



Administrative Regulations

Number AR2-5
Issue 3

Subject: City Reporting exchanges of Money or Other items of Value Between the City and State Officials.

I. PURPOSE

The purpose of this administrative regulation is to set forth guidelines for reporting exchanges of money or other items of value between the City and any elected state official, a state candidate for elective office, legislative officials, agency officials or their spouses and dependent children.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity. The provisions of this regulation do not apply to exchanges with federal employees or officers or the employees or officers of other local agencies or of states other than California.

III. AMENDMENT

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. DEFINITION OF TERMS The terms defined in Administrative Regulation 2-3, entitled "Procedures for Determination and Registration of City Employees as 'Lobbyist' Under the Political Reform Act of 1974" shall be incorporated by reference for use in interpreting this regulations.

V. POLICY

A. Reporting of "Exchanges" by city departments each department, office, board or commission, by a report submitted to the Intergovernmental Relations Division must do the following:

(1) Identify all employees that are members of the immediate family of an elected state official, state candidate for elective office, legislative official or agency official. The family affiliation and the gross salary of each must be reported as stipulated per Attachment 1.

(2) To the extent known by the City, identify all persons with whom the City does business who are members of the immediate family of, or are themselves elected state officials, candidates for elective state office, legislative officials, or agency officials with whom the City has financial or business dealings of a total value of \$1,000 or more during a calendar year. The identity of each official and amount of each transaction entered into with this official must be reported as stipulated per Attachment 1.

(3) To the extent known by the City, identify all business entities with whom the City does business which have an elected state official, candidate for elective state office, legislative official or agency official as a proprietor, partner, director, office manager or 50% or more owner, and with which the City has financial or business transactions of a total value of \$1,000 or more during a calendar year. The identity of such official and the amount of each transaction entered into with

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this official must be reported on a quarterly basis and by calendar year to date. Transactions where City services or goods are received and paid for by such business entities on terms identical to those charged the public at large are to be included.

The above information is to be reported on Attachment 1 (Exchange of Money or Other Items of Value Between the City and State Officials) and submitted to the Intergovernmental Relations Division by the 10th of the month following the quarter for which the exchanges are being reported.

Attachment No.1
 City of Long Beach
 AR 2-5
 Exchanges of Money or Other Items of Value Between
 The City and State Officials
 Exchanges for the _____ quarter, 19____
 I. Employees

Employees in the Immediate Family of Elected State, Legislative, Agency Officials or State Candidates	Family Affiliation and Relationship	Monthly Gross Wages	Gross Wages Calendar Year to Date

Business Transactions

Persons or Business Entities Associated with State, Legislative, Agency Officials or State Candidates	Identity of Official	Date of transaction	Amount of Transaction this Quarter	Amount of Transaction Calendar year to Date

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I declare that this report is to the best of my knowledge true, correct, and complete and that I have used all responsible diligence in its preparation.

Name, Title			
		(Department Head)	
Date:		Signature	