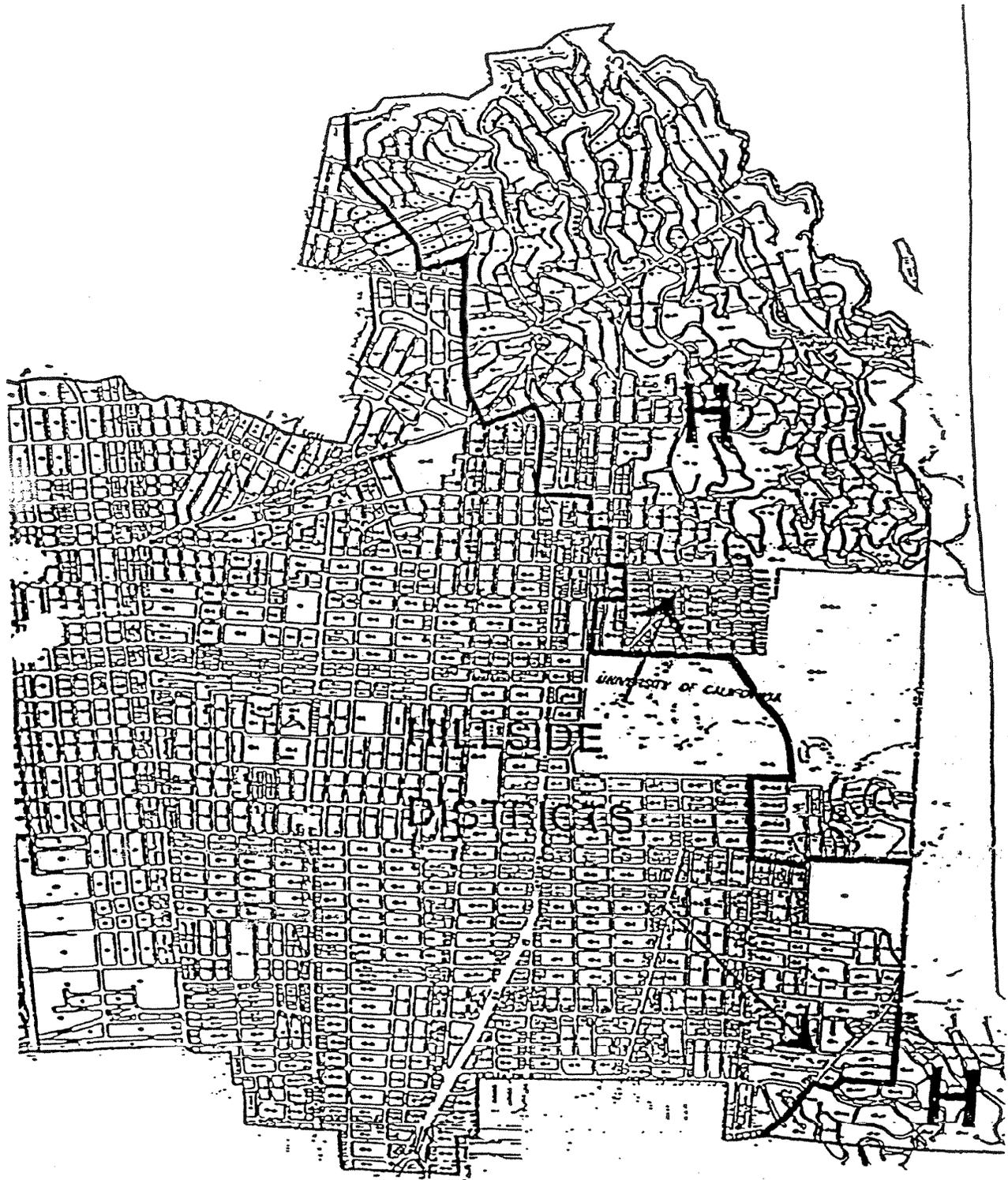
Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee, or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is of the type which:

- a) manufactures, distributes, sells, leases, or otherwise provides goods or services that may be used in planning, preparing for or responding to a disaster or emergency as defined in BMC Ch. 2.88.020;
- b) provides consulting services in the areas of disaster management or disaster preparedness;
- c) offers disaster preparedness training courses;
- d) acts as a consultant to organizations engaged in fire inspection, fire prevention, code enforcement, chipper and debris removal, landscaping or any other fire preparedness service; or
- e) if the real estate, business entity, non-profit organization, or source of income is located within one mile of the boundaries described below and as shown in the map attached as Exhibit A: From the Albany border south along Colusa; east along Catalina to The Alameda; The Alameda south to Yolo; Yolo east to Sutter; Sutter south to Rose; Rose east to Oxford; Oxford south to Vine; Vine east to Spruce; Spruce south to Cedar; Cedar east to Arch; Arch south to Virginia; Virginia west to the rear lot line of parcels on the east side of Oxford and south to UC. From Bancroft and College, south along College to one parcel; south of Dwight (both frontages of Dwight east of College, south along College to one parcel south of Dwight (both frontages of Dwight east of College); then east to the Oakland border. From Domingo and Russell, south down Domingo to the Plaza Drive; Plaza Drive to Claremont and south to the Oakland border. All boundaries assume that the area generally east of the named streets center line is within the boundaries.

EXHIBIT B-12

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ATTACHMENT A TO DISASTER AND FIRE SAFETY COMMISSION

**DOWNTOWN BERKELEY BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD APPENDIX**

Designated Officials

Board Members

Disclosure Category

All members of the Board shall disclose all interests in real property located in or within one mile of the Downtown Berkeley Business Improvement District as defined in Exhibit A to this Appendix, and any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is:

- (a) located in or within one mile of the Berkeley Business Improvement District;
- (b) has an interest in real property located in or within one mile of the Berkeley Business Improvement District;
- (c) does business, has done business within the previous two years, or plans to do business in or within one mile of the Berkeley Business Improvement District, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals located within one mile of the Berkeley Business Improvement District.

