

CITY OF LONG BEACH
ETHICS COMMISSION
Education and Training Ad Hoc Committee

Lani De Benedictis, Commissioner
Luke Fiedler, Commissioner
Barbara A. Pollack, Commissioner



February 9, 2022

Ethics Commission
City of Long Beach
411 West Ocean Boulevard
Long Beach, CA 90802

RE: Education and Training Ad Hoc Committee Report for February 9 Meeting

The Education and Training Ad Hoc Committee met in January 2022 to begin planning for ethics education. Please see the Ad Hoc notes below.

Source/Rationale:

Audit Recommendation #12: Direct all City Departments to provide ethics training to all staff at least once a year, with documentation of such training provided to Ethics Commission staff to review and report compliance.

Audit Recommendation #19: The Mayor and City Council should require that ethics training for all City staff and officials regardless of whether they report to the City Manager or another authority, be required on a regular basis and that compliance be tracked and reported to the Mayor, City Council, City Manager, and Ethics Commission annually. Similarly, attendance at State mandated sexual harassment training for certain City employees every other year should be tracked by staff and reported to the Mayor, City Council, Ethics Commission and City Manager annually.

Action Plan 3.2: Create Ethics Training Program. Provide Tracking / reporting mechanism for compliance oversight.

Action Plan 3.4: Create and execute Outreach Plan to City employees, elected and appointed officials.

Capstone Recommended Implementation of Training / Education:

Design a training that is no more than 30 minutes in length, with content that is engaging and inspiring. The training can touch on compliance ... but should also cover how ethics applies to departments and individual roles.

Update annually. Create a series of “refresher” training tied to events of heightened ethics sensitivity around the year.

Encourage teams to discuss ethics topics weekly. Capstone Report at 40.

Overview of draft Ethics Education Plan:

Who receives Ethics Education?	Every City employee, elected and appointed officials. Identify New Hire & annual education/training population with greater specificity.
Who tracks Ethics Education?	Need a city-wide tracking mechanism to produce reports and follow up on required education.
What topics?	Blended values & compliance-based: Values, Code, Q&A, real scenarios & outcomes, no harassment/no retaliation, Whistleblower, guidance for advice & reporting misconduct; recommend 30-minute modules after new hire (NTE 30 mins) plus topics for staff meeting discussion.
When?	New Hire & several times per year thereafter. Develop calendar for short, targeted education “modules” particularly around events, <u>e.g.</u> gift rules before end-of-year holidays, job-specific issues, and as determined by EO (Ethics Office)/Commission.
Where?	Baseline new employee education via on-line portal, live sessions (to the extent consistent with COVID rules) throughout the year and as determined further by EO/Commission. Maintain on-line library of training modules/how-to guides.
How to manage and improve?	Implement city-wide tracking and report generation tools (software). Establish feedback loop (with confidential option) on relevance, targeting, adequacy, effectiveness of education/training.

Next Steps:

1. EC/Staff works with HR to identify training population and recommended training schedule.
 - a. Portal for on-line training & access to live training; kiosk or other centralized asset is recommended for employees who do not have dedicated computers.
 - b. HR has an Employee Training and Engagement Section under Personnel Operations. What capabilities / availability do they have?
2. Staff to identify tracking mechanism, preferably software-based, to track Ethics education module completions including and beyond new hire education, and to identify employees who have not completed recommended / required education.
3. Kick off training:
 - a. Initial module to accompany issuance of new Code of Conduct.
 - b. Assess existing Ethics education materials, focused on compliance; can we modify to incorporate Values & Code of Conduct or do we need to start from scratch?
 - c. EC/Staff develop primer modules/materials for the Values & Code of Conduct (start prior to hire of EO leader).
4. Additional modules: EC/Staff survey functional and Department leaders (Ethics Liaisons); solicit targeted Q&As and scenarios & outcomes (real or developed) from Liaisons. Refine, vet, and approve materials for variety of uses (e.g., training material and for Ethics Handbook).

