



UPDATE: Ethics Commission Action Plan

**Ethics Commission Meeting
June 14, 2023**

Workstream 1: Ethics Office Structure & Staff

1.1 Publish **Annual Report** on Ethics in the City with achievements of the EC in the past year

The 2022 Annual Report was issued in March 2023

1.4 Compile and Issue Quarterly **Ethics Reports**

City Auditor Doud provided the Fraud Hotline annual report at the March 2023 EC meeting.

Workstream 2: Ethics Resources

2.1 Develop and Deploy **Ethics Media Site** with resources for City Employees

The public-facing ethics website has been migrated over to the city Manager's office.

The internal media site has been created and staff has done a 'soft' launch of the website. As we move towards the June 2023 launch of the CoC training and helpline, the communications strategy will be fully engaged, which should continue to remind the workforce of the Ethics Program and the resources we have and are continuing to create and put in place.

2.2 Develop and Deploy **Ethics Media Site** with additional resources intended for the Public

This work, along with reviewing ethics resources on the Intranet (staff portal), is ongoing.

2.3 Develop "**Code of Conduct**" for city officials and staff (all departments)

COMPLETED: The updated Code of Conduct was formally codified on January 11, 2023.

Workstream 2: Ethics Resources

2.4 Create comprehensive **Companion Document to the Ethics Code** to replace current “Ethics Guide”

Staff is currently working on an updated Ethics Guide per the direction of the Commission. This guide will be a combination of values and compliance.

2.5 **Implement new Code and Guide** to all City Employees

The Guide awaits completion of foundation deliverables.

Updated Code of Conduct training will launch in June 2023.

2.6 **Develop Supplier Code of Conduct**

The draft Vendor Code of Conduct is currently in an ad-hoc committee and will be presented to the entire Commission in May 2023.

Workstream 2: Ethics Resources

2.8 Establish process to provide **Advice and Information** to City employees and the public on Ethics related Issues

The City's new Ethics Helpline will launch in June 2023.

2.11 Create an Ethics Motto

COMPLETED: The Ethics Education Program motto is “Anchored in Ethics.” A symbol was also created.

Workstream 3: Engagement & Outreach

3.2 Create **Ethics Training Program** based on Code of Conduct, plan roll-out, and oversee deployment. Provide tracking / reporting mechanism for compliance oversight

The City's new learning management system has gone live. The Code of Conduct training will launch from this platform in June 2023.

3.4 Create and execute **Outreach Plan** to City employees, elected and appointed officials

A Citywide communications outreach plan will be coordinated with the launch of the Code of Conduct training and helpline.

3.5 Create and execute **Public Outreach Plan** with resources for public on ethics issues, including penalties

EO has started a soft launch the public outreach plan, which includes community engagement

Workstream 4: Intake and Investigation

4.1 Identify and if needed establish **Clear Paths for Reporting of Ethics Violations**, including an anonymous reporting tool (hotline and on-line) and a city-wide database (to be used regardless of the reporting path)

The Ethics Helpline will launch in June 2023.

Workstream 5: Oversight of City Ethics Program

5.1 Implement **Annual Certification of Compliance** with City's Ethics Code

The recommended **Code of Conduct and Ethics** language will require staff to acknowledge receipt of the Code as well as complete a yearly 30-minute training.

Workstream 6: Lobbying & Campaign Finance

6.1 Create Action Plan for Lobbying & Campaign Financing Requirements workstream

ONGOING

Action Plan Goal Prioritization Exercise (summary)

5.2 Identify penalties and discipline that can be imposed for violations and assess possible changes.

2.8 Establish process to provide advice and information to City employees and the public on ethics-related issues.

3.2 Create ethics training program based on Code of Conduct, plan rollout and oversee deployment.

2.4 Create comprehensive companion document to the Ethics Code, to replace current Ethics Guide for Long Beach Officials and Employees.

2.9 Review, consolidate and propose modification or update, if needed, Conflict of Interest policies.

4.3 Establish EC role in investigations.

5.7 EC to conduct proactive audits on select campaign contributions and expenditures.



Thank you