

REPORT OF GENERAL MANAGER

APPROVED
OCT 18 2006

NO. 06-308

DATE October 18, 2006

C.D. Various

BOARD OF RECREATION
and PARK COMMISSIONERS

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ADOPTION OF CONFLICT OF INTEREST CODE SCHEDULES A AND B

J. Combs _____	*H. Fujita <u>[Signature]</u>
S. Huntley _____	B. Jensen _____
J. Kolb _____	F. Mok _____
K. Regan _____	M. Shull _____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board act to adopt the attached Conflict of Interest Code Schedules A and B.

SUMMARY:

On July 12, 2006, Mayor Villaraigosa issued Executive Directive No. 7 on the subject of "Governmental Ethics: Departmental Liaison, Training, and Compliance." At its meeting of August 9, 2006, the Board adopted Report No. 06-233 designating Harold Fujita, Director of Human Resources, as the Department's Liaison to the City Ethics Commission in fulfillment of the Mayor's Directive. Part of the responsibility of the newly designated Ethics Liaison was to review Schedule A and Schedule B of the Department's Conflict of Interest Code to ensure they are current and correct.

Schedule A is a list of our Department's "designated positions." It lists positions with responsibility for making or participating in making governmental decisions. By virtue of making or participating in making such decisions, incumbents in these positions are required to file Statements of Economic Interests and are referred to as "designated filers." Schedule A was reviewed and revised to make it current.

Schedule B is a list of our Department's "disclosure categories." These categories are linked to the designated positions listed on Schedule A, specify the types of financial interests that must be reported by designated filers on their Statements of Economic Interests, and are based on the level and type of decision-making authority of each designated position. Schedule B was reviewed and revised to make it current.

As an example to the above, the Department's Board of Commissioners are "designated filers" on Schedule A with a "disclosure category" of 1 as follows:

REPORT OF GENERAL MANAGER

PG. 2

NO. 06-308

Category 1

1. Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to:
 - a. sell goods or services to the Department of Recreation and Parks (Department); or
 - b. become a concessionaire, tenant, or sub-tenant of the Department; or
 - c. become licensed by the Department; or
 - d. issue health, accident or liability insurance to the Department; or
 - e. participate in Department-sponsored grant funded programs; or
 - f. influence any action of the Department; or
 - g. become a competitor of any person or business entity in any of the above groups.
2. Investment in or income including loans and gifts from any person, business or organization which owns real property or represents an owner of real property which during the past 12 months was offered for sale, lease, donation, or was sold, leased or donated to the Department.
3. Income, including loans and gifts from any person, business or organization which is or during the past 12 months:
 - a. was employed by or applied for employment at the Department; or
 - b. attempted to influence any action of the Department of Recreation and Parks; or
 - c. registered or was required to be registered as a municipal legislative advocate pursuant to the L.A.M.C. §48.01 et seq (registered lobbyist), with respect to advocacy before the Department or officers and employees of the Department; or
 - d. offered for sale, lease or donated property to the Department or was sold, leased or granted property by the Department; or
 - e. represented a property owner whose property was offered for sale, was sold, leased or donated to the Department or was sold, leased or granted property by the Department.
4. Interest in real property located within the City of Los Angeles, or within two miles of the boundaries of the City of Los Angeles, or any facility operated or proposed to be operated by the Department.

Prepared by Harold Fujita, Director, Human Resources Division.

DEPARTMENT OF RECREATION AND PARKS
 REVISED CONFLICT OF INTEREST CODE
 SCHEDULE A

ATTACHMENT

Recreation and Parks Operations - Railroad Museum

Railroad Museum Director 5 Vacant

Recreation and Parks Operations - Griffith Observatory

Observatory Director II 5 Edwin Krupp
 Observatory Director I 5 Vacant
 MA II 5 Michael Cole
 Observatory Program Supv 5 Vacant
 Observatory Technical Suprv 5 Earl Vander Wall
 Park Services Suprv 5 Joanne Bolan
 Principal Park Svcs Attd 5 Vacant
 Sr. Observatory Prgm Suprv 5 Vacant
 Management Asst 5 Heather Tarumoto

Recreation and Parks Operations - Hollywood Museum, Sign & Travel Town

Park Services Supervisor 6 Dennis Treadwell
 MA II (Special Facility Liaison) 6 Tom Petrique
 MA II 6 Louis Loomis
 Principal Park Svcs Attd (Sherman Oaks Castle Park)* 6 Cezar Ballardo

Recreation and Parks Operations - Banning Residence & Museum

Banning Res Museum Dir 5 Michael Sanborn
 Historic Site Curator 5 Tara Fansler

Recreation and Parks Operations - Pt. Fermin Lighthouse (add)