EXHIBIT B-13

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ELMWOOD ADVISORY BOARD APPENDIX

Designated Officials

Members of the Board

Disclosure Category

Members of the Board shall disclose all interests in real property located in or within 1/4 mile of the Elmwood Theater, 2966 College Avenue, and any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel-payments; if the business entity, non-profit organization, or source of income is:

- (a) located in or within 1/4 mile of the Elmwood Theater, 2966 College Avenue;
- (b) has an interest in real property located in or within 1/4 mile of the Elmwood Theater, 2966 College Avenue; or
- (c) does business, has done business within the previous two years, or plans to do business in or within 1/4 mile of the Elmwood Theater, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals located within 1/4 mile of the Elmwood Theater.

EXHIBIT B-14

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09/12

FAIR CAMPAIGN PRACTICES COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is required to file campaign reports under the Berkeley Election Reform Act of 1974, or acts as a consultant on campaign matters.

HOMELESS COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the commission shall disclose all interests in real property.

In addition, members of the commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- (1) is engaged in serving the social welfare needs of the homeless in the City of Berkeley;
- (2) derives income from the sale of construction supply materials, or performs construction services or renovation services, including landscaping, architectural, and interior decorating.

EXHIBIT B-16

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09/12

HOUSING ADVISORY COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose all interests in real property located in the City of Berkeley.

In addition, members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization or source of income:

- (1) is engaged in serving the housing needs of low and moderate income people;
or
- (2) owns real property in Berkeley.

EXHIBIT B-17

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-17 HAC.DOC
09/12

HUMAN WELFARE AND COMMUNITY ACTION COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization or source of income is of the type which receives funds under contract with the City of Berkeley to serve the social welfare needs of the people of Berkeley.

JOINT POWERS FINANCING AUTHORITY APPENDIX

Designated Officials

Members of the Authority

Disclosure Category

Members of the Authority shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans, and travel payments.

LANDMARKS PRESERVATION COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose any interest in real property consisting in whole or in part of a building more than 40 years old. In addition, members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income has an interest in real property consisting in whole or in part of a building more than 40 years old.

EXHIBIT B-20

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-20 Landmarks.DOC
09/12

LOAN ADMINISTRATION BOARD APPENDIX

Designated Officials

Members of the Board

Disclosure Category

All members of the Board shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans, and travel payments.

EXHIBIT B-21

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-21 Loan Admin.DOC
09/12

MEDICAL CANNABIS COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose:

- (1) All interests in real property; and
- (2) Any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization or source of income is of the type which:
 - a) manufactures, distributes, sells, installs, or otherwise markets equipment or supplies for cultivation or consumption of the plant Cannabis sativa L. or any of its derivatives; or
 - b) operates any cannabis business or organization, including collectives and dispensaries; or
 - c) engages in activities or provides services that involve planting, cultivating, harvesting, transporting, dispensing, delivering, selling at retail or wholesale, manufacturing, compounding, converting, processing, preparing, storing, packaging, or testing, any part of the plant Cannabis sativa L. or any of its derivatives.

EXHIBIT B-22

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-22 Medical Cannabis.DOC
09/12

MENTAL HEALTH COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities and non-profit organizations in which they have an investment or are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is of the type which has received mental health funds administered by the City of Berkeley.

In addition, members of the Commission shall disclose any interest in real property located within 1/4 mile of any clinical mental health site operated by the City of Berkeley or supported in whole or in part by funds administered by the City of Berkeley.

OVERSIGHT BOARD APPENDIX

Designated Employees

Disclosure Categories

Members of the Board

1

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

PARKS AND RECREATION COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All Members of the Commission shall disclose:

- (a) any interest in real property within $\frac{1}{4}$ mile of any Berkeley park, mini-park or municipal recreation facility or within $\frac{1}{4}$ mile of any open space suitable for development into a park or mini-park; and
- (b) any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is engaged in park design, construction, maintenance or renovation or in the manufacture, distribution or repair of park, recreation or playground equipment.

EXHIBIT B-25

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-25 Parks&Rec.DOC
09/12

PEACE AND JUSTICE COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose business entities, non-profit organizations, and financial institutions in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- (1) has applied for, is receiving or within the previous two years has received funds through the City of Berkeley to serve the goal of creating a world community in which the relations between people are based on equality and respect for human rights, or the abhorrence of exploitation and oppression;
- (2) has profited from the manufacture, sale, development, or testing of any weapon, or any device, substance, chemical, or geological agent, which is designed or used principally as a means of individual or mass destruction.
- (3) is from individuals who control or serve as directors of financial institutions.

PERSONNEL BOARD APPENDIX

Designated Officials

Members of the Board

Disclosure Category

All members of the Board shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or the source of income is:

- (1) a union or other organization which represents or has sought to represent employees in collective bargaining; or
- (2) a health plan, an insurance company, or a financial institution offering services of the type made available as fringe benefits to unrepresented employees of the City of Berkeley.

EXHIBIT B-27

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-27 Personnel BRD.DOC
09/12

PLANNING COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans, and travel payments.

EXHIBIT B-28

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-28 Planning COM.DOC
09/12

POLICE REVIEW COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income:

- (a) manufactures, distributes, sells or otherwise markets weapons, ammunition, or other law enforcement equipment;
- (b) is of the type which offers law enforcement training courses considered by the Commission; or
- (c) is a member of the Berkeley Police Department.

PUBLIC WORKS COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all sources of income, including gifts, loans, and travel payments; and all interests in real property.

