



Office of the City Manager

CONSENT CALENDAR
October 9, 2007

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Pamyla Means, MMC, City Clerk

Subject: Adopt Revised Conflict of Interest Code

RECOMMENDATION

Adopt a Resolution rescinding Resolution No. 63,433-N.S. and adopting a revised Conflict of Interest Code for the City of Berkeley.

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 September 26, 2006 by Resolution No. 63,433–N.S..

The Code and this amendment to the Code accurately designate 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 underlined has been added 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 City Manager, City Clerk, Finance, Health and Human Services, Housing, Parks, Recreation, and Waterfront, Rent Stabilization Board, and Public Works Departments.

This update of the Code also reflects the elimination of the former Berkeley Housing Authority, which is now operating as an independent entity.

CONTACT PERSON

Pamyla Means, City Clerk, 981-6900

Attachments:

1: Resolution

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

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

RESCINDING RESOLUTION NO. 63,433–N.S, AND RE-ADOPTING A CONFLICT OF INTEREST CODE FOR THE CITY OF BERKELEY

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 to incorporate parts of the original code which were inadvertently deleted in a prior resolution; and

WHEREAS, Resolution No. 63,433–N.S, adopted September 2006, 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 current structure of the City's boards and commissions; and

WHEREAS, the Council has determined that Exhibits A, B, C, and D, attached herein, accurately set 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. 63,433–N.S., is hereby rescinded.

BE IT FURTHER RESOLVED THAT,

Section 2. Incorporation of State Regulations by Reference.

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.

Section 3. 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 as stated in Exhibits A, B, C, and D attached hereto and made a part hereof 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 4. 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 5. 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 taking the Oath of Office, or an Initial or Annual Statement 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 6. 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 7. 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 Categories	Disclosure
City Auditor	1
Audit Manager	1
Auditor II	1
Auditor I	1
Deputy City Auditor for Payroll Management	1
Senior Auditor	1

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-1G:\CLERK\CONFLICT CODE\Code Updates\2007 Code\Report\AUDITOR.DOC
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CITY ATTORNEY'S OFFICE APPENDIX

Designated Employee Category	Disclosure
Administration	
City Attorney	1
Assistant City Attorney	1
Deputy City Attorney I, II, & III	1

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 CLERK DEPARTMENT APPENDIX

Designated Employees	Disclosure Category
City Clerk	1
Deputy City Clerk	1
Assistant City Clerk	1
Records Manager	2
Senior Information Systems Specialist	2
Assistant Management Analyst	1

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

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CITY MANAGER'S DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
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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
<u>Senior Systems Analyst (added)</u>	<u>1</u>

Animal Care Services

Animal Services Manager	1
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Code Enforcement Group

Code Enforcement Supervisor	1
Code Enforcement Officer	1

Office of Economic Development

Manager of Economic Development	1
Associate Management Analyst	1

EXHIBIT A-4

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**City Manager's Department Appendix
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Designated Employees	Disclosure Categories
Office of Economic Development (continued)	
Senior Community Development Project Coordinator	1
Community Development Project Coordinator	1
Community Services Specialist III	1
Economic Development Project Coordinator	1
Employment Programs Administrator	2
Employment Specialist	2
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

EXHIBIT A-4

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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 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 Employee Category	Disclosure
Administration	
Director of Finance	1
Deputy Director of Finance	1
<u>Revenue Development Officer (added)</u>	<u>1</u>
Accounting Manager	1
Senior Management Analyst	2
Senior Accountant	2
Systems Accountant	1
Contract Administrator	1
Customer Service Division	
Customer Service Manager	1
Revenue Collections Manager	1
General Services Division	
General Services Manager	1
Senior Buyer	1
Buyer	1

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

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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.

FIRE AND EMERGENCY SERVICES DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Fire - Office of the Chief	
Fire Chief	1
Senior Management Analyst	3
Training and Emergency Medical Services	
Assistant Fire Chief	1
Paramedic Program Supervisor	3
Emergency Medical Services Advisor	4
Operations	
Deputy Fire Chief	1
Assistant Fire Chief	1
Fire Captain	2, 3
Fire Prevention/Office of Emergency Services	
Fire Prevention Manager	1
Assistant Fire Chief / Fire Marshal	1
Deputy Fire Marshal	1
Fire Prevention Inspectors	2

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**Fire and Emergency Services Department Appendix
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Designated Employees

Disclosure Categories

Fire Prevention/Office of Emergency Services (continued)

Emergency Services Manager	4
Associate Management Analyst	4

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 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.

