



2022 Biennial Review Presentation

Ethics Commission - January 11, 2023

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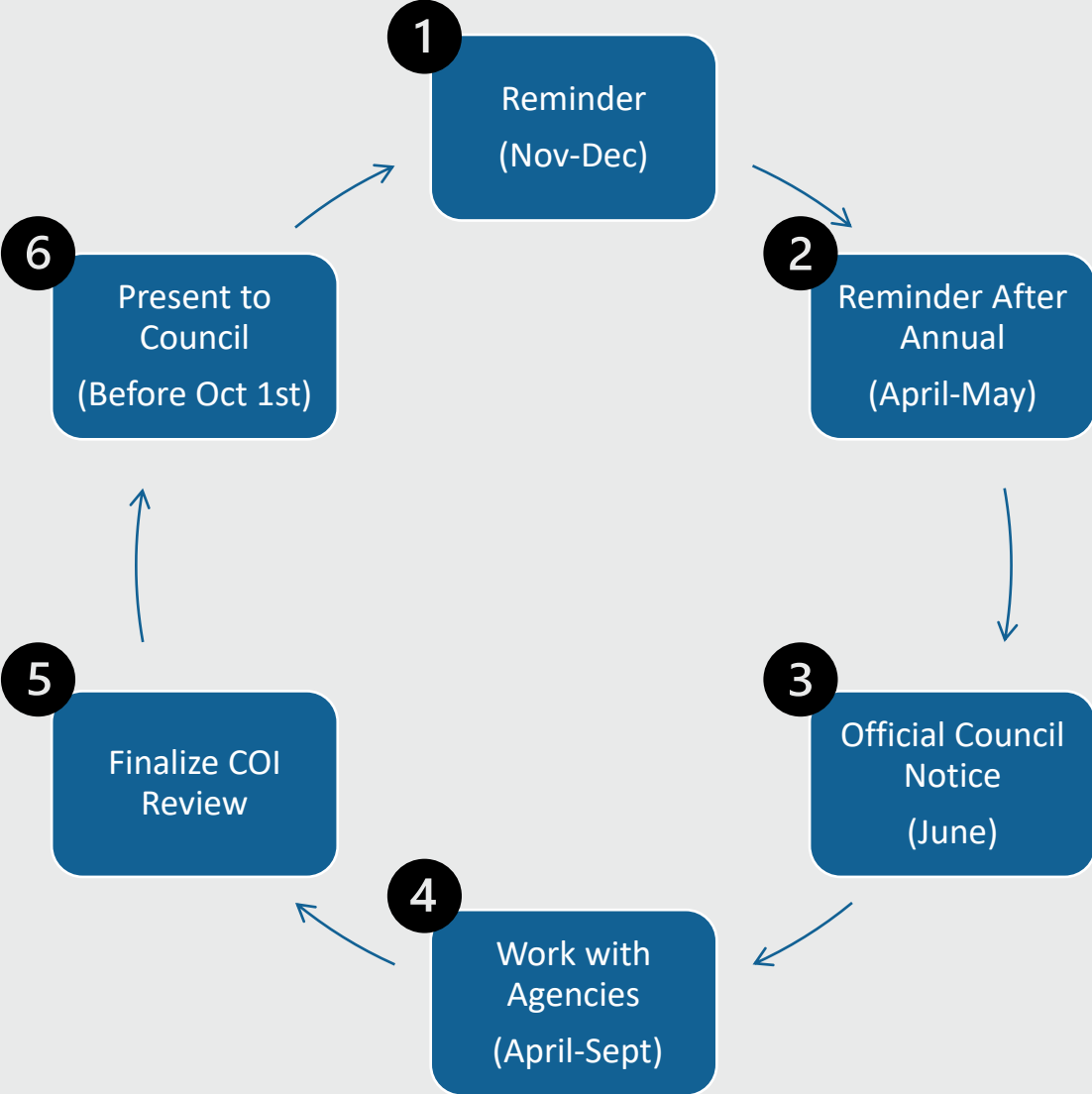
Biennial Review Schedule & Guidelines

Conflict of Interest Code Amendment Schedule & Process

2022 Biennial Conflict of Interest Code Review

Potential Ethics Commission Assistance

Biennial Review Schedule (2 Year Cycle)



The Biennial Review is a codified cleanup of the Conflict of Interest (COI) Code, dictating which positions are required to file. This process occurs every 2 years, falling on an even year.