**SOLANO AVENUE BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD APPENDIX**

Designated Officials

Board Members

Disclosure Category

All members of the Board shall disclose all interests in real property located on or within one mile of the Solano Avenue Business Improvement District as defined in Attachment A to this Appendix, and any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income; if the business entity, non-profit organization, or source of income is:

- (a) located in or within one mile of the Solano Avenue Business Improvement District;
- (b) has an interest in real property located in or within one mile of the Solano Avenue Business Improvement District;
- (c) does business, has done business within the previous two years, or plans to do business in or within one mile of the Solano Avenue Business Improvement District, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals located in or within one mile of the Solano Avenue Business Improvement District.

EXHIBIT B-31

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-31 Solano BID.DOC
09/12

ATTACHMENT A

SOLANO AVENUE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD APPENDIX

Boundaries of the Solano Avenue Business Improvement District

ZONE A

Includes all businesses on real estate parcels with frontage on Solano Avenue or in the C-SO zone between The Alameda and the Berkeley/Albany line.

Northern Boundary:

A line connecting the northern edges of all parcels fronting on the northern side of Solano Avenue or in the C-SO zone from the Albany Town Line to The Alameda. The parcels along the northern boundary are as follows:

Assessor's Map 62:

Block 2848: Parcels 13 and 14

Block 2870: Parcels 16,17-2, 18,19 and 20

Block 2872: Parcels 17,18,19, 20, 21, 22, 23, 24, 25 and 26

Block 2871: Parcels 7-2, 10, 11, 12-1, 15-1, 16-1, 19, 20, 21 and 22

Assessor's Map 61:

Block 2602: Parcels 2, 3-1, 3-2, 4, 5, 5-1, 6, 8, 9, 33-1, 35-4, 37, 38, 40-1, 43-1,44-1, 45, 46, 47, 48, 49, 50 and 51

Eastern Boundary

The western edge of The Alameda

Southern Boundary

1. A line connecting the southern edges of all parcels fronting on the southern side of Solano Avenue or in the C-SO zone from The Alameda to the Albany Town Line. The parcels along the southern boundary are as follows:

Assessor's Map 61

Block 2603: Parcels 1,3-3 and 4

Block 2611: Parcels 1-2, 4, 25-3, 25-4 and 28-1

Block 2612: Parcels 1 and 2

Block 2613: Parcels 1-1, 5-1 and 6

Block 2614: Parcels 1, 2, 3, 4 and 22 through 28

2. The northern edge of Solano Avenue from Tulare Avenue to a point approximately 100 feet west of Neilson Street.

EXHIBIT B-31

ATTACHMENT A

SOLANO AVENUE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD APPENDIX

Western Boundary

The Albany Town Line

ZONE B

Includes all businesses within the boundaries of the District on parcels not fronting on Solano Avenue between The Alameda and the Berkeley/Albany line or in the C-SO zone. The boundaries of the Zone B areas are as follows:

Area 1

A line around the three parcels immediately south of Zone A on the western edge of The Alameda. This area includes the following parcels:

Assessor's Map 61

Block 2603: Parcels 5, 6, and 7

Area 2

A line around the block enclosed by the eastern edge of The Alameda, the southern edge of Solano Avenue, the western edge of Contra Costa Avenue and the northern Edge of Los Angeles Avenue. This area includes the following parcels:

Assessor's Map 61

Block 2575: Parcels 40-1, 41, 42, 43 and 44

Area 3

A line around Parcel 3-7, Block 2571, Assessor's Map 61

EXHIBIT B-31

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-31 Solano BID.DOC
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SUCCESSOR AGENCY APPENDIX

Designated Officials and Employees

Disclosure Categories

Members of the Successor Agency

1

Staff of the Agency

1

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

**SUPPLEMENTAL RETIREMENT AND INCOME PLAN
“SRIP” COMMITTEE APPENDIX**

Designated Employees

Supplemental Retirement and Income Plan “SRIP” Committee Members and Alternates

Disclosure Category

All Supplemental Retirement and Income Plan “SRIP” Committee members shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans, and travel payments.

TRANSPORTATION COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose:

- (a) all interests in real property;
- (b) all business entities or non-profit organizations, in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and
- (c) all income, including gifts, loans, and travel payments; from (a) or (b) above, or from an individual who has an interest in real property or who owns or operates a business entity or non-profit organization.

WATERFRONT COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

All members of the Commission shall disclose:

- (1) All interests in real property located on or within 1/4 mile of the Berkeley Waterfront, including any leasehold interest in berths at the Berkeley Marina; and
- (2) Any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization or source of income:
 - (a) is located on the Berkeley Waterfront;
 - (b) has an interest in real property on the Waterfront; or
 - (c) does business, has done business within the previous two years, or plans to do business on the Berkeley Waterfront, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals on the Berkeley Waterfront.

EXHIBIT B-35

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-35 Waterfront.DOC
09/12

ZERO WASTE COMMISSION APPENDIX

Designated Officials

Members of the Commission

Disclosure Category

Members of the Commission shall disclose any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans, and travel payments; if the business entity, non-profit organization, or source of income is of the type which:

- (a) collects or hauls solid waste;
- (b) builds or operates any solid waste disposal facility, transfer or processing station or resource recovery facility;
- (c) engages in solid waste recycling activities; or
- (d) acts as a consultant to entities or organizations engaged in the above activities.

EXHIBIT B-36

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Exhibit B\B-36 Zero Waste.DOC
09/12

ZONING ADJUSTMENTS BOARD APPENDIX

Designated Officials

Members of the Board

Disclosure Categories

All members of the Board shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans, and travel payments.

CONSULTANTS APPENDIX¹

Designated Employees

Disclosure Categories

Consultants who make (not just recommend) governmental decisions, such as whether to approve a rate, rule, or regulation, whether to issue, deny, suspend, or revoke any permit, license, application, certificate or similar authorization, adopt or grant City approval to a plan, design, report, study, or adopt or grant City approval of policies, standards, or guidelines for the City or any subdivision thereof

1

Consultants who act in a staff capacity with the City, and in that capacity perform the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a designated position in the City's Conflict of Interest Code.