EXHIBIT A-6

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**Fire and Emergency Services Department Appendix
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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

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HEALTH AND HUMAN SERVICES DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Office of the Director

Director of Health & Human Services	1
Deputy Director of Health & Human Services	1
Senior Management Analyst	2

Administrative Services

Senior Management Analyst	2
Associate Management Analyst	2
Assistant Management Analyst	2
Applications Programmer Analyst II	2
Senior Systems Analyst	2

Environmental Health

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

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**Health and Human Services Department Appendix
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Designated Employees Categories Disclosure

Mental Health

Manager of Mental Health Services	1
<u>Health Administrative/Financial Specialist (New)</u>	<u>3</u>
Senior Management Analyst	3
Mental Health Program Supervisor	3, 4
Psychiatrist Supervisor	3, 4
Psychiatrist	3, 4
Associate Management Analyst	3, 4
Community Services Specialist II	3, 4
Health Services Program Specialist	2

Employment Programs

Community Services Specialist II	2
Community Services Specialist I	3

Senior Programs

<u>Senior Programs Administrator (Abolished)</u>	<u>2, 4</u>
<u>Manager of Aging Services (New)</u>	<u>1</u>
Senior Citizen Center Director	3, 4
Senior Nutrition Program Supervisor	3, 4

**Health and Human Services Department Appendix
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Designated Employees

Disclosure Categories

Public Health

Health Officer	1
Physician	1
Senior Health Management Analyst	3, 4
Senior Public Health Educator	3, 4
Senior Health Services Program Specialist	3, 4
Health Services Program Specialist	3
Health Educator	3, 4
Senior Community Health Specialist	3, 4
Manager of Health Promotion	1
Public Health Program Physician	1
Supervising Public Health Nurse	3, 4
Health Services Supervisor	3, 4
Health Nutrition Program Coordinator	3, 4
Nutritionist	3, 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.

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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 any division or program in the Department of Health and Human Services.

Category 3

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 of Human Services to which the designated employee is assigned.

Category 4

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, 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.

HOUSING DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Office of the Director

Director of Housing 1

~~Housing Authority Division (Abolished)~~

~~Manager of Berkeley Housing Authority 1~~

~~Associate Management Analyst 5~~

~~Assistant Management Analyst 5~~

~~Senior Accountant 5~~

~~Senior Housing Assistance Supervisor 1~~

~~Housing Authority Representative 1~~

~~Community Services Specialist II, III 4~~

Housing Services Division

Housing Services Manager 1

Associate Management Analyst 5

~~Housing Rehabilitation Supervisor (Deleted) 1~~

Housing Inspector Supervisor 1

~~Senior Housing Inspector (deleted) 1~~

**Housing Department Appendix
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Designated Employees

Disclosure Categories

Housing Services Division (continued)

Housing Inspector	1
Housing Inspector (Certified)	1
Senior Community Development Project Coordinator	1
Community Development Project Coordinator	2
Permit Specialist (Deleted)	5
Assistant Architect	5

Energy Services Division

Energy Officer (revised and retitled to Energy Program Manager)	3
<u>Energy Program Manager</u>	<u>3</u>
Assistant Management Analyst	3
Weatherization Supervisor	1
Associate Management Analyst	3
Economic Development Project Coordinator	3, 5
Community Services Specialist III	3, 5

Program Planning, Management and Budget Division

Manager of Program Planning, Management and Budget	5
Senior Accountant	5
Senior Planner	5
Senior Management Analyst	5

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Designated Employees

Disclosure Categories

Program Planning, Management and Budget Division (continued)

Associate Management Analyst	5
Assistant Management Analyst (Deleted)	5
Community Services Specialist I, II, III	5
Associate Planner	5
Assistant Planner (Deleted)	5
Accountant I	5

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 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.

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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:

- (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 4

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 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) is of the type whose contracts with the City of Berkeley are monitored by the Housing Department 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.

