



CITY CLERK DEPARTMENT
Long Beach, California

C-8

LARRY HERRERA
City Clerk

ADMINISTRATIVE DIVISION

Monique De La Garza
Administrative Officer

September 18, 2012

ELECTIONS BUREAU

Poonam Davis
City Clerk Bureau Manager

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

LEGISLATIVE BUREAU

Merianne Nakagawa
City Clerk Bureau Manager

RECOMMENDATION:

Recommendation that City Council receive and approve changes to department and commission Conflict of Interest Codes filed, in compliance with State law.

DISCUSSION

The Political Reform Act requires the City to notify all departments and advisory bodies, commissions, and committees that have previously adopted conflict of interest codes. Government Code Section 87306.5, effective 1990, requires that each local government agency conduct a review of its conflict of interest codes every other year. If any amendments are necessary, the proposed amendment(s) should be submitted to the City Council no later than October 1, 2012. Beginning in August, all departments were advised of the review requirement and deadline date.

As of the due date, the following departments/commissions have submitted amended Schedules "A" or "B", or have determined that no amendments are necessary:

Airport Advisory Commission
Arts Council for Long Beach
Belmont Shore Parking and Business
Improvement Advisory Commission
Bixby Knolls Parking and Business
Improvement Area Association
Blue Ribbon Commission on Funding Arts
& Culture
Board of Examiners, Appeals &
Condemnation
Board of Health and Human Services
Citizens Advisory Commission on
Disabilities
Citizen Police Complaint Commission
City Auditor Department
City Clerk Department
City Manager Department

City Officials CSU Headquarters Authority
Member
City Officials City Council
City Officials Planning Commission
City Prosecutor Department
Civil Service Commission
Civil Service Department
Commission on Youth and Children
Community Development Advisory
Commission
Cultural Heritage Commission
Disabled Access Appeals Board
Development Services Department
Downtown Long Beach Associates
Economic Development Commission
Financial Management Department
Fire Department

Harbor Commission
Harbor Department
Health and Human Services Department
Homeless Services Advisory Commission
Housing Authority of the City of Long
Beach
Housing Development Company
Human Relations Commission
Human Resources Department
Law Department
Legislative Department
Library Services Department
Long Beach Airport Department
Long Beach Area Convention and Visitors
Bureau
Long Beach Gas & Oil Department
Long Beach Transit
Long Beach Transit Board of Directors

Magnolia Industrial Group Property &
Business Improvement District
Marine Advisory Commission
Oversight Board of the Successor Agency
to the Redevelopment Agency of the
City of Long Beach
Parks and Recreation Commission
Parks, Recreation and Marine
Department
Pedestrian Safety Advisory Committee
Police Department
Public Safety Advisory Commission
Public Works Department
Relocation Appeals Board
Senior Citizen Advisory Commission
Sustainable City Commission
Technology Services Department
Water Commission
Water Department

FISCAL IMPACT

None.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



LARRY HERRERA
CITY CLERK



Re: Biennial Code Review for City Clerk 

Michael Mais to: Daisy Gomez

Cc: Karen McCormick

06/28/2012 10:15 AM

Daisy. The documents you sent look fine. thank you

Michael J. Mais
Assistant City Attorney
Long Beach City Attorney's Office
333 W. Ocean Blvd., 11th Floor
Long Beach, CA 90802
Email: Michael.Mais@longbeach.gov
Direct Phone: (562) 570-2230

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Daisy Gomez	Hi, Please review our Biennial Code change atta...	06/26/2012 10:36:31 AM
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From: Daisy Gomez/CC/CLB
To: Michael Mais/LW/CLB@CLB
Cc: Matthew Ceballos/CCT/CLB@CLB, Poonam Davis/CC/CLB@CLB
Date: 06/26/2012 10:36 AM
Subject: Biennial Code Review for City Clerk

Hi,

Please review our Biennial Code change attached below and return with recommended changes or approval. We believe that you are the contact for requesting approval of the Biennial Code Review(s), if not please let us know who we should direct the requests to.

[attachment "2012 Biennial Code Review CC.pdf" deleted by Michael Mais/LW/CLB]

Thank you,

Daisy Gomez
City Clerk Department
Office #: (562) 570-6503
Office e-mail: daisy.gomez@longbeach.gov

Note: My email address has changed. It is now daisy.gomez@longbeach.gov. Please update your address book with my new email address.

Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: City Clerk Department

Position	Disclosure Category	Files With	Status
Administrative Officer	LBC-01	City Clerk	Unchanged
Assistant City Clerk	LBC-01	City Clerk	Added
Bureau Manager	LBC-01	City Clerk	Unchanged
City Clerk	LBC-01	City Clerk	Unchanged
Consultant	LBC-01	City Clerk	Unchanged
Executive Secretary	LBC-01	City Clerk	Unchanged

Total: 6

Disclosure Descriptions EXHIBIT B (Final Draft)

Entity: City of Long Beach

Agency: City Clerk Department

Disclosure Category	Disclosure Description	Status
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged

Total: 1



Fw: Conflict of Interest Code Review
Karen McCormick to: Annette Cox

08/30/2012 01:48 PM

Can Charlie approve their conflict of interest forms? If not, I can find someone over here.

Karen McCormick, Paralegal
Long Beach City Attorney's Office
333 W. Ocean Blvd., 11th Floor, Long Beach, CA 90802
Telephone: (562) 570-2225 Fax: (562) 436-1579

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----- Forwarded by Karen McCormick/LW/CLB on 08/30/2012 01:48 PM -----

From: Sherri Seldon/CP/CLB
To: Karen McCormick/LW/CLB@CLB,
Date: 08/30/2012 12:09 PM
Subject: Re: Conflict of Interest Code Review

Thanks. The only change we made is we added the position Deputy City Prosecutor - NC to the position list.