Our office works with the respective Filing Officials to complete the review.

Between June & September, we update positions, filers & filings to make sure the 700 system properly reflects the current organization structure.

Before the October 1st deadline, City Council approves all code changes.

FPPC Biennial Review Guidelines

Is the current code more than five years old?

Have there been any substantial changes to the agency's organizational structure since the current code was adopted?

Have any positions been eliminated or renamed since the current code was adopted?

Have any new positions been added since the current code was adopted?

Have there been any substantial changes in duties or responsibilities for any positions since the current code was adopted?

If an agency answers “yes” to any of the above questions, most likely its conflict of interest code will need to be amended

July 1, 2022 & October 3, 2022

FAIR POLITICAL PRACTICES COMMISSION

2022 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2022**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 3, 2022**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?

Conflict of Interest Code Cleanup Process


Control D Report

FY Budget

AO Meeting

City Manager Meeting

Filing Official 1 on 1

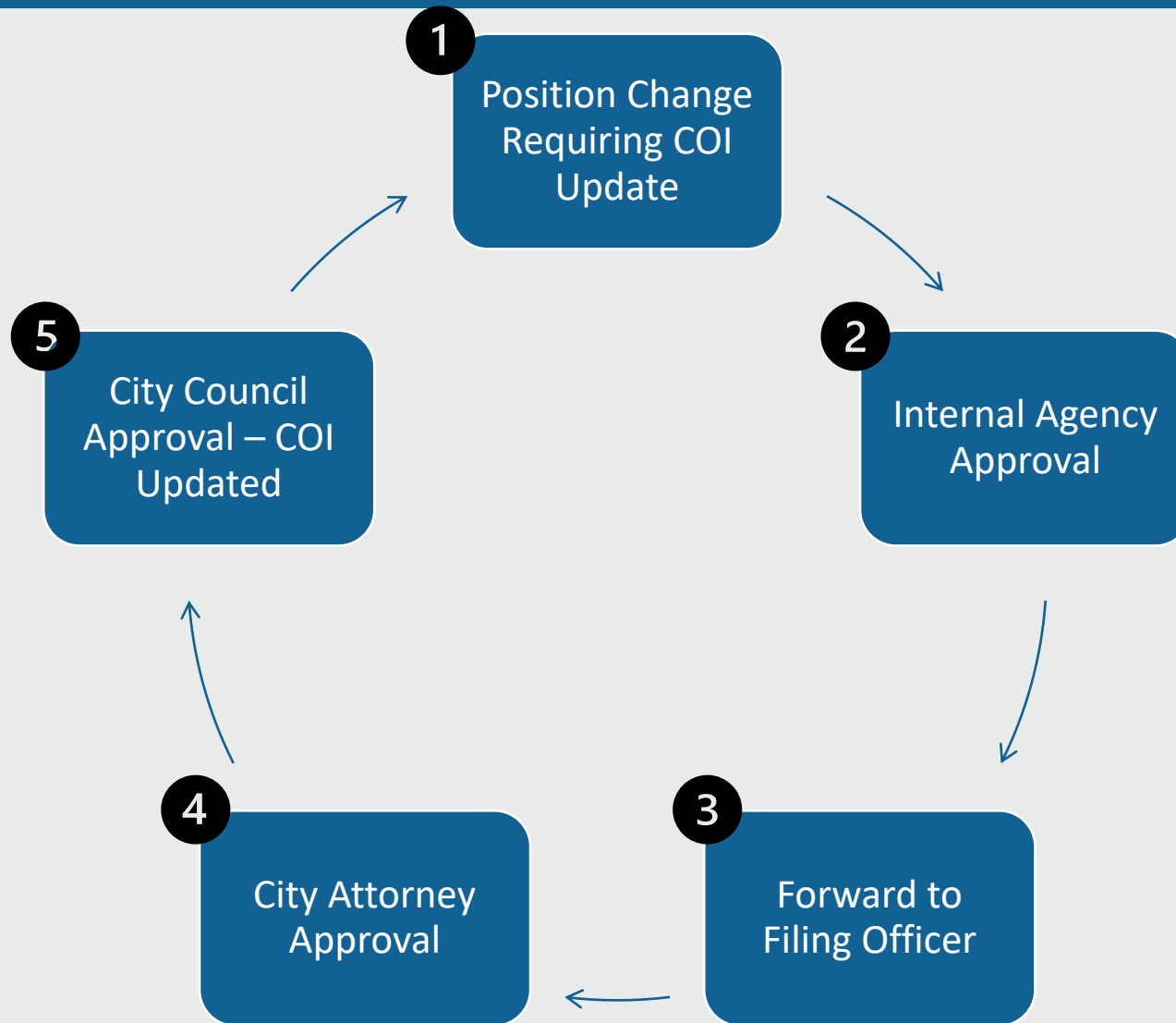
 **List of Positions with Filer Names**

Last Name	First Name	Middle Name	Position	Start Date
City of Long Beach				
Public Works Department				
Anguico	Charlene		Manager - Project Management	03/03/2022
Beck	Justin		Capital Projects Coordinator	03/03/2022
Bodek	Amelia		Capital Projects Coordinator	03/03/2022