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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 (EMAS)	2
Senior Human Resources Analyst (ER)	2, 3
Training Officer	2
Worker's Compensation Analyst	3
Benefits Specialist	3

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:

- (a) is a labor union; or
- (b) is of the type which has provided the Human Resources Department

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Category 2 (continued)

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

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 Financial Manager	1
Library Building Project Manager (Deleted)	1
Library Network Administrator	1
Capital Improvements Programs Manager	1

Circulation Services Division (new)

<u>Circulation Services Manager (Moved From Technical Services)</u>	<u>1</u>
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Central Library—Young People Children's Services Division (Retitled)

Library Services Manager	1
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Central Library—Reference Adult Services Division (Retitled)

Library Services Manager	1
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Branch Services/Collection Development & Teen Services (Retitled)

Library Services Manager	1
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Technical Services Division

Library Services Manager	1
Circulation Services Manager	1

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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.

MAYOR AND COUNCIL DEPARTMENT APPENDIX

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

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
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Office of the Director

Director of Parks, Recreation and Waterfront	1
Deputy Director of Parks, Recreation & Waterfront	1
Senior Management Analyst	2, 5
Associate Management Analyst	3, 5

Parks Division

Parks Superintendent	1
Senior Forestry Supervisor	3, 4
Senior Landscape Gardener Supervisor	3
Senior Building Maintenance Supervisor	2
Landscape Designer	3, 4
Landscape Architect	3, 4
Senior Planner	3, 4

Recreation Division

Recreation and Youth Services Manager	1
Camps Program Administrator (abolished)	3
Camps Manager (abolished)	3
<u>Camp Manager (New)</u>	<u>3</u>
Recreation Programs Administrator (Abolished)	3
<u>Recreation Program Supervisor (New)</u>	<u>1</u>
<u>Senior Management Analyst (Added)</u>	<u>3</u>
Aquatics Coordinator	3
Aquatics Facilities Supervisor	3

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Designated Employees

Disclosure Categories

Recreation Division (continued)

Recreation Coordinator	3
Youth Services Coordinator	3

Waterfront Division

Waterfront Manager	1
Harbormaster	3, 5
Associate Management Analyst (Deleted)	3, 5

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

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Parks, Recreation and Waterfront Department Appendix

Page 3

Category 3 (continued)

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.

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
 - (iii) 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
Associate Management Analyst	1

Permit Service Center

Permit Center Coordinator	1
Permit Specialist	2
Assistant Civil Engineer	2
Engineering Inspector	2

Redevelopment

Economic Development Project Coordinator	1
Senior Community Development Project Coordinator	1
Senior Planner	1
Associate Planner	1

Land Use Planning Division

Land Use Planning Manager	1
Principal Planner	1

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**Planning and Development Department Appendix
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Designated Employees

Disclosure Categories

Toxics Management Division

Hazardous Materials Manager	1
Hazardous Materials Specialist I & II	3
Associate 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 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:

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**Planning and Development Department Appendix
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Category 3 (continued)

- (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.

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POLICE DEPARTMENT APPENDIX

Designated Employees	Disclosure Category
Chief of Police	1
Public Safety Business Manager	1
Police Captain	1

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.

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PUBLIC WORKS DEPARTMENT APPENDIX

Designated Employees	Disclosure Categories
Administration	
Director of Public Works	1
Assistant City Manager	1
Deputy Director	1
Senior Management Analyst	2
Associate Management Analyst	2
Public Works Operations Assistant	2
Disability Services Specialist	3, 4
Senior Budget Specialist	2
Community Development Project Coordinator	1
Real Property Administrator	1
Engineering Division	
Manager of Engineering	1
Associate Management Analyst	3
Associate Civil Engineer	3, 4
Engineering Inspector	2
Chief of Party	2
Architect	2
Assistant Architect	3, 4
Assistant Public Works Engineer	2
Junior Public Works Engineer	2

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**Public Works Department Appendix
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**Designated Employees
Categories**

Disclosure

Engineering Division (continued)

Assistant Civil Engineer (Registered)	2
Supervising Civil Engineer	2

Office of Transportation Division (retitled)

