

CITY OF OAKLAND
PUBLIC ETHICS COMMISSION
Special Commission Meeting
One Frank Ogawa Plaza (City Hall)
Council Chambers
Wednesday, November 19, 2025
6:30 p.m.



Public Comment: A member of the public may speak on any item appearing on the agenda. Speakers who return a speaker card to Commission staff indicating items they wish to speak on will be called to the podium at the time for public comment on the item. Speakers are generally allotted one 3-minute turn to speak per item, subject to change by the Chair based on the number of speakers. Speakers will receive a one-minute warning before their time is exhausted. Speakers are asked to leave the podium promptly when their allotted time is up.

Members of the public may also submit written comments in advance of the meeting to EthicsPublicComment@oaklandca.gov. Please indicate the agenda item # you are commenting on in the subject line of the email.

Commissioners: Francis Upton IV (Chair), Tanya Bayeva (Vice-Chair), Alea Gage, Ryan Micik, Vincent Steele, and Karun Tilak.

Commission Staff to attend: Suzanne Doran, Executive Director; Tovah Ackerman, Enforcement Chief; Treva Reid, Ethics Investigator; Alex Van Buskirk, Ethics Investigator; and Jelani Killings, Ethics Analyst.

Legal Counsel: Oliver Luby, Deputy City Attorney

PUBLIC ETHICS COMMISSION SPECIAL MEETING AGENDA

PRELIMINARY ITEMS

1. **Roll Call and Determination of Quorum.**
2. **Staff and Commission Announcements.**
3. **Open Forum.**
 - Open forum is a time for a member of the public to comment on any matter within the jurisdiction of the Public Ethics Commission (PEC) that is not otherwise included in tonight's agenda. Read the Commission's **Core Values for Inclusive Engagement (Adopted May 6, 2019)** on our website.
 - Under the Sunshine Ordinance, the Commission cannot discuss the substance of any public comment made that does not pertain to an item listed on the agenda.
 - The Commission urges members of the public not to make complaints or ask the Commission to investigate alleged legal violations at public meetings since public disclosure of such complaints or requests may undermine any subsequent investigation undertaken. Contact staff at ethicscommission@oaklandca.gov for assistance filing a complaint.
 - Please state your name each time you make public comment if you wish it to be included in the meeting minutes.

ACTION ITEMS

4. **Approval of Commission Meeting Draft Minutes.**
 - a. September 17, 2025, Regular Meeting Minutes. ([9-17-2025 Minutes](#))
5. **Public Ethics Commission Regular Meeting Schedule 2026.** The Commission will review a proposed schedule of regular Commission meetings in 2026. ([2026 PEC Meeting Schedule](#))
6. **Proposed amendments to the Conflict-of-Interest Code.** Under the City Charter, any amendments to laws that the Commission has the power to enforce or administer must be submitted to the Commission for

review and comment prior to passage by City Council. The City Clerk in collaboration with the City Attorney's Office has prepared amendments to the Conflict of Interest Code to ensure the designation of positions covered by the Code align with the current organizational structure of the City of Oakland. The Commission will review and may decide to provide comment on the proposed legislation. ([Proposed Legislation](#); [City Clerk Agenda Report](#))

7. 2025 Case Closure Plan. PEC staff are working to close older, low-level cases according to a seven-point rubric to address a severe complaint backlog (See: [Enforcement Report re: Complaint Backlog Strategy for the May 21, 2025, PEC](#)). Enforcement staff present the following cases for closure as part of that plan. ([Staff Memo](#))

- **In the Matter of Sheilagh Polk a.k.a. Cat Brooks (PEC #16-10).** Staff recommends that the Commission close PEC Case No. 16-10 with no further action.
- **In the Matter of Desley Brooks (PEC #18-13).** Staff recommends that the Commission close PEC Case No. 18-13 with no further action.
- **In the Matter of Molly Maybrun (PEC #23-03).** Staff recommends that the Commission close PEC case No. 23-03 with no further action.
- **In the Matter of Townes Bouchard-Dean (PEC #23-04).** Staff recommends that the Commission close PEC Case No. 23-04 with a warning letter.
- **In the Matter of Jim Chanin (PEC #23-24).** Staff recommends that the Commission close PEC Case No. 23-24 with no further action.

INFORMATION/DISCUSSION ITEMS

8. Enforcement Program Report. Enforcement Chief Tovah Ackerman provides a summary of the Commission's enforcement process, caseload, enforcement-related litigation, and case closures or dismissals ([Enforcement Report](#); [Staff Memo re: Dismissal of PEC #25-24](#))

9. Executive Director Report. Executive Director Suzanne Doran provides an update on overall priorities and PEC activities, such as budget, staffing, and PEC legislative and policy initiatives since the last Commission meeting. Specific programs updates, such as public records mediations, disclosure, and engagement, are included as attachments. ([Executive Director Report](#); [2025 Programs and Priorities Chart](#); [Mediation Program Report](#); [Disclosure and Engagement Program Report](#))

10. Reports on Subcommittees and Commissioner Assignments. Commissioners may discuss subcommittee assignments, create a new subcommittee, or report on work done in subcommittees since the Commission's last regular meeting. Commissioners may also discuss assignments, efforts, and initiatives they undertake to support the Commission's work.

- a. **Revenue Options Ad Hoc Subcommittee** (ad hoc, created January 29, 2025) - Upton IV (Chair), Gage, and Micik ([10-30-25 Minutes](#); [Termination Statement](#))
- b. **Democracy Dollars Engagement Ad Hoc Subcommittee** (ad hoc, created January 29, 2025) - Tilak (Chair), Bayeva, and Gage ([10-22-25 Minutes](#); [11-12-25 Minutes](#))
- c. **Commissioner Recruitment and Selection of Finalists for Interviews Ad Hoc Subcommittee** (ad hoc, created September 17, 2025) - Upton IV (Chair), Bayeva, and Micik ([11-12-25 Minutes](#); [Purpose Statement](#))

11. Future Meeting Business. Commissioners and staff may propose topics for action or discussion at future Commission meetings.

The meeting will adjourn upon the completion of the Commission's business.

The following options for public viewing are available:

- **Television:** KTOP channel 10 on Xfinity (Comcast) or ATT Channel 99, locate City of Oakland KTOP – Channel 10
- **Livestream online:** Go to the City of Oakland's KTOP livestream page here: <https://www.oaklandca.gov/services/ktop-tv10-program-schedule> click on "View"
- **Online video teleconference (via ZOOM):** Click on the link to join the webinar: <https://uso2web.zoom.us/j/89169308829>. Please note: the Zoom link and access number are to view/listen to the meetings only. Public comment via Zoom is not supported currently.
- **Telephone:** Dial (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 669 444 9171 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 Webinar ID: 891 6930 8829
- **International numbers available:** <https://uso2web.zoom.us/j/kc69Y2Mnzf>

Should you have questions or concerns regarding this agenda, or wish to review any agenda-related materials, please contact the Public Ethics Commission at ethicscommission@oaklandca.gov or visit our webpage at www.oaklandca.gov/pec.

Suzanne Doran

11/14/25

Approved for Distribution

Date



This meeting location is wheelchair accessible.

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email ethicscommission@oaklandca.gov or call (510) 238-3593 Or 711 (for Relay Service) five business days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico a ethicscommission@oaklandca.gov o llame al (510) 238- 3593 al 711 para servicio de retransmisión (Relay service) por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議五天前電郵 ethicscommission@oaklandca.gov 或致電(510) 238-3593 或711 (電話傳達服務)。

Quý vị cần một thông dịch viên Ngôn ngữ Ký hiệu Mỹ (American Sign Language, ASL), tiếng Quảng Đông, tiếng Quan Thoại hay tiếng Tây Ban Nha hoặc bất kỳ sự hỗ trợ nào khác để tham gia hay không? Xin vui lòng gửi email đến địa chỉ ethicscommission@oaklandca.gov or hoặc gọi đến số (510) 238-3593 hoặc 711 (với Dịch vụ Tiếp âm) trước đó năm ngày.



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Commissioners: Francis Upton IV (Chair), Tanya Bayeva (Vice-Chair), Alea Gage, Ryan Micik, Vincent Steele, and Karun Tilak.

Commission Staff in attendance: Suzanne Doran, Executive Director; Tovah Ackerman, Enforcement Chief; and Jelani Killings, Ethics Analyst.

Legal Counsel: Oliver Luby, Deputy City Attorney

PUBLIC ETHICS COMMISSION REGULAR MEETING MINUTES

PRELIMINARY ITEMS

1. Roll Call and Determination of Quorum.

The meeting was called to order at 6:30p.m.

Members present: Chair Upton, Vice Chair Bayeva, Micik, Steele, and Tilak.

Members absent: Gage.

Staff present: Suzanne Doran, Executive Director; Tovah Ackerman, Enforcement Chief; Jelani Killings, Ethics Analyst.

Legal Counsel: Oliver Luby.

2. Staff and Commission Announcements.

Chair Upton announced Suzanne Doran had been selected as the Executive Director of the PEC starting September 13, 2025.

The November 26, 2025, Regular PEC Meeting will be cancelled, and a special meeting will be scheduled on November 19, 2025, at 6:30pm. In addition, a Special Meeting is being set for December 10, 2025, to allow for selection and appointment of two Commissioners.

Chair Upton congratulated Commissioner Gage on the birth of her new baby.

Commissioner Upton also commented on the current situation with the federal government.

Public Comment: None.



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3. Open Forum.

Public Comment: Gene Hazzard; Assata Olugbala.

ACTION ITEM

4. Approval of Commission Meeting Draft Minutes.

a. May 21, 2025, Regular Meeting Minutes

Micik moved, and Bayeva seconded, to adopt the May 21, 2025, regular meeting minutes.

Ayes: Bayeva, Micik, Steele, Tilak.

Noes: None.

Abstain: Upton.

Absent: Gage.

Vote: 4-0.

Motion passed.

Public Comment: Gene Hazzard; Assata Olugbala.

b. June 25, 2025, Special Meeting Minutes

Tilak moved, and Upton seconded, to adopt the June 25, 2025, special meeting minutes.

Ayes: Upton, Bayeva, Micik, Steele, Tilak.

Noes: None.

Abstain: None.

Absent: Gage.

Vote: 5-0.



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Motion passed.

Public Comment: None.

5. Act Postponement of Democracy Dollars Program for 2026 Election Cycle.

Executive Director Doran presented, and the Commission discussed, a staff recommendation to postpone the distribution and use of the Democracy Dollars vouchers for the November 2026 election.

Micik moved, and Steele seconded, to adopt the staff recommendation regarding the postponement of distribution and use of the Democracy Dollars vouchers for the November 2026 election.

Ayes: Upton, Bayeva, Micik, Steele, Tilak.

Noes: None.

Abstain: None.

Absent: Gage.

Vote: 5-0.

Motion passed.

Public Comment: Gene Hazzard; Assata Olugbala.

6. In the Matter of Mike Hutchinson, Mike Hutchinson for School Board 2016 (PEC # 17-09(a))

On April 10, 2017, PEC staff opened a proactive complaint alleging that Mike Hutchinson failed to file campaign statements for the 2016 election cycle in violation of the Oakland Campaign Reform Act. Enforcement Chief Tovah Ackerman presented, and the Commission discussed, a finding of probable cause to believe that the violations listed were committed by Mike Hutchinson and Mike Hutchinson for School Board 2016 and to refer this matter to an administrative hearing.

Bayeva moved, and Steele seconded, to adopt the staff recommendations.



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Ayes: Upton, Bayeva, Micik, Steele, Tilak.

Noes: None.

Absent: Gage.

Vote: 5-0.

Motion passed.

Public Comment: Gene Hazzard; Assata Olugbala.

7. In 2025 Case Closure Plan.

- In the Matter of Joel Velasquez for Oakland School Board 2022 et. al (PEC # 24-09.04).
- In the Matter of Wing Loo and Hugo Barron (PEC # 18-18).

PEC staff are working to close cases according to a seven-point rubric to address a severe complaint backlog. Enforcement Chief Tovah Ackerman presented, and the Commission discussed, staff recommendations to close cases PEC #24-09.04 and PEC #18-18 in line with the plan criteria.

Tilak moved, and Upton seconded, to adopt the staff recommendations.

Ayes: Upton, Bayeva, Micik, Steele, Tilak.

Noes: None.

Absent: Gage.

Vote: 5-0.

Motion passed.

Public Comment: Gene Hazzard.

INFORMATION/DISCUSSION ITEMS



DRAFT

8. Commissioner Recruitment

Ethics Analyst Jelani Killings presented, and the Commission discussed, recruitment to fill two Commission-appointed vacancies that will occur in January 2026.

Public Comment: Gene Hazzard; Assata Olugbala, Elizabeth LeJoy.

9. Enforcement Program Report

Enforcement Chief Tovah Ackerman reported on, and Commissioners discussed, a summary of the Commission's enforcement process, caseload, enforcement-related litigation, and case closures or dismissals.

Public Comment: Gene Hazzard, Layla Williams.

Commissioner Steele requested a recess due to disruption by meeting attendees. The Chair announced there would be a recess from 8:41pm to 8:51pm. The meeting reconvened at 8:51pm.

10. Executive Director Report

Executive Director Suzanne Doran provided updates, and the Commission discussed, overall priorities and PEC activities, such as budget, staffing, and PEC legislative and policy initiatives since the last Commission meeting.

Public Comment: None.

11. Reports on Subcommittees and Commissioner Assignments.

a. Revenue Options Ad Hoc Subcommittee

Commissioner Upton noted the subcommittee would be terminating in the coming months based on the one-year time limit for ad hoc subcommittees. Next steps for discussion of revenue options and details of closing the subcommittee were discussed.



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b. Democracy Dollars Engagement Ad Hoc Subcommittee

Commissioner Tilak noted the Subcommittee hasn't met since the last meeting. Tilak noted the subcommittee would be meeting again before the end of the year. Staff is working with Local Policy Lab to get input from various stakeholders, which will be shared with the subcommittee.

c. Executive Director Recruitment Ad Hoc Subcommittee

The Subcommittee selected Interim Director Suzanne Doran to serve as Executive Director. Having completed its objectives, the subcommittee will be closed.

Chair Upton created the Commissioner Recruitment Ad Hoc Subcommittee to review and interview Commissioner applicants to be submitted to the full Commission. Commissioners Upton, Steele, and Bayeva agreed to be part of the Subcommittee.

Public Comment: Gene Hazzard; Assata Olugbala.

INFORMATION ITEM

12. Future Meeting Business.

No items proposed.

Public Comment: None.

The meeting adjourned at 9:13 p.m.

Item 05 - Meeting Schedule 2026



Francis Upton IV, Chair
Tanya Bayeva, Vice-Chair
Alea Gage
Ryan Micik
Vincent Steele
Karun Tilak

Suzanne Doran, Executive Director

TO: Public Ethics Commission
FROM: Melanie Newcomb, Commission Assistant
Suzanne Doran, Executive Director
DATE: November 10, 2025
RE: 2026 PEC Regular Meeting Schedule for the November 19, 2025, PEC Special Meeting

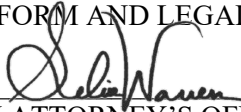
Below is the confirmed schedule for regular Commission meetings in 2026. Unless otherwise specified, meetings occur on the third Wednesday of every other month. Commission meetings will be available via teleconference as posted on the meeting agenda, as well as available for future viewing online.

2026 REGULAR MEETING SCHEDULE OF THE PEC			
DATE	TIME	ROOM	Agenda Posting date
January 21, 2026	6:30 PM	Hearing Room 2	January 9, 2026
March 18, 2026	6:30 PM	Hearing Room 2	March 6, 2026
May 20, 2026	6:30 PM	Hearing Room 2	May 8, 2026
July 15, 2026	6:30 PM	Hearing Room 2	July 3, 2026
September 16, 2026	6:30 PM	Hearing Room 2	September 4, 2026
November 18, 2026	6:30 PM	Hearing Room 2	November 6, 2026

In addition to regular meetings, special meetings may be scheduled as needed, for example for the Commission retreat in late Spring and to finalize the Limited Public Financing funds once candidate eligibility is determined in August.

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

APPROVED AS TO FORM AND LEGALITY


CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

ORDINANCE NO. _____ C.M.S.