Education and Training Ad Hoc Committee Report for February 9 Meeting

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- a. EC/Staff to select initial topics such as gifts/gratuities, conflict of interest, fraud, waste & abuse, etc.
 - b. HR/Staff/EC identify internal IT & live training resources (e.g., deployment, escalation process, translations, etc.). EC/Staff assess availability of free / low-cost COTS-like materials, such as from FPCC, Institute for Local Government, CA Office of the Attorney General, ABA, ALI, etc. Also, per Capstone project, contact LA City Ethics Commission (Executive Director, David Tristan, and former ethics program manager, Shannon Prior) to jump start efforts while other LB-specific modules are in development.
 - c. Tailor separate modules for leadership, electeds, etc. and targeted modules for job specific risk areas.
 - d. Create database of education materials that City employees can access when questions arise or if they seek additional understanding on a specific topic.
5. Collect feedback and integrate in new modules and education plan.
- a. Consider anonymous channel for feedback on training.

Sincerely,

Lani De Benedictis, Commissioner

Luke Fiedler, Commissioner

Barbara A. Pollack, Commissioner

CITY OF LONG BEACH
ETHICS COMMISSION
Communications and Outreach Ad Hoc Committee

Margo Morales, Vice Chair
Kimmy Maniquis, Commissioner
J.P. Shotwell, Commissioner



February 9, 2022

Ethics Commission
City of Long Beach
411 West Ocean Boulevard
Long Beach, CA 90802

RE: Communications and Outreach Ad Hoc Committee Report for February 9 Meeting

The Communications and Outreach Ad Hoc Committee met on January 19, 2022 and February 2, 2022 to incorporate recommendations from the USC Capstone project into the Ethics Commission's Action Plan. The following is an overview of the Workgroup's recommendations.

The Workgroup identified two new work actions to be added to the Action Plan. Staff has incorporated these items for your consideration into the Action Plan (in blue) as indicated below:

- 3.6 - Establish Citywide Ethics Liaison.
 - Development of duties/work activities of ethics liaisons.
 - Including interface with Ethics Commission, Ethics Officer, City staff and elected officials.
 - Function as eyes/ears, dispersing targeted messages and identification of areas for improvement.
 - Non-professional outreach, promotion of ethics/values.
 - Incorporate duties/work activities in performance expectations for each ethics liaison.
 - Identification of time required to perform the role.
 - Develop process to disseminate information and messages to liaisons.
 - Issue a policy directive for all City departments to designate an ethics liaison.

- 2.11 – Create an ethics motto.
 - Discuss best approach to create motto.
 - Ensure that City staff has ownership over motto.

The Workgroup identified the following areas to be addressed and incorporated in the development of an Outreach Plan for City employees and a Public Outreach Plan:

- 3.4 - Create and execute **Outreach Plan** for City employees, elected and appointed officials.
 - Development of monthly messages, i.e., a calendar of messages to for distribution each month via email, newsletter and/or other existing or new options.
 - Develop a plan for areas to be the focus of promotion in future years.
 - Should training be in-person, online or a combination of the two.
 - Develop a material and a plan to conduct in person meetings with staff in all departments. Meetings would include the liaisons, Ethics Officer and Commissioner(s).
 - Leverage use of existing video screens within City buildings to convey ethics/values messages.
 - Use of City intranet to distribute ethics/values messages.

- 3.5 – Create and execute **Public Outreach Plan** with resources for public on ethics issues, including penalties.
 - Develop materials and plan to meet with neighborhood associations, civic groups, and other organizations to inform them of the City’s Ethics Program.
 - Identify resources available to develop and produce public service announcements.
 - Include distribution plan.

The members of the Workgroup look forward to the opportunity to discuss these actions with the full Commission during our February meeting.

