

Date: January 11, 2023

To: Honorable Members of the Ethics Commission

From: Heather Van Wijk, Ethics Officer

Subject: LB Net Intranet Presentation

The Ethics Commission (Commission) requested that staff give a high-level overview of the City's Intranet services (internal communications network). Attached is the presentation for your review, to be discussed during the January 11, 2023 Commission meeting.

If you have any questions, please contact me at (562) 570-7443.

ATTACHMENT:

Intranet Presentation

Cc: APRIL WALKER, DEPUTY CITY MANAGER
JULIAN CERNUDA, ASSISTANT TO THE CITY MANAGER
TAYLOR ANDERSON, DEPUTY CITY ATTORNEY
JT NAGAYAMA, CITY CLERK ANALYST



City of Long Beach Intranet Presentation Ethics Commission

January 11, 2023

LB NET ~ Homepage

LBNET
Long Beach Intranet

Tuesday, December 27

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LBNET:

"LIFE ISN'T ALWAYS EASY"
In light of recent events, remember MHN is a resource for you and your family. MHN can connect you with a licensed professional for face to face, phone, or web-video sessions. Available 24/7 via 800-426-0025, or online (LBBeWell)
[+Details](#)

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COMMONLY ACCESSED CONTENT

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JENNIFER SAATJIAN IS THE NEW ACCOUNTING SERVICES OFFICER IN THE HEALTH AND HUMAN SERVICES DEPARTMENT!
Jennifer has over 20 years of progressively responsible experience in full-cycle GAAP accounting, budgeting and financial management. Please join us in welcoming Jennifer Saatjian to the City and the DHHS family. She will be located at the DHHS Main Office on 2525 Grand Avenue, Ste 280.

John DuPlissis is Retiring!
John DuPlissis is retiring from the City of Long Beach after 30+ years of service. If you have called into the City of Long Beach you have heard his voice when calling for Utility Services, Planning & Building, Animal Services, etc. Please sign the attached card link to wish him well [here](#).

Alison Spindler-Ruiz is the New Planning Bureau Manager in the Development Services Department!
In this role, she will be responsible for managing the physical development of the city and moving forward various planning efforts. She will also provide leadership and oversight of the Planning Bureau's programs and activities and serve as liaison to the City's Planning Commission.

LBNET
Long Beach Intranet

Friday, Decem

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LBNET:

2023 RETIREMENT PLAN CONTRIBUTION LIMITS
The IRS has announced updated retirement plan contribution limits for 2023.
Click [here](#) to learn more!

2023 Retirement Plan Contribution Limits


PHONE BOOK: CITY EMPLOYEES

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Administrative Regulations
Ethics Guide
Financial Policies
Personnel Policies and Procedures

Friday, December 30,

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[LBNET: POLICIES](#)

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POLICIES

ADMINISTRATIVE REGULATIONS

The purpose of this Administrative Regulation is to implement Section 2.84.040 of the Long Beach Municipal Code and to establish minimum standards for insurance required from governmental agencies, all legal entities, and all individuals that are parties to agreements, contracts, grants, leases, letter agreements, licenses, memoranda of understanding, permits, and similar documents and other written agreements of any kind (including, but not limited to, purchase orders and miscellaneous terms and conditions) wherein the City of Long Beach is also a party. [+View Administrative Regulations](#)

ETHICS GUIDE

The goal of the Ethics Handbook is to increase your awareness of the ethics, conflict of interest and open meeting laws which will govern your service, and to provide you with information about how to seek advice on these matters from the Office of the City Attorney. [+View the Ethics Guide](#)

FINANCIAL POLICIES

Financial policies are high level expressions of direction. Implementation of policies requires detailed procedures and practices. [+View Financial Policies](#)

PERSONNEL POLICIES AND PROCEDURES

Policies and Procedures are principles, rules, and guidelines formulated or adopted by our organization to reach its long-term goals. Policies and procedures are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization. [+View Personnel Policies and Procedures](#)

Administrative Regulations Page

The screenshot displays the Human Resources website for the City of Long Beach. At the top, there is a logo with 'HR' and the text 'HUMAN RESOURCES'. Below this is a navigation bar with links: 'Human Resources Home', 'About Us', 'Policies and Procedures', 'City Employees', 'Jobs', and 'Contact Us'. The main content area is titled 'Administrative Regulations' and contains a list of 20 sections, each in a grey button-like format. To the right of the list is a sidebar with two sections: 'Helpful Links For Employees' and 'Contact Lists'. The sidebar links include CalPERS, EEO, Employee Assistance Program (EAP), City of Long Beach HR Dept, Union Contacts, and Risk Management Bureau.