Historic Site Curator 5 Kristen Heather

Recreation and Parks Operations - Cabrillo Marine Aquarium

Marine Aquar Administrator 5 Michael Schaadt
 Marine Aquar Curator II 5 Kiersten Darrow
 Marine Aquar Curator II 5 Vacant
 Marine Aquar Curator II 5 Steven Vogel
 Marine Aquar Exhibit Dir 5 Edwin Mastro
 Marine Aquar Program Dir 5 Larry Fukuhara

Recreation and Parks Operations - Drum Barracks

Historic Site Curator* 5 Susan Ogle

Recreation and Parks Operations - Fort MacArthur Military Museum

Maritime Museum Dir 5 Marifrance Trivelli
 Maritime Museum Curator 5 Cipperly Good

Recreation and Parks Region Operations

Assistant General Manager 1 James Combs
 Principal Recreation Suprv II 3 Lydia Ritzman
 Child Care Program Mgr* 4 Carolyn James
 Sr. Rec Director I (Pershing Sq) 4 Louise Capone
 Principal Recreation Suprv I (Sr. Citizens Program) 4 Phil Orland
 Pricipal Recreation Suprv I (Aquatics) 3 Mary Bingham
 Aquatic Director (Aquatics) 4 Joe Batarse
 Aquatic Director (Aquatics) 4 Richard Godino
 Aquatic Director (Aquatics) 4 Patricia Delgado

DEPARTMENT OF RECREATION AND PARKS
 REVISED CONFLICT OF INTEREST CODE
 SCHEDULE A

ATTACHMENT

Recreation and Parks Region Operations (cont'd)

Principal Recreation Suprv I (Community Svcs)	3	Carl Cooper
Recreation Suprv - Muni-Sports	4	Robin Smith
Recreation Suprv - Camps	4	Randy Kelly
Recreation Suprv (L.A. Kids)	4	Steve Vollmer
Recreation Suprv (Sr. Citizen Prog)	4	Laura Island
Sr. Recreation Dir II	4	Rosalynn Brown

Citywide Facility Repair

Construction & Maint Suprv II	2	Mike Fea
Construction & Maint Suprv II	2	Chuck Richmond
Construction & Maint Suprv II	2	Steve Barklow
Build Maint Dist Suprv II	2	Larry Mottler

Golf Operations

Golf Manager*	2	James Ward
Golf Operations Supervisor*	2	Ethel Frey
Sr. Park Maintenance Suprv	2	Ronny Binkier
Financial Analyst II	11	Gayane Manukyan
Pr Grnds Maint Suprv II	2	Robert Davis
Sr. Park Maint Suprv	2	David Wood
Sr. Park Maint Suprv	2	Daniel Ward

Rangers/Communications/Emergency Management

Chief Park Ranger	8	Vacant
Emergency Prep Coord I	8	Vacant

Forestry

Principal Grounds Maint Supv II	2	Laura Bauernfeind
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Procurement

Equipment Specialist II	9	Rob Simanovich
Equipment Specialist I	9	Vacant

Enviromental Analysis

Enviromental Supervisor I*	10	Leila Barker
Enviromental Supervisor II	10	David Attaway
Enviromental Supervisor III (upg)	10	Paul Davis

Real Estate & Asset Management

Sr. MA II*	11	Placido Macaraeg
MA II*	11	Sharon Thomas
MA II*	11	Evangelina Ong King Co
MA II*	11	Joel Alvarez
MA II*	11	John Barraza
MA II*	11	Jocelino Joun
MA II*	11	Vivien Quintos
MA II*	11	Amber Johnson
MA II*	11	Charlene Coney
MA II*	11	Vacant
Sr. MA I*	11	Joan Reitzel
Sr. MA I*	11	Vacant

DEPARTMENT OF RECREATION AND PARKS
 REVISED CONFLICT OF INTEREST CODE
 SCHEDULE A

ATTACHMENT

Advance Planning Division

City Planner	11	Camille Walls
Planning Assist	11	Darryl Ford
Management Analyst II*	11	Orville Patino
Sr. Civil Eng / PM III	1	Mike Shull
Landscape Architect I	11	Robert Oyakawa
Architect Assoc II	11	Vacant
Landscape Architect I	11	Thomas Gibson
Landscape Architect II (upgrade)	11	Susan Gorney
Landscape Architect Assoc III	11	Vacant
Landscape Architect Assoc III	11	Vacant
Landscape Architect III (upgrade)	11	Vacant
Landscape Architect III (upgrade)	11	Vacant
Landscape Architect III (upgrade)	11	John De Witt
Civil Engineer	11	Vacant
Electrical Eng Assoc IV (add)	11	Harry Surmenian