INTRODUCED BY THE OFFICE OF THE CITY CLERK

ORDINANCE AMENDING AND REENACTING THE CITY OF OAKLAND'S CONFLICT OF INTEREST CODE (ORDINANCE NO. 11562 C.M.S. ADOPTED MARCH 23, 1993, AS LAST AMENDED BY ORDINANCE NO. 13778 C.M.S. ADOPTED JANUARY 16, 2024, CODIFIED AS OAKLAND MUNICIPAL CODE CHAPTER 3.16) TO UPDATE THE DESIGNATION OF POSITIONS COVERED BY THE CODE

WHEREAS, pursuant to the California Political Reform Act, the City of Oakland enacted Ordinance Number 10531 C.M.S. on December 18, 1984, enacting a conflict of interest code for City of Oakland employees; and

WHEREAS, subsequent amendments of the City's conflict of interest code added members of boards and commissions, and consultant positions and the code was ultimately codified as Oakland Municipal Code (OMC) Chapter 3.16; and

WHEREAS, the Political Reform Act (Gov. Code Sections 81000-91014) requires many state and local government officials and employees to publicly disclose their personal assets and income. The filing officer, Office of the City Clerk, retains signed statements of economic interests and may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances; and

WHEREAS, the City last updated its conflict of interest code through the enactment of Ordinance No. 13778 C.M.S. passed January 16, 2024, which amended Appendix A for OMC Chapter 3.16 City of Oakland Conflict of Interest Code List of Designated Positions; and

WHEREAS, the City's organization has changed; and

WHEREAS, the Conflict of Interest Code, OMC Chapter 3.16, must be amended to include new positions which must be designated, make changes to the positions designated, revise titles of existing positions, departments, boards and commissions and delete titles of positions that have been abolished; and

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

WHEREAS, City of Oakland departments, boards, commissions and consultants have been notified that the Code will be revised as set forth herein; and

WHEREAS, pursuant to Oakland City Charter section 603(h), the proposed changes to the Conflict of Interest Code further the goals and purposes of the law. A local agency's conflict of interest code must reflect the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests (Form 700s). To ensure conflict of interest codes remain current and accurate, state law (the Political Reform Act) requires every local government agency to review its conflict of interest code biennially and to update it accordingly and these proposed changes reflect that effort; and

WHEREAS, the proposed amendments to the Conflict of Interest Code set forth herein will be submitted to the Public Ethics Commission pursuant to Charter section 603(h), prior to final passage, and any comments received will be preserved and made part of the legislative history for this Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds and determines the foregoing recitals to be true and correct and hereby makes them a part of this Ordinance.

SECTION 2. Oakland Municipal Code (OMC) Chapter 3.16 Appendix A is hereby repealed in its entirety and replaced with a new Appendix A (List of Designated Positions) as attached. All changes are indicated in **bold** type. Additions are indicated by underscoring and deletions are indicated by ~~strike-through~~ type; portions of ordinance not cited or not shown in underscoring or strike-through are not changed. Appendix B (Master List of Disclosure Categories) is not attached and remains unchanged. Appendix C (Deferred Compensation Plan Committee) is not attached and remains unchanged. Ordinance No. 13778 C.M.S. is hereby amended and superseded by this Ordinance.

SECTION 3. Nothing in this Ordinance shall be interpreted or applied so as to create any requirement, power, or duty in conflict with any federal or state law.

SECTION 5. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Chapter. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, clause or phrase thereof irrespective of the fact that one or more other sections, subsections, clauses or phrases may be declared invalid or unconstitutional

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

SECTION 6. Effective Date. This ordinance shall become effective immediately on final adoption if it receives six or more affirmative votes; otherwise it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROWN, FIFE, GALLO, HOUSTON, RAMACHANDRAN, UNGER, WANG, AND
PRESIDENT JENKINS

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____

ASHA REED
City Clerk and Clerk of the Council of the
City of Oakland, California

3442911v3 / SW

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

NOTICE AND DIGEST

ORDINANCE AMENDING AND REENACTING THE CITY OF OAKLAND'S CONFLICT OF INTEREST CODE (ORDINANCE NO. 11562 C.M.S. ADOPTED MARCH 23, 1993, AS LAST AMENDED BY ORDINANCE NO. 13778 C.M.S. ADOPTED JANUARY 16, 2024, CODIFIED AS OAKLAND MUNICIPAL CODE CHAPTER 3.16) TO UPDATE THE DESIGNATION OF POSITIONS COVERED BY THE CODE

This Ordinance will amend Chapter 3.16 of the Oakland Municipal Code, the City of Oakland's Conflict of Interest Code, to update the designation of positions covered by the Code.

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

Appendix A

City of Oakland

Conflict of Interest Code

List of Designated Positions

All-Citywide Agency, Department, Directors	Disclosure Category
City Auditor	1
Chief of Police	1
City Clerk	1
Director of Animal Services	1
Director of Department of Violence Prevention	1
Director of Economic and Workforce Development	1
Director of Finance	1
Director of Housing and Community Development	1
Director of Human Resources Management	1
Director of Human Services	1
Director of Information Technology	1
Director of Library Services	1
Director of Oakland Parks, Recreation and Youth Development	1
Director of Planning and Building	1
Director of Public Works	1
Director of Race and Equity	1
Director of Transportation	1
Director of Workplace and Employment Standards	1
Executive Director, Community Police Review Agency	1
Executive Director, Public Ethics Commission	1
Inspector General	1
Fire Chief	1
Consultants*	1

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Administrator or their designee may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

City of Oakland

Conflict of Interest Code

List of Designated Positions

City Administrator's Office/~~Administration~~

Job Title	Disclosure Category
<u>City Administrator</u>	<u>Gov't Code § 87200</u>
Administrative Assistant to the City Administrator	13
Assistant City Administrator	1
Assistant to the City Administrator	1
City Administrator Analyst	4
Deputy City Administrator	1
<u>Disability Access Coordinator</u>	<u>1</u>
<u>EEO & Civil Rights Director</u>	<u>1</u>
<u>Equal Employment Opportunities Officer</u>	<u>1</u>
<u>Equal Opportunity Specialist</u>	<u>2</u>
Executive Assistant to Assistant City Administrator	13
Executive Assistant to City Administrator	13
<u>Public Information Officer II</u>	<u>13</u>
<u>Project Manager III</u>	<u>1</u>
<u>Program Analyst I</u>	<u>2</u>
Consultants*	1

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Administrator or their designee may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

City of Oakland

Conflict of Interest Code

List of Designated Positions

Finance Department

Job Title	Disclosure Category
<u>Director of Finance</u>	<u>Gov't Code § 87200</u>
Accountant III	13
Accounting Supervisor	13
Administrative Analyst II	1
Administrative Services Manager I	1
Assistant Budget Administrator	1
Assistant Revenue and Tax Administrator	1
Assistant Director	1
Assistant to the Director	1
Assistant Treasury Administrator	1
Budget Administrator	1
Budget and Management Analyst	13
Budget and Management Analyst, Principal	13
Budget and Management Analyst, Senior	13
Budget Director	1
<u>Business Analyst II</u>	<u>1</u>
Business Analyst III	1
Business Analyst IV	1
Buyer	1
Collections Officer	1
Contract Compliance Officer	1
Contract Compliance Officer, Senior	1
<u>Contracts and Purchasing Administrator</u>	<u>1</u>
Contracting and Purchasing Manager	1
Controller	1
Controller, Assistant	1
Deputy Director, Finance	1
Executive Assistant	1
Finance Manager	1
Financial Analyst	13
Human Resource Operations Supervisor	13, 14
Investment and Operations Manager	1
Investment Officer	1
Management Assistant	1
<u>Payroll Administrator</u>	<u>1</u>
Payroll Manager	1
Project Manager	1
Project Manager II	1
<u>Project Manager III</u>	<u>1</u>
<u>Principal Accounting Analyst</u>	<u>1</u>
Principal Financial Analyst	1

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

Public Information Officer III	1
Purchasing Supervisor	1
Retirement Systems Accountant	13, 14, 15
Revenue and Tax Administrator	1
Revenue Analyst	13
Revenue Analyst, Principal	1
Revenue Operations Supervisor	1
Senior Buyer	1
Systems Accountant III	13
Tax Auditor II	13
Tax Auditor III	13
Tax Enforcement Officer II	13
Treasury Administrator	1
Treasury Analyst III	13
Consultants*	1

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Administrator or their designee may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

City of Oakland

Conflict of Interest Code

List of Designated Positions

Information Technology Department

Job Title	Disclosure Category
<u>Director of Information Technology</u>	<u>1</u>
Accountant II	2
Accountant III	2
Administrative Analyst 1	13
Administrative Analyst II	13
Administrative Services Manager I	1
Assistant to the Director	1
Business Analyst II	13
Business Analyst III	13
Database Administrator	13
Executive Assistant to the Director	1
Help Desk Supervisor	13
Information Systems Administrator	13
Information Systems Manager I	1
Information Systems Manager II	1
Information Systems Supervisor	13
Management Assistant	1
Manager, Information Systems	1
Network Architect	13
Project Manager II	1
Project Manager III	1
Reprographic Shop Supervisor	13
Spatial Data Administrator	1
Spatial Data Analyst III	13
Telecommunication Systems Engineer	13
Telecommunications Electrician, Senior	13
Consultants*	1

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Administrator or their designee may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

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List of Designated Positions

Community Police Review Agency

Job Title	Disclosure Category
<u>Executive Director, Community Police Review Agency</u>	<u>1</u>
Complaint Investigator II	2
<u>Complaint Investigator III</u>	<u>1</u>
<u>CPRA Attorney</u>	<u>1</u>
Policy Analyst	2
<u>Project Manager II</u>	<u>1</u>
Consultants*	1

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The City Administrator or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

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List of Designated Positions

Office of the Inspector General

Job Title	Disclosure Category
<u>Inspector General</u>	<u>1</u>
<u>Administrative Analyst II</u>	<u>2</u>
Inspector General Program and Performance Audit Manager	1
Inspector General Program and Performance Auditor	2
Inspector General Policy Analyst	2
<u>Project Manager III</u>	<u>1</u>
<u>Public Information Officer</u>	<u>2</u>
Consultants*	1

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The Inspector General or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Inspector General or their designee'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.

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List of Designated Positions

Public Ethics Commission Department

Job Title	Disclosure Category
<u>Executive Director, Public Ethics Commission</u>	<u>1</u>
Administrative Analyst I	2
Enforcement Chief	1
Ethics Analyst I	2
Ethics Analyst 11	2
Ethics Analyst III	2
Investigator	1
Program Manager	1
Consultants*	1

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The City Administrator or their designee may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

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List of Designated Positions

~~City Administrator's Office/Contracts and Compliance~~ Department of Workplace and Employment Standards

Job Title	Disclosure Category
<u>Director of Workplace and Employment Standards</u>	<u>1</u>
Administrative Analyst I	1
<u>Administrative Analyst II</u>	<u>1</u>
Administrative Services Manager I	1
Assistant Contract Compliance Officer, <u>Assistant</u>	1
Assistant to the Director	1
Contract Compliance Field Technician	1
Contract Compliance Officer	1
Contract Compliance Officer, Senior	1
Contract Compliance Supervisor	1
<u>Data Analyst</u>	<u>1</u>
Deputy Director	1
Employment Services Supervisor	1
<u>Executive Assistant to the Director</u>	<u>1</u>
Job Developer	1
<u>Management Assistant</u>	<u>1</u>
Consultants*	1

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The City Administrator or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

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List of Designated Positions

Economic and Workforce Development Department

Job Title	Disclosure Category
<u>Director of Economic and Workforce Development</u>	<u>1</u>
Accountant II	2
Administrative Analyst II	1
Administrative Services Manager II	1
Business Analyst II	1
City Administrator Analyst	1
Deputy Director, Economic and Workforce Development	1
Development/Redevelopment Area Manager	1
<u>Development/Redevelopment Program Manager</u>	<u>1</u>
<u>Executive Assistant to the Director</u>	<u>1</u>
Executive Assistant	1
Management Assistant	1
Manager, Cultural Affairs	1
Manager, Real Property Asset	1
Marketing Program Coordinator	1
Program Analyst I	2
<u>Program Analyst I, PPT</u>	<u>2</u>
Program Analyst II	2
Program Analyst II, PPT	2
Program Analyst III	2
Project Manager	1
Project Manager II	1
Project Manager III	1
Real Estate Agent	1
Real Estate Agent, Supervising	1
<u>Special Activities Permits Coordinator</u>	<u>2</u>
Special Activity Permit Technician	1
Special Activity Permit Inspector	1
Special Events Coordinator	2
Urban Economic Analyst I	1
Urban Economic Analyst II	1
Urban Economic Analyst III	1
Urban Economic Analyst III, PPT	1
Urban Economic Analyst IV	1
Urban Economic Analyst IV, Projects	1
Urban Economic Analyst IV, Projects, PPT	1
Urban Economic Coordinator	1
Consultants*	1

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

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The City Administrator or their designee may determine, in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

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List of Designated Positions

City Administrator's Office/Public Information Office

Job Title	Disclosure Category
Public Information Officer II	13
Project Manager III	1
Consultants*	1

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List of Designated Positions

~~City Administrator's Office~~/Animal Services

Job Title	Disclosure Category
<u>Director of Animal Services</u>	<u>1</u>
Assistant to the Director	1
<u>Administrative Analyst</u>	<u>1</u>
<u>Shelter Operations Manager</u>	<u>1</u>
Consultants*	1

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List of Designated Positions

City Administrator's Office/Equal Opportunity Programs

Job Title	Disclosure Category
Equal Employment Opportunities Officer	1
Consultants*	1

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List of Designated Positions

Department of Race and Equity

Job Title	Disclosure Category
<u>Director of Race and Equity</u>	<u>1</u>
Program Analyst I	13
Consultants*	1

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List of Designated Positions

Department of Violence Prevention

Job Title	Disclosure Category
<u>Director of Department of Violence Prevention</u>	<u>1</u>
<u>Administrative Services Manager I</u>	<u>1</u>
<u>Budget & Grants Administrator</u>	<u>1</u>
Deputy Chief of Violence Prevention	1
<u>Program Analyst III</u>	<u>4</u>
<u>Violence Prevention Program Planner</u>	<u>4</u>
Violence Prevention Services Manager	1
Violence Prevention Services Supervisor	<u>4, 11</u>
Consultants*	1

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List of Designated Positions

Housing and Community Development Department

Job Title	Disclosure Category
<u>Director of Housing and Community Development</u>	<u>1</u>
Account Clerk II	1
Accountant II	1
Accountant III	1
Administrative Analyst I	1
Administrative Analyst II	1
Administrative Assistant I	1
Administrative Assistant II	1
Administrative Services Manager I	1
Administrative Services Manager II	1
Agency Administrative Manager	1
Assistant to the Director	1
Business Analyst III	1
<u>Data Analyst</u>	<u>1</u>
Deputy Director	1
Development/Redevelopment Program Manager	1
Employment Services Supervisor	1
Executive Assistant to the Director	1
Hearing Officer	1
Home Management Counselor II	1
Home Management Counselor III	1
Home Management Specialist II	1
Home Management Specialist III	1
Housing Development Coordinator I	1
Housing Development Coordinator II	1
Housing Development Coordinator III	1
Housing Development Coordinator IV	1
Legal Administrative Assistant	1
Loan Servicing Administrator	1
Loan Servicing Specialist	1
Management Assistant	1
Manager, Housing Development	1
Manager, Rent Adjustment Program	1
Monitoring and Evaluation Supervisor	1
Mortgage Advisor	1
Office Assistant II	1
Program Analyst I	1
Program Analyst II	1
Program Analyst III	1
Program Manager	1
Project Manager II	1

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Project Manager III	1
<u>Public Information Officer III</u>	<u>1</u>
Rehabilitation Advisor I	1
Rehabilitation Advisor II	1
Rehabilitation Advisor III	1
Rent Adjustment Program Manager, Assistant	1
Rent Adjustment Program Assistant	1
Senior Hearing Officer	1
Urban Economic Coordinator	1
Consultants*	1

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List of Designated Positions

Department of Transportation

Job Title	Disclosure Category
<u>Director of Transportation</u>	<u>1</u>
<u>Accountant III</u>	<u>13</u>
Administrative Services Manager I	1
Administrative Services Manager II	1
Assistant Director	1
Assistant to the Director	1
Chief of Party	1
City Land Surveyor	1
Construction Inspector Supervisor	1
<u>Construction Inspector Supervisor II</u>	<u>1</u>
Electrical Engineer III	1
Electrical Supervisor	1
Engineer, Civil (Office)	1
Executive Assistant to the Director	1
Manager, Support Services	1
Parking Meter Collection Supervisor	1
<u>Parking Enforcement Supervisor II</u>	<u>1</u>
Principal Civil Engineer	1
Process Coordinator III	1
Program Analyst II	1
Program Analyst III	1
Project Manager	1
Project Manager II	1
<u>Public Information Officer II</u>	<u>1</u>
Public Works Operations Manager	1
Public Works Supervisor I	1
Public Works Supervisor II	1
Supervising Civil Engineer	1
Transportation Engineer	1
School Traffic Safety Supervisor	1
Supervising Transportation Engineer	1
Transportation Manager	1
Transportation Planner I	1
Transportation Planner II	1
Transportation Planner III	1
Transportation Planner, Senior	1
Consultants*	1