HUMAN RESOURCES

Human Resources Home | About Us | Policies and Procedures | City Employees | Jobs | Contact Us

Home » HR » Policies And Procedures » Administrative Regulations

Administrative Regulations

- Section 1 - Administrative Organization
- Section 2 - Legislative and Legal
- Section 4 - Transportation and Travel
- Section 6 - Records Management
- Section 7 - ADA Accessibility
- Section 8 - General
- Section 9 - Arts
- Section 15 - Budget
- Section 16 - Fixed Assets
- Section 17 - Reimbursement Agreements
- Section 20 - Funds and Accounts
- Section 21 - Revenues
- Section 23 - Purchasing and Accounts Receivable
- Section 24 - Special Funds Procedures
- Section 32 - Employee Relations
- Section 33 - Personal Training
- Section 34 - Safety Program
- Section 36 - Occupational Health and Safety
- Section 37 - Green and Sustainable Programs

Helpful Links For Employees

- CalPERS
- EEO
- Employee Assistance Program (EAP)

Contact Lists

- City of Long Beach HR Dept
- Union Contacts
- Risk Management Bureau

Personnel Policies and Procedures Page

The screenshot displays the Human Resources website for the City of Long Beach. The page is titled "Policies And Procedures" and is part of a breadcrumb trail: Home > HR > Policies And Procedures. The main content area lists 30 personnel policies and procedures, each with a right-pointing arrow icon. A sidebar on the right contains a section for "Administrative Regulations" with a brief description and a "View ARs" link.

HUMAN RESOURCES

Human Resources Home | About Us | Policies and Procedures | City Employees | Jobs | Contact Us

Home > HR > Policies And Procedures

Policies And Procedures

Personnel Policies And Procedures

- » [Alcohol and Drug Use](#)
- » [Authorized Participation in City Election Activities](#)
- » [Catastrophic Leave](#)
- » [City Identification Cards](#)
- » [Collateral Employment - Business Activity](#)
- » [Communicable Disease Prevention Program](#)
- » [Discrimination Complaints](#)
- » [Employee Exit Survey](#)
- » [Employment Eligibility Verification](#)
- » [Extended Leave](#)
- » [Family Medical Leave](#)
- » [Higher Classification Pay](#)
- » [Hybrid Work Program Policy](#)
- » [Jury Duty](#)
- » [Management Selection and Recruitment](#)
- » [Mandatory Vaccination Policy](#)
- » [Night Shift Differential](#)
- » [Performance-Based Salary Step Increases](#)
- » [Personal Property Reimbursement](#)
- » [Personnel Files and Records](#)
- » [Professional Certification Incentive Program](#)
- » [Review of Summary Criminal History Information for Employment With the City](#)
- » [Skill Pay](#)
- » [Step Placement](#)
- » [Temporary Disability Leave](#)
- » [Tickets & Passes - New Rules](#)
- » [Tickets and Passes - Policy](#)
- » [Unlawful Harassment Complaints](#)
- » [Workplace Threats and Violence](#)

Administrative Regulations

Administrative Regulations (ARs) are administrative policy directives affecting City departments reporting to the City Manager. ARs are also deemed to be in full force and effect until cancelled in writing.

» [View ARs](#)



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Maura Ventura is the New Manager of Administration in the Fire Department!

As a member of the Command Staff and reporting directly to the Fire Chief, Maura will oversee the Fire Department's financial, personnel, and administrative operations. Please join the Fire Department in welcoming and congratulating Maura.



Linda Kolinski is Retiring After 23 Years of Service!

Please join the Health and Human Services Department's Bureau of Environmental Health in wishing Linda Kolinski a happy retirement after 23 years of service with the City.

[Click here](#) if you are interested in joining Linda's retirement celebration!

[ARCHIVE >>](#)

CITY MANAGER NEWS

Weekly News from your City Manager



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[Cyber Security](#)

[Ethics Video Training](#)

[GIS](#)

[Language Access Policy \(LAP Kit\)](#)

[LifeViewHR](#)

[Munis - Financials](#)

[Occupational Health Manager](#)

[Office 365 Training](#)

[OWA - Outlook Web Access](#)

[ProofPoint \(Email Quarantine\)](#)

[Safety](#)

[Simpler v3 \(Financials\)](#)

[Simpler v4](#)

[TIDSM](#)

[TI Event Intake Form](#)

[TI Requests](#)

[TI FAQs](#)

[WC Online Reporting](#)

REPORTS

[Control-D/Web Access - Reports](#)

[Departmental HR Extracts & Reports](#)



Ethics Training Video

The video player displays the cover of a handbook titled "HANDBOOK FOR LONG BEACH CITY OFFICIALS, EMPLOYEES AND COMMISSION MEMBERS ETHICS TRAINING". The cover features the City of Long Beach logo and lists several topics: Financial Disclosure, Acquisition Gifts, Political Activity, Post-City Service Restrictions, and Open Meeting Laws. It is prepared by the Office of the Long Beach City Attorney, Robert E. Shannon. The video player interface shows a progress bar at 0:07 / 1:02:17 and various control icons.

Ethics Video Training Requirement for New Hire Employees

Unlisted

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Thank you

Heather Van Wijk

Ethics Officer

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