Bolin	Jonathon		Administrative Officer - Budget Services	09/13/2022
Castellanos	Angelina		Capital Projects Coordinator	03/16/2019
Cheng	Tina		Capital Projects Coordinator	03/03/2022
Contreras	Joy		Community Relations Officer	01/04/2022
Cox	Arthur		Special Projects Officer	02/26/2020
De La Torre	Daniel		Facilities Management Officer	03/03/2012
Der Gevorgian	Monica		Capital Projects Coordinator	08/17/2017
Fiege	Robert		Capital Projects Coordinator	03/06/2017
Garcia	Elias		Senior Traffic Engineer	01/12/2021
Gee	Daryl		Superintendent - Traffic Operations	03/10/2020
Godinez	Jorge		Special P	
Habib	Mouhsen		Man	
Henderson	Dawn		Ad	

Personnel Summary

Classification	FY 21 Adopt FTE	FY 22 Adopt FTE	FY 23 Prop FTE	FY 22 Adopted Budget	FY 23 Proposed Budget
City Clerk	1.00	1.00	1.00	166,489	177,709
Administrative Officer	1.00	1.00	1.00	108,301	113,791
Assistant City Clerk	1.00	1.00	1.00	135,221	142,055
City Clerk Analyst	2.00	2.00	2.00	187,123	197,433
City Clerk Assistant	2.50	2.50	2.50	135,222	143,967
City Clerk Specialist	4.00	4.00	4.00	335,447	346,498
Executive Assistant	1.00	1.00	1.00	68,959	67,709
Senior City Clerk Analyst	2.76	2.76	2.76	273,584	276,893

Conflict of Interest Code Review Schedule




All Conflict of Interest (COI) code reviews go through the same process. When a position change is noted, the COI code is required to be updated to match the department's structure.

Our office works with the department's Filing Officer to make the change. We notify the City Attorney's Office for approval & draft a staff report for the City Council.

The Conflict of Interest (COI) code change is adopted by the City Council.