Principal Planner	1
Senior Planner	1
Associate Planner	1
<u>Associate Management Analyst (Added)</u>	<u>3</u>
Parking Services Manager	1
Supervising Traffic Engineer	1
Associate Traffic Engineer	1
Assistant Public Works Engineer	1
Assistant Traffic Engineer	2, 4
Senior Public Works Supervisor	2, 4
Senior Drafting Technician	2, 4
Disability Services Specialist	2, 4

Solid Waste Management Division

Solid Waste and Recycling Manager	1
Senior Solid Waste Supervisor	2

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**Public Works Department Appendix
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**Designated Employees
Categories**

Disclosure

Solid Waste Management Division (continued)

Recycling Program Manager	3, 5
Associate Management Analyst	3, 5

Infrastructure Maintenance Division

~~(Facilities Maintenance, Electrical Division, Capital Projects, and
Streets, Utilities and Sanitation)~~

<u>Environmental Compliance Specialist (new)</u>	<u>3, 7</u>
Infrastructure Maintenance Manager	1
Facilities Maintenance Superintendent	2, 6
Senior Building Inspector	2, 6
Senior Building Maintenance Supervisor	3, 6
Senior Building Plans Engineer	3, 6
Associate Civil Engineer	2
Associate Utility Engineer	3, 6
Associate Management Analyst	3, 6
Senior Electrical Supervisor	2, 6
Lead Communication Technician	3, 6
Capital Improvement Programs Manager	1
Associate Management Analyst	2
Architect	1
Associate Civil Engineer	2
Assistant Civil Engineer	2

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**Public Works Department Appendix
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Designated Employees Categories	Disclosure
Infrastructure Maintenance Division (continued)	
Community Development Project Coordinator	1
Senior Building Inspector	1
Junior Public Works Engineer	2
Building Inspector	1
Public Works Maintenance Superintendent	2
Senior Public Works Supervisor	3
Senior Management Analyst	2
Equipment Maintenance Superintendent	2
Senior Equipment Supervisor	3
Senior Management Analyst	3

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.

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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

Category 3 (continued)

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:

- (a) collects or hauls solid waste;
- (b) builds or operates any solid waste disposal facility, transfer or processing station or resource recovery facility;

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Category 5 continued

- (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 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.

PUBLIC WORKS DEPARTMENT APPENDIX

Designated Employees

Disclosure Categories

Administration

Director of Public Works	1
Assistant City Manager (Deleted)	1
Deputy Director	1
Senior Management Analyst	2
Associate Management Analyst	2
Public Works Operations Assistant (Deleted)	2
Disability Services Specialist (Moved to Facilities Management)	3, 4
Senior Budget Specialist	<u>21</u>
Community Development Project Coordinator (Moved to Facil. Mngmnt.)	1
Real Property Administrator (Moved to Facil. Mngmnt.)	1
<u>Assistant Management Analyst (Added)</u>	<u>2</u>

Engineering Division

Manager of Engineering	1
Associate Management Analyst	3
Associate Civil Engineer	3 2, 4
Engineering Inspector	2
Chief of Party	2
Architect	<u>21</u>
Assistant Architect	3, 4
Assistant Public Works Engineer	2
Junior Public Works Engineer	2

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**Public Works Department Appendix
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**Designated Employees
Categories** **Disclosure**

Engineering Division (continued)

Assistant Civil Engineer (Registered)	2
Supervising Civil Engineer	2, 1
<u>Senior Drafting Technician (Moved from Transportation)</u>	<u>2, 4</u>
<u>Building Inspector (Moved from Facil. Mngmnt.)</u>	<u>1</u>
<u>Senior Building Inspector (Moved from Facil. Mngmnt.)</u>	<u>2, 6</u>

Office of Transportation Division (retitled)

Principal Planner	1
Senior Planner (Deleted)	1
Associate Planner	1
Parking Services Manager	1
Supervising Traffic Engineer	1
Associate Traffic Engineer	1, 2, 4
Assistant Public Works Engineer	1, 2
Assistant Traffic Engineer	2, 4
Senior Public Works Supervisor	2, 4
Senior Drafting Technician (Moved to Engineering)	2, 4
Disability Services Specialist	2, 4

Solid Waste Management Division

Solid Waste and Recycling Manager	1
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Designated Employees
Categories