Sincerely,

Margo Morales, Vice Chair
Kimmy Maniquis, Commissioner
J.P. Shotwell, Commissioner

**CITY OF LONG BEACH ETHICS COMMISSION
DRAFT ACTION PLAN 3.24.21- Updated 1.7.22**

*Capstone Recommendations are indicated in blue

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
Ethics Office Structure & Staff						
1.1.	Assess/Propose Roles and Responsibilities: Structure, Staffing, Leadership and Reporting	Q4 FY21	Rec. #1 (p. 13)	Need budget analysis then EC makes recommendation to Mayor and City Council delegates authority to EC	2,3,4/No	Where within the city should the Ethics Commission report? City Manager? Define relationship between Commission and City Manager. How should the Ethics Commission be organized? Should there be an Ethics Office under the Commission? Should the Ethics Commission / Office be supported by a dedicated director? What is the optimal size of the Ethics Commission / Office Staff? The Ethics Commission provides recommendations on policy direction pertaining to the City Ethics Program. The Commission is supported by the City Manager's Office, lead department, and the City Attorney's Office and City Clerk's Office. An Ethics Officer is expected to join the team in early 2022.
1.2.	Publish Annual Report on Ethics in the City with achievements of the EC in the past year	Q2 Annual	Rec. #3 (p. 14); Rec. #10 , (p. 30)	No	3,4/No	Public Report A 2020 Annual Report was published in early 2021. An item to initiate a 2021 Annual Report has been added to the January 12, 2022 meeting agenda.
1.3.	Establish a Values Statement for Ethics Commission	Q3 FY21	Rec. #5 (p. 18-19)	No	1,2,3,4,5/No	Pre-work in full commission meeting, serves as foundation of work ahead. The Commission has established the following values:

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						<ul style="list-style-type: none"> • Accountability—the willingness to accept responsibility and account for one’s actions. • Fairness—ensuring equity and due process. • Impartiality—loyalty to the public good. • Diversity—embracing histories, values, and ideas from all backgrounds, and recognizing their contribution to improving the City’s operations, services, and programs. • Transparency—policies and procedures that are open to public observation and scrutiny. • Integrity—the practice of being truthful, seeking truth, and adherence to the City’s values.
1.4.	Compile and Issue Quarterly Ethics Reports	Q2 FY22 then quarterly	Rec. #10 (p. 30)	No	1,2,3,4/Yes	<p>City auditor to present annual fraud report to EC when ready. Quarterly reports to include City Auditor hotline and cases handled through other channels and Hotline metrics. Additional authority required to access Corrective Action Matrix for auditor findings and results of other City conducted Ethics investigations. Need to determine what else should be reported to EC and the public periodically.</p> <p>In September 2021, the City Auditor presented on the case handling process and provided a report on the Fraud Hotline aimed to deter, detect, and disclose fraud within the City.</p>
Ethics Resources						
2.1.	Develop and Deploy Ethics Media Site with resources for City Employees	Q2 FY22 Then maintain	Rec. #3 (p. 14)	No	3,4/No	<p>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.</p> <p>Staff has created a Disclosure Reports and Ethics Portal webpage that brings together various reporting resources and forms for the public, staff,</p>

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
						and elected officials to access with ease. This work, along with reviewing ethics resources on the Intranet (staff portal), is ongoing.
2.2.	Develop and Deploy Ethics Media Site with additional resources intended for the Public	Q3 FY22 Then maintain	Rec. #6 (p. 21) Rec. #7 , (p. 24)	No	3,4/No	Create/revamp digital home for ethics resources for public. Staff has created a Disclosure Reports and Ethics Portal webpage that brings together various reporting resources and forms for the public, staff, and elected officials to access with ease. 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)	Q3 FY21 (to begin process for adoption)	Rec. #5 (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. Define what ethics means in simple terms, on an individual level, as part of a definition that aligns with the organization’s mission, values, and code. Use the definition to create an ethics-related motto. Update the Code to include the new definition. The Code has been drafted by the Commission, completed the internal review process, and is currently awaiting Meet and Confer with Human Resources. Meet and Confers are expected to be scheduled for February 2022.
2.4.	Create comprehensive Companion	Q2 FY22	Rec. #3 , Rec #4	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