Conflict of Interest Review Draft.pdf

Sherri Seldon, MPA - Chief of Staff
City Prosecutor's Office, City of Long Beach
City Hall, 2nd Floor
562-570-5621

APPROVED AS TO FORM AND RETURNED

August 30, 2012
ROBERT E. SHANNON, City Attorney

By Charles Parkin
CHARLES PARKIN
ASSISTANT CITY ATTORNEY



Follow our office on Facebook!

Karen McCormick Yes. You can send it via email. Mike is not here... 08/30/2012 12:00:37 PM

From: Karen McCormick/LW/CLB
To: Sherri Seldon/CP/CLB@CLB

Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: City Prosecutor Department

Position	Disclosure Category	Files With	Status
Assistant City Prosecutor	LBC-01	City Clerk	Unchanged
Chief Assistant City Prosecutor	LBC-01	City Clerk	Unchanged
City Prosecutor	LBC-01	City Clerk	Unchanged
Deputy City Prosecutor	LBC-01	City Clerk	Unchanged
Deputy City Prosecutor - NC	LBC-01	City Clerk	Added
Deputy City Prosecutor I-IV	LBC-01	City Clerk	Unchanged

Total: 6

Disclosure Descriptions EXHIBIT B (Final Draft)

Entity: City of Long Beach

Agency: City Prosecutor Department

Disclosure Category	Disclosure Description	Status
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged

Total: 1



Date: August 15, 2012
To: Michael Mais, Assistant City Attorney
From: Lisa A. Fall, AFSB Manager, Development Services
Subject: Biennial Code Review 2012

The Department of Development Services is proposing the following changes to its Position Category List for the Biennial Code Review.

- Add the following classifications:
 - Plan Checker – Fire Prevention
 - Environmental Health Specialist
 - Housing Operations Officer

- Delete the following classifications:
 - Housing Rehabilitation Officer
 - Mgr – Housing Services

Please approve as to form. Should you have any questions, please contact me at 86853.

Thank you.

APPROVED:



AMY J. BODEK, AICP
DIRECTOR OF DEVELOPMENT SERVICES

LAF:ah
Q:\- A\Biennial Code Review.2012.position memo.doc
Attachment

APPROVED AS TO FORM ROBERT E. SHANNON, City Attorney

8/21 2012 By 
.....
ASSISTANT CITY ATTORNEY



Date: August 28, 2012
To: J. Charles Parkin, Assistant City Attorney
From: ~~David P. Honey~~ David P. Honey, Manager-Administration, Fire
Subject: Request for Review and Approval – 2012 Biennial Conflict of Interest Code Review

Enclosed is the 2012 Biennial Conflict of Interest Code Review submission for the Fire Department. At this time, we are requesting your review and approval. If you should have any questions, please contact Veronica Robles Scott at x82548.

Enclosures

DPH/VRS

APPROVED AS TO FORM AND RETURNED

August 28, 2012
ROBERT E. BHANNON, City Attorney
By Charles Parkin
CHARLES PARKIN
ASSISTANT CITY ATTORNEY

**Fire Department
City of Long Beach
2012 Biennial Conflict of Interest Code Review**

Governmental Code § 87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in their Conflict of Interest Code, or a statement that their code is not in need of amendment.

This agency has reviewed its Conflict of Interest Code and has determined that:

check one

1. _____ Our Agency's Conflict of Interest Code has been reviewed, and it has been determined that no changes are necessary. The Code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure assigned those positions accurately requires the disclosure of all investments, business positions, interest in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and the Code includes all other provisions required by Government Code § 83702; or
2. ✓ Our Agency's Code is in need of amendment. The amendment is attached, and has been reviewed by the City Attorney and
 ✓ Includes new positions which must be designated
3. _____ Our Agency's Code is in need of amendment. The amendment will be submitted to the City Council for final approval within 90 days.

Contact Person David P. Honey, Manager-Administration
Mailing Address 3205 Lakewood Boulevard, Long Beach, CA 90808
Phone Number 562-570-2517



Signature of Department Head or Commission/Agency Chair
Michael A. DuRee, Fire Chief

Date: 8/27/12



Conflict of Interest Code EXHIBIT A (Working Draft)

Entity: City of Long Beach

Agency: Fire Department

Position	Disclosure Category	Files With	Status
Assistant Fire Chief	LBC-01	City Clerk	Unchanged
Combination Building Inspector	LBC-01	City Clerk	Deleted
Deputy Fire Chief	LBC-01	City Clerk	Unchanged
Deputy Fire Marshal	LBC-01	City Clerk	Unchanged
Disaster Management Officer	LBC-01	City Clerk	Deleted
Emergency Medical Education Coordinator	LBC-01	City Clerk	Unchanged
Fire Chief	LBC-01	City Clerk	Unchanged
Fire Engineer	LBC-01	City Clerk	Added
Fire Prevention Battallon Chief	LBC-01	City Clerk	Unchanged
Fire Prevention Captain	LBC-01	City Clerk	Unchanged
Fire Prevention Firefighter	LBC-01	City Clerk	Unchanged
Hazardous Materials Specialist	LBC-01	City Clerk	Unchanged
Manager - Disaster Management	LBC-01	City Clerk	Unchanged
Manager - Fire Administration	LBC-01	City Clerk	Unchanged
Marine Safety Chief	LBC-01	City Clerk	Unchanged
Plan Checker - Fire Prevention	LBC-01	City Clerk	Unchanged

Total: 16



Disclosure Descriptions EXHIBIT B (Working Draft)

Entity: City of Long Beach

Agency: Fire Department

Disclosure Category	Disclosure Description	Status
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged

Total: 1



Port of
LONG BEACH
The Green Port

Memorandum

RECEIVED
CITY CLERK
LONG BEACH, CA

12 SEP 10 AM 9:48 *m.*
TO *Mue*



Date: August 24, 2012
To: Charles Parkin, Assistant City Attorney
From: Margaret Huebner, Director of Human Resources – Harbor Department *M. Huebner*
Subject: Conflict of Interest Code Revision

In accordance with the Biennial Conflict of Interest Code review process, the City Clerk Department request that you review and approve the attached amended changes to Exhibit "A." These position titles are proposed, subject to approval of the FY13 Salary Resolution.