Disclosure required at the same level as the comparable designated position identified elsewhere in this Code.

Category 1

Designated consultants assigned to this category shall disclose:

- (a) All business entities or non-profit corporations in which they are a director, officer, partner, trustee, employee or hold a position of management; interests in real property, investments; and income, including gifts, loans and travel payments.²
- (b) When the consultant is a corporation or partnership, only individuals from the firm that participate in City decisions or act in a staff capacity must file disclosure statements.

¹ Only consultants who make a governmental decision or act in a staff capacity as defined in 2 Cal. Code Regs. Section 18701, as amended from time to time, shall be subject to economic disclosure requirements.

² Consultants who make governmental decisions shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The chief executive officer 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 the 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 chief executive officer'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.

EXHIBIT C

**EXHIBIT D: LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE
DEPARTMENT, COMMISSION AND CONSULTANT APPENDICES****DEPARTMENTS**

<u>EXHIBIT</u>	<u>DEPARTMENT</u>
A-1	Auditor's Department Appendix
A-2	City Attorney's Office Appendix
A-3	City Clerk Department Appendix
A-4	City Manager's Department Appendix
A-5	Finance Department Appendix
A-6	Fire and Emergency Services Department Appendix
A-7	Health, Housing and Community Services Department Appendix
A-8	Human Resources Department Appendix
A-9	Information Technology Department Appendix
A-10	Library Department Appendix
A-11	Mayor and Council Department Appendix
A-12	Parks, Recreation & Waterfront Department Appendix
A-13	Planning and Development Department Appendix
A-14	Police Department Appendix
A-15	Public Works Department Appendix
A-16	Rent Stabilization Board Appendix

EXHIBIT D

**EXHIBIT D: LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE
DEPARTMENT, COMMISSION AND CONSULTANT APPENDICES**

BOARDS AND COMMISSIONS

<u>EXHIBIT</u>	<u>COMMISSION</u>
B-1	Animal Care Commission Appendix
B-2	Berkeley Energy Commission Appendix
B-3	Board of Library Trustees Appendix
B-4	Civic Arts Commission Appendix
B-5	Commission on Aging Appendix
B-6	Commission on Disability Appendix
B-7	Commission on Early Childhood Education Appendix
B-8	Commission on Labor Appendix
B-9	Community Environmental Advisory Commission Appendix
B-10	Community Health Commission Appendix
B-11	Design Review Committee Appendix
B-12	Disaster and Fire Safety Commission Appendix
B-13	Downtown Berkeley Business Improvement District Advisory Board Appendix
B-14	Elmwood Advisory Board Appendix
B-15	Fair Campaign Practices Commission Appendix
B-16	Homeless Commission Appendix
B-17	Housing Advisory Commission Appendix
B-18	Human Welfare and Community Action Commission Appendix
B-19	Joint Powers Financing Authority Appendix

EXHIBIT D

**EXHIBIT D: LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE
DEPARTMENT, COMMISSION AND CONSULTANT APPENDICES**

BOARDS AND COMMISSIONS

<u>EXHIBIT</u>	<u>COMMISSION</u>
B-20	Landmarks Preservation Commission Appendix
B-21	Loan Administration Board Appendix
B-22	Medical Cannabis Commission Appendix
B-23	Mental Health Commission Appendix
B-24	Oversight Board Appendix
B-25	Parks and Recreation Commission Appendix
B-26	Peace and Justice Commission Appendix
B-27	Personnel Board Appendix
B-28	Planning Commission Appendix
B-29	Police Review Commission Appendix
B-30	Public Works Commission Appendix
B-31	Solano Avenue Business Improvement District Advisory Board Appendix
B-32	Successor Agency Appendix
B-33	Supplemental Retirement and Income Plan (SRIP) Committee Appendix
B-34	Transportation Commission Appendix
B-35	Waterfront Commission Appendix
B-36	Zero Waste Commission Appendix
B-37	Zoning Adjustments Board Appendix

EXHIBIT D

**EXHIBIT D: LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE
DEPARTMENT, COMMISSION AND CONSULTANT APPENDICES**

CONSULTANTS

C

Appendix applies to all Consultants

FINANCE DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
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Administration

Director of Finance	1
Revenue Development Officer	1
Revenue Development Specialist	1
Accounting Manager	1
Senior Accountant	2
Systems Accountant	1
Contract Administrator	1

Revenue Collections Division

Revenue Collections Manager	1
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General Services Division

General Services Manager	1
Senior Buyer	1
Buyer	1

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income including gifts, loans and travel payments.

EXHIBIT A-5

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Code with Track Changes\A-5 Finance.DOC
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Finance Department Appendix
Page 2

Category 2

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) is a financial institution or is otherwise eligible under state law to have city funds, including pension, retirement and deferred compensation funds, deposited with it or invested in it;
- (b) is of the type which has provided services, including but not limited to professional advice on investment, bond, tax or legal matters, to the Finance Department within the previous two years;
- (c) is subject to a City of Berkeley licensing requirement; or
- (d) provides real property sales or management services or owns or operates real property of the type leased or purchased by the City of Berkeley within the previous two years.