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Item 06 - Proposed Amendments to the Conflict-of-Interest Code

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List of Designated Positions

Planning and Building Department

Job Title	Disclosure Category
<u>Director of Planning and Building</u>	<u>1</u>
Accountant III	1
Administrative Analyst II	1
Administrative Services Manager I	1
<u>Administrative Services Manager II</u>	<u>1</u>
Assistant Director, Planning and Building	1
Assistant Director	1
<u>Business Analyst III</u>	<u>1</u>
<u>Code Enforcement Inspector, Assistant</u>	<u>1</u>
Construction Inspector, Senior (Field)	1
Deputy Director, / Building Official	1
Engineer Assistant I (Office)	1
Engineer Assistant II (Office)	1
Engineer, Civil (Office)	1
Engineer, Civil Principal	1
Engineer, Civil, Supervising (Office)	1
Management Assistant	1
<u>Manager, Inspection Services</u>	<u>1</u>
<u>Manager, PBD Operations Manager</u>	<u>1</u>
Manager, Planning	1
Manager, Zoning	1
Permit Technician I	1
Permit Technician II	1
Planner (all levels)	1
Planner II	1
Planner III	1
Planner III, Historical Preservation	1
Planner IV	1
Planning Investigator	1
Principal Inspection Supervisor	1
Process Coordinator II	1
Process Coordinator III	1
<u>Program Analyst III</u>	<u>1</u>
<u>Project Manager I</u>	<u>1</u>
Project Manager II	1
Specialty Combination Inspector	1
Specialty Combination Inspector, Senior	1
Consultants*	1

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

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City of Oakland

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List of Designated Positions

Human Resources Management Department

Job Title	Disclosure Category
<u>Director of Human Resources Management</u>	<u>1</u>
Administrative Analyst II	12
Administrative Services Manager I	1
Administrative Services Manager II	1
Assistant Director	1
Assistant HR Analyst	13, 14
Benefits Analyst	15
Benefits Supervisor	15
Disability Benefits Coordinator	15
Employee Fleet and Safety Coordinator	15
Executive Assistant	12
HR Manager	1
Human Resource Analyst (CONF)	13, 14
Human Resource Analyst, Principal	1
Human Resource Analyst, Senior	13, 14
Human Resource Operations Supervisor	13, 14
Principal Employee Relations Analyst	1
Program Analyst III	12
Safety and Loss Control Specialist	15
Consultants*	1

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List of Designated Positions

Human Services Department

Job Title	Disclosure Category
<u>Director of Human Services</u>	<u>1</u>
<u>Deputy Director</u>	<u>1</u>
Administrative Services Manager II	1
Assistant to the Director	1
<u>Budget & Grants Administrator</u>	<u>1</u>
Case Manager II	4, 11
Children and Youth Services Manager	1
<u>City Administrator Analyst</u>	<u>1</u>
Cook, Supervising	4, 13
Community Action Agency Manager	1
Community Housing Services Manager	1
Early Childhood and Family Services Manager	1
Early Childhood Education Manager	4, 5, 10, 11
<u>Executive Assistant to the Director</u>	<u>1</u>
Head Start Program Coordinator	4, 5, 10, 11
Head Start Program Operations Manager	4, 5, 10, 11
Head Start Program Supervisor	1
Health and Human Services Program Planner	4, 5, 10, 11
Nurse Case Manager	4, 11
Manager, Agency Administrative	1
Manager, Human Services	1
<u>Project Manager</u>	<u>1</u>
Senior Services Supervisor	4, 11, 13, 14
Supervising Case Manager	4, 11
Consultants*	1

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The City Administrator or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

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List of Designated Positions

Oakland Parks, Recreation, and Youth Development Department

Job Title	Disclosure Category
<u>Director of Oakland Parks, Recreation and Youth Development</u>	<u>1</u>
<u>Accountant III</u>	<u>13</u>
<u>Administrative Services Manager I</u>	<u>1</u>
Administrative Services Manager II	1
Assistant Director	1
<u>Facility Manager</u>	<u>1</u>
Management Assistant	1
Capital Improvement Project Coordinator, Assistant	1
Recreation General Supervisor	1
Consultants*	1

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The City Administrator or designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

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Conflict of Interest Code

List of Designated Positions

Office of the City Attorney

Job Title	Disclosure Category
<u>City Attorney</u>	<u>Gov't Code § 87200</u>
Accountant (all classes)	4
Administrative Analyst I	1
City Attorney, Assistant	1
Claims Investigator (all classes)	1
Deputy City Attorney (all classes)	1
Executive Assistant to Assistant City Attorney	1
Executive Assistant to City Attorney	1
Information System Administrator	1
Information Systems Specialist II	1
Legal Administrative Assistant	1
Legal Administrative Assistant, Supervising	1
Legal Support Supervisor	1
Manager, Agency Administrative	1
Manager, Legal Administrative Services	1
Neighborhood Law Corps Attorney (exempt limited duration)	1
Open Government and Legal Services Coordinator	1
Paralegal	1
Public Service Representative	1
Special Counsel	1
Special Counsel Labor and Employment	1
Consultants*	1

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The City Attorney or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Attorney or their designee'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.

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List of Designated Positions

Office of the City Auditor

Job Title	Disclosure Category
<u>City Auditor</u>	<u>1</u>
Assistant City Auditor	1
<u>Assistant to the Director</u>	<u>1</u>
Executive Assistant to the City Auditor	1
Performance Audit Manager	1
Performance Auditor	1
Performance Auditor, Senior	1
Consultants*	1

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The City Auditor or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Auditor or their designee'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.

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Office of the City Clerk

Job Title	Disclosure Category
<u>City Clerk</u>	<u>1</u>
Administrative Analyst I	1
Assistant City Clerk	1
Cable TV Operations Chief Engineer	1
Legislative Recorder	1
Management Assistant	1
Operations and Production Manager	1
Consultants*	1

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List of Designated Positions

Office of the City Council

Job Title	Disclosure Category
<u>City Council Member</u>	<u>Gov't Code § 87200</u>
City Council Constituent Liaison	1
City Council Policy Analyst	1
City Council PSE 14	1
City Council PSE 51	1
Executive Assistant to City Council	1
Legislative Analyst	1
Consultants*	1

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The City Council or its designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Council or its designee'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.

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Conflict of Interest Code
List of Designated Positions

Fire Department

Job Title	Disclosure Category
<u>Fire Chief</u>	<u>1</u>
Accountant II	1
Accountant III	1
Administrative Analyst I	1
Administrative Analyst II	1
Administrative Services Manager I	2
Assistant Chief of Fire Department	1
Assistant to the Director	1
Assistant Fire Marshal (Civilian)	1
Assistant Fire Marshal (Sworn)	1
Battalion Chief	2
Budget and Grants Administrator	1
Business Analyst I	4
Business Analyst II	1
Captain of Fire Department	1
Deputy Chief of Fire Department	1
Emergency Medical Services Coordinator	1
Emergency Planning Coordinator	2
Emergency Planning Coordinator, Senior	1
Emergency Services Manager, Assistant	1
Executive Assistant to Agency Director	1
Fire Communications Manager	1
Fire Communications Supervisor	4
Fire Department Personnel Officer	1
Fire Division Manager	1
Fire Equipment Technician	4, 16
Fire Investigator	1
Fire Marshal, Non-Sworn	1
Fire Marshal, Sworn	1
Fire Marshal, Assistant (Sworn)	1
Fire Marshal, Assistant (Non-Sworn)	1
Fire Personnel Operations Specialist	1
Fire Inspection Supervisor	1
Fire Inspector (Civilian)	1
Fire Protection Engineer	1
Fire Suppression District Inspector	1
Fire Safety Education Coordinator	4
Hazardous Materials Inspector II	1
<u>Hearing Officer</u>	<u>1</u>
<u>Lieutenant of Fire Department</u>	<u>1</u>
MACRO Program Manager	1

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Management Assistant	1
Manager, Emergency Services	1
Office Manager	1
Payroll Personnel Clerk III	1
Program Analyst I	4
Program Analyst II	4
Program Analyst III	1
<u>Public Information Officer II</u>	<u>1</u>
Consultants*	1

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The City Administrator or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

City of Oakland

Conflict of Interest Code

List of Designated Positions

Oakland Public Library Department

Job Title	Disclosure Category
<u>Director of Library Services</u>	<u>1</u>
Administrative Services Manager I	1
Administrative Services Manager II	1
Associate Director, Library Services	1
Business Analyst IV	1
Curator of History, Chief	1
Executive Assistant to the Director	1
Supervising Librarian	1
Consultants*	1

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City of Oakland
Conflict of Interest Code
List of Designated Positions

Office of the Mayor

Job Title	Disclosure Category
Mayor	<u>Gov't Code § 87200</u>
Mayor's PSE 14	<u>1</u>
Administrative Assistant to the Mayor	<u>1</u>
Assistant to the Mayor	<u>1</u>
Chief of Staff	<u>1</u>
Community Services Director	<u>1</u>
Deputy Chief of Staff	<u>1</u>
Mayor's Communications Director	<u>1</u>
Policy Director, Art Spaces	<u>1</u>
Policy Director, Education	<u>1</u>
Policy Director, Equity and Strategic Partnership	<u>1</u>
Policy Director, Housing Security	<u>1</u>
Policy Director, Transportation	<u>1</u>
Special Assistant to the Mayor (<u>all levels</u>)	1
Special Assistant	<u>1</u>
Consultants*	1

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The Mayor or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Mayor or his-their designee'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.

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City of Oakland

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List of Designated Positions

Police Department

Job Title	Disclosure Category
<u>Chief of Police</u>	<u>1</u>
Administrative Services Manager II	1
Assistant Chief of Police	1
<u>Assistant to the Director</u>	<u>1</u>
<u>Business Analyst III</u>	<u>2</u>
Captain of Police (all)	1
Chief of Staff	1
Commercial Vehicle Enforcement Officers	1
Commercial Vehicle Enforcement Supervisor	1
Deputy Chief of Police (all)	1
Deputy Director, Bureau of Services	1
<u>Grants Coordinator</u>	<u>1</u>
Manager, Crime Laboratory	1
Manager, Fiscal Services Division	1
Manager, Police Communications Division	1
Police Communications Dispatcher, Senior	1
Police Communications Supervisor	1
<u>Police Program & Performance Audit Supervisor</u>	<u>1</u>
Police Services Manager I	1
<u>Project Manager II</u>	<u>1</u>
<u>Project Manager III</u>	<u>1</u>
<u>Program Analyst III</u>	<u>1</u>
<u>Public Information Officer I</u>	<u>1</u>
Sergeant of Police (PERS), Special Operations Section	1
Special Events Coordinator, Special Operations Section	1
Consultants*	1

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Item 06 - Proposed Amendments to the Conflict-of-Interest Code

City of Oakland

Conflict of Interest Code

List of Designated Positions

Oakland Public Works Department

Job Title	Disclosure Category
<u>Director of Public Works</u>	<u>1</u>
Accountant III	13
Administrative Service Manager I	1
Administrative Services Manager II	1
Agency Administrative Manager	1
<u>Arboricultural Inspector</u>	<u>1</u>
Assistant Director, Public Works	1
Budget and Grants Administrator	13
Building Services Manager	1
Business Analyst II	13
Business Analyst III	13
Capital Improvement Program Manager	1
Capital Improvement Project Coordinator	1
Capital Improvement Project Coordinator, Assistant	13
Clean Community Supervisor	1
Construction and Maintenance Supervisor I	6
Construction Inspector Supervisor	1
Construction Inspector Supervisor II	1
Electrical Engineer II	1
Engineer, Civil (Field)	1
Engineer, Civil (Office)	1
Environmental Enforcement Officer	1
Environmental Program Specialist	1
Environmental Programs Supervisor	1
Environmental Services Manager	1
Equipment Services Manager	1
Equipment Services Superintendent	1
Equipment Supervisor	1
Executive Assistant	1
<u>Executive Assistant to the Director</u>	<u>1</u>
Facilities Complex Manager	6
Facilities Complex Manager, Assistant	6
Fleet Compliance Coordinator	1
Fleet Specialist	1
Management Assistant	1
Manager, Capital Contracts	1
Manager, Park Services	1
Manager, Recycling Program	1
Manager, Support Services	1
Manager, Technology Program	1
Park Supervisor II	1

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Principal Civil Engineer	1
Program Analyst II	1
Program Analyst III	1
Project Manager II	1
Public Information Officer II	13
Public Works Operations Manager	1
Public Works Supervisor I	1
Public Works Supervisor II	1
Recycling Specialist II	1
Recycling Specialist III	1
Supervising Civil Engineer	1
Support Services Supervisor	1
Training and Public Service Administrator	1
Tree Supervisor II	1
Watershed Program Supervisor	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Boards and Commissions	Disclosure Category
Affordable Housing and Infrastructure Bond Oversight Committee	1
Bicyclist and Pedestrian Advisory Commission	1
Budget Advisory Committee	1
Business Tax Board of Review	1
Cannabis Regulatory Commission	1
Central East Oakland Community Development District Board	1
Central Oakland Community Development District Board	1
Children's Fairyland Board of Trustees	1
Children's Initiative Oversight Commission	1
Civil Service Board	1
Commission on Aging	1
Commission on Homelessness	1
Commission on Persons with Disabilities	1
Community Action Partnership Administrating Board	1
Community Policing Advisory Board	1
Cultural Affairs Commission	1
Downtown Oakland Senior Center Advisory Council	1
East Oakland Senior Center Advisory Council	1
Eastlake/San Antonio/Chinatown Community Development District Board	1
Elmhurst Community Development District Board	1
Fruitvale/San Antonio Community Development District Board	1
Head Start Advisory Panel	1
Housing and Residential Rent and Relocation Board	1
Landmarks Preservation Advisory Board	1
Library Advisory Commission	1
Mayor's Safety and Services Violence Prevention Oversight Commission	1
North Oakland Community Development District Board	1
North Oakland Senior Center Advisory Council	1
Oakland Alameda Coliseum JPA Commission	1
Oakland Army Base Jobs Oversight Commission	1
Oakland Fund for Children and Youth, Planning and Oversight Committee	1
Oakland Housing Authority Board of Commissioners	1
<u>Oakland Public Safety Planning and Oversight Commission</u>	<u>1</u>
Paramount Theater of the Arts Board	1
Parks and Recreation Advisory Commission	1
Planning Commission	<u>1 Gov't Code § 87200</u>
Police and Fire Retirement System Board	1
Police Commission	1
Police Commission Selection Panel	1
Privacy Advisory Commission	1
Public Art Advisory Committee	1
Public Ethics Commission	1

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

Public Safety and Services Violence Prevention Oversight Committee	1
Redistricting Committee	1
Senior Center Advisory Board	1
Sugar Sweetened Beverage Community Advisory Board	1
West Oakland Senior Center Advisory Council	1
Western Oakland Community Development District Board	1
<u>Wildfire Prevention Commission</u>	<u>1</u>
Workforce Investment Board	1
Consultants*	1

Please note that only a business entity or any parent, subsidiary or otherwise related business entity that has an interest in real property in the City of Oakland or does business or plans to do business in the jurisdiction or has done business within the jurisdiction at any time during the two (2) years prior to the filing of any statement is to be reported. Also, only real property located in the jurisdiction is to be reported. Finally, income, including a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two (2) years prior to the filing of any statement is to be reported.

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Item 06 - Proposed Amendments to the Conflict-of-Interest Code



AGENDA REPORT

TO: Council President Jenkins
And Members Of the
Oakland City Council

FROM: Asha Reed
Office Of the City Clerk

SUBJECT: Updates To the Conflict-of-Interest
Code

DATE: October 30, 2025

RECOMMENDATION

ADOPT AN ORDINANCE AMENDING AND REENACTING THE CITY OF OAKLAND'S CONFLICT OF INTEREST CODE (ORDINANCE NO. 11562 C.M.S. ADOPTED MARCH 23, 1993, AS LAST AMENDED BY ORDINANCE NO. 13778 C.M.S. ADOPTED JANUARY 16, 2024, CODIFIED AS OAKLAND MUNICIPAL CODE CHAPTER 3.16) TO UPDATE THE DESIGNATION OF POSITIONS COVERED BY THE CODE.

EXECUTIVE SUMMARY

The Political Reform Act, Government Code Section 87306.5, Requires Every Local Government Agency to Review Its Conflict-Of-Interest Code and Report to Its Code Reviewing Body Whether It Is Necessary Either to Amend the Code or To Report That No Amendment Is Necessary. The City Council Is the Code Reviewing Body for The City's Conflict of Interest Code.