- Account Executive** was added to Exhibit "A".
- Assistant Director of Trade Development** was added to Exhibit "A".
- Capital Projects Coordinator** was added to Exhibit "A".
- Manager of Business Application** was added to Exhibit "A".
- Manager of Environmental Remediation** was added to Exhibit "A".
- Manager of Grants Administration** was added to Exhibit "A".
- Manager of Internal Controls** was added to Exhibit "A".
- Manager of Master Planning** was added to Exhibit "A".
- Manager of Network Operations** was added to Exhibit "A".
- Manager of Water Quality** was added to Exhibit "A".
- Director of Master Planning** was renamed to Exhibit "A".
- Director of Trade Development** was renamed to Exhibit "A".
- Executive Officer to the Board** was renamed to Exhibit "A".

Your review, approval and return of the attached revised Exhibit "A" to the Human Resources Department is appreciated.

Thank you for your assistance.

APPROVED AS TO FORM
8/27, 2012
ROBERT E. SHANNON, City Attorney
BY *[Signature]*
ASSISTANT CITY ATTORNEY

[Faint text]



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: Harbor Department

Position	Disclosure Category	Files With	Status
Account Executive	LBC-01	City Clerk	Added ✓
Reason: New title in Salary Resolution			
Assistant Chief Financial Officer	LBC-01	City Clerk	Unchanged
Assistant Director of Communications	LBC-01	City Clerk	Unchanged
Assistant Director of Environmental Planning	LBC-01	City Clerk	Unchanged
Assistant Director of Human Resources	LBC-01	City Clerk	Unchanged
Assistant Director of Information Systems	LBC-01	City Clerk	Unchanged
Assistant Director of Real Estate	LBC-01	City Clerk	Unchanged
Assistant Director of Security - Homeland	LBC-01	City Clerk	Unchanged
Assistant Director of Trade Development	LBC-01	City Clerk	Added ✓
Reason: New job title			
Assistant Managing Director Engineering/Chief Harbor Engineer	LBC-01	City Clerk	Unchanged
Assistant Marketing Manager I	LBC-01	City Clerk	Unchanged
Assistant Marketing Manager II	LBC-01	City Clerk	Unchanged
Assistant Marketing Manager III	LBC-01	City Clerk	Unchanged
Assistant Terminal Services Manager	LBC-01	City Clerk	Unchanged
Assistant to Executive Director	LBC-01	City Clerk	Unchanged
Assistant Traffic Manager	LBC-01	City Clerk	Unchanged
Capital Projects Coordinator	LBC-01	City Clerk	Added ✓
Reason: Position required to file Form 700			
Chief Construction Inspector	LBC-01	City Clerk	Unchanged
Chief Financial Officer	LBC-01	City Clerk	Unchanged
Chief Port Security Officer	LBC-01	City Clerk	Unchanged
Chief Surveyor	LBC-01	City Clerk	Unchanged
Chief Wharfinger/Terminal Services Manager	LBC-01	City Clerk	Unchanged
Construction Inspector I	LBC-01	City Clerk	Unchanged
Construction Inspector II	LBC-01	City Clerk	Unchanged
Consultant	LBC-01	City Clerk	Unchanged
Deputy Chief Harbor Engineer I	LBC-01	City Clerk	Unchanged
Deputy Chief Harbor Engineer II	LBC-01	City Clerk	Unchanged
Deputy Executive Director - Harbor	LBC-01	City Clerk	Unchanged



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: Harbor Department

Position	Disclosure Category	Files With	Status
Deputy Executive Officer to the Board of Harbor Commission	LBC-01	City Clerk	Unchanged
Director of Communications	LBC-01	City Clerk	Unchanged
Director of Community Relations and Governmental Affairs	LBC-01	City Clerk	Unchanged
Director of Construction Management	LBC-01	City Clerk	Unchanged
Director of Engineering Design	LBC-01	City Clerk	Unchanged
Director of Environmental Planning	LBC-01	City Clerk	Unchanged
Director of Human Resources and Support Services	LBC-01	City Clerk	Unchanged
Director of Information Management	LBC-01	City Clerk	Unchanged
Director of Maintenance	LBC-01	City Clerk	Unchanged
Director of Master Planning	LBC-01	City Clerk	Renamed
Reason: Change title			
Director of Program Management	LBC-01	City Clerk	Unchanged
Director of Real Estate	LBC-01	City Clerk	Unchanged
Director of Risk Management	LBC-01	City Clerk	Unchanged
Director of Security	LBC-01	City Clerk	Unchanged
Director of Trade Development	LBC-01	City Clerk	Renamed
Reason: Change position title			
Director of Transportation Planning	LBC-01	City Clerk	Unchanged
Executive Director - Harbor	LBC-01	City Clerk	Unchanged
Executive Officer for Board of Harbor Commissioners	LBC-01	City Clerk	Unchanged
Executive Officer to the Board	LBC-01	City Clerk	Renamed
Reason: Change title			
Executive Secretary - Harbor	LBC-01	City Clerk	Unchanged
Financial Reporting/Control Officer	LBC-01	City Clerk	Unchanged
Harbor Maintenance Superintendent I	LBC-01	City Clerk	Unchanged
Harbor Maintenance Superintendent II	LBC-01	City Clerk	Unchanged
Manager of Accounting	LBC-01	City Clerk	Unchanged
Manager of Business Applications	LBC-01	City Clerk	Added
Reason: New position title			
Manager of Business Continuity/Safety	LBC-01	City Clerk	Unchanged
Manager of Contract Administration	LBC-01	City Clerk	Unchanged
Manager of Emergency Management	LBC-01	City Clerk	Unchanged



