



# Action Plan Deliverables Update

City of Long Beach Ethics Commission Meeting - October 13, 2021

# Workstream 2.3 (Code of Conduct and Ethics)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
2.3.	Develop “ <b>Code of Conduct</b> ” for city officials and staff (all departments)	Q3 FY21 (to begin process for adoption)	<a href="#">Rec. #5</a> (p. 18-19)	No	1,2,3,4,5/No	Research model versions of other municipalities. Code to communicate a definition of “Ethics” for LB (Audit Rec. #6; p. 21) Consult with the City Attorney and City Manager to ensure Code is in sync with existing City policies. Goal is to establish clear expectations for all City officials, employees, and the public. See Item 2.5 for timeline to adoption.

- Code of Conduct was sent to Human Resources and has since been shared with the bargaining organizations
- Some bargaining organizations have asked to Meet and Confer
- Next steps is to schedule Meet and Confer with requesting organizations

# Workstream 6.2 (2022 Election Materials)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
6.2.	Review <b>City Lobbying &amp; Campaign Financing Requirements</b> and recommend changes, as needed	Q4 FY21	<a href="#">Rec. #5</a> (p. 18)	No	2/No	Benchmark; review distinction between advocacy and lobbying; non-profits/charitable organizations

- Updated: [Campaign Ethics Guide](#)
- Updated: [Beginner's Guide for Prospective Candidates](#)
- In Progress: Candidate Handbook
- In Progress: Ethics Commission letter for Candidate Handbook
- Upcoming: Lobbying

# Workstream 3.2 (Authorities, Boards, Commissions, and Committees Handbook)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
3.2.	Create <b>Ethics Training Program</b> based on Code of Conduct, plan roll-out, and oversee deployment. Provide tracking / reporting mechanism for compliance oversight	Q4 FY22	<a href="#">Rec. #12</a> , <a href="#">Rec. #19</a> (pp. 33 & 37)	Yes	1/No	Annual training specifically targeted for Elected & Appointed; Leaders; all others. To include tracking of mandatory sexual harassment prevention training. Support from Human Resources and other departments will be needed.

- Commission to review on October 13, 2021
- The Handbook is nested under Workstream 3.2 because it is anticipated to be a component of the Ethics Training Program

# Workstream 2.6 (Supplier's Code)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
2.6.	Develop <b>Supplier Code of Conduct</b>	Q4 FY22	<a href="#">Rec. #16</a> (p. 34); <a href="#">Rec #18</a> (p. 34)	No	1,2,5/No	Conduct an assessment of current requirements, standards and policies applicable to procurement and contracts and incorporate into useful document for vendor employees. Consider financial disclosures by consultants involved in decision making positions. Work with City Manager.

- Staff have held meetings with Financial Management to incorporate Supplier's Code into the Procurement Process, and present in December
- Staff is currently working to identify best practices and will begin to draft Supplier's Code
- Draft Supplier's Code will be shared with Ethics Commission for feedback



# Workstream 2.7 (Anti-Retaliation)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
2.7.	Review, consolidate, and modify (if appropriate) <b>Anti-Retaliation Protection Policy</b> , as needed	Q1 FY22 (for final draft to begin process for adoption if substantive changes recommended )	<a href="#">Rec. #20</a> (p. 39)	No	1,2,3/No	Collaborate with City Attorney, City Manager, and other departments. Submit to City Council, if needed.

- Staff held initial meetings with Human Resources (HR) to prepare for January presentation
- Ad Hoc Two has started to review policy and will share feedback with staff and full Ethics Commission
- Staff is identifying best practices and will share findings with HR staff and Commission

# Workstream 2.10 (Immediate Family Disclosure)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
2.10.	Require that newly elected officials and City staff sign <b>Disclosure of Any Members of Their Immediate Family on Staff with the City</b>	Q4 FY22	<a href="#">Rec. #14</a> (p. 34)	No	1,2/No	Draft amendment to Policy 32-1 and <u>submit</u> for adoption. (Does City Manager have authority to change <a href="#">administrative regulation</a> or must this go to City Council?). Recommend process for monitoring.

- Staff held initial meetings with HR to prepare for February presentation
- Ad Hoc Two will review policy and share feedback with staff and full Ethics Commission
- Staff is identifying best practices and will share findings with HR staff and Ethics Commission

# Workstream 2.9 (Conflict of Interest)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
2.9.	Review, consolidate, and propose modification/update if needed, <b>Conflict of Interest</b> policies	Q1 FY22 (for final draft to begin process for adoption of any recommended changes)	<a href="#">Rec. #5</a> (p. 18-19); <a href="#">Rec. #13</a> (p. 33)	Yes	1,2,5/Yes	Review process for oversight of outside employment by City employees; Develop a policy for adoption by the City Council requiring certification of absence of conflict at each City Council meeting (Audit Rec. #13; p. 33). Advocate / obtain compliance by non-CM departments.

- Staff will hold initial meetings with relevant departments to prepare for March presentation
- Ad Hoc Two will review policy and share feedback with staff and full Ethics Commission
- Staff is identifying best practices and will share findings with HR staff and Ethics Commission



# Workstreams 2.1 and 2.2 (Centralizing Ethics Resources)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
2.1.	Develop and Deploy <b>Ethics Media Site with resources for City Employees</b>	Q2 FY22 Then maintain	<a href="#">Rec. #3</a> (p. 14)	No	3,4/No	Create/revamp digital home for all ethics and policy resources for City employees. Consider e-blast to employees re availability of resources. Site will be available to the public.
2.2.	Develop and Deploy <b>Ethics Media Site with additional resources intended for the Public</b>	Q3 FY22 Then maintain	<a href="#">Rec. #6</a> (p. 21) <a href="#">Rec. #7</a> (p. 24)	No	3,4/No	Create/revamp digital home for ethics resources for public

- Centralizing resources is ongoing work
- Awaiting recommendations from USC Ethics Capstone Team

# Workstream 3.2 (Ethics Training Program)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
3.2.	Create <b>Ethics Training Program</b> based on Code of Conduct, plan roll-out, and oversee deployment. Provide tracking / reporting mechanism for compliance oversight	Q4 FY22	<a href="#">Rec. #12</a> , <a href="#">Rec. #19</a> (pp. 33 & 37)	Yes	1/No	Annual training specifically targeted for Elected & Appointed; Leaders; all others. To include tracking of mandatory sexual harassment prevention training. Support from Human Resources and other departments will be needed.

- Ethics Capstone Team currently conducting research, and interviewing key stakeholders
- Recommendations from Ethics Capstone Team expected in December
- Ethics Commission and Staff will review recommendations once received

# Workstream 2.4 (Ethics Guide for Officials and Employees)

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
2.4.	Create comprehensive <b>Companion Document to the Ethics Code</b> to replace current "Ethics Guide"	Q2 FY22	<a href="#">Rec. #3</a> , <a href="#">Rec #4</a> (pp. 14-16)	No	1,2,3,4,5/No	Document to include citation to source regulations, policies, and procedures. Collaborate with City Attorney, City Auditor, Human Resources, and City Manager as needed. New ethics documents should include: Current Ethics Guide information; Information on pathways to report alleged violations; method(s) to obtain additional information and advice on ethics issues; anti-retaliation protection policy; reference to any additional adopted ethics policies, ordinances, and regulations

- Staff will hold initial meetings with relevant departments to prepare for presentation in early 2022

Thank you