The City Council Serves as The Code Reviewing Body for The City of Oakland Conflict of Interest Code and Must Review and Adopt the Updated Conflict of Interest Code.

This Office and The Office of The City Attorney Assisted Agencies/Departments with Determining Which Employee Positions and Boards and Commissions Should Be Added or Deleted and Under Which Disclosure Categories Filing Should Occur. An Employee or Board and Commission Member Is Only Required to Disclose Those Financial Interests as Specified by The Disclosure Category for His or Her Position.

The Following Proposed Draft Amendments to The Code Align with The Current Organizational Structure of The City of Oakland.

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

Conflict of Interest Code

List of Designated Positions

All Citywide Agency, Department, Directors-	Disclosure Category-
City Auditor-	1-
Chief of Police-	1-
City Clerk-	1-
Director of Animal Services-	1-
Director of Department of Violence Prevention-	1-
Director of Economic and Workforce Development-	1-
Director of Finance-	1-
Director of Housing and Community Development-	1-
Director of Human Resources Management-	1-
Director of Human Services-	1-
Director of Information Technology-	1-
Director of Library Services-	1-
Director of Oakland Parks, Recreation and Youth Development-	1-
Director of Planning and Building-	1-
Director of Public Works-	1-
Director of Race and Equity-	1-
Director of Transportation-	1-
Director of Workplace and Employment Standards-	1-
Executive Director, Community Police Review Agency-	1-
Executive Director, Public Ethics Commission-	1-
Inspector General-	1-
Fire Chief-	1-
Consultants*-	1-

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City of Oakland

Conflict of Interest Code

List of Designated Positions

City Administrator's Office/~~Administration~~

Job Title	Disclosure Category
City Administrator	Gov't Code § 87200
Administrative Assistant to the City Administrator	13
Assistant City Administrator	1
Assistant to the City Administrator	1

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

City Administrator Analyst	4
Deputy City Administrator	1
<u>Disability Access Coordinator</u>	<u>2</u>
<u>EEO & Civil Rights Director</u>	<u>1</u>
<u>Equal Employment Opportunities Officer</u>	<u>1</u>
<u>Equal Opportunity Specialist</u>	<u>2</u>
Executive Assistant to Assistant City Administrator	13
Executive Assistant to City Administrator	13
<u>Public Information Officer II</u>	<u>13</u>
<u>Project Manager III</u>	<u>1</u>
<u>Program Analyst I</u>	<u>2</u>
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Finance Department

Job Title	Disclosure Category
<u>Director of Finance</u>	<u>Gov't Code § 87200</u>
Accountant III	13
Accounting Supervisor	13
Administrative Analyst II	1
Administrative Services Manager I	1
Assistant Budget Administrator	1
Assistant Revenue and Tax Administrator	1
<u>Assistant Director</u>	<u>4</u>
Assistant to the Director	1
Assistant Treasury Administrator	1
Budget Administrator	1
Budget and Management Analyst	13
Budget and Management Analyst, Principal	13

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Budget and Management Analyst, Senior	13
Budget Director	4
<u>Business Analyst II</u>	<u>1</u>
Business Analyst III	1
Business Analyst IV	1
Buyer	1
Collections Officer	1
Contract Compliance Officer	1
Contract Compliance Officer, Senior	1
Contracts and Purchasing Administrator	1
Contracting and Purchasing Manager	1
Controller	1
Controller, Assistant	1
Deputy Director, Finance	1
Executive Assistant	1
Finance Manager	1
Financial Analyst	13
Human Resource Operations Supervisor	13, 14
Investment and Operations Manager	1
Investment Officer	4
Management Assistant	1
Payroll Administrator	1
Payroll Manager	1
Project Manager	1
Project Manager II	1
Project Manager III	1
Principal Accounting Analyst	1
Principal Financial Analyst	1
Public Information Officer III	1
Purchasing Supervisor	1
Retirement Systems Accountant	13, 14, 15
Revenue and Tax Administrator	1
Revenue Analyst	13
Revenue Analyst, Principal	1
Revenue Operations Supervisor	1
Senior Buyer	1
Systems Accountant III	13
Tax Auditor II	13
Tax Auditor III	13
Tax Enforcement Officer II	13
Treasury Administrator	1
Treasury Analyst III	13
Consultants*	1

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Conflict of Interest Code

List of Designated Positions

Information Technology Department

Job Title	Disclosure Category
<u>Director of Information Technology</u>	<u>1</u>
Accountant II	2
Accountant III	2
Administrative Analyst 1	13
Administrative Analyst II	13
Administrative Services Manager I	1
Assistant to the Director	1
Business Analyst II	13
Business Analyst III	13
Database Administrator	13
Executive Assistant to the Director	1
Help Desk Supervisor	13
Information Systems Administrator	13
Information Systems Manager I	1
Information Systems Manager II	1
Information Systems Supervisor	13
Management Assistant	1
Manager, Information Systems	1
Network Architect	13
Project Manager II	1
Project Manager III	1
Reprographic Shop Supervisor	13
Spatial Data Administrator	1
Spatial Data Analyst III	13
Telecommunication Systems Engineer	13
Telecommunications Electrician, Senior	13
Consultants*	1

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City of Oakland

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List of Designated Positions

Community Police Review Agency

Job Title	Disclosure Category
<u>Executive Director, Community Police Review Agency</u>	<u>1</u>
Complaint Investigator II	2

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Complaint Investigator III	1
CPRA Attorney	1
Policy Analyst	2
Project Manager II	1
Consultants*	1

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List of Designated Positions

Office of the Inspector General

Job Title	Disclosure Category
<u>Inspector General</u>	<u>1</u>
<u>Administrative Analyst II</u>	<u>2</u>
Inspector General Program and Performance Audit Manager	1
Inspector General Program and Performance Auditor	2
Inspector General Policy Analyst	2
<u>Project Manager III</u>	<u>1</u>
<u>Public Information Officer</u>	<u>2</u>
Consultants*	1

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The Inspector General or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Inspector General or their designee'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.

City of Oakland

Conflict of Interest Code

List of Designated Positions

Public Ethics Commission Department

Job Title	Disclosure Category
<u>Executive Director, Public Ethics Commission</u>	<u>1</u>
Administrative Analyst I	2
Enforcement Chief	1
Ethics Analyst I	2
Ethics Analyst II	2
Ethics Analyst III	2
Investigator	1
Program Manager	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

City Administrator's Office/Contracts and Compliance Department of Workplace and Employment Standards

Job Title	Disclosure Category
<u>Director of Workplace and Employment Standards</u>	<u>1</u>
Administrative Analyst I	1
<u>Administrative Analyst II</u>	<u>1</u>
Administrative Services Manager I	1
Assistant Contract Compliance Officer	1
Assistant to the Director	1
Contract Compliance Field Technician	1
Contract Compliance Officer	1
Contract Compliance Officer, Senior	1
Contract Compliance Supervisor	1
<u>Data Analyst</u>	<u>1</u>
Deputy Director	1
Employment Services Supervisor	1
Job Developer	1
<u>Labor Standards Investigator</u>	<u>1</u>
<u>Management Assistant</u>	<u>1</u>
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Economic and Workforce Development Department

Job Title	Disclosure Category
<u>Director of Economic and Workforce Development</u>	<u>1</u>
Accountant II	2
Administrative Analyst II	1
Administrative Services Manager II	1
Business Analyst II	1
City Administrator Analyst	1
Deputy Director, Economic and Workforce Development	1
Development/Redevelopment Area Manager	4
<u>Development/Redevelopment Program Manager</u>	<u>1</u>
<u>Executive Assistant to the Director</u>	<u>1</u>
Executive Assistant	4
Management Assistant	1
Manager, Cultural Affairs	1

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Manager, Real Property Asset	1
Marketing Program Coordinator	1
Program Analyst I-	2-
Program Analyst I, PPT-	2-
Program Analyst II	2
Program Analyst II, PPT-	2-
Program Analyst III	2
Project Manager-	4-
Project Manager II	1
Project Manager III	1
Real Estate Agent	1
Real Estate Agent, Supervising	1
Special Activities Permits Coordinator	2
Special Activity Permit Technician	1
Special Activity Permit Inspector	1
Special Events Coordinator-	2-
Urban Economic Analyst I-	4-
Urban Economic Analyst II	1
Urban Economic Analyst III	1
Urban Economic Analyst III, PPT-	4-
Urban Economic Analyst IV	1
Urban Economic Analyst IV, Projects	1
Urban Economic Analyst IV, Projects, PPT-	4-
Urban Economic Coordinator	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

City Administrator's Office/Public Information Office

Job Title-	Disclosure Category-
Public Information Officer II-	13-
Project Manager III-	4-
Consultants*-	4-

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City of Oakland

Conflict of Interest Code

List of Designated Positions

City Administrator's Office/Animal Services

Job Title	Disclosure Category
<u>Director of Animal Services</u>	<u>1</u>
Assistant to the Director	4
<u>Administrative Analyst</u>	<u>1</u>
<u>Shelter Operations Manager</u>	<u>1</u>
Consultants*	1

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Administrator or their designee may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

~~City of Oakland~~

~~Conflict of Interest Code~~

~~List of Designated Positions~~

~~City Administrator's Office/Equal Opportunity Programs~~

Job Title	Disclosure Category
Equal Employment Opportunities Officer	4
Consultants*	4

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Department of Race and Equity

Job Title	Disclosure Category
<u>Director of Race and Equity</u>	<u>1</u>
Program Analyst I	43
Consultants*	1

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The City Administrator or their designee may determine, in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

City of Oakland

Conflict of Interest Code

List of Designated Positions

Department of Violence Prevention

Job Title	Disclosure Category
Director of Department of Violence Prevention	1
Administrative Services Manager I	4
Budget & Grants Administrator	1
Deputy Chief of Violence Prevention	1
Program Analyst III	4
Violence Prevention Program Planner	4
Violence Prevention Services Manager	1
Violence Prevention Services Supervisor	4, 14
Consultants*	1

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The City Administrator or their designee may determine, in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

City of Oakland

Conflict of Interest Code

List of Designated Positions

Housing and Community Development Department

Job Title	Disclosure Category
Director of Housing and Community Development	1
Account Clerk II	1
Accountant II	1
Accountant III	1
Administrative Analyst I	1
Administrative Analyst II	1
Administrative Assistant I	1
Administrative Assistant II	1
Administrative Services Manager I	1
Administrative Services Manager II	1
Agency Administrative Manager	1

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Assistant to the Director	1
Business Analyst III	1
Data Analyst	1
Deputy Director	1
Development/Redevelopment Program Manager	1
Employment Services Supervisor	1
Executive Assistant to the Director	1
Hearing Officer	1
Home Management Counselor II	1
Home Management Counselor III	1
Home Management Specialist II	1
Home Management Specialist III	1
Housing Development Coordinator I	1
Housing Development Coordinator II	1
Housing Development Coordinator III	1
Housing Development Coordinator IV	1
Legal Administrative Assistant	1
Loan Servicing Administrator	1
Loan Servicing Specialist	1
Management Assistant	1
Manager, Housing Development	1
Manager, Rent Adjustment Program	1
Monitoring and Evaluation Supervisor	1
Mortgage Advisor	1
Office Assistant II	1
Program Analyst I	1
Program Analyst II	1
Program Analyst III	1
Program Manager	1
Project Manager II	1
Project Manager III	1
Public Information Officer III	1
Rehabilitation Advisor I	1
Rehabilitation Advisor II	1
Rehabilitation Advisor III	1
Rent Adjustment Program Manager, Assistant	1
Rent Adjustment Program Assistant	1
Senior Hearing Officer	1
Urban Economic Coordinator	1
Consultants*	1

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The City Administrator or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

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City of Oakland

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List of Designated Positions

Department of Transportation

Job Title	Disclosure Category
<u>Director of Transportation</u>	<u>1</u>
<u>Accountant III</u>	<u>13</u>
Administrative Services Manager I	1
Administrative Services Manager II	1
Assistant Director	1
Assistant to the Director	1
Chief of Party	1
City Land Surveyor	1
Construction Inspector Supervisor	1
<u>Construction Inspector Supervisor II</u>	<u>1</u>
Electrical Engineer III	1
Electrical Supervisor	1
Engineer, Civil (Office)	1
Executive Assistant to the Director	1
Manager, Support Services	1
Parking Meter Collection Supervisor	1
<u>Parking Enforcement Supervisor II</u>	<u>1</u>
Principal Civil Engineer	1
Process Coordinator III	1
Program Analyst II	1
Program Analyst III	1
Project Manager	1
Project Manager II	1
<u>Public Information Officer II</u>	<u>1</u>
Public Works Operations Manager	1
Public Works Supervisor I	1
Public Works Supervisor II	1
Supervising Civil Engineer	1
Transportation Engineer	1
School Traffic Safety Supervisor	1
Supervising Transportation Engineer	1
Transportation Manager	1
Transportation Planner I	1
Transportation Planner II	1
Transportation Planner III	1
Transportation Planner, Senior	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Planning and Building Department

Job Title	Disclosure Category
<u>Director of Planning and Building</u>	<u>1</u>
Accountant III	1
Administrative Analyst II	1
Administrative Services Manager I	1
<u>Administrative Services Manager II</u>	<u>1</u>
Assistant Director, Planning and Building	1
Assistant Director	4
<u>Business Analyst III</u>	<u>1</u>
<u>Code Enforcement Inspector, Assistant</u>	<u>1</u>
Construction Inspector, Senior (Field)	1
Deputy Director, Building Official	1
Engineer Assistant I (Office)	4
Engineer Assistant II (Office)	1
Engineer, Civil (Office)	1
Engineer, Civil Principal	4
Engineer, Civil, Supervising (Office)	1
Management Assistant	1
<u>Manager, Inspection Services</u>	<u>1</u>
<u>Manager, PBD Operations Manager</u>	<u>1</u>
Manager, Planning	1
Manager, Zoning	1
Permit Technician I	1
Permit Technician II	1
Planner <u>(all levels)</u>	1
Planner II	4
Planner III	4
Planner III, Historical Preservation	4
Planner IV	4
Planning Investigator	1
Principal Inspection Supervisor	1
Process Coordinator II	1
Process Coordinator III	1
<u>Program Analyst III</u>	<u>1</u>
<u>Project Manager I</u>	<u>1</u>
Project Manager II	1
Specialty Combination Inspector	1
Specialty Combination Inspector, Senior	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Human Resources Management Department

Job Title	Disclosure Category
<u>Director of Human Resources Management</u>	<u>1</u>
Administrative Analyst II	12
Administrative Services Manager I	1
Administrative Services Manager II	4
Assistant Director	4
Assistant HR Analyst	13, 14
Benefits Analyst	15
Benefits Supervisor	15
Disability Benefits Coordinator	15
Employee Fleet and Safety Coordinator	15
Executive Assistant	12
HR Manager	1
Human Resource Analyst (CONF)	13, 14
Human Resource Analyst, Principal	1
Human Resource Analyst, Senior	13, 14
Human Resource Operations Supervisor	13, 14
Principal Employee Relations Analyst	1
Program Analyst III	12
Safety and Loss Control Specialist	15
Consultants*	1

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Item 06 - Proposed Amendments to the Conflict-of-Interest Code

City of Oakland

Conflict of Interest Code

List of Designated Positions

Human Services Department

Job Title	Disclosure Category
<u>Director of Human Services</u>	<u>1</u>
Administrative Services Manager II	1
Assistant to the Director	1
<u>Budget & Grants Administrator</u>	<u>1</u>
Case Manager II	4, 11
Children and Youth Services Manager	1
<u>City Administrator Analyst</u>	<u>1</u>
Cook, Supervising	4, 13
Community Action Agency Manager	1
Community Housing Services Manager	1
Early Childhood and Family Services Manager	1
Early Childhood Education Manager	4, 5, 10, 11
<u>Executive Assistant to the Director</u>	<u>1</u>
Head Start Program Coordinator	4, 5, 10, 11
Head Start Program Operations Manager	4, 5, 10, 11
Head Start Program Supervisor	1
Health and Human Services Program Planner	4, 5, 10, 11
Nurse Case Manager	4, 11
Manager, Agency Administrative	1
Manager, Human Services	1
<u>Project Manager</u>	<u>1</u>
Senior Services Supervisor	4, 11, 13, 14
Supervising Case Manager	4, 11
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Oakland Parks, Recreation, and Youth Development Department

Job Title	Disclosure Category
Director of Oakland Parks, Recreation and Youth Development	1
Accountant III	13
Administrative Services Manager I	1
Administrative Services Manager II	1
Assistant Director	1
Facility Manager	1
Management Assistant	1
Capital Improvement Project Coordinator, Assistant	1
Recreation General Supervisor	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Office of the City Attorney

Job Title	Disclosure Category
City Attorney	Gov't Code § 87200
Accountant (all classes)	4
Administrative Analyst I	1
City Attorney, Assistant	1
Claims Investigator (all classes)	1
Deputy City Attorney (all classes)	1
Executive Assistant to Assistant City Attorney	1
Executive Assistant to City Attorney	1
Information System Administrator	1
Information Systems Specialist II	1
Legal Administrative Assistant	1
Legal Administrative Assistant, Supervising	1
Legal Support Supervisor	1
Manager, Agency Administrative	1
Manager, Legal Administrative Services	1
Neighborhood Law Corps Attorney (exempt limited duration)	1
Open Government and Legal Services Coordinator	1
Paralegal	1
Public Service Representative	1
Special Counsel	1

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Special Counsel Labor and Employment	1
Consultants*	1

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The City Attorney or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Attorney or their designee'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.