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: Harbor Department

Position	Disclosure Category	Files With	Status
Manager of Environmental Remediation	LBC-01	City Clerk	Added ✓
Reason: New job title			
Manager of Facilities Maintenance	LBC-01	City Clerk	Unchanged
Manager of Fleet/Green Operations	LBC-01	City Clerk	Unchanged
Manager of Grants Administration	LBC-01	City Clerk	Added ✓
Reason: New job title			
Manager of Infrastructure	LBC-01	City Clerk	Unchanged
Manager of Internal Controls	LBC-01	City Clerk	Added
Reason: New position title			
Manager of Maritime Services	LBC-01	City Clerk	Unchanged
Manager of Master Planning	LBC-01	City Clerk	Added
Reason: New job title			
Manager of Network Operations	LBC-01	City Clerk	Added
Reason: New position title			
Manager of Port Projects	LBC-01	City Clerk	Unchanged
Manager of Rail Transportation Systems	LBC-01	City Clerk	Unchanged
Manager of Strategic Planning	LBC-01	City Clerk	Unchanged
Manager of Water Quality	LBC-01	City Clerk	Added
Reason: New job title			
Managing Director	LBC-01	City Clerk	Unchanged
Market Research Economist	LBC-01	City Clerk	Unchanged
Marketing Manager	LBC-01	City Clerk	Unchanged
Port Communications Officer	LBC-01	City Clerk	Unchanged
Port Financial Analyst I	LBC-01	City Clerk	Unchanged
Port Financial Analyst II	LBC-01	City Clerk	Unchanged
Port Financial Analyst III	LBC-01	City Clerk	Unchanged
Port Leasing Sales Officer I	LBC-01	City Clerk	Unchanged
Port Leasing Sales Officer II	LBC-01	City Clerk	Unchanged
Port Leasing Sales Officer III	LBC-01	City Clerk	Unchanged
Port Leasing Sales Officer IV	LBC-01	City Clerk	Unchanged
Port Leasing Sales Officer V	LBC-01	City Clerk	Unchanged
Principal Construction Inspector	LBC-01	City Clerk	Unchanged



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: Harbor Department

Position	Disclosure Category	Files With	Status
Senior Civil Engineer	LBC-01	City Clerk	Unchanged
Senior Electrical Inspector	LBC-01	City Clerk	Unchanged
Senior Port Leasing Officer	LBC-01	City Clerk	Unchanged
Senior Program Manager	LBC-01	City Clerk	Unchanged
Senior Structural Engineer	LBC-01	City Clerk	Unchanged
Senior Traffic Engineer	LBC-01	City Clerk	Unchanged
Supervisor of Store & Property	LBC-01	City Clerk	Unchanged
Terminal Services Manager	LBC-01	City Clerk	Unchanged
Traffic Manager	LBC-01	City Clerk	Unchanged
Transporation Development Manager	LBC-01	City Clerk	Unchanged

Total: 92



Disclosure Descriptions EXHIBIT B (Final Draft)

Entity: City of Long Beach

Agency: Harbor Department

Disclosure Category	Disclosure Description	Status
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged

Total: 1



City of Long Beach

Working Together to Serve

Office of the City Attorney

Memorandum

RECEIVED
CITY CLERK
LONG BEACH, CA

12 AUG 28 AM 11:39

DATE: August 22, 2012
TO: Larry Herrera, City Clerk
FROM: Robert E. Shannon, City Attorney *RES*
SUBJECT: Biennial Conflict of Interest Code Review *(Law Dept.)*

Pursuant to your request, I have reviewed the Conflict of Interest Code Master List of Agency Filers for my Office and hereby make the following change for 2012:

- Remove – Chief Investigator (position was eliminated)

Attached is the updated Conflict of Interest Code.

If you have any questions or need additional information, please contact Tyler Pike at extension 82208.

RES:TAP

I:\apps\ctylaw32\wpdocs\d014\p018\00339414.doc

Attachment



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: Law Department

Position	Disclosure Category	Files With	Status
Assistant City Attorney	LBC-01	City Clerk	Unchanged
Chief Investigator	LBC-01	City Clerk	Deleted
Reason: Position eliminated			
Deputy City Attorney	LBC-01	City Clerk	Unchanged
Legal Administrator	LBC-01	City Clerk	Unchanged
Manager - Worker's Compensation	LBC-01	City Clerk	Unchanged
Principal Deputy City Attorney	LBC-01	City Clerk	Unchanged
Senior Deputy City Attorney	LBC-01	City Clerk	Unchanged

Total: 7

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18701 (b), are NOT subject to the Agency's code, but are subject to the disclosure requirement of the Act. (Government Code Section 87200 et seq.). [Regs. § 18730(b) (3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments:

City Attorney	Files with	FPPC	Unchanged
---------------	------------	------	-----------

The disclosure categories and requirements for these positions are set forth in article 2 of chapter 7 of the Political Reform Act, Government Code section 87200 et. seq. They generally require the disclosure of interests in real property in the agency's jurisdiction, as well as investments, business positions and sources of income (including gifts, loans and travel payments).

APPROVED AS TO FORM ROBERT E. SHANNON, City Attorney

8/24 2012 By 
 ASSISTANT CITY ATTORNEY



Disclosure Descriptions EXHIBIT B (Final Draft)

Entity: City of Long Beach

Agency: Law Department

Disclosure Category	Disclosure Description	Status
87200 Filers	Officials who manage public investments - Full Disclosure.	Unchanged
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged

Total: 2



Date: August 2, 2012
To: Michael J. Mais, Assistant City Attorney
From: Glenda Williams, Director of Library Services *GW*
Subject: Conflict of Interest Biennial Code Revision

As a result of several staffing and organizational changes, the list of reporting positions for the Library's Conflict of Interest Code needs to be revised.

Attached you will find the required documents that detail the following changes:

Changes:

Acquisitions Librarian: title change to General Librarian – Acquisitions
Media Librarian: title change to General Librarian – Media Collection
Head – Main Library Departments, Community Services: position title eliminated

Additions:

Department Librarian – Collection Development
General Librarian – Acquisitions
General Librarian – Digital Services
General Librarian – Media Collection

Please indicate your approval and return to Beth Terrell, Executive Assistant, Library Services. Thank you for your assistance in this matter.