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	Document to the Ethics Code to replace current "Ethics Guide"		(pp. 14-16)			<p>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</p> <p>Update the City's Ethics Handbook, under the name "Ethics Regulations" and only include legal requirements and policies.</p> <p>The Commission has been and will continue to review pertinent City policy to provide recommendations to staff. This work will also draw from the recommendations provided by the Ethics Capstone Team to ensure alignment with the City's ethics educational program. Work is ongoing.</p>
2.5.	Implement new Code and Guide to all City Employees	Q3 FY22		No	1,2,3,4,5/Yes	<p>Collaborate with the City Manager and Human Resources regarding implementation. Function as subject matter experts in any dialogue with unions as may be necessary. Communicate with City Council and semi-independent Commissions (Harbor, etc.); work with non-City Manager departments to obtain buy-in and adoption of new ethics document; time issuance with bargaining unit negotiations. Submit final Code to City Council for adoption and work with City Attorney to draft communication re expectations around adherence to Code of Ethics.</p> <p>Awaiting completion of foundation deliverables.</p>
2.6.	Develop Supplier Code of Conduct	Q4 FY22	Rec. #16 (p. 34);	No	1,2,5/No	<p>Conduct an assessment of current requirements, standards and policies applicable to procurement and contracts and incorporate into useful document</p>

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			Rec #18 (p. 34)			for vendor employees. Consider financial disclosures by consultants involved in decision making positions. Work with City Manager. Financial Management staff will present on current procurement process and Supplier's Code work in February 2022.
2.7.	Review, consolidate, and modify (if appropriate) Anti-Retaliation Protection Policy , as needed	Q1 FY22 (for final draft to begin process for adoption if substantive changes recommended)	Rec. #20 (p. 39)	No	1,2,3/No	Collaborate with City Attorney, City Manager, and other departments. Submit to City Council, if needed. Human Resources is preparing to present on existing policy in March 2022.
2.8.	Establish process to provide Advice and Information to City employees and the public on Ethics related Issues	Q1 FY23	Rec. #8 (p. 26)	Yes	1,2,3,4/No	Website and/or anonymous email / phone. Place all ethics-related documents online for transparency and accessibility. The Ethics Capstone Team recommendations will be reviewed for potential next steps.
2.9.	Review, consolidate, and propose modification or update, if needed, Conflict of Interest policies	Q1 FY22 (for final draft to begin process for adoption of any recommended changes)	Rec. #5 (p. 18-19); Rec. #13 (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. City Attorney's Office, Human Resources, and City Manager's Office will be working to develop a presentation for the Commission in May/June of 2022.
2.10.	Require that newly elected officials and City staff sign	Q4 FY22	Rec. #14 (p. 34)	No	1,2/No	Draft amendment to Policy 32-1 and submit for adoption. (Does City Manager have authority to change administrative regulation , or must this go to

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
	Disclosure of Any Members of Their Immediate Family on Staff with the City					City Council?). Recommend process for monitoring. Human Resources is preparing to present on existing policy in April 2022.
2.11.	Create an Ethics Motto	TBD	N/A		No	Discuss best approach to create motto. Ensure that City staff has ownership over motto.
Engagement & Outreach						
3.1.	Integrate Ethics Program language clearly in City's Municipal Code ; draft language and identify where in Municipal code to insert	Q3 FY23	Rec. #5 (pp. 18-19)	No	1,2,3,4,5/ Need approval of the changes	Identify best practices. May include: City's ethics principles; high-level rules and regulations; specification that Program covers City elected, appointed officials, and City employees, including those that do not report to the City Manager. Language of the City's broad ethical values. Specific requirements pertaining to: Campaign finance; Lobbying; Conflict of Interest; Anti-corruption; Governmental Ethics
3.2.	Create Ethics Training Program based on Code of Conduct, plan roll-out, and oversee deployment. Provide tracking / reporting mechanism for compliance oversight	Q4 FY22	Rec. #12 , Rec. #19 (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. Design a training that is no more than 30 minutes in length, with content that is engaging and inspiring. Training may include compliance, specific policies, and reporting procedures. Training should also cover how ethics applies to departments and individual roles. The training should include real-world examples and case studies that help participants think critically through scenarios that they may encounter.