City of Oakland

Conflict of Interest Code

List of Designated Positions

Office of the City Auditor

Job Title	Disclosure Category
City Auditor	1
Assistant City Auditor	1
Assistant to the Director	1
Executive Assistant to the City Auditor	1
Performance Audit Manager	1
Performance Auditor	1
Performance Auditor, Senior	1
Consultants*	1

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The City Auditor or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Auditor or their designee'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.

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Office of the City Clerk

Job Title	Disclosure Category
City Clerk	1
Administrative Analyst I	1
Assistant City Clerk	1
Cable TV Operations Chief Engineer	1
Legislative Recorder	1
Management Assistant	1
Operations and Production Manager	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Office of the City Council

Job Title	Disclosure Category
City Council Member	Gov't Code § 87200
City Council Constituent Liaison	4-
City Council Policy Analyst	4-
City Council PSE 14	1
City Council PSE 51	1
Executive Assistant to City Council	1
Legislative Analyst	4-
Consultants*	1

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The City Council or its designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Council or its designee'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.

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Fire Department

Job Title	Disclosure Category
Fire Chief	1
Accountant II	1
Accountant III	1
Administrative Analyst I	1
Administrative Analyst II	1
Administrative Services Manager I	2
Assistant Chief of Fire Department	1
Assistant to the Director	1
Assistant Fire Marshal (Civilian)	4
Assistant Fire Marshal (Sworn)	4
Battalion Chief	2
Budget and Grants Administrator	1
Business Analyst I	4
Business Analyst II	1
Captain of Fire Department	1
Deputy Chief of Fire Department	1
Emergency Medical Services Coordinator	1
Emergency Planning Coordinator	2
Emergency Planning Coordinator, Senior	1
Emergency Services Manager, Assistant	1
Executive Assistant to Agency Director	1
Fire Communications Manager	1
Fire Communications Supervisor	4
Fire Department Personnel Officer	1
Fire Division Manager	1
Fire Equipment Technician	4, 16
Fire Investigator	1
Fire Marshal, Non-Sworn	1
Fire Marshal, Sworn	1
Fire Marshal, Assistant (Sworn)	1
Fire Marshal, Assistant (Non-Sworn)	1
Fire Personnel Operations Specialist	1
Fire Inspection Supervisor	1
Fire Inspector (Civilian)	1
Fire Protection Engineer	1
Fire Suppression District Inspector	4
Fire Safety Education Coordinator	4
Hazardous Materials Inspector II	1
Hearing Officer	1
Lieutenant of Fire Department	1
MACRO Program Manager	1
Management Assistant	1
Manager, Emergency Services	1
Office Manager	1
Payroll Personnel Clerk III	1
Program Analyst I	4
Program Analyst II	4
Program Analyst III	1

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Public Information Officer II	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Oakland Public Library Department

Job Title	Disclosure Category
Director of Library Services	1
Administrative Services Manager I	4
Administrative Services Manager II	1
Associate Director, Library Services	1
Business Analyst IV	1
Curator of History, Chief	1
Executive Assistant to the Director	1
Supervising Librarian	1
Consultants*	1

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Item 06 - Proposed Amendments to the Conflict-of-Interest Code

City of Oakland

Conflict of Interest Code

List of Designated Positions

Office of the Mayor

Job Title	Disclosure Category
Mayor	<u>Gov't Code § 87200</u>
Mayor's PSE 14	
Administrative Assistant to the Mayor	4-
Assistant to the Mayor	4-
Chief of Staff	4-
Community Services Director	4-
Deputy Chief of Staff	4-
Mayor's Communications Director	4-
Policy Director, Art Spaces	4-
Policy Director, Education	4-
Policy Director, Equity and Strategic Partnership	4-
Policy Director, Housing Security	4-
Policy Director, Transportation	4-
Special Assistant to the Mayor (all levels)	1
Special Assistant	4-
Consultants*	1

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The Mayor or their designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Mayor or his-their designee'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.

City of Oakland

Conflict of Interest Code

List of Designated Positions

Police Department

Job Title	Disclosure Category
Chief of Police	<u>1</u>
Administrative Services Manager II	4-
Assistant Chief of Police	1
Assistant to the Director	<u>1</u>
Captain of Police (all)	1
Chief of Staff	1
Commercial Vehicle Enforcement Officers	1
Commercial Vehicle Enforcement Supervisor	1
Deputy Chief of Police (all)	1
Deputy Director, Bureau of Services	1
Grants Coordinator	<u>1</u>
Manager, Crime Laboratory	1
Manager, Fiscal Services Division	1
Manager, Police Communications Division	1

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Police Communications Dispatcher, Senior	1
Police Communications Supervisor	1
Police Services Manager I	1
Project Manager II	1
Project Manager III	1
Program Analyst III	1
Public Information Officer I	1
Sergeant of Police (PERS), Special Operations Section	1
Special Events Coordinator, Special Operations Section	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Oakland Public Works Department

Job Title	Disclosure Category
Director of Public Works	1
Accountant III	13
Administrative Service Manager I	1
Administrative Services Manager II	1
Agency Administrative Manager	1
Arboricultural Inspector	1
Assistant Director, Public Works	1
Budget and Grants Administrator	13
Building Services Manager	1
Business Analyst II	13
Business Analyst III	13
Capital Improvement Program Manager	1
Capital Improvement Project Coordinator	1
Capital Improvement Project Coordinator, Assistant	13
Clean Community Supervisor	1
Construction and Maintenance Supervisor I	6
Construction Inspector Supervisor	1
Construction Inspector Supervisor II	1
Electrical Engineer II	1
Engineer, Civil (Field)	1
Engineer, Civil (Office)	1
Environmental Enforcement Officer	1
Environmental Program Specialist	1
Environmental Programs Supervisor	1
Environmental Services Manager	1
Equipment Services Manager	1
Equipment Services Superintendent	1

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Equipment Supervisor	1
Executive Assistant	1
<u>Executive Assistant to the Director</u>	<u>1</u>
Facilities Complex Manager	6
Facilities Complex Manager, Assistant	6
Fleet Compliance Coordinator	1
Fleet Specialist	1
Management Assistant	1
Manager, Capital Contracts	1
Manager, Park Services	1
Manager, Recycling Program	1
Manager, Support Services	1
Manager, Technology Program	1
Park Supervisor II	1
Principal Civil Engineer	1
Program Analyst II	1
Program Analyst III	1
Project Manager II	1
Public Information Officer II	13
Public Works Operations Manager	1
Public Works Supervisor I	1
Public Works Supervisor II	1
Recycling Specialist II	1
Recycling Specialist III	1
Supervising Civil Engineer	1
Support Services Supervisor	1
Training and Public Service Administrator	1
Tree Supervisor II	1
Watershed Program Supervisor	1
Consultants*	1

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City of Oakland

Conflict of Interest Code

List of Designated Positions

Boards and Commissions	Disclosure Category
Affordable Housing and Infrastructure Bond Oversight Committee	1
Bicyclist and Pedestrian Advisory Commission	1
Budget Advisory Committee	1
Business Tax Board of Review	1
Cannabis Regulatory Commission	1
Central East Oakland Community Development District Board	1
Central Oakland Community Development District Board	1
Children's Fairyland Board of Trustees	1
Children's Initiative Oversight Commission	1
Civil Service Board	1
Commission on Aging	1
Commission on Homelessness	1
Commission on Persons with Disabilities	1
Community Action Partnership Administrating Board	1
Community Policing Advisory Board	1
Cultural Affairs Commission	1
Downtown Oakland Senior Center Advisory Council	1
East Oakland Senior Center Advisory Council	1
Eastlake/San Antonio/Chinatown Community Development District Board	1
Elmhurst Community Development District Board	1
Fruitvale/San Antonio Community Development District Board	1
Head Start Advisory Panel	1
Housing and Residential Rent and Relocation Board	1
Landmarks Preservation Advisory Board	1
Library Advisory Commission	1
Mayor's Safety and Services Violence Prevention Oversight Commission	1
North Oakland Community Development District Board	1
North Oakland Senior Center Advisory Council	1
Oakland Alameda Coliseum JPA Commission	1
Oakland Army Base Jobs Oversight Commission	1
Oakland Fund for Children and Youth, Planning and Oversight Committee	1
Oakland Housing Authority Board of Commissioners	1
<u>Oakland Public Safety Planning and Oversight Commission</u>	<u>1</u>
Paramount Theater of the Arts Board	1
Parks and Recreation Advisory Commission	1
Planning Commission	<u>4 Gov't Code § 87200</u>
Police and Fire Retirement System Board	1
Police Commission	1
Police Commission Selection Panel	1
Privacy Advisory Commission	1
Public Art Advisory Committee	1
Public Ethics Commission	1
Public Safety and Services Violence Prevention Oversight Committee	1
Redistricting Committee	1
Senior Center Advisory Board	1
Sugar Sweetened Beverage Community Advisory Board	1
West Oakland Senior Center Advisory Council	1
Western Oakland Community Development District Board	1
<u>Wildfire Prevention Commission</u>	<u>1</u>
Workforce Investment Board	1

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

Consultants*

1

Please note that only a business entity or any parent, subsidiary or otherwise related business entity that has an interest in real property in the City of Oakland or does business or plans to do business in the jurisdiction or has done business within the jurisdiction at any time during the two (2) years prior to the filing of any statement is to be reported. Also, only real property located in the jurisdiction is to be reported. Finally, income, including a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two (2) years prior to the filing of any statement is to be reported.

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Administrator or their designee may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator or their designee'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.

Subject: Updates to the Conflict-of-Interest
Code Date: October 30, 2025

An Agency's Conflict of Interest Code Must Reflect the Current Structure of The Agency and Properly Identify All Officials and Employees Who Should Be Filing a Form 700. For The Code to Remain Current and Accurate, Each Agency Is Required to Review Its Conflict-of-Interest Code Every Other Year.

ACTION REQUESTED OF THE CITY COUNCIL

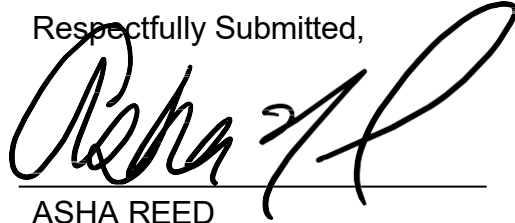
Adopt An Ordinance Amending And Reenacting The City Of Oakland's Conflict Of Interest Code (Ordinance No. 11562 C.M.S. Adopted March 23, 1993, As Last

Item 06 - Proposed Amendments to the Conflict-of-Interest Code

Amended By Ordinance No. 13778 C.M.S. Adopted January 16, 2024, Codified As Oakland Municipal Code Chapter 3.16) To Update The Designation Of Positions Covered By The Code.

For questions regarding this report, please contact Brittney Davis, (510) 238-7369 (bdavis@oaklandca.gov).

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Asha Reed', written over a horizontal line.

ASHA REED

City Clerk and Clerk of The Council

Attachments (1):
Ordinance

Item 07 - Staff Memo - 2025 Case Closure Plan



Francis Upton IV, Chair
Tanya Bayeva, Vice Chair
Ryan Micik
Alea Gage
Vincent Steele
Karun Tilak

Suzanne Doran, Executive Director

TO: Public Ethics Commission
FROM: Tovah Ackerman, Enforcement Chief
DATE: November 5, 2025
RE: Recommendations for Closures under the 2025 Complaint Backlog Strategy for the November 19, 2025, PEC Special Meeting

At the May 21, 2025, Commission meeting, Enforcement Staff presented a case closure plan based on a seven-point rubric to address a severe, longstanding complaint backlog and restore a functioning program with a sustainable caseload. (See [Enforcement Report re: Complaint Backlog Strategy for the May 21, 2025, Regular Meeting](#).)

Enforcement Staff is presenting abbreviated summaries of proposed case closures under this plan to move decisively and efficiently as part of this Complaint Backlog Strategy. Enforcement Staff carefully assessed each case and are presenting only the cases that fit the rubric in the broader context of the full open caseload.

The seven-point rubric used for assessing these cases for closure includes:

- Severity of the alleged violation
- Impact of a Commission decision
- Timing of alleged misconduct
- Availability of a meaningful remedy
- Level of investigative resources needed to substantiate a violation
- Probability of substantiating allegations
- Availability of enforcement resources

Based on PEC staff analysis of this rubric, Staff presents the following cases to the Commission for closure as part of the 2025 Complaint Backlog Strategy:

1. **Proposed Closure with No Action: In the Matter of Sheilagh Polk a.k.a. Cat Brooks (PEC # 16-10).** In June 2016, PEC staff initiated a proactive investigation against Respondent for potentially misusing her City position and/or title by serving on the Planning and Oversight Committee (POC), the public body that oversees the Oakland Fund for Children and Youth (OFCY), while simultaneously holding the Interim Executive Director position at Youth Together, a nonprofit that sought to receive grant funding through OFCY. The allegations in this matter, possible conflict of interest under O.M.C. § 2.25.040(A) and misuse of position under O.M.C. § 2.25.060(A)(2), are serious on their face, however, given the nine-year lapse since the alleged conduct, the resignation of the Respondent from the POC soon after learning of the conflict, the

absence of an ongoing violation, and the significant resources required to pursue a stale matter with low probability of substantiation, continuing this case would not advance accountability or protect the public interest, nor would it be in the interest of justice.

Accordingly, PEC staff recommends that the Commission close PEC Case No. 16-10 with no further action.

2. **Proposed Closure with No Action: In the Matter of Desley Brooks (PEC # 18-13).** This matter was initiated proactively by PEC staff after media reports surfaced regarding a legal claim filed on April 6, 2018, by Sidney Wilson, a former aide to Councilmember Brooks. The claim alleged that Brooks required him to work beyond his agreed-upon hours for the purpose of collecting revenue from a farmers' market and remitting that revenue to her. If substantiated, these allegations could constitute serious violations of the Government Ethics Act, including: Misuse of City resources (O.M.C. § 2.25.060(A)(1)), Misuse of City position (O.M.C. § 2.25.060(A)(2)), Failure to file a complete Statement of Economic Interests (O.M.C. § 2.25.040(B)), Gift violations (O.M.C. § 2.25.060(C)), Campaign reporting violations under the Oakland Campaign Reform Act (OCRA) and the Political Reform Act (PRA), and Violation of the single campaign bank account rule (O.M.C. § 3.12.110).

The events occurred in 2017–2018, making reliable evidence collection difficult. Although Wilson reported turning over vendor cash to Brooks, corroborating documentation was not obtained at the time, 2020 and 2021 vendor interviews did not establish her involvement, and the respondent is no longer in office. Moreover, the related employment issues were fully resolved through a \$115,000 City Council settlement in 2020. Had this case been recent, this is the kind of case PEC staff would pursue thoroughly. However, the advanced age of the case makes the probability of substantiating the allegations low and the level of resources required to investigate high, and pursuing the matter at this advanced age would not be in the interest of justice.

Accordingly, PEC staff recommends that the Commission close PEC Case No. 18-13 with no further action.

3. **Proposed Closure with No Action: In the Matter of Molly Maybrun (PEC # 23-03).** On December 26, 2022, PEC staff received a complaint alleging that Project Manager III Molly Maybrun had not filed a Statement of Economic Interest (a.k.a. Form 700), since starting work with the City in 2019. Former PEC staff determined that the Respondent should have filed a statement and did not. They reached out to the City Clerk's Office who, in turn, reached out to the Respondent who filed all the missing statements within 30 days of receiving that notification. The City Clerk's Office stated that they had neglected to inform the Respondent of her obligations in error. Furthermore, after the Respondent was notified of her obligations, she maintained compliance through

Item 07 - Staff Memo - 2025 Case Closure Plan

the rest of her tenure with the City. Although the allegation was found to be true, PEC staff determined that the Respondent was unaware of her obligations, cured the oversight as soon as she became aware, and stayed in compliance thereafter.

Accordingly, PEC staff recommends that the Commission close PEC case No. 23-03 with no further action.