GW:bt
GW conflict of interest biennial code revision 8-2012

Attachments

APPROVED AS TO FORM ROBERT E. SHANNON, City Attorney
8/9/2012 By *M. Mais*
ASSISTANT CITY ATTORNEY

Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: Library Services Department

Position	Disclosure Category	Files With
Accounting Clerk	LBC-01	City Clerk
Administrative Analyst	LBC-01	City Clerk
Administrative Officer	LBC-01	City Clerk
Department Librarian - Collection Development	LBC-01	City Clerk
Director	LBC-01	City Clerk
General Librarian - Acquisitions	LBC-01	City Clerk
General Librarian - Collection Development	LBC-01	City Clerk
General Librarian - Digital Services	LBC-01	City Clerk
General Librarian - Media Collection	LBC-01	City Clerk
Head - Acquisitions/Bibliographic Control Divisions	LBC-01	City Clerk
Head - Main Library Departments, Collection Services	LBC-01	City Clerk
Head - Main Library Departments, Information Services	LBC-01	City Clerk
Head - Main Library Departments, Youth Services	LBC-01	City Clerk
Library Youth Services Officer	LBC-01	City Clerk
Manager - Automated Services Bureau	LBC-01	City Clerk
Manager - Branch Library Services Bureau	LBC-01	City Clerk
Manager - Main Library Services Bureau	LBC-01	City Clerk

Total: 17

Disclosure Descriptions EXHIBIT B (Final Draft)

Entity: City of Long Beach

Agency: Library Services Department

Disclosure Category	Disclosure Description
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).

Total: 1



Airport - Conflict of Interest Code Review
Ken Mason to: Karen McCormick
Cc: Claudia Lewis

06/26/2012 11:31 AM

History: This message has been forwarded.

Karen,

Attached please find the Airport's updated Conflict of Interest Code for Mike Mais' review and approval. If you have any questions or need additional information, please let me know.

Thank you for your assistance,

Ken Mason
Executive Assistant
Long Beach Airport
4100 E. Donald Douglas Dr., Floor 2
Long Beach, California 90808
(562) 570-2607 | www.lgb.org



Airport Conflict of Interest Code.pdf

APPROVED AS TO FORM ROBERT E. SHANNON, City Attorney

7/19 2012 By *M. Mais*
ASSISTANT CITY ATTORNEY

Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: Long Beach Airport Department

Position	Disclosure Category	Files With	Status
Administrative Officer	LBC-01	City Clerk	Unchanged
Consultant	LBC-01	City Clerk	Unchanged
Director	LBC-01	City Clerk	Unchanged
Facilities Maintenance Officer	LBC-01	City Clerk	Added
Leasing and Development Officer	LBC-01	City Clerk	Deleted
Manager - Administration and Financial Services	LBC-01	City Clerk	Added
Manager - Airport Operations	LBC-01	City Clerk	Added
Manager - Operations	LBC-01	City Clerk	Deleted
Noise Abatement Officer	LBC-01	City Clerk	Added
Public Affairs Officer	LBC-01	City Clerk	Unchanged
Senior Civil Engineer	LBC-01	City Clerk	Unchanged
Special Projects Officer	LBC-01	City Clerk	Deleted
Special Projects Officer - Airport	LBC-01	City Clerk	Added
Superintendent - Airport Operations	LBC-01	City Clerk	Unchanged
Superintendent - Airport Security	LBC-01	City Clerk	Unchanged
Superintendent - Facilities Management	LBC-01	City Clerk	Deleted

Total: 16


APPROVED AS TO FORM ROBERT E. SHANNON, City Attorney

7/19/2012 By *M. Rodriguez*
 ASSISTANT CITY ATTORNEY

Run date/time: Tuesday, June 26 2012 11:05:00 AM

Page 1 of 1

APPROVED:



 MARIO RODRIGUEZ
 DIRECTOR, LONG BEACH AIRPORT

6-26-2012

 DATE

Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: Long Beach Airport Department

Position	Disclosure Category	Files With
Administrative Officer	LBC-01	City Clerk
Consultant	LBC-01	City Clerk
Director	LBC-01	City Clerk
Facilities Maintenance Officer	LBC-01	City Clerk
Manager - Administration and Financial Services	LBC-01	City Clerk
Manager - Airport Operations	LBC-01	City Clerk
Noise Abatement Officer	LBC-01	City Clerk
Public Affairs Officer	LBC-01	City Clerk
Senior Civil Engineer	LBC-01	City Clerk
Special Projects Officer - Airport	LBC-01	City Clerk
Superintendent - Airport Operations	LBC-01	City Clerk
Superintendent - Airport Security	LBC-01	City Clerk

Total: 12

**Disclosure Descriptions
EXHIBIT B (Final Draft)**

Entity: City of Long Beach

Agency: Long Beach Airport Department

Disclosure Category	Disclosure Description	Status
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged

Total: 1

**Disclosure Descriptions
EXHIBIT B (Final Draft)**

Entity: City of Long Beach

Agency: Long Beach Airport Department

Disclosure Category	Disclosure Description	Status
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged

Total: 1

Master List of Agency Filers (Final Draft)