Finance - Budget & Concessions

Chief Financial Officer	1	Faith Mok
Chief Management Analyst	12	Regina Adams
Sr. MA II (Budget & Concessions)	12	Vacant
Sr. MA I (Revenue Management)	6	Evelyn Castillo
Sr. MA I (Concessions Mgmt)	6	Michael Honan

Finance - Systems

Fiscal Systems Spec. II	7	Honglinh Vo
Sr. Systems Analyst II	7	Vacant
Sr. Systems Analyst I	7	Daniel Do
Director of Systems	7	Flora Chang
Systems Programmer I	7	Liceta Draus
Systems Programmer I	7	Brian Cao

Grants Administration

Chief Management Analyst	12	Susan Huntley
Dept. Chief Accountant III	12	Rose Reyes
Sr. Auditor*	12	Vacant
Auditor*	12	Leonides Limqueco
Auditor II (upgrade)	12	Roy Buluran
Auditor	12	Ferdinand Mutuc
Auditor	12	Romeo Garaniel

Human Resources Division

Personnel Director III	13	Harold Fujita
Sr. Personnel Analyst II	13	Debra Maldonado
Safety Engineer	13	John Martinez
Risk Manager	13	Zernan Abad

Public Relations

Public Info Dir I	1	Jane Kolb
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EPICC

Exec Dir Expo Pk Complex	1	Belinda Jackson
Recreation Suprv	4	Arturo Gomez

**DEPARTMENT OF RECREATION AND PARKS
REVISED CONFLICT OF INTEREST CODE
SCHEDULE B – DISCLOSURE CATEGORIES**

ATTACHMENT

CATEGORY 1

1. Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to:
 - a. sell goods or services to the Department of Recreation and Parks (Department); or
 - b. become a concessionaire, tenant, or sub-tenant of the Department; or
 - c. become licensed by the Department; or
 - d. issue health, accident or liability insurance to the Department; or
 - e. participate in Department-sponsored grant funded programs; or
 - f. influence any action of the Department; or
 - g. become a competitor of any person or business entity in any of the above groups.
2. Investment in or income including loans and gifts from any person, business or organization which owns real property or represents an owner of real property which during the past 12 months was offered for sale, lease, donation, or was sold, leased or donated to the Department.
3. Income, including loans and gifts from any person, business or organization which is or during the past 12 months:
 - a. was employed by or applied for employment at the Department; or
 - b. attempted to influence any action of the Department of Recreation and Parks; or
 - c. registered or was required to be registered as a municipal legislative advocate pursuant to the L.A.M.C. §48.01 et seq (registered lobbyist), with respect to advocacy before the Department or officers and employees of the Department; or
 - d. offered for sale, lease or donated property to the Department or was sold, leased or granted property by the Department; or
 - e. represented a property owner whose property was offered for sale, was sold, leased or donated to the Department or was sold, leased or granted property by the Department.
4. Interest in real property located within the City of Los Angeles, or within two miles of the boundaries of the City of Los Angeles, or any facility operated or proposed to be operated by the Department.

**DEPARTMENT OF RECREATION AND PARKS
REVISED CONFLICT OF INTEREST CODE
SCHEDULE B – DISCLOSURE CATEGORIES**

ATTACHMENT

CATEGORY 2

Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposed to:

- a. engage in construction or maintenance of facilities which are on land owned or used by the Department as a contractor or subcontractor; or
- b. supply or manufacture materials for use in the construction or maintenance of facilities and in promotion of public health and safety on land owned or used by the Department which are normally used in the occupational areas supervised or directed by the designated employee.

CATEGORY 3

1. Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to provide any recreation related service, equipment, or supplies including, but not limited to those related to office operations, arts and crafts, museum displays such as paintings or historical artifacts, land and water sports, theater, food service, award ceremony, photography, fireworks, maintenance, and camping which are normally used in the occupational areas supervised or directed by the designated employee.
2. Income, including loans and gifts from any person, from any person who was employed by or who applied for employment at the Department during the past 12 months.
3. Interest in real property located within the City of Los Angeles or within two miles of the boundaries of the City of Los Angeles or any facility operated or proposed to be operated by the Department.

CATEGORY 4

1. Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposed to provide any recreation related service, equipment, or supplies including, but not limited to those related to office operations, arts and crafts, museum displays such as painting or historical artifacts, land and water sports, theater, food service, award ceremony, photography, fireworks, maintenance, and camping which are normally used in the occupational areas supervised or directed by the designated employee.
2. Income, including loans and gifts from any person, from any person who was employed by or who applied for employment in the Department during the past 12 months.