4. **Proposed Closure with Warning Letter: In the Matter of Townes Bouchard-Dean (PEC # 23-04).** This matter was initiated proactively by PEC staff after review of 2022 Form 700s. Townes Bouchard-Dean was a Special Assistant to Mayor Libby Schaaf. On his 2022 annual Form 700, Bouchard-Dean reported receiving gifts totaling \$300 from the Golden State Warriors, which is \$50 over the established gift limit.

The severity of this complaint is low, the likelihood of recurrence is low since the respondent no longer works for the City, public impact is minimal, the Respondent did not attempt to conceal the gift but instead correctly reported it, and the remedial and precedential value is low to moderate.

Accordingly, PEC staff recommends that the Commission close PEC Case No. 23-04 with a warning letter.

5. **Proposed Closure with No Action: In the Matter of Jim Chanin (PEC # 23-24).** On July 3, 2023, the PEC received a complaint describing facts about Mr. Chanin's simultaneous role as Chair of the Police Commission Selection Panel and his role related to the Negotiated Settlement Agreement (NSA) litigation, including assertions of financial interest, bias, and being on both sides of a lawsuit. Potential violations include financial conflict of interest under O.M.C. § 2.25.040(A); potential incompatible offices under O.M.C. § 2.25.040(E); and potential misuse of position under O.M.C. § 2.25.060(A)(1) based on alleged influence over Commission-related matters while receiving compensation connected to the NSA.

While the complaint invoked serious provisions of the Government Ethics Act, the Commission's Preliminary Review (conducted by prior PEC staff) determined no violation occurred. The case file includes an unsigned but complete preliminary review memo. Current staff have reviewed the memo—and the rest of the case file—and agree with its conclusions. In addition, both the City Council and Alameda County Superior Court reviewed virtually identical allegations and found no violation.

Accordingly, PEC staff recommends that the Commission close PEC Case No. 23-24 with no further action.



Item 08 - Enforcement Report

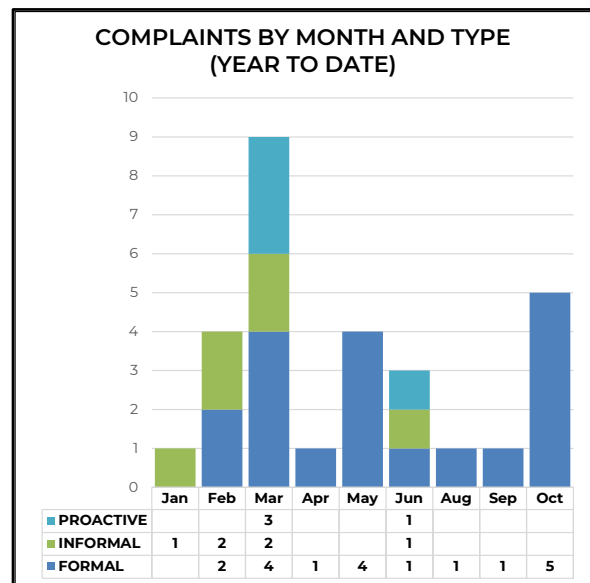
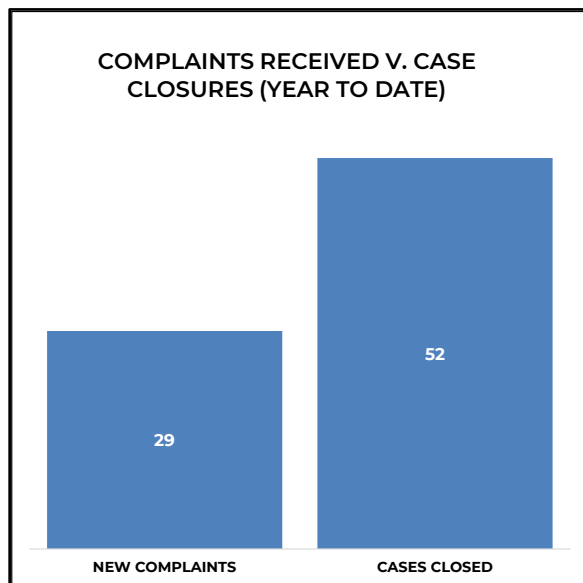
Francis Upton IV, Chair
Tanya Bayeva, Vice Chair
Ryan Micik
Alea Gage
Vincent Steele
Karun Tilak

Suzanne Doran, Executive Director

TO: Public Ethics Commission
FROM: Tovah Ackerman, Enforcement Chief
DATE: November 13, 2025
RE: Enforcement Program Report for the November 19, 2025, PEC Special Meeting

Since the last Enforcement Program update submitted to the Commission on September 17, 2025, Commission staff received six formal (sworn) complaints. This brings the total Enforcement caseload to 38 open complaints and 73 active cases.¹ In addition, there are 24 informal complaints in the intake stage.² Enforcement staff are pleased to report that the total number of open matters (formal, informal, and informal intake) has decreased to 135—down from the 152 reported in the May 2025 report outlining the case-backlog strategy—even as new complaints continue to be received.

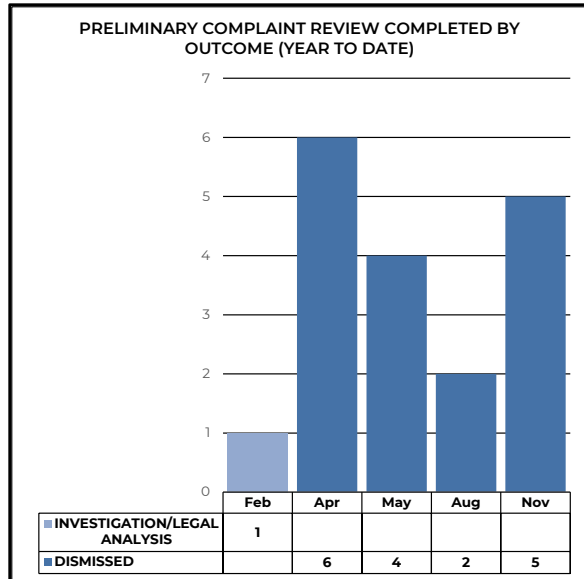
The charts below summarize complaints received, preliminary reviews completed, open enforcement matters by complaint status, active cases by alleged violation, and cases closed by outcome.³



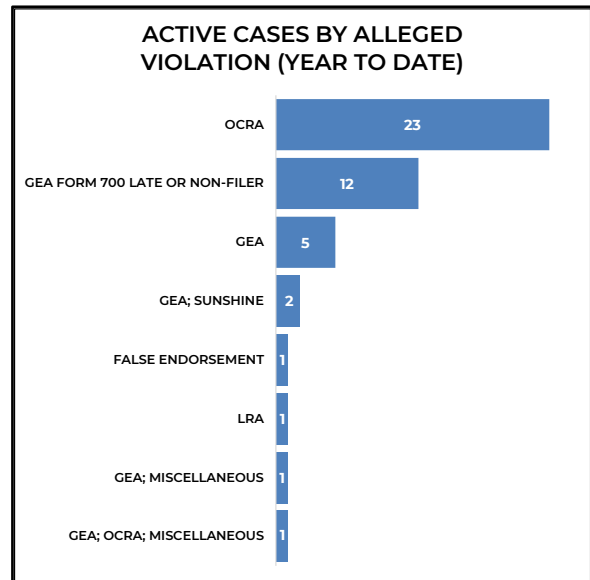
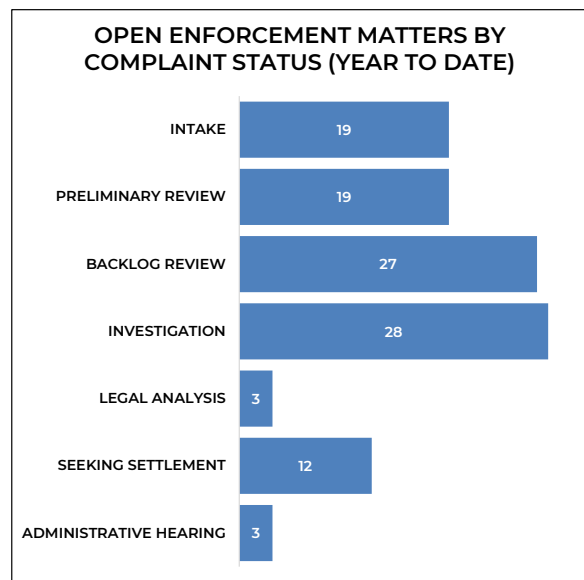
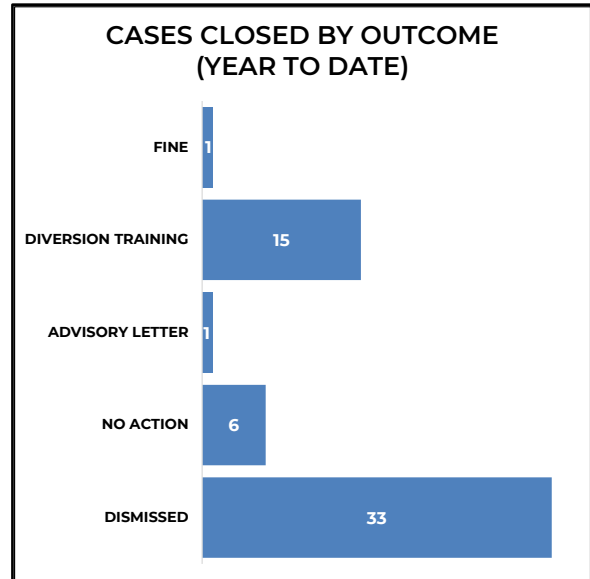
¹ “Complaints” are matters assigned a case number that are in the intake or preliminary review phase. “Cases” are matters with a case number that have progressed past the preliminary review stage into the investigation stage and beyond.

² Informal complaints must be processed to determine whether they should be elevated and assigned a case number. Therefore, informal complaints in the intake stage are not included in the caseload count of 35 open complaints and 77 active cases.

³ These charts only include complaints that have been given a case number. That is, all formal complaints received and all informal complaints that have been reviewed, elevated, and assigned a case number.



Counts include only formal complaints or informal complaints assigned a case number. Staff-initiated/proactive cases are not included.



An overview of the complaint process as well as the Commission's full Complaint Procedures and Penalty Guidelines can be found on our [Enforcement Program](#) webpage.

A searchable table of closed complaints can be found on our [Enforcement Actions](#) webpage.

The following complaints have been dismissed:

1. **In the Matter of Larry Reid et al. (PEC # 20-33).** On September 4, 2020, PEC staff received a complaint alleging that the City Council allocated funds in the amount of \$1,518,054 to Oakland Promise. The complainant states there is no proof or documentation supporting Oakland Promise's claim of legal nonprofit status. They argue that, if such proof does not exist, the action should be considered invalid as it would constitute an illegal gift of public funds. This complaint is virtually identical to

PEC # 19-19, in which PEC staff found no evidence that City Council members used public resources for campaign, personal, or non-city purposes, nor that any member used their position to secure private benefits or advantages for themselves or others. Current staff have reviewed and agree that dismissal of the complaint is warranted because the alleged conduct, even if true, does not constitute a violation of any law within the PEC's jurisdiction.

2. **In the Matter of Ed Reiskin (PEC # 21-06).** On April 5, 2021, PEC staff received a complaint alleging that then-Oakland City Administrator Ed Reiskin, possibly at the direction of then-Mayor Libby Schaaf, improperly engaged the law firm Sloan Sakai Yeung & Wong, LLP to influence or override the Police Commission Discipline Committee's findings; created a conflict of interest due to the firm's employment of former OPD Chief Howard Jordan; and misused public funds by authorizing a \$160,000 payment to the law firm, possibly in violation of City Charter § 604. Most of the allegations in this matter involve administrative, employment, and disciplinary matters governed by the City Charter and collective bargaining agreements and are therefore outside of the PEC's jurisdiction. The allegation of a conflict of interest by Howard Jordan, while potentially within the PEC's jurisdiction, lacks facts sufficient evidence to show a conflict of interest given the scope and specific language of those provisions. Accordingly, PEC staff dismissed the complaint.
3. **In the Matter of Unknown (PEC # 22-25).** On December 16, 2022, PEC staff received a complaint alleging misuse of City resources or influence in connection with construction at 5702–5704 Gaskill Street, located next to Complainant's childcare business. However, given that there is no evidence that City employees used their position for personal or financial gain, PEC staff dismissed the complaint as being outside of PEC jurisdiction.
4. **In the Matter of Kevin Jenkins (PEC # 23-23).** On June 16, 2023, PEC staff received a complaint alleging two issues. First, that Councilmember Jenkins violated the Brown Act by demanding, during the May 30, 2023, City Council meeting, that the Police Commission Chair publicly address allegations unrelated to the budget agenda item. Second, that Councilmember Jenkins, through his Chief of Staff, engaged in unprofessional and threatening communications with the Police Commission's Chief of Staff following the meeting. PEC staff conducted a preliminary review of the Brown Act allegation and determined it did not present a violation within PEC jurisdiction. In addition, regarding the threatening communications, the complaint does not include any allegation of private advantage, benefit, or economic gain, which is a required element under this provision of the Government Ethics Act. For these reasons, PEC staff dismissed the complaint as being outside of PEC jurisdiction.

- 5. In the Matter of Carroll Fife (PEC #24-03).** On February 25, 2024, PEC staff received a complaint alleging multiple violations by Councilmember Fife. The complaint alleged (1) Members of the public allegedly urged Councilmember Fife to violate Charter § 218 by seeking involvement in administrative staff matters, including participation in Encampment Management Team (EMT) meetings; (2) Councilmember Fife's partner may have financially benefitted from February 20, 2024, City Council approvals of Trash Capture Projects; (3) Improper advancement of trash capture contracts through Rules & Legislation Committee on January 25, 2024, creating appearance of sole-source award benefiting Fife's partner or associates; and (4) Councilmember Fife's security personnel engaged in a violent altercation with counter-protesters during a public event. PEC staff conducted preliminary reviews and determined that the some of the allegations could not be substantiated, that the others were outside of PEC jurisdiction, and that, in total, the complaint did not include enough information to support further investigation. For these reasons, PEC staff dismissed the complaint.
- 6. In the Matter of Ryan Richardson (PEC # 25-24).** On September 22, 2025, PEC staff received a complaint alleging Oakland City Attorney Ryan Richardson engaged in unlawful and unethical conduct in preparation of the 75-word ballot summary for Measure A. PEC staff dismissed this complaint as being duplicative of complaints 25-23, 25-20, 25-11, and 25-02 and as being outside of PEC jurisdiction.



Item 08 - Enforcement Report

Francis Upton IV, Chair
Tanya Bayeva, Vice Chair
Ryan Micik
Alea Gage
Vincent Steele
Karun Tilak

Suzanne Doran, Acting Executive Director

TO: Public Ethics Commission
FROM: Tovah Ackerman, Enforcement Chief
DATE: October 30, 2025
RE: Dismissals of PEC Complaint Nos. 25-02, 25-11, 25-20, 25-23, and 25-24 – for the November 19, 2025, PEC Special Meeting

PEC Staff provides this document to capture the intake, preliminary review, and dismissal of five related complaints filed by the same complainant regarding the April 15, 2025 Special Election tax measure (Measure A, through Ordinance No. [13833](#)). The Commission should receive this document as informational only, and in the ordinary course of the Enforcement update.

Across all five complaint filings, the allegation was that the City Attorney “altered” the ballot label by inserting the parenthetical “(sales),” allegedly creating an unethical or unlawful “misrepresentation.” After fact finding and legal analysis at the preliminary review stage, PEC Staff concluded there is no violation of any law within the PEC’s enforcement jurisdiction. The challenged phrasing was a ministerial, authorized clarification; no campaign or personal purpose was identified; and the cited authorities do not supply a theory within PEC jurisdiction. The prior dismissals (Complaint Nos. 25-02, 25-11, and 25-20, 25-23) therefore stand, and the latest filing (Complaint No. 25-24), is summarily dismissed as duplicative and outside jurisdiction.

The PEC’s enforcement mandate includes the Government Ethics Act (O.M.C. Chapter [2.25](#)) and related “good government” sections of the O.M.C.; it is not a general forum to review municipal drafting choices absent a misuse of resources or comparable ethics violation. In this series of complaints, the only conceivable theory was O.M.C. § [2.25.060\(A\)](#) (Misuse of City Resources or Position). PEC Staff applied the relevant three-element framework (public servant, use of public resources, campaign/personal purpose) and found the record did not establish the third element. Drafting a ballot label is an authorized official function and the complainant provided no evidence of a partisan or personal objective. Even assuming the parenthetical were added post-adoption, that would not itself convert an authorized informational task into a prohibited “campaign activity.”