Entity: City of Long Beach

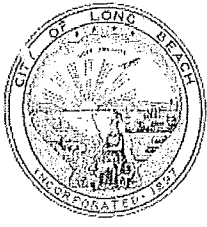
Agency: Long Beach Airport Department

Last Name	First Name	Middle Name	Position	Division	Category	Status
Blood	John		Superintendent - Airport Security		LBC-01	Unchanged
Carlton-Lowe	Carolyn		Manager - Airport Operations		LBC-01	Position Changed
Fabba	Mario		Noise Abatement Officer		LBC-01	Position Changed
Gerot	Kerry	A.	Public Affairs Officer		LBC-01	Unchanged
Karkos	Rachel		Senior Civil Engineer		LBC-01	Unchanged
Lewis	Claudia		Administrative Officer		LBC-01	Unchanged
Pena	Ferdinand		Facilities Maintenance Officer		LBC-01	Position Changed
Rodriguez	Mario		Director		LBC-01	Unchanged
Sedlak	Jeffrey		Senior Civil Engineer		LBC-01	Unchanged
Squires	James	Clinton	Manager - Administration and Financial Services		LBC-01	Position Changed
Vacant			Consultant		LBC-01	
Vacant			Special Projects Officer - Airport		LBC-01	
Zittel	Karl		Superintendent - Airport Operations		LBC-01	Unchanged

Total: 13

Run date/time: Tuesday, June 26 2012 11:05:00 AM

Page 1 of 1



City of Long Beach
Working Together to Serve

Memorandum

Date: January 27, 2012

To: Matthew Ceballos, City Clerk Assistant, City Clerk Department

From:  Kenneth M. Campbell, Personnel Officer
Department of Parks, Recreation and Marine

Subject: REVISION TO CONFLICT OF INTEREST CODE – SCHEDULE “A”

The Department of Parks, Recreation and Marine has made changes to our Schedule “A” – Designated Positions form of the Conflict of Interest Code. Please find the revised version attached. Charles Parkin, Assistant City Attorney, has reviewed and approved the proposed revisions.

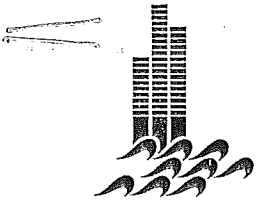
Please process the revised Schedule “A” and notify me when the City Council is scheduled to review and approve the revisions. For your reference, attached is the memo from Mr. Parkin.

Should you have any questions in regards to this matter, please contact me at 8-3188.

KMC/jlr

Attachments

cc: George Chapjian, Director of Parks, Recreation and Marine
John Keisler, Manager, Business Operations Bureau



Date: January 24, 2012
To: Heather A. Mahood, Chief Assistant City Attorney
From: Kenneth M. Campbell, Personnel Officer
Department of Parks, Recreation and Marine
Subject: **CONFLICT OF INTEREST CODE – SCHEDULE “A”**

Charles Parkin

We have revised the Schedule “A” – Designated Positions form, as listed below:

Additions to Designated Positions

Contract Management Officer
Executive Assistant
Manager – Animal Care Services

Please review and approve the revised Schedule “A” – Designated Positions form. After you have completed your review, please stamp this memo “Approved as to Form” and return it to PR&M for further processing.

Your assistance is appreciated. If you have any questions, please do not hesitate to contact me at 8-3188.

KMC/jlr

Attachment

APPROVED AS TO FORM AND RETURNED

1-26, 2012

ROBERT E. SHANNON, City Attorney

By *Charles Parkin*

PRINCIPAL DEPUTY CITY ATTORNEY

SCHEDULE "A"

DESIGNATED POSITIONS

	<u>DISCLOSURE</u>
1. Commissioners of the Parks and Recreation Commission	Full
2. Commissioners of the Marine Advisory Commission	Full
3. Commissioners of the Municipal Golf Commission	Full
4. Commissioners of the Senior Advisory Commission	Full
5. Commissioners of the Youth and Children Commission	Full
6. Community Information Officer	Full
7. Contract Management Officer	Full
8. Department Safety Officer	Full
9. Director of Parks, Recreation and Marine	Full
10. Executive Assistant	Full
11. Financial Services Officer	Full
12. General Superintendent – Recreation	Full
13. Historic Sites Officer	Full
14. Manager – Animal Care Services	Full
15. Manager – Business Operations	Full
16. Manager – Maintenance Operations	Full
17. Manager – Marine Operations	Full
18. Manager – Planning and Development	Full
19. Manager – Recreation Services	Full
20. Park Development Officer	Full
21. Recreation Superintendent	Full
22. Special Projects Officer	Full
23. Superintendent – Park Maintenance	Full
24. Superintendent – Personnel and Training	Full
25. Consultant*	Full

* The Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Director's determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.



RECEIVED
CITY CLERK
LONG BEACH, CALIF.

10 SEP -1 AM 10:08

Date: August 30, 2010
To: Heather A. Mahood, Chief Assistant City Attorney
From: *(initials)* Kenneth M. Campbell, Personnel Officer
Department of Parks, Recreation and Marine
Subject: CONFLICT OF INTEREST CODE – SCHEDULE “A”

VT

We have revised the Schedule “A” – Designated Positions form, as listed below:

Deletions to Designated Positions
Manager – Special Events and Filming

Please review and approve the revised Schedule “A” – Designated Positions form. Your assistance is appreciated. If you have any questions, please do not hesitate to contact me at 8-3188.

KMC/jlr

Attachment

*9-21-10
Found out from Tracy
Dantema, City Clerk's
office, that Heather
Mahood sent this
"Approved as to Form"
memo + ~~Attachment~~
Schedule "A" directly
to the City Clerk's office.
It should have come
back to us for forward-
ing to them. Be sure to
revise memo
next year we
requesting they
send back to
us so that we
can forward to
City Clerk/our mem.*

APPROVED AS TO FORM AND RETURNED

8/31, 2010
ROBERT E. SHANNON, City Attorney

BY *(Signature)*
HEATHER A. MAHOOD
ASSISTANT CITY ATTORNEY

SCHEDULE "A"