Review Process & Council Approval

City Attorney Review



City of Long Beach
Working Together to Serve

Memorandum

Date: October 13, 2022

To: Gary J. Anderson, Assistant City Attorney

From: Phillip McGowan, City Clerk Specialist

Subject: Conflict of Interest Code Revision – Water


In accordance with the Conflict of Interest Code Amendment review process, the City Clerk Department requests that you review and approve the attached amended changes to Exhibit "A".

The following positions have been added/modified (see Exhibit "A"):

- Manager - Sewer Operations
- Manager - Support Services
- Manager - Water Construction
- Manager - Water Services
- Manager - Water Treatment


Your review and approval of the attached revised Exhibit "A" is greatly appreciated.

APPROVED:



GARY J. ANDERSON
ASSISTANT CITY ATTORNEY

Council Review & Approval



Office of the City Clerk
411 West Ocean Boulevard, 11th Floor, Long Beach, CA 90802
(562) 570-6101

C-9

November 1, 2022

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation that City Council receive and approve Initial Conflict of Interest Code filed, in compliance with State law.

DISCUSSION

The Political Reform Act requires the City to adopt initial conflict of interest codes. Government Code Section 87303 requires that each local government agency conduct a review of the conflict of interest codes for an agency. If any amendments are necessary, the proposed amendment(s) should be submitted to the City Council. The following agencies have submitted Exhibit "A" for review:

- Water Department

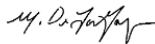
FISCAL IMPACT

None.


SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK



Conflict of Interest Code
EXHIBIT A (Final Draft)

Entity: City of Long Beach
Agency: Water Department

Position	Disclosure Category	Files With	Status
Electrical and Instrumentation Supervisor	LBC-01	City Clerk	Unchanged
Electrical Supervisor	LBC-01	City Clerk	Unchanged
Executive Assistant- Board of Water Commissioners	LBC-01	City Clerk	Unchanged
Executive Assistant to the Board Of Water Commissioners and the General Manager	LBC-01	City Clerk	Unchanged
Executive Assistant to the General Manager	LBC-01	City Clerk	Unchanged
Executive Secretary - Water	LBC-01	City Clerk	Unchanged
Garage Supervisor I	LBC-01	City Clerk	Unchanged
Garage Supervisor II	LBC-01	City Clerk	Unchanged
General Manager - Water	LBC-01	City Clerk	Unchanged
Laboratory Services Officer	LBC-01	City Clerk	Unchanged
Manager - Administration	LBC-01	City Clerk	Unchanged
Manager - Budget and Rates	LBC-01	City Clerk	Unchanged
Manager - Business Development	LBC-01	City Clerk	Unchanged
Manager - Engineering	LBC-01	City Clerk	Unchanged
Manager - Finance	LBC-01	City Clerk	Unchanged
Manager - Government & Public Affairs	LBC-01	City Clerk	Unchanged
Manager - Information Services	LBC-01	City Clerk	Unchanged
Manager - Planning	LBC-01	City Clerk	Unchanged
Manager - Security and Emergency Preparedness	LBC-01	City Clerk	Unchanged
Manager - Sewer Operations	LBC-01	City Clerk	Renamed
Reason: FY23			
Manager - Support Services	LBC-01	City Clerk	Renamed
Reason: FY23			
Manager - Water Construction	LBC-01	City Clerk	Renamed
Reason: FY23			
Manager - Water Process	LBC-01	City Clerk	Unchanged
Manager - Water Quality	LBC-01	City Clerk	Unchanged

2022 Biennial Conflict of Interest Code Review

No amendments or changes made for the 2022 Biennial review

25 amendments were made between the 2020 Biennial review and the 2022 Biennial review

Biennial Review	Total Amendments
2022	0
2020	0
2018	11
2016	3

Potential Ethics Commission Assistance

Add notification of COI code changes to the Ethics Commission in the amendment process

Ethics Commission staff would be notified of the proposed COI amendments when submitted to the City Attorney's office for approval

Ethics Commission may request additional information about the amendment