The legislative record confirms that Ordinance No. [13833](#) (which became Measure A) delegated to the City Attorney the authority “to insert the final ballot question [...] so that the ballot question constitutes a true and impartial synopsis” and to make conforming changes

required by law or election administrators. PEC Staff treated the “(sales)” phrasing as a ministerial clarification within the express delegation, not a misuse of office or resources.

On substance, describing a transactions and use tax as a “transaction (sales) and use tax” is a plain language use¹ that aligns with how state² agencies³, courts⁴, and local jurisdictions⁵ routinely explain such tax mechanisms to voters. PEC Staff cited multiple examples to ground that conclusion and noted that courts afford “considerable latitude” and “substantial deference” to official ballot materials so long as they are fair and impartial (See [Yes on 25, Citizens for an On-Time Budget v. Superior Court](#) (2010) 189 Cal. App. 4th 1445). The complainant offered no contrary authority or evidence demonstrating that this neutral parenthetical crossed the line into advocacy.

Complainant’s “appeal” (Complaint No. 25-23) added case and code citations; PEC Staff addressed each and found none fit a PEC enforcement theory:

- [Stanton v. Panish](#) (1980) 28 Cal.3d 107: cited by the complainant for an “impartial ballot” proposition. PEC Staff noted the decision in *Stanton* concerned judicial election timing and did not set standards for ballot labels or municipal “advocacy,” rendering it inapplicable to the misconduct theory applied here.
- [Rider v. City of San Diego](#) (1998) 18 Cal.4th 1035: invoked by the complainant for “misleading voters.” The *Rider* case addressed whether a bond financing via a joint powers authority required voter approval; it does not establish a rule about officials “misleading voters” in ballot materials.

¹ CDTFA, [District Taxes \(Sales and Use Taxes\)](#) (Feb. 2025) (“Since district tax ordinances [i.e., transaction and use taxes] must incorporate provisions of the Sales and Use Tax Law, the taxes are generally the same” with some exceptions).

² California Department of Tax and Fee Administration (CDTFA), [Annual Report 2022-23](#) (July 2024) (“CDTFA collects and distributes voter-approved district transactions (sales) and use taxes on behalf of tax districts throughout the state.”); CDTFA, [District Taxes \(Sales and Use Taxes\)](#) (Feb. 2025) (“A “district” is a local jurisdiction that, under enabling statutes in various codes, may impose transactions (sales) and use taxes within its borders.”).

³ Legislative Analyst’s Office, [Understanding California’s Sales Tax](#) (2015) (“Transactions and Use Taxes. As described earlier in this report, many cities and counties levy optional local sales taxes known as TUTs.”).

⁴ See, e.g., *Rider v. County of San Diego*, 820 P. 2d 1000 (Cal. 1991) (“At issue here is the validity of a sales tax (retail transaction and use tax) imposed on sales occurring in San Diego County...”); *City of Fresno v. Fresno Building Healthy Communities*, 59 Cal. App. 5th 220 (2020) (“The proposed ordinance sought to impose a 3/8 percent transaction and use tax (i.e., sales tax) to improve park safety and...”); *Howard Jarvis Taxpayers Association v. State Bd. of Equalization*, 20 Cal. App. 4th 1598 (1993) (“The Acts provide for the adoption and implementation of local sales tax (retail transaction and use tax) ordinances to fund...”).

⁵ City of Moreno Valley, [City Attorney Impartial Analysis of Measure U](#) (2024) (“Although the tax is called a “Transactions and Use Tax,” it is commonly referred to as a sales tax.”); City of Benicia, [City Attorney’s Impartial Analysis of Measure B](#) (2022) (“State law authorizes the City to levy a local transactions and use tax, more commonly known as a sales tax on retail sales.”); City of Roseville, [Impartial Analysis of Measure B by Roseville City Attorney](#) (2018) (“The City Council of the City of Roseville has unanimously placed Measure B on the ballot asking voters to consider a one-half percent (0.5%) “transactions and use tax” (commonly known as a “local sales tax”) on retail sales within the City.”); City of Ukiah, [Ballot Label of Measure Y](#) (2016) (“Shall Ordinance No. 1165 be adopted to impose as a general tax and additional transaction (sales) and use tax of one-half percent within the city limits of the City of Ukiah?”); and San Mateo, [Ballot Label of Measure A](#) (2012) (“Shall the San Mateo County Critical Services Ordinance, providing for the imposition of one-half cent transaction (sales) and use tax for a period of ten (10) years,”).

- [Vargas v. City of Salinas](#) (2009) 46 Cal.4th 1: the complainant accurately quotes *Vargas* regarding the point that government communications can be improper even without express “vote for/against.” PEC Staff agrees with that general principle but found no facts indicating the “(sales)” parenthetical was used for electoral advocacy rather than to provide neutral information in a context expressly authorized by law.
- [Rossi v. Brown](#) (1995) 9 Cal.4th 688: cited by the complainant for “unauthorized ballot changes.” PEC Staff noted *Rossi* concerns the scope of local initiative power to repeal taxes; it provides no standard germane to the complainant’s ballot-label theory under PEC-enforced laws.
- The “Government Code § 9280” citation from the complainant appears to intend Elections Code § [9280](#), which governs an impartial analysis in the voter pamphlet, not the 75-word ballot label. Ballot-label requirements are prescribed elsewhere (e.g., Elections Code § [13119](#) for tax measures), but any dispute over those provisions requires election law remedies, not PEC enforcement. Separately, Government Code § [54964](#) addresses the use of public funds for communications that expressly advocate an electoral outcome; its informational carve-out (in Government Code § [54964\(c\)](#)) underscores the distinction between advocacy and neutral information. On these facts, PEC Staff concluded the “(sales)” parenthetical is informational, not advocacy.

Moreover, the earlier filings (Complaint Nos. 25-02, 25-11, and 25-20) were dismissed at the preliminary review stage as duplicative, unsupported by evidence, and outside PEC enforcement scope.

PEC Staff’s analysis across all five complaints remains consistent: (1) the challenged phrasing is a ministerial, authorized clarification under Ordinance [13833](#); (2) no campaign or personal purpose, required for an O.M.C. § [2.25.060\(A\)](#) misuse theory, was alleged or supported; (3) the complainant’s case law and code citations do not supply a PEC enforceable prohibition; and (4) prior preliminary review dismissals are final and not subject to internal appeal. Accordingly, PEC Staff has dismissed Complaint No. 25-24 summarily and affirms the prior dismissals (Complaint Nos. 25-02, 25-11, and 25-20, 25-23).



Item 09 - Executive Director Report

Francis Upton IV, Chair
Tanya Bayeva, Vice Chair
Alea Gage
Ryan Micik
Vincent Steele
Karun Tilak

Suzanne Doran, Executive Director

TO: Public Ethics Commission
FROM: Suzanne Doran, Executive Director
DATE: November 7, 2025
RE: Executive Director's Report for the November 19, 2025, PEC Special Meeting

This memorandum provides an overview of some of the Public Ethics Commission's (PEC or Commission) most significant activities since the last Commission meeting and significant upcoming activities not included in other program reports, including staffing, budget, and policy initiatives.

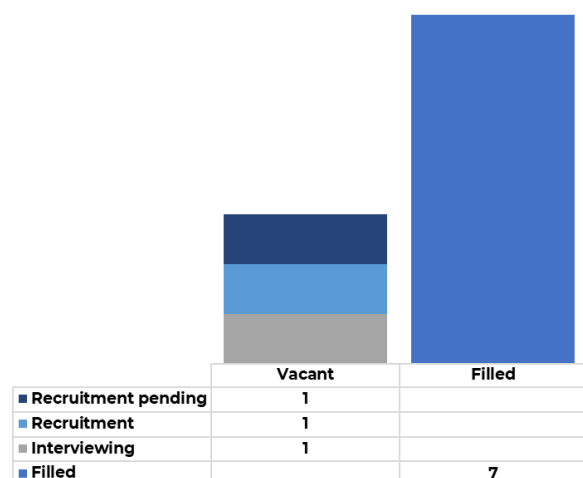
Commissioner Recruitment

Two Commission-appointed seats expire in January 2026. Commission Staff implemented a robust recruitment strategy from July 22, 2025, through November 2, 2025, that included email blasts to PEC agenda subscribers and community organizations, paid advertisements in the *Oaklandside* and *Oakland Post* news outlets, social media posts, a KTOP announcement, and tabling at two community events. The application period closed November 2nd, and the Commission received eight applications. In November, the Recruitment Subcommittee will review the applicants, conduct interviews, and recommend the most qualified applicants to the full Commission for selection at a Special meeting scheduled on December 10.

Staffing

Commission staffing for the 25-26 Fiscal Year stands at nine budgeted fulltime/permanent positions and one part-time/temporary position. In October and November, two vacancies, critical to addressing the Commission's case backlog, were filled: Ethics Investigator and Law Clerk. **Alex Van Buskirk** (formerly provisional Ethics Analyst III) was selected for the permanent position of **Ethics Investigator** effective November 8, 2025. Congratulations to Mr. Van Buskirk for this well-deserved appointment and for his many contributions to the Commission's compliance, disclosure, and enforcement programs since joining the PEC as a temporary Investigator in 2024! The Commission also welcomes **Bhawna Chowdhary** as a **Law Clerk** for the 2025-2026 school year. Ms. Chowdhary has a Bachelor of Laws from Guru Gobind Singh

STAFF POSITIONS BY STATUS
NOVEMBER 2025



Indraprastha University in New Delhi, an LLM from Singapore University School of Law, an LLM from Berkeley School of Law, and is currently pursuing an M.B.A. at Sofia University, Palo Alto. Ms. Chowdhary brings a wealth of experience in a variety of legal fields and is a welcome addition to the Public Ethics Commission team! In addition, **Niels Thorsen** has joined the PEC in a temporary **Ethics Analyst** position. Mr. Thorsen, who began volunteering on the Democracy Dollars project through OpenOakland, is joining the team to work on the Commission's digital engagement and communications. He brings an art background and a commitment to both visual and ethical transparency to help design clear, accessible tools and outreach strategies that make the PEC's programs and communications easier for all Oakland residents to understand and use.

Three permanent staff vacancies remain. In October and November, Staff worked with the HR department to open recruitment and fill vacancies caused by internal promotions. Interviews for Ethics Analyst III will conclude in November, and Staff hopes to have this position, which oversees the Commission's front office and filing officer duties, filled before year-end. Staff also worked with HR to launch recruitment for a new Program Manager, and applications are scheduled to open in mid-November.

Professional Development

The Commission experienced a high rate of staff turnover in the last three years, and a majority of employees have under two years tenure in their current positions. In addition to hiring, providing professional development opportunities for existing staff has been prioritized to increase PEC capacity and improve performance of core functions. To date, the Enforcement team has completed specialized investigative training courses covering:

- Fundamentals of Effective Fact Finding
- Investigative Interviewing
- Report Writing
- PEACE Interviewing Method

In addition, Staff initiated a series of in-house trainings for all PEC staff covering laws within the PEC's jurisdiction and major PEC program processes. The training focus for November was public records policy and the Oakland Sunshine Act.

Attachments:

- A. 2025 Programs and Priorities Chart
- B. Mediation Program Report
- C. Disclosure and Engagement Program Report

Item 09 - Executive Director Report

PUBLIC ETHICS COMMISSION
2025 Programs and Priorities

Program	Goal	Activities	Outcomes	Special Projects
Lead/ Collaborate (Policy, Systems, Culture)	Effective campaign finance, ethics, and transparency policies, procedures, and systems are in place across City agencies	• Review laws PEC enforces/propose improvements • Lead Measure W implementation	✓ Review and comment provided for proposed OCRA amendments ✓ LPF reinstated for upcoming elections ✓ Contract to develop Democracy Dollars software platform executed	✓ Draft legislation to fully fund PEC presented to Commission ✓ Advocacy for PEC-recommended Charter reforms to Mayor's Taskforce and City officials ○ Draft Democracy Dollars outreach strategy report in partnership with Local Policy Lab for presentation to Commission by 1/26
Educate/ Advise	Public servants, candidates, lobbyists, and City contractors understand and comply with City campaign finance, ethics, and transparency laws	• Information, advice, and technical assistance • Regular ethics training • Targeted communications • New trainings as needed for diversion	• 100 responses to requests for advice and assistance • 23 live trainings conducted • 10 monthly education advisories issued to filers	✓ Trainings for City Staff and electeds incorporated into Citywide NeoGov training platform ✓ Guides and trainings revised to reflect 2025 OCRA amendments
Outreach/ Engage	Residents and regulated persons know about the PEC, its role, and that the PEC is responsive to their complaints/questions about government ethics, campaign finance, or transparency concerns	• Commissioner-led public outreach • Outreach to client groups • Social media outreach	23 outreach events/activities • 6 general PEC presentations • 5 tables at events • 4 walking tours • 8 Democracy Dollars presentations	✓ Community engagement to gather input for Democracy Dollars outreach plan
Disclosure/ Compliance	Filing tools collect and transmit data in an effective and user-friendly manner. Residents can access accurate campaign finance and ethics-related data in user-friendly formats	• Monitor compliance • Technical assistance • Assess late fees/refer non-filers for enforcement • Publish data • Public Records mediations	• 90% lobbyist reports filed timely • 90% campaign statements filed timely • \$2,090 late fees assessed • \$27,250 registration fees paid • 15 public records mediations completed • 19 public records requests closed	✓ New Ticket Distribution (Form 802) database and dashboard launched ✓ Lobbyist registration fee payment system implemented ✓ Mediation request form digitized ✓ Open Disclosure published 2025 election data

- ✓ Completed
- In progress

November 2025

Item 09 - Executive Director Report

PUBLIC ETHICS COMMISSION
2025 Programs and Priorities

Program	Goal	Activities	Outcomes	Special Projects
Detect/Deter Prosecute	Detect potential violations and efficiently investigate complaints of non-compliance with laws within the PEC's jurisdiction Obtain compliance with campaign finance, ethics, and transparency laws, and provide timely, fair, and consistent enforcement	• Process and investigate complaints • Initiate proactive cases • Collaborate/coordinate with other government law enforcement agencies • Prioritize cases • Conduct legal analyses, assess penalty options • Negotiate settlements • Conduct administrative hearings	• 13 preliminary reviews completed • 1 case opened • 51 complaints closed • \$1,750 penalties assessed • 1 administrative hearing (Re: Dabney)	✓ Implemented plan to resolve case backlog ✓ Developed internal Enforcement staff manual ✓ Professional development for enforcement staff
Administration/Management	Collect and use performance data to guide improvements to program activities, motivate staff, and share progress toward PEC goals.	• Annual Report • FY 25-27 Budget development • Professional development • Staff performance reviews • Fill staff vacancies • Commissioner recruitment and onboarding	✓ Democracy Dollars start-up funding budgeted ✓ \$255K budgeted for 2026 LPF program ✓ New positions budgeted FY-26: ○ 3rd investigator ○ 1 FTE analyst Positions filled: ✓ Executive Director ✓ Enforcement Chief ✓ 2nd Investigator ✓ P/T law clerk Staff Vacancies: ○ Program Manager – Application opens in November ○ Ethics Analyst III – Testing/interviews November ○ Ethics Analyst I – Applications open early 2026	✓ Increase enforcement capacity ✓ Secure office space to accommodate larger staff and new Democracy Dollars program operations ✓ Transition staff and operations to new office space ○ Internal review of operations and systems performance, staff training needs

- ✓ Completed
- In progress

November 2025

Item 09 - Executive Director Report



Francis Upton IV, Chair
Tanya Bayeva, Vice Chair
Alea Gage
Ryan Micik
Vincent Steele
Karun Tilak

Suzanne Doran, Executive Director

TO: Public Ethics Commission
FROM: Jelani Killings, Ethics Analyst
DATE: November 4, 2025
RE: Mediation Program Report for the November 19, 2025, PEC Special Meeting

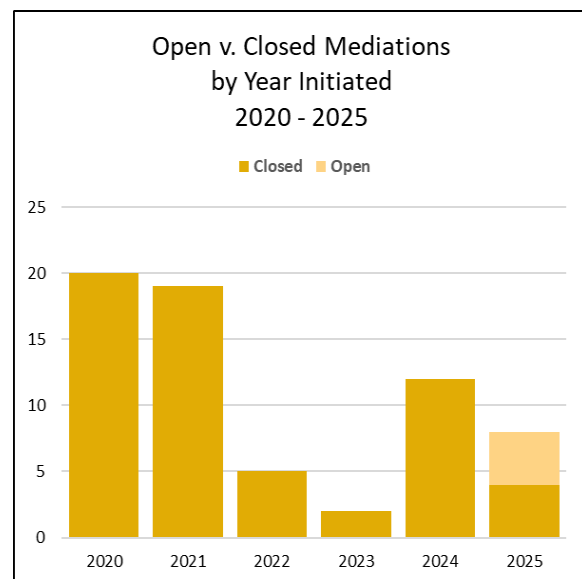
Pursuant to the Oakland Sunshine Ordinance, the Commission conducts mediation of public records requests by members of the public that have been denied by City departments for records within the department's control. Since the last Commission meeting, the Commission received four new requests for mediation, and three mediations were completed.