EXHIBIT A-5

FIRE AND EMERGENCY SERVICES DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Fire - Office of the Chief

Fire Chief	1
<u>Administrative & Fiscal Services Manager</u>	<u>1</u>
Senior Management Analyst	3

Training

Assistant Fire Chief	1
Fire Captain	2, 3

Operations

Deputy Fire Chief	1
Assistant Fire Chief	1
Battalion Chief	1
Fire Captain	2, 3

Fire Prevention

Fire Prevention Manager	1
Assistant Fire Chief / Fire Marshal	1
Deputy Fire Marshal	1
Fire Prevention Inspectors	2

Special Operations Division

Office of Emergency Services/Emergency Medical Services

Assistant Fire Chief	1
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EXHIBIT A-6

G:\CLERK\CONFLICT CODE\Code Updates\2012 Code\Report - September\Code with Track Changes\A-6 Fire Dept.DOC
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**Fire and Emergency Services Department Appendix
Page 2**

Designated Employees

Disclosure Categories

**Special Operations Division
Office of Emergency Services/Emergency Medical Services (continued)**

Fire Lieutenant	2, 3
Paramedic Program Supervisor	3
Emergency Medical Services Advisor	4
Emergency Services Manager	4
Associate Management Analyst	4
Emergency Services Coordinator	4

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property, and all sources of income, including gifts, loans and travel payments.

Category 2

Designated employees assigned to this category shall disclose any interest in commercial, industrial, or institutional real property; in residential rental property consisting of three or more units; or any other property subject to fire inspection. In addition, designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income owns, manages, or operates property of the type subject to fire inspection.

Category 3

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including

EXHIBIT A-6

**Fire and Emergency Services Department Appendix
Page 3**

Category 3 (continued)

gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment, or services of the type utilized by the Fire and Emergency Services Department.

Category 4

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment or services of the type utilized by the division or program of the Fire and Emergency Services Department to which the designated employee is assigned.

EXHIBIT A-6

HEALTH, HOUSING AND COMMUNITY SERVICES DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Office of the Director

Accountant I	5
Administrative & Fiscal Services Manager	<u>1</u>
Associate Management Analyst	2
Director of Health, Housing & Community Services	1
Deputy Director of Health, Housing & Community Services	1
Senior Management Analyst	<u>3</u> 2

~~Administrative Services~~

Associate Management Analyst	2
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Aging Services Division

Community Services Specialist I	<u>4, 8</u> 5, 6
Manager of Aging Services	1
Mental Health Clinical Supervisor	<u>4, 6</u>
Senior Citizen Center Director	<u>4, 9</u> 6, 7
Seniors Nutrition Program Supervisor	6, 7
Senior Psychiatric Social Worker	6, 7
Senior Health Services Program Specialist	<u>4, 9</u> 6, 7

Community Services and Administration Division

Accountant I	5
Assistant Management Analyst	<u>8</u> 5

EXHIBIT A-7

**Health, Housing and Community Services Department Appendix
Page 2**

Designated Employees

Disclosure Categories

Community Services and Administration Division (continued)

Associate Management Analyst	<u>8.5</u>
Associate Planner	<u>8.5</u>
Community Services and Administration Manager	1
Community Services Specialist I	<u>4, 8.5, 6</u>
Community Services Specialist II, III	<u>8.5</u>
Employment Programs Administrator	1
Senior Accountant	5
Senior Planner	5

Environmental Health

Assistant Environmental Health Specialist	1
Manager of Environmental Health	1
Registered Environmental Health Specialist	1
Senior Management Analyst	2
Senior Environmental Health Specialist	1
Senior Registered Environmental Health Specialist	1
Senior Vector Control Technician	1
Vector Control Technician	1

Housing Services Division

Assistant Architect	1
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EXHIBIT A-7

~~Assistant Management Analyst~~ 5

**Health, Housing and Community Services Department Appendix
Page 3**

Designated Employees Disclosure Categories

Housing Services Division (continued)

~~Associate Management Analyst~~ 5

Community Development Project Coordinator 1

Housing Inspector 1

Housing Inspector (Certified) 1

Housing Inspector Supervisor 1

Housing Services Manager 1

Mental Health

Assistant Management Analyst 2

~~Associate Management Analyst~~ 3, 4

~~Clinical Psychologist~~ 3, 4, 6

~~Community Services Specialist I~~ 3, 4

~~Community Services Specialist II~~ 3, 4

Health Services Program Specialist 2

Manager of Mental Health Services 1

~~Mental Health Clinical Supervisor~~ 3, 4, 6

Mental Health Program Supervisor 2

~~Psychiatrist I, II, III~~ 3, 4, 6

Psychiatrist Supervisor 2

Senior Management Analyst 2

EXHIBIT A-7

Senior Mental Health Clinician 3, 4, 6

**Health, Housing and Community Services Department Appendix
Page 4**

Designated Employees

Disclosure Categories

Mental Health (continued)

~~Senior Psychiatric Social Worker~~ ~~3, 4~~

Public Health

~~Health Educator~~ ~~3, 4~~

Health Nutrition Program Coordinator 3, 4, 6

Health Officer 1

Health Planning, Education and Promotion Supervisor 3, 4, 6

Health Services Supervisor 2

Manager, Family Health and Nursing Services 2

Physician 2

~~Public Health Program Physician/Deputy Health Officer~~ ~~1~~

Senior Community Health Specialist 3, 4, 6

~~Senior Health Management Analyst~~ ~~3, 4~~

Senior Health Services Program Specialist 3, 4, 6

Supervising Public Health Nurse 3, 4, 6

Health Services Program Specialist 3

EXHIBIT A-7

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

Category 2 (Category 2 health)

Designated employees assigned to this category shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells or otherwise provides goods or services of the type utilized by any division or program in the Department of Health, [Housing and Community Services](#).

Category 3 (Category 2 housing)

Designated employees assigned to this category shall disclose any interest in real property located within a Berkeley target area or neighborhood strategy area. In addition they shall also disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is:

- a) a building contractor or subcontractor of the type performing work under Berkeley Housing Rehabilitation Programs; or
- b) is from individuals who have applied for or received housing rehabilitation assistance from the City of Berkeley within the previous two years.

Category 4 (Category 3 health)

Designated employees assigned to this category shall disclose business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of

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Category 4 (continued)

income manufactures, distributes, sells or otherwise provides goods or services of the type utilized by the division or program in the Department of Health, Housing and Community Services to which the designated employee is assigned.