DESIGNATED POSITIONS

	<u>DISCLOSURE</u>
1. Commissioners of the Parks and Recreation Commission	Full
2. Commissioners of the Marine Advisory Commission	Full
3. Commissioners of the Municipal Golf Commission	Full
4. Commissioners of the Senior Advisory Commission	Full
5. Commissioners of the Youth and Children Commission	Full
6. Community Information Officer	Full
7. Department Safety Officer	Full
8. Director of Parks, Recreation and Marine	Full
9. Financial Services Officer	Full
10. General Superintendent – Recreation	Full
11. Historic Sites Officer	Full
12. Manager – Business Operations	Full
13. Manager – Maintenance Operations	Full
14. Manager – Marine Operations	Full
15. Manager – Planning and Development	Full
16. Manager – Recreation Services	Full
17. Park Development Officer	Full
18. Recreation Superintendent	Full
19. Special Projects Officer	Full
20. Superintendent – Park Maintenance	Full
21. Superintendent – Personnel and Training	Full
22. Consultant*	Full

* The Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Director's determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Amended August 30, 2010

Effective 10/1/10

Conflict of Interest Code EXHIBIT A (Final Draft)

RECEIVED
CITY CLERK
BEACH, CA
12 AUG -9 PM 4: 15

Entity: City of Long Beach

Agency: Parks, Recreation and Marine Department

Position	Disclosure Category	Files With
Community Information Officer	LBC-01	City Clerk
Consultant	LBC-01	City Clerk
Contract Management Officer	LBC-01	City Clerk
Department Safety Officer	LBC-01	City Clerk
Director	LBC-01	City Clerk
Executive Assistant	LBC-01	City Clerk
Financial Services Officer	LBC-01	City Clerk
General Superintendent - Recreation	LBC-01	City Clerk
Historic Sites Officer	LBC-01	City Clerk
Manager - Animal Care Services	LBC-01	City Clerk
Manager - Business Operations	LBC-01	City Clerk
Manager - Maintenance Operations	LBC-01	City Clerk
Manager - Marine Operations	LBC-01	City Clerk
Manager - Planning and Development	LBC-01	City Clerk
Manager - Recreation Services	LBC-01	City Clerk
Park Development Officer	LBC-01	City Clerk
Recreation Superintendent	LBC-01	City Clerk
Special Projects Officer	LBC-01	City Clerk
Superintendent - Park Maintenance	LBC-01	City Clerk
Superintendent - Personnel and Training	LBC-01	City Clerk

Total: 20

Disclosure Descriptions

EXHIBIT B (Final Draft)

Entity: City of Long Beach

Agency: Parks, Recreation and Marine Department

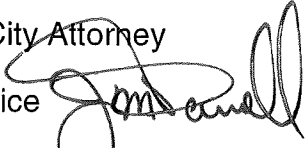
Disclosure Category	Disclosure Description
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).

Total: 1



RECEIVED
CITY CLERK
LONG BEACH, CA

12 AUG 13 AM 9:48

Date: August 3, 2012
To: Michael J. Mais, Assistant City Attorney
From: Jim McDonnell, Chief of Police 
Subject: **UPDATED CONFLICT OF INTEREST CODE - POLICE DEPARTMENT**

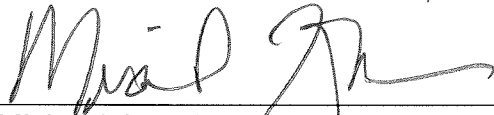
As requested by the City Clerk's Office, the Police Department has reviewed the Conflict of Interest Code Master List of Agency Filers and requests your authorization to make the following changes for 2012:

- Remove – Consultant (no longer used by the Department)
- Remove – Police Community Relations Officer (position was eliminated)
- Remove – Special Projects Officer (position was eliminated)

Upon your approval, we will forward the information to the City Clerk's Office for processing. Attached is the updated Conflict of Interest Code for the Department.

If you have any questions or require additional information, please contact Personnel Division Administrator Karen Owens at extension 87310 or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:



Michael J. Mais
Assistant City Attorney

8-9-12

Attachment

JM:KO:ms
Updated Conflict of Interest Code Master List.doc



**Conflict of Interest Code
EXHIBIT A (Final Draft)**

Entity: City of Long Beach
Agency: Police Department

Position	Disclosure Category	Files With	Status
Administrative Officer	LBC-01	City Clerk	Unchanged
Chief of Police	LBC-01	City Clerk	Unchanged
Consultant	LBC-01	City Clerk	Deleted
Deputy Chief of Police	LBC-01	City Clerk	Unchanged
Employee Assistance Officer	LBC-01	City Clerk	Unchanged
Executive Assistant	LBC-01	City Clerk	Unchanged
Forensic Science Services Administrator	LBC-01	City Clerk	Unchanged
Jail Administrator	LBC-01	City Clerk	Unchanged
Police Admin Bureau Chief	LBC-01	City Clerk	Unchanged
Police Commander	LBC-01	City Clerk	Unchanged
Police Community Relations Officer	LBC-01	City Clerk	Deleted
Police Records Administrator	LBC-01	City Clerk	Unchanged
Special Projects Officer	LBC-01	City Clerk	Deleted

Total: 13

RECEIVED
CITY CLERK
LONG BEACH, CA
12 AUG 13 AM 9:48



Conflict of Interest Code - Biennial Review for Board of Water Commissioners
(Changes due 9/1/2012)
Sandy Fox to: Michael Mais
Cc: Karen McCormick

08/23/2012 11:13 AM

Mike:

Please approve the title change for the Board of Water Commissioners (per attached documents). It used to read Board Member, but the "official" title that they use, and what we have notated on their Form 700's is Commissioner.

Please call me if you have any questions regarding this requested change.

Thank you,



Bd of Water Commissioners Title Change.pdf

Sandy Fox
Executive Secretary
to the Board of Water Commissioners &
General Manager
(562) 570-2302

APPROVED AS TO FORM ROBERT E. SHANNON, City Attorney
..... 8/24 2012 By *M. Mais*

ASSISTANT CITY ATTORNEY



Disclosure Descriptions EXHIBIT B (Working Draft)

Entity: Boards and Commissions

Agency: Water Commission - WD

Disclosure Category	Disclosure Description	Status
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged

Total: 1



Conflict of Interest Code EXHIBIT A (Working Draft)

Entity: Boards and Commissions

Agency: Water Commission - WD

Position	Disclosure Category	Applies With	Status
Commissioner	LBC-01	City Clerk	Renamed
Reason: This is the title on Form 700s and the correct title our Commissioners use.			

