



CITY CLERK DEPARTMENT  
Long Beach, California

**C-2**

LARRY HERRERA  
City Clerk

ADMINISTRATIVE DIVISION

Monique De La Garza  
Administrative Officer

ELECTIONS BUREAU

Poonam Davis  
City Clerk Bureau Manager

LEGISLATIVE BUREAU

Merianne Nakagawa  
City Clerk Bureau Manager

February 14, 2012

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

RECOMMENDATION:

Recommendation to receive and approve changes to the Conflict of Interest Code of the City of Long Beach Library Services Department and the Department of Parks, Recreation and Marine.

DISCUSSION

The Library Services Department and the Department of Parks, Recreation and Marine have adopted and forwarded for review a change in their Conflict of Interest Code.

The City Council is the code reviewing body for all departments and advisory bodies, commissions and committees that have previously adopted conflict of interest codes. Government Code Section 87306 provides that agencies shall amend its Conflict of Interest Code when change is necessitated by circumstances, including the creation of new positions, which must be designated pursuant to subdivision (a) of Government Code Section 87302. The proposed version of Schedule "A" has been reviewed and approved by Heather A. Mahood, Chief Assistant City Attorney.

FISCAL IMPACT

None.

SUGGESTED ACTION:

Approve Recommendation.

Respectfully submitted,

LARRY G. HERRERA  
CITY CLERK

Attachments

DEPARTMENT OF LIBRARY SERVICES

SCHEDULE "A"

Designated Positions

1. Director of Library Services
2. Manager-Main Library Services Bureau
3. Manager-Branch Library Services Bureau
4. Administrative Officer
5. Manager-Automated Services Bureau
6. Library Youth Services Officer
7. Head, Main Library Departments  
(Collection Services, Community Services,  
Information Services, Youth Services)
8. Head, Acquisitions/Bibliographic Control Divisions
10. Media Librarian
11. Administrative Analyst
12. Acquisitions Librarian
13. Accounting Clerk



RECEIVED  
CITY CLERK  
LONG BEACH, CA

12 FEB -1 AM 10:45

**Date:** January 10, 2012  
**To:** Heather Mahood, Assistant City Attorney  
**From:** Glenda Williams, Director of Library Services *GW*  
**Subject:** CONFLICT OF INTEREST CODE REVIEW

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We have amended Exhibit "A" of the Conflict of Interest Code for the Library Services Department to reflect the following changes:

- Added "Library Youth Services Officer" as a reporting position
- Changed title from "Manager – Neighborhood Library Services Bureau" to "Manager – Branch Library Services Bureau"
- Changed title from "Acquisitions Supervisor" to "Acquisitions Librarian"

Please advise whether this change will require City Council approval prior to submitting the Conflict of Interest Code to the City Clerk.

GW:bt  
N:\GW conflict of interest code revision 2012.docx

Attachment

APPROVED AS TO FORM AND RETURNED  
1-11, 2012  
ROBERT E. SHANNON, City Attorney  
By *Charles Partin*  
PRINCIPAL DEPUTY CITY ATTORNEY

## SCHEDULE "A"

### Designated Positions

1. Director of Library Services
2. Manager-Main Library Services Bureau
3. Manager-~~Neighborhood~~ Branch Library Services Bureau
4. Administrative Officer
5. Manager-Automated Services Bureau
6. Library Youth Services Officer
7. Head, Main Library Departments  
(Collection Services, Community Services,  
Information Services, Youth Services)
8. Head, Acquisitions/Bibliographic Control Divisions
10. Media Librarian
11. Administrative Analyst
12. Acquisitions ~~Supervisor~~ Librarian
13. Accounting Clerk



**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”**

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.

Amended January 24, 2012

Effective 10/1/11