Category 5 (Category 3 housing)

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- a) manufactures, distributes, sells installs or otherwise markets equipment for energy conservation or alternative energy development; or
- b) provides services, including but not limited to design, repair, advocacy or consultation services, in the areas of energy conservation or alternative energy development.

Category 6 (Category 4 health)

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment, or in which they are a director, officer, partner, trustee, employee or hold any position of management and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which receives funds under contract with the City of Berkeley to:

- a) Serve the social welfare needs of the people of Berkeley; or
- b) Provide health services, including but not limited to emergency services, obstetric, gynecological or maternity care, care for chronic or communicable diseases, and mental health; or
- c) Provide services to the aging; or
- d) Lease, own, or operate real property of the type suitable for the program or services under the supervision of the designated employee; or of the type suitable to be leased, owned, or operated by the City of Berkeley for health programs under the supervision of the designated employee.

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Health, Housing and Community Services Department Appendix
Page 7

Category 7 (*Category 4 housing*)

Designated employees assigned to this category shall disclose any interest in real property consisting in whole or in part of residential rental property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity or source of income has an interest in, operates or manages residential rental property.

Category 8 (*Category 5 housing*)

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- a) is of the type whose contracts with the City of Berkeley are monitored by the ~~Housing~~ Department of Health, Housing and Community Services or which receives funds under contract with the City of Berkeley to serve the social welfare needs of the people of the Berkeley; or
- b) is of the type which manufactures, distributes, sells or otherwise provides goods or services of the type utilized by the designated employee's division of the ~~Housing~~ Department of Health, Housing and Community Services.

Category 9 (*Category 7 housing (category 6 housing is deleted)*)

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment, or in which they are a director, officer, partner, trustee, employee or hold any position of management; any interest in real property within one-fourth mile of any Berkeley Senior Center and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which receives funds under contract with the City of Berkeley to:

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**Health, Housing and Community Services Department Appendix
Page 8**

Category 9 (continued)

- a) Serve the social welfare needs of the people of Berkeley; or
- b) Provide health services, including but not limited to emergency services, care for chronic or communicable diseases, and mental health; or
- c) Provide services to the aging; or
- d) Lease, own, or operate real property of the type suitable for the program or services under the supervision of the designated employee; or of the type suitable to be leased, owned, or operated by the City of Berkeley for community services programs under the supervision of the designated employee.

EXHIBIT A-7

LIBRARY DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Administration Services

Director of Library Services	1
Deputy Director of Library Services	1
Library Administrative Manager	1

Circulation Services Division

Circulation Services Manager	1
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~~Services Division~~

Children's/Neighborhood Services Division

Library Services Manager	1
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Technical Services & Information Technology

Library Information Systems Administrator	1
<u>Library Services Manager</u>	<u>1</u>

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

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PARKS, RECREATION & WATERFRONT DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Office of the Director

Director of Parks, Recreation and Waterfront	1
Deputy Director	1
Senior Management Analyst	1
Principal Planner	1
Landscape Architect	2, 3, 4
Senior Health Services Program Specialist Community Services Specialist III	1

Parks Division

Parks Superintendent	1
Senior Forestry Supervisor	2, 3
Senior Landscape Gardener Supervisor	2, 3
Building Maintenance Supervisor	2, 3
Senior Management Analyst	3

Recreation Division

Recreation and Youth Services Manager	1
Camp Manager	2, 3, 4
Recreation Program Supervisor	1
Aquatics Facilities Supervisor	3
Recreation Coordinator	3
Youth Services Coordinator	3

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**Parks, Recreation and Waterfront Department Appendix
Page 2**

Designated Employees

Disclosure Categories

Waterfront Division

Waterfront Manager

1

Harbormaster

3, 5

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property and all sources of income, including gifts, loans and travel payments.

Category 2

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which manufactures, distributes, sells, leases or otherwise provides the Parks, Recreation & Waterfront Department with:

- (a) goods of any kind, including but not limited to heavy equipment, vehicles, machinery, tools, fuel products or other equipment; or
- (b) services of any kind, including but not limited to building or construction services and consultant services.

Category 3

Designated employees assigned to this category, shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment, machinery, supplies or services of the type used by the division or program of the Parks, Recreation & Waterfront Department to which the

EXHIBIT A-12

designated employee is assigned.

Parks, Recreation and Waterfront Department Appendix

Page 3

Category 4

Designated employees assigned to this category shall disclose all interests in real property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) owns, operates or manages real property; or
- (b) is a utility; or
- (c) is in the building or construction industry, including but not limited to architects, engineers, building construction contractors or subcontractors, materials suppliers, or consultants.

Category 5

Designated employees assigned to this category shall disclose:

- (a) all interests in real property located on or within one-fourth mile of the Berkeley Waterfront, including any leasehold interest in berths at the Berkeley Marina; and
- (b) any business entity or non-profit organization in which they have an investment or in which they are a director, officer, partner, trustee or employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:
 - (i) is located on the Berkeley Waterfront;
 - (ii) has an interest in real property on the Berkeley Waterfront; or does business, has done business within the previous two years, plans to do business on the Berkeley Waterfront, including but not limited to architects, engineers, real estate developers, building contractors, lawyers and others involved in projects or proposals on the Berkeley Waterfront.