Total: 1

APPROVED AS TO FORM ROBERT E. SHANNON, City Attorney

8/21 2012 By *M. Mas*
ASSISTANT CITY ATTORNEY



Conflict of Interest Code - Biennial Review for Long Beach Water Department
(Changes due 9/1/2012)

Sandy Fox to: Michael Mais
Cc: Karen McCormick

08/24/2012 09:18 AM

Mike:

Please review/approve the Position/Category title changes (per attached documents). These changes are being made to align the titles with the current LBWD Salary Resolution WD-1289.

Please call me if you have any questions regarding these requested changes.

Thank you,



2012 Biennial Code Review Docs - Water Dept.pdf

Sandy Fox
Executive Secretary
to the Board of Water Commissioners &
General Manager
(562) 570-2302

APPROVED AS TO FORM ROBERT E. SHANNON, City Attorney
..... 8/24 2012 By *M. Mais*
ASSISTANT CITY ATTORNEY



Conflict of Interest Code EXHIBIT A (Final Draft)

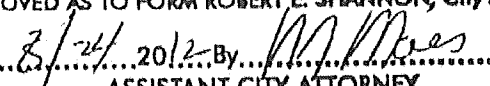
Entity: City of Long Beach

Agency: Water Department

Position	Disclosure Category	Conflicts With	Status
Accounting Officer	LBC-01	City Clerk	Unchanged
Administrative Analyst III	LBC-01	City Clerk	Unchanged
Administrative Officer - Water	LBC-01	City Clerk	Unchanged
Architectural & Engineering Consultant	LBC-01	City Clerk	Unchanged
Business System Specialist VI	LBC-01	City Clerk	Unchanged
Business System Specialist VII	LBC-01	City Clerk	Unchanged
Civil Engineer	LBC-01	City Clerk	Unchanged
Construction Inspector I	LBC-01	City Clerk	Renamed
Reason: Consistency with LBWD Salary Resolution			
Construction Inspector II	LBC-01	City Clerk	Added
Reason: Consistency with current LBWD Salary Resolution			
Consultant	LBC-01	City Clerk	Unchanged
Deputy General Manager	LBC-01	City Clerk	Deleted
Deputy General Manager - Business	LBC-01	City Clerk	Added
Deputy General Manager - Operations	LBC-01	City Clerk	Added
Director of Engineering	LBC-01	City Clerk	Unchanged
Director of Finance	LBC-01	City Clerk	Added
Reason: Correction to title to align with current LBWD Salary Resolution.			
Director of Government & Public Affairs	LBC-01	City Clerk	Unchanged
Director of Planning and Water Conservation	LBC-01	City Clerk	Renamed
Reason: Revision to align title with current LBWD Salary Resolution.			
Director of Water Resources	LBC-01	City Clerk	Unchanged
Division Engineer	LBC-01	City Clerk	Unchanged
Garage Supervisor	LBC-01	City Clerk	Deleted
Garage Supervisor I	LBC-01	City Clerk	Added
Garage Supervisor II	LBC-01	City Clerk	Added
General Manager - Water	LBC-01	City Clerk	Renamed
Reason: Revision to align title with current LBWD Salary Resolution.			
Laboratory Services Supervisor	LBC-01	City Clerk	Deleted
Management Information Systems Officer	LBC-01	City Clerk	Unchanged
Manager of Security and Emergency Preparedness	LBC-01	City Clerk	Unchanged
Manager, Water Quality & Process	LBC-01	City Clerk	Added

Run date/time: Thursday, August 23 2012 02:06:46 PM

APPROVED AS TO FORM ROBERT E. SHANNON, ^{Page 1 of 2} City Attorney


 8/24/2012 By
 ASSISTANT CITY ATTORNEY



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: City of Long Beach

Agency: Water Department

Position	Disclosure Category	Applies With	Status
Reason: Title added to align with current LBWD Salary Resolution.			
Office Administrator	LBC-01	City Clerk	Unchanged
Principal Construction Inspector	LBC-01	City Clerk	Unchanged
Procurement & Warehouse Officer	LBC-01	City Clerk	Added
Procurement & Warehouse Supervisor	LBC-01	City Clerk	Deleted
Safety Specialist I	LBC-01	City Clerk	Renamed
Reason: Change made to align title with current LBWD Salary Resolution.			
Safety Specialist II	LBC-01	City Clerk	Added
Reason: Title added to align with current LBWD Salary Resolution.			
Secretary to the Board	LBC-01	City Clerk	Deleted
Reason: New title added - Secretary to the Board - Water to align with current LBWD Salary Resolution.			
Secretary to the Board - Water	LBC-01	City Clerk	Added
Senior Civil Engineer	LBC-01	City Clerk	Unchanged
Senior Program Manager - Water	LBC-01	City Clerk	Unchanged
Sewer Operations Superintendent	LBC-01	City Clerk	Unchanged
Special Projects Officer - Water	LBC-01	City Clerk	Unchanged
Supervisor - Facilities Maintenance	LBC-01	City Clerk	Added
Supervisor - Stores & Property	LBC-01	City Clerk	Added
Technology Services Consultant	LBC-01	City Clerk	Unchanged
Telemetry Systems Superintendent	LBC-01	City Clerk	Unchanged
Water Laboratory Manager	LBC-01	City Clerk	Added
Water Operations Superintendent	LBC-01	City Clerk	Unchanged
Water Process Manager	LBC-01	City Clerk	Added
Water Support Services Supervisor	LBC-01	City Clerk	Unchanged
Water Treatment Superintendent	LBC-01	City Clerk	Unchanged

Total: 48



Disclosure Descriptions EXHIBIT B (Final Draft)

Entity: City of Long Beach

Agency: Water Department

Disclosure Category	Disclosure Description	Status
LBC-01	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged

Total: 1