Disclosure

Solid Waste Management Division (continued)

Senior Solid Waste Supervisor	2
Recycling Program Manager	3, 5
Associate Management Analyst	3, 5

~~Infrastructure Maintenance Division
(Facilities Maintenance, Electrical Division, Capital Projects, and
Streets, Utilities and Sanitation)~~

Facilities Management Division

<u>Environmental Compliance Specialist (new)</u>	<u>3, 7</u>
<u>Disability Services Specialist (Moved from Administration)</u>	<u>3, 4</u>
<u>Community Development Project Coordinator (Moved from Admin.)</u>	<u>1</u>
<u>Real Property Administrator (Moved from Admin.)</u>	<u>1</u>
Infrastructure Maintenance Manager (Deleted)	1
<u>Facilities Maintenance Superintendent (Moved from Infrastr. Maint.)</u>	<u>2, 6</u>
Senior Building Inspector (Moved to Engineering)	2, 6
<u>Senior Building Maintenance Supervisor (Moved from Infrastr. Maint.)</u>	<u>3, 6</u>
Senior Building Plans Engineer (delete unused)	3, 6
Associate Civil Engineer (delete unused)	2
Associate Utility Engineer (delete unused)	3, 6
Associate Management Analyst (deleted)	3, 6

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Designated Employees
Categories

Disclosure

Facilities Management Division (continued)

Capital Improvement Programs Manager	(delete unused)	1
Associate Management Analyst	(Moved to Admin.)	2
Architect	(Deleted)	1
Associate Civil Engineer	(Deleted)	2
Assistant Civil Engineer	(Deleted)	2
<u>Community Development Project Coordinator</u>	<u>(Moved from Facil. Mgmt.)</u>	<u>1</u>
Senior Building Inspector	(Moved to Engineering)	1
Junior Public Works Engineer	(Deleted)	2
Building Inspector	(Moved to Engineering)	1
Public Works Maintenance Superintendent	(Moved to Streets)	2
Senior Public Works Supervisor	(Moved to Streets)	3
<u>Senior Management Analyst</u>	<u>(Moved from Infrastr. Maint.)</u>	<u>3</u>
Equipment Maintenance Superintendent	(Moved to Equip. Maint.)	2
Senior Equipment Supervisor	(Moved to Equip. Maint.)	3
Senior Management Analyst	(Moved to Admin)	3

Equipment Maintenance

<u>Equipment Maintenance Superintendent</u>	<u>(Moved from Infrastr. Maint.)</u>	<u>2</u>
<u>Senior Equipment Supervisor</u>	<u>(Moved from Infrastr. Maint.)</u>	<u>3</u>

Electrical Division

<u>Senior Electrical Supervisor</u>	<u>(Moved from Infrastr. Maint.)</u>	<u>2, 6</u>
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**Designated Employees
Categories**

Disclosure

Electrical Division (continued)

Lead Communication Technician (Moved from Infrastr. Maint.) 3, 6

Streets Division

Public Works Maintenance Superintendent (Moved from Infrastr. Maint.) 2

Senior Public Works Supervisor (Moved from Infrastr. Maint.) 3

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.

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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:

- (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

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Category 6 (continued)

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
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Executive Unit

Executive Director	1, 2, 3
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Administrative Support Unit

Assistant Management Analyst	2, 3
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Information Systems Specialist	2, 3
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<u>Associate Management Analyst (added)</u>	<u>2, 3</u>
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Senior Management Analyst	2, 3
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<u>Administrative Staff Assistant (Added)</u>	<u>2, 3</u>
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Compliance/Registration/Billing Unit

Assistant Management Analyst	2
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Senior Field Representative	2
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Public Information Unit

Assistant Management Analysts	2
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Community Services Specialist <u>I and II</u>	2
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Hearings Unit

Supervising Hearing Examiner	2
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Senior Hearing Examiner	2
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Hearing Examiners	2
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Designated Employees

Disclosure Categories

Hearings Unit (continued)

Assistant Management Analyst _____ 2

Legal Unit

Chief Counsel 1, 2, 3

Staff Attorneys I, II & III 1, 2, 3

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.

Rent Stabilization Board Appendix
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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.