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PLANNING AND DEVELOPMENT DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Office of the Director / Administration

Director of Planning and Development 1

Deputy Director of Planning 1

Senior Management Analyst 1

Permit Service Center

Permit Center Coordinator 1

Senior Permit Specialist 2, 4

Permit Specialist 2, 4

Land Use Planning Division

Land Use Planning Manager 1

Principal Planner 1

Senior Planner 1

Associate Planner 1

Assistant Planner 1

Building and Safety Division

Manager of Building and Safety 1

~~Senior Management Analyst 2, 4~~

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Designated Employees

Disclosure Categories

Building and Safety Division (continued)

Associate Management Analyst	2, 4
Supervising Building Inspector	2, 4
Senior Building Inspector	2, 4
Building Inspector	2, 4
Senior Building Plans Engineer	2, 4
Senior Building Plans Examiner	2, 4
Fire and Life Safety Plans Examiner	2, 4
Engineering Inspector	2, 4

~~Associate Civil Engineer~~ ~~2, 4~~

Toxics Management Division

Hazardous Materials Manager	1
Hazardous Materials Specialist I & II	3

Office of Energy and Sustainable Development

Energy Program Manager	1
Associate Management Analyst	2, 4
Community Services Specialist I	2, 4
Community Services Specialist II	2, 4
Community Services Specialist III	2, 4

~~Senior Management Analyst~~ ~~2, 4~~

~~Senior Building Inspector~~ ~~2, 4~~

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Planning and Development Department Appendix Page 3

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income including gifts, loans and travel payments.

Category 2

Designated employees assigned to this category shall disclose all interests in real property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income has an interest in real property or is in the building and construction industry, including but not limited to architects, developers, contractors, sub-contractors, materials suppliers or consultants.

Category 3

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) produces, uses, collects or disposes of hazardous and toxic materials; or
- (b) provides consulting services in the areas of source reduction and recycling, and the management, treatment and disposal of hazardous wastes and materials.

Category 4

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) manufactures, distributes, sells installs or otherwise markets equipment for energy conservation or alternative energy development; or

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**Planning and Development Department Appendix
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Category 4

- (b) provides services, including but not limited to design, repair, advocacy or consultation services, in the areas of energy conservation or alternative energy development.

PUBLIC WORKS DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Office of the Director	
Director of Public Works	1
Deputy Director	1
Senior Management Analyst	2
Associate Management Analyst	2
Administrative & Fiscal Services Manager	1
Assistant Management Analyst	2
Engineering Division	
Manager of Engineering	1, 4
Associate Management Analyst	3
Associate Civil Engineer	2, 4
Engineering Inspector	2, 6
Chief of Party	2
Architect	2, 4
Assistant Architect	2, 4
Assistant Public Works Engineer	2
Junior Public Works Engineer	2
Assistant Civil Engineer (Registered)	2, 4
Supervising Civil Engineer	1, 4, 6
Senior Drafting Technician	2, 4

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**Public Works Department Appendix
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Designated Employees

Disclosure Categories

Engineering Division (continued)

Building Inspector 1, 6

Senior Building Inspector 2, 6

~~Watershed Resources Specialist 2~~

Transportation Division

Transportation Manager 1

Principal Planner 1

Associate Planner 1

Parking Services Manager 2

Supervising Traffic Engineer 1, 4

Associate Traffic Engineer 2, 4

Assistant Traffic Engineer 2, 4

~~Assistant Traffic Engineer 2, 4~~

Disability Services Specialist 2, 4

Solid Waste Management Division

Solid Waste and Recycling Manager 1, 5

Senior Solid Waste Supervisor 2

Recycling Program Manager 3, 5

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**Public Works Department Appendix
Page 3**

Designated Employees

Disclosure Categories

Facilities Management Division

Environmental Compliance Specialist	3, 7
Disability Services Specialist	2, 4
Community Development Project Coordinator	1, 4
Real Property Administrator	1, 4
Facilities Maintenance Superintendent	2, 6
Senior Building Maintenance Supervisor	3, 6

Equipment Maintenance

Equipment Maintenance Superintendent	2
Senior Equipment Supervisor	3

Electrical Division

Senior Electrical Supervisor	2, 6
Lead Communication Technician	3, 6

Streets Division

Public Works Maintenance Superintendent	2
Senior Public Works Supervisor	3
Assistant Management Analyst	3

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Public Works Department Appendix Page 4

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose all business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; all interests in real property; and all sources of income, including gifts, loans and travel payments.

Category 2

Designated employees assigned to this category shall disclose entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which manufactures, distributes, sells, leases or otherwise provides goods or services of the type used by any division or program of the Public Works Department.

Category 3

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income manufactures, distributes, sells, leases or otherwise provides goods, equipment, machinery, supplies or services of the type used by the division or program of the Public Works Department to which the designated employee is assigned.

Category 4

Designated employees assigned to this category shall disclose all interests in real property. In addition, they shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) owns, operates or manages real property; or
- (b) is a utility; or

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- (c) is in the building or construction industry, including but not limited to architects, engineers, building construction contractors or subcontractors, materials suppliers, or consultants.

Public Works Department Appendix
Page 5

Category 5

Designated employees assigned to this category shall disclose business entities or non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity, non-profit organization or source of income is of the type which:

- (a) collects or hauls solid waste;
- (b) builds or operates any solid waste disposal facility, transfer or processing station or resource recovery facility;
- (c) engages in solid waste recycling activities; or
- (d) acts as a consultant to entities or organizations engaged in the above activities.

Category 6

Designated employees assigned to this category shall disclose any interest in real property located in an area of Berkeley in which the utility lines have not been undergrounded. In addition, they shall disclose business entities, or non-profit organizations, in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income, including gifts, loans and travel payments; if the business entity or source of income is a public utility company which does any work related to the provision of utility services, is a construction company or subcontractor of such company or has an interest in real property in an area of Berkeley in which the utility lines have not been undergrounded.

Category 7

Designated employees assigned to this category shall disclose all business entities and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management; and income including gifts, loans and travel payments; if the business entity, non-profit organization or source of income:

- (a) produces, uses, collects, stores, or disposes of hazardous or toxic materials; or

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- (b) provides consulting services in the areas of source reduction or recycling, or the management, treatment or disposal of hazardous wastes or materials.