The following mediation cases have been resolved:

1. **In the Matter of the Department of Transportation and the City Administrator (Mediation Case No. M2025-01).**

On February 25, 2025, the Commission received a request for mediation alleging that the Department of Transportation and the City Administrator's Office failed to respond to individual public records requests made by the Requester. The mediation included four separate public records requests seeking records related to the issue of parking on the sidewalks

adjacent to Underhills Road, ADA compliance related to Underhills Road, and the agreement between the City of Oakland and residents of Underhills Road. Responsive records were provided after PEC staff notified the department. Because the responsive documents were released to the Requester, this mediation is closed with no further action.



Item 09 - Executive Director Report

2. **In the Matter of the Oakland Fire Department (Mediation Case No. 2025-03).** On June 30, 2025, the Commission received a request for mediation alleging that the City failed to respond to a public records request made by the Requester. The request sought voluminous records for contracts, agreements, and memorandums of understanding, and any records of payments (such as grants or reimbursements) between the City and the Oakland Firesafe Council (OFSC). Responsive records were provided immediately after PEC staff notified the department. Since the responsive documents were provided to the Requester, this mediation is closed with no further action.
3. **In the Matter of the Planning and Building Department and Oakland Police Department (Mediation Case No. 2025-05).** On August 29, 2025, the Commission received a request for mediation alleging that the City failed to respond to a public records request made by the Requester. The request sought all permits, approvals, and electronic communications regarding a specified property in Oakland. Responsive records were provided after PEC staff notified the departments. The responsive departments also confirmed that no records were withheld. Because the responsive documents were released to the Requester, this mediation is closed with no further action.

This brings the current mediation caseload to four open mediations.

Item 09 - Executive Director Report



Francis Upton IV, Chair
Tanya Bayeva, Vice Chair
Ryan Micik
Alea Gage
Vincent Steele
Karun Tilak

Suzanne Doran, Executive Director

TO: Public Ethics Commission
FROM: Alex Van Buskirk, Lead Analyst, Compliance and Disclosure
Jelani Killings, Lead Analyst, Education and Engagement
DATE: November 4, 2025
RE: Disclosure and Engagement Report for the November 19, 2025 Special PEC Meeting

This memorandum provides a summary of major accomplishments in the Public Ethics Commission's (PEC or Commission) Disclosure and Engagement program activities since the last regular meeting. Commission Staff disclosure activities focus on improving online tools for public access to local campaign finance and other disclosure data, enhancing compliance with disclosure rules, and conducting data analysis for PEC projects and programs as required. Engagement activities include training and resources provided to the regulated community, as well as general outreach to Oakland residents to raise awareness of the Commission's role and services and to provide opportunities for dialogue between the Commission and community members.

Compliance with Disclosure Requirements

Commission Staff conducts filing officer duties as required by state and local law and aims to help candidates, lobbyists and City officials submit required disclosure reports and ensure residents can easily access campaign finance, lobbyist, and ethics-related data and information.

Campaign Finance Disclosure – January 31, 2026 is the next deadline for semi-annual campaign statements (Form 460) covering activity from July 1, 2025 through December 31, 2025. Campaign statements are available to view and download at the Commission's [Public Portal for Campaign Finance Disclosure](#).

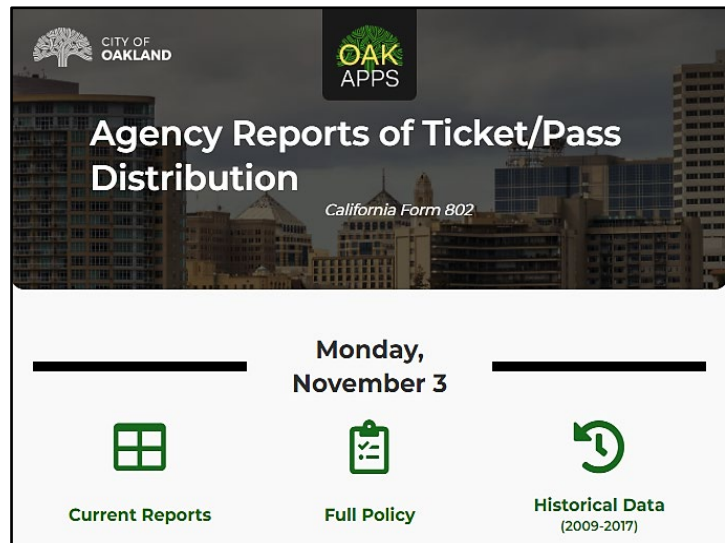


Lobbyist Registration Program – The Oakland Lobbyist Registration Act (LRA) requires any person that qualifies as a lobbyist to register annually with the Commission before conducting any lobbying activity and submit quarterly activity reports. As of November 4, 2025, 52 lobbyists are registered with the City of Oakland. October 31, 2025 marked the filing deadline for Quarter 3 (Q3) Lobbyist Activity Reports covering July 1, 2025 through September 30, 2025. All registered lobbyists required to file a Q3 Lobbyist Activity Report have filed. Forty-nine of 54 reports (91%) were filed on time; the remaining five late reports were filed within two days of the deadline.

An up-to-date list of registered lobbyists and lobbyist activity reports with links to view and download individual reports is available at the Public Ethics Commission’s [Lobbyist Dashboard and Data](#) webpage.

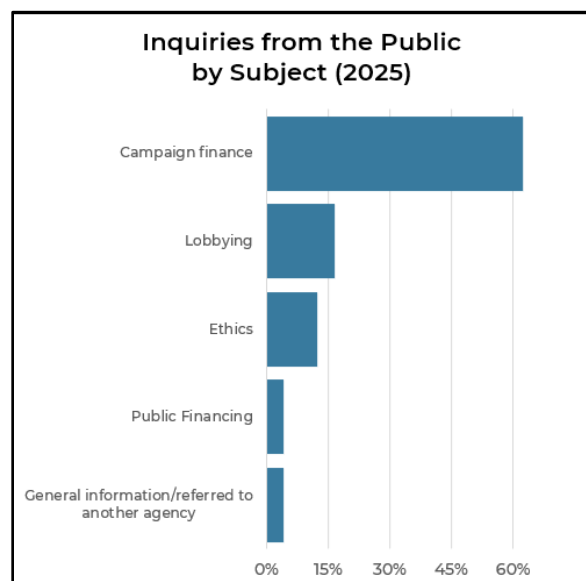
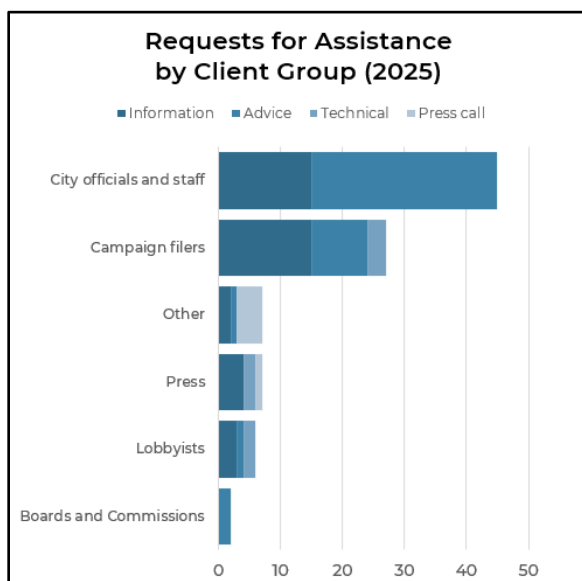
New Ticket Distribution (Form 802) Dashboard

Commission Staff collaborated with the Office of the City Attorney (OCA) and the Information Technology Department (ITD) to [launch a new dashboard](#) on the City’s OakApps platform for City ticket distribution reports (Form 802) and data. The dashboard consolidates current and prior Form 802 filings and allows the public to view and download the data from the City’s Open Data portal. The dashboard centralizes reports, with search, filter, export, and auto-publishing of form data. Records display event and date, department, recipient and title, ticket count and reported value, exception type, and venue. Commission Staff will continue to partner with OCA and ITD in the coming year to build a streamlined online filing process for City officials and staff that supports compliance with Oakland’s Ticket Distribution Policy.



Advice and Engagement

Advice and Technical Assistance – Between January 2025 and October 2025, Commission Staff responded to 100 requests for information, advice, or assistance regarding campaign finance, ethics, Sunshine law, or lobbyist issues.



PEC Advisories – Commission Staff issues regular advisories to ensure that stakeholders subject to the laws under the PEC’s jurisdiction are aware of local rules. In October 2025, Commission Staff issued a reminder advisory to City staff about campaign activity by officeholders and City staff ahead of the November 4 Special Election.

Ethics Training – In addition to the PEC’s online ethics trainings, Commission Staff regularly provide live trainings for City employees through the City’s New Employee Orientation (NEO), Supervisory Academy, and upon request. The table below summarizes trainings conducted in September 2025 and October 2025.

Date	Audience	Topic	# of Participants
Sept. 2025	New Employees	Government Ethics	26
Sept. 2025	Youth Advisory Commission	Government Ethics	15
Sept. 2025	Supervisory Academy	Government Ethics	19
Oct. 2025	New Employees	Government Ethics	39

General Outreach – Commission Staff continues to coordinate outreach presentations for our “Meet Your Accountability Officers” initiative with the City Auditor and the Office of the Inspector General, along with other general outreach opportunities. Since the last Commission meeting, Staff and Commissioners participated in the outreach events listed below.

Date	Event	District	PEC Representative(s)
Oct. 4	Black Cowboy Parade and Festival	3	Jelani Killings
Oct. 10	Walking Tour – Chinatown	2	Vice Chair Bayeva
Oct. 11	Walking Tour – Lake Merritt	3	Suzanne Doran
Oct. 11	Walking Tour – Melrose	5	Treva Hadden
Oct. 12	Walking Tour – Black Cultural Zone	6	Jelani Killings
Oct. 31	Friday Nights at OMCA	2	Chair Upton; Suzanne Doran, Alex Van Buskirk, Niels Thorsen
Nov. 1	Meet Your Accountability Officers – Friends of Elmhurst Library	7	Vice Chair Bayeva

Social Media – Social media content in the months of September 2025 and October 2025 highlighted PEC outreach activity and Commissioner recruitment.

Item 10a - Revenue Options Ad Hoc Subcommittee

Minutes

Revenue Options Ad Hoc Subcommittee

(ad hoc, created January 29, 2025)

Members: Francis Upton IV (Chair), Ryan Micik, Alea Gage

October 30, 2025 Minutes

Attendees – Members: Commissioners Upton IV, Micik, Gage

Attendees – Staff: Director Suzanne Doran

Discussion

The Subcommittee reviewed and discussed:

1. Reviewed its purpose statement and stated deliverables.
2. Discussed the status of the draft ballot measure language and information needed before adopting a final draft.
3. Current political and economic environment, level of support, community partners, PEC capacity and priorities, and other factors impacting the timing and potential for successful adoption of the parcel tax measure.

The Subcommittee determined its work to review potential revenue options and produce draft legislation for the Commission to review as a whole is complete. The Subcommittee agreed that the timing is not right to actively pursue a ballot measure in the near future. However, the Subcommittee recommends that staff continue to seek information and explore pathways and structures to ensure stable funding and PEC independence, as well as implementation of the Democracy Dollars program, so that they may be taken up by the Commission or subcommittee at a future date.

Item 10a - Revenue Options Ad Hoc Subcommittee

Chair's Termination Statement:

Revenue Options Ad Hoc Subcommittee

(ad hoc, created January 29, 2025, terminated November 19, 2025)

Members: Francis Upton IV (Chair), Ryan Micik, Alea Gage

A) What was the specific goal of the committee?

To review and develop options for a potential revenue-generating ballot measure to fully fund the Democracy Dollars Program and potentially other PEC services.

B) What was the expected deliverable and in what time period?

Policy and legal language for a revenue-generating ballot measure by the May or July 2025 meeting of the PEC.

C) What did the Commission accomplish?

Between January and May, Commissioners reviewed options and cost estimates provided by staff and gave input on the content of a potential ballot measure, including what PEC services should be funded and the method. A preliminary draft was presented to the May 2025 PEC meeting for discussion.

D) Are there any recommended next steps coming out of the Subcommittee's work?

None.

E) Are there any lessons learned or other comments to memorialize about the Subcommittee's work or process?

In light of current political uncertainties and other pressing PEC priorities, the Commissioners agreed the timing is not right to pursue a measure for the June 2026 ballot and efforts to finalize and place legislation on a future ballot should be tabled. However, the Commission should continue to seek information and explore pathways and structures to secure adequate, stable funding to ensure PEC independence, as well as implementation of the Democracy Dollars program, so that they may be taken up by the Commission at a future date.

Item 10b - Democracy Dollars Engagement Ad Hoc Subcommittee

Democracy Dollars Engagement Plan Subcommittee (ad hoc, created January 29, 2025)

Members: Commissioners Karun Tilak (Chair), Alea Gage, Tanya Bayeva

October 22, 2025, Minutes

Attendees:

Commissioners present:	Karun Tilak (Chairperson), Alea Gage, Tanya Bayeva
Staff present:	Suzanne Doran, Executive Director
Guest present:	Laura Wood, Local Policy Lab

Discussion

1. **Review LPL detailed outline for report** – Guest Laura Wood, Local Policy Lab, provided an overview their work in partnership with Commission staff to develop recommendations for a Democracy Dollars outreach strategy that reflects the needs and voices of all Oakland residents—especially communities that have historically been underrepresented in local political processes. Local Policy Lab has continued work begun by PEC staff to gather stakeholder input and research best practices that will be synthesized into a comprehensive report. Commissioners reviewed and provided feedback on a detailed outline for the report. Topics included:

- a. Priority stakeholders for follow-up before finalizing the report
- b. The structure and role of a community advisory committee
- c. The importance of gaining support from the City administration
- d. Indicating “must-have” outreach and priorities if full resources aren’t available or launch is limited to a pilot

Local Policy Lab will share a full draft report in November for staff and subcommittee feedback.

2. **Future Meetings** –Commissioners also noted the need to develop a communications strategy and talking points.

Item 10b - Democracy Dollars Engagement Ad Hoc Subcommittee

Democracy Dollars Engagement Plan Subcommittee (ad hoc, created January 29, 2025)

Members: Commissioners Karun Tilak (Chair), Alea Gage, Tanya Bayeva

November 12, 2025, Minutes

Attendees:

Commissioners present: Karun Tilak (Chairperson), Alea Gage, Tanya Bayeva
Staff present: Suzanne Doran, Executive Director

Discussion

1. **Review draft Local Policy Lab outreach strategy report** – Commissioners reviewed and provided feedback on the draft for the full outreach strategy report. Local Policy Lab will deliver the final report in mid-December for January PEC agenda.
2. **Review subcommittee deliverables** – Commissioners discussed final tasks to complete before the subcommittee sunsets, including producing a cover memo to the full Commission for the LPL report describing the scope and purpose of the report and next steps for the PEC and drafting the termination report.
3. **Future Meetings** – Commissioners and staff will collaborate on drafting the report cover memo and termination report and meet again on December 15.

Item 10c - Commissioner Recruitment and Selection Subcommittee

Commissioner Recruitment and Selection of Finalists for Interviews Subcommittee

(ad hoc, created September 17, 2025)

Members: Francis Upton IV (Chair), Tanya Bayeva, Ryan Micik.

November 12, 2025 Minutes

Attendees – Members: Commissioners Upton IV (Chair), Tanya Bayeva, Ryan Micik

Attendees – Staff: Director Suzanne Doran

The subcommittee reviewed the 8 written applications received and decided to interview 5 candidates.

The subcommittee discussed questions that they would ask of applicants and a timeline for holding interviews.

Item 10c - Commissioner Recruitment and Selection Subcommittee

Purpose Statement:

Commissioner Recruitment and Selection of Finalists for Interviews Subcommittee

(ad hoc, created September 17, 2025)

Members: Francis Upton (Chair), Tanya Bayeva, and Ryan Micik.

A) What is the specific goal of the committee?

To review applications for the two full-term Commission-appointed seats, select and interview semifinalists, and select finalists for the Commission's consideration.

B) What is the expected deliverable and in what time period?

To review all applications for the vacant PEC commissioner seats; to interview and select candidates; and to forward the top finalists to the full PEC in time for the December 10, 2025 Special meeting.

C) What level of staff vs Commissioner work is expected?

Staff will schedule semifinalist interviews and provide support for subcommittee meetings.