**DEPARTMENT OF RECREATION AND PARKS
REVISED CONFLICT OF INTEREST CODE
SCHEDULE B – DISCLOSURE CATEGORIES**

ATTACHMENT

CATEGORY 5

1. Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to:
 - a. sell goods or services including but not limited to those related to office operations, arts and crafts, museum displays such as paintings, artifacts and specimens and food service to the museum supervised or directed by the designated employee; or
 - b. become licensed by or become a concessionaire, tenant or sub-tenant of the museum supervised or directed by the designated employee; or
 - c. provide lecturing services to the museum supervised or directed by the designated employee; or
 - d. become a competitor of any person or business entity in any of the above groups.
2. Income, including loans and gifts, from any person who, during the past 12 months was employed by or applied for employment at the museum supervised or directed by the designated employee.

CATEGORY 6

Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to become licensed by or become a concessionaire, tenant or sub-tenant of the facility attended by the designated employee.

CATEGORY 7

Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to:

- a. supply computer or information technology hardware or software products to the occupation section whose computer and network systems the designated employee operates or administers; or
- b. provide consulting or education services on computer or information technology to the occupation section whose computer and network systems the designated employee operates or administers.

**DEPARTMENT OF RECREATION AND PARKS
REVISED CONFLICT OF INTEREST CODE
SCHEDULE B – DISCLOSURE CATEGORIES**

ATTACHMENT

CATEGORY 8

Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to:

- a. engage in construction or maintenance of \$1,000 or more of facilities which is on land owned or used by the Department as a contractor or subcontractor, or
- b. supply or manufacture materials valued at \$1,000 or more for use in construction or maintenance of facilities on land owned or used by the Department which are normally used in the occupational areas supervised or directed by the designated employee; or
- c. provide services and materials related to law enforcement and public safety on land owned or used by the Department which are supervised or directed by the designated employee.

CATEGORY 9

Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to supply or manufacture equipment for use in the construction or maintenance of facilities on land owned by the Department.

CATEGORY 10

Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to provide building equipment and fixtures, analytic testing, inspection, report preparation or services involving design, construction or maintenance of facilities for the Department.

CATEGORY 11

1. Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to provide:
 - a. real estate services including but not limited to broker, appraisal, title search, insurance, structural and land inspection and escrow services to the Department; or
 - b. building equipment and fixtures, analytic testing, inspection, report preparation or services involving design, construction or maintenance of facilities for the Department.
2. Income, including loans and gifts from any person, business or organization which is or during the past 12 months:

**DEPARTMENT OF RECREATION AND PARKS
REVISED CONFLICT OF INTEREST CODE
SCHEDULE B – DISCLOSURE CATEGORIES**

ATTACHMENT

- a. attempted to influence any action of the Department; or
 - b. was registered or was required to be registered as a municipal legislative advocate pursuant to the L.A.M.C. §48.01 et seq (registered lobbyist), with respect to advocacy before the Department or officers and employees of the Department; or
 - c. offered for sale, lease or donated property to the Department or was sold, leased or granted property by the Department; or
 - d. represented a property owner whose property was offered for sale, was sold, leased or donated to the Department or was sold, leased or granted property by the Department.
3. Interest in real property located within the City of Los Angeles or within two miles of the boundaries of the City of Los Angeles or any facility operated or proposed to be operated by the Department.

CATEGORY 12

1. Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to:
 - a. provide accounting services including investment counseling or financial auditing services to the Department; or
 - b. become a concessionaire, tenant, or sub-tenant of the Department; or
 - c. become licensed by the Department; or
 - d. participate in Department-sponsored grant funded programs; or
 - e. become a competitor of any person or business entity in any of the above groups.
2. Investment in or income including loans and gifts from any person, business or organization which owns real property or represents an owner of real property which during the past 12 months was offered for sale, lease, donation, or was sold, leased or donated to the Department.
3. Interest in real property located within the City of Los Angeles or within two miles of the boundaries of the City of Los Angeles or any facility operated or proposed to be operated by the Department.

**DEPARTMENT OF RECREATION AND PARKS
REVISED CONFLICT OF INTEREST CODE
SCHEDULE B – DISCLOSURE CATEGORIES**

ATTACHMENT

CATEGORY 13

1. Investment in, or income including loans and gifts from any person, business or organization which currently, within the past 12 months was, or proposes to provide the Department employee training, instruction or seminars, and/or labor relations or management consulting services.
2. Income, including loans and gifts from any person, from any person who is or during the past 12 months was employed by or applied for employment at the Department.