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RENT STABILIZATION BOARD APPENDIX

Designated Officials

Commissioners (Board Members)

Disclosure Categories

1, 2, 3

Designated Employees

Executive Director

1, 2, 3

Deputy Director

1, 2, 3

Assistant Management Analyst

2, 3

Information Systems Specialist

2, 3

Associate Management Analyst

2, 3

Senior Management Analyst

2, 3

Administrative Staff Assistant

2, 3

Senior Field Representative

2

Community Services Specialist I

2, 3

Community Services Specialist II

2, 3

Community Services Specialist III

2, 3

Supervising Hearing Examiner

2, 3

Senior Hearing Examiner

2, 3

Hearing Examiners

2, 3

Chief Counsel

1, 2, 3

Staff Attorneys I, II & III

1, 2, 3

Principal Planner

2, 3

Senior Planner

2, 3

Associate Planner

2, 3

Assistant Planner

2, 3

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Rent Stabilization Board Appendix Page 2

Disclosure Categories

Category 1

Designated employees assigned to this category shall disclose:

- (a) All investment and interest in, and all sources of income from real property including but not limited to ownership, sale, management, transfer or exchange.
- (b) All investments in and sources of income, including gifts, loans and travel payments from entities which own, sell, manage, transfer or exchange real property.
- (c) Any management position including but not limited to a director, officer, partner or trustee in any business entity or non-profit organization subject to or potentially affected by the regulatory authority of the Rent Board.
- (d) The assuming office statement shall disclose all interests and dealings in real property, including but not limited to ownership, sale, management, transfer or exchange, and interests in entities whose primary purpose is the ownership, sale, management, transfer or exchange of real property, during the previous three years.

Category 2

Designated employees assigned to this category shall disclose:

- (a) All investments and interests in and all sources of income from real property, including but not limited to ownership, sale, management, transfer or exchange, subject to the regulatory authority of the Rent Board.
- (b) All investments and business positions in and sources of income, including gifts, loans and travel payments from entities which own, sell, manage, transfer or exchange real property, subject to the regulatory authority of the Rent Board.

Category 3

Designated employees assigned to this category shall disclose investments and business positions in business entities, non-profit organizations and sources of income, including gifts, loans and travel payments of the type which, within the past two years, have contracted with the City of Berkeley to provide services, supplies, materials, machinery or equipment to the Board.

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**EXHIBIT D: LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE
DEPARTMENT, COMMISSION AND CONSULTANT APPENDICES**

DEPARTMENTS

<u>EXHIBIT</u>	<u>DEPARTMENT</u>
A-1	Auditor's Department Appendix
A-2	City Attorney's Office Appendix
A-3	City Clerk Department Appendix
A-4	City Manager's Department Appendix
A-5	Finance Department Appendix
A-6	Fire and Emergency Services Department Appendix
A-7	Health, <u>Housing and Community Services</u> Department Appendix
A-8	Housing and Community Services Department Appendix
A- 8 <u>9</u>	Human Resources Department Appendix
A- 9 <u>10</u>	Information Technology Department Appendix
A- 10 <u>11</u>	Library Department Appendix
A- 11 <u>12</u>	Mayor and Council Department Appendix
A- 12 <u>13</u>	Parks, Recreation & Waterfront Department Appendix
A- 13 <u>14</u>	Planning and Development Department Appendix
A- 14 <u>15</u>	Police Department Appendix
A- 15 <u>16</u>	Public Works Department Appendix
A- 16 <u>17</u>	Rent Stabilization Board Appendix

EXHIBIT D

**EXHIBIT D: LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE
DEPARTMENT, COMMISSION AND CONSULTANT APPENDICES**

BOARDS AND COMMISSIONS

<u>EXHIBIT</u>	<u>COMMISSION</u>
B-1	Animal Care Commission Appendix
B-2	Berkeley Energy Commission Appendix
B-3	Board of Library Trustees Appendix
B-4	Civic Arts Commission Appendix
B-5	Commission on Aging Appendix
B-6	Commission on Disability Appendix
B-7	Commission on Early Childhood Education Appendix
B-8	Commission on Labor Appendix
B-9	Community Environmental Advisory Commission Appendix
B-10	Community Health Commission Appendix
B-11	Design Review Committee Appendix
B-12	Disaster and Fire Safety Commission Appendix
B-13	Downtown Berkeley Business Improvement District Advisory Board Appendix
B-14	Elmwood Advisory Board Appendix
B-15	Fair Campaign Practices Commission Appendix
B-16	Homeless Commission Appendix
B-17	Housing Advisory Commission Appendix
B-18	Human Welfare and Community Action Commission Appendix
B-19	Joint Powers Financing Authority Appendix

EXHIBIT D

**EXHIBIT D: LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE
DEPARTMENT, COMMISSION AND CONSULTANT APPENDICES**

BOARDS AND COMMISSIONS

<u>EXHIBIT</u>	<u>COMMISSION</u>
B-20	Landmarks Preservation Commission Appendix
B-21	Loan Administration Board Appendix
B-22	Medical Cannabis Commission Appendix
B-23	Mental Health Commission Appendix
B-24	Oversight Board Appendix
B-25	Parks and Recreation Commission Appendix
B-26	Peace and Justice Commission Appendix
B-27	Personnel Board Appendix
B-28	Planning Commission Appendix
B-29	Police Review Commission Appendix
B-30	Public Works Commission Appendix
B-31	Solano Avenue Business Improvement District Advisory Board Appendix
B-32	Successor Agency Appendix
B-33	Supplemental Retirement and Income Plan (SRIP) Committee Appendix
B-34	Transportation Commission Appendix
B-35	Waterfront Commission Appendix
B-36	Zero Waste Commission Appendix
B-37	Zoning Adjustments Board Appendix

EXHIBIT D

**EXHIBIT D: LISTING OF ALL BERKELEY CONFLICT OF INTEREST CODE
DEPARTMENT, COMMISSION AND CONSULTANT APPENDICES**

CONSULTANTS

C

Appendix applies to all Consultants

EXHIBIT D

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