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
						<p>New hires to receive training within 30 days from being brought onboard. All staff to receive training annually.</p> <p>Create a series of ethics “refresher” training methods, such as holidays, elections, and other events.</p> <p>Develop and incorporate engaging and even entertaining training methods, such as videos demonstrating an ethical dilemma. Can also include use of games, contests, and marketing.</p> <p>Update training material annually to reflect the latest issues, and updated policies and procedures. Keep content fresh and interesting.</p> <p>Identify short-term and long-term program goals. These could include training completion rates, incoming questions by staff, response to follow-up opinion changes.</p> <p>Awaiting completion of foundation deliverables, and Commission and Staff to review Capstone Report.</p>
3.3.	Incorporate Supplier Code of Conduct into contracting; develop communications/ outreach to vendors	Q1 FY23	Rec. #16 (p. 34)	No	1,2,5/No	<p>Work with City Staff to incorporate into contracting (at issuance or renewal); include reporting and oversight mechanism. Require consultants to submit financial disclosures, where appropriate. (Audit Rec. #18; p. 34).</p> <p>Financial Management staff will present on current procurement process and Supplier’s Code work in February 2022.</p>
3.4.	Create and execute Outreach Plan to City	Q3 FY22	Rec. #6 , Rec. #7	No	1,3,4/No	<p>The Ethics Capstone Team recommendations will be reviewed for potential next steps.</p>

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
	employees, elected and appointed officials		(pp. 21 & 24)			Utilize existing City communications platforms and encourage ethics messaging from leadership because they have the ability to strongly influence tone. Create branding material and a campaign to appeal to public service motivation, mission valence, and civic pride. Materials should include FAQ, contact info to receive help, and motto. Create an ethics communications plan
3.5.	Create and execute Public Outreach Plan with resources for public on ethics issues, including penalties	Q3 FY22	Rec. #6 (p. 21)	No	4/No	Establish website (per 2.2 above) to house all materials, processes; include a guide with questions to understand what might be a conflict; look to use FPPC advice line and resources; other modes. Create branding material and a campaign to appeal to public service motivation, mission valence, and civic pride. Materials should include FAQ, contact info to receive help, and motto. The Ethics Capstone Team recommendations will be reviewed for potential next steps.
3.6.	Establish Citywide Ethics Liaison					Issue a policy directive for all City departments to designate an ethics liaison.
Intake & 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-	Q2 FY22	Rec. #7 (p. 24)	?	1,2,5/No	Identify current paths for reporting certain offenses and identify gaps; assess how investigations are assigned / conducted and identify gaps; identify other resources to receive complaints. Include sexual harassment and discrimination policies. What does accountability look like? Create an ethics helpline to encourage audiences to proactively reach out with ethics related questions, concerns, or report.

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	wide database (to be used regardless of the reporting path)					Civil Service and Human Resources Departments presented information on reporting pathways to the Commission as well as violation outcomes from 2019. The Ethics Capstone Team recommendations will also be reviewed for potential next steps on best way to educate staff on reporting pathways.
4.2.	Obtain necessary authority to work with City Auditor to implement process of Audits and Effectiveness Checks	Q2 FY22	Rec. #1 (p. 13)		1,2,5/Need access to info without broader publication	
4.3.	Establish / enhance Investigation Function within city and develop guidelines for City conducted investigations. Establish EC Role in Investigatory Process	Q3 FY23	Rec. #1 (p. 13)	Yes	1,2,5/Yes: If EC takes on investigative function.	Prepare matrix of investigative authorities, including FPPC. Charter Amendment will be needed if EC to take on investigations.
Oversight of City Ethics Program						
5.1.	Implement Proactive Measures and Checks for Ethics Program effectiveness	Q2 FY22	Rec #1, Std #1 (pp 11-13)	No	1,2,5/Yes, if centralized in EC	Who is responsible for what? Consider centralization to ensure program consistency and effectiveness. Work with City Manager, City Attorney, and City Auditor on process for receiving reports, data and information on Ethics issues

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
5.2.	Identify Penalties and Discipline that can be imposed for violations. Assess possible changes.	Q1 FY23	Rec. #9 (p. 28)	No	1,2,3/ Potentially yes	<p>Consult with Human Resources and the City Attorney any proposed changes. Establish Corrective Action Guidelines</p> <p>Develop a clear, responsive action plan for managing ethical transgressions with accountability. The plan should include penalties or disciplinary actions for ethical misconduct and information on how retaliation is addressed at the City.</p> <p>Create a reporting chart showing the processes, once determined, and post online.</p>
5.3.	Implement Annual Certification of Compliance with City's Ethics Code	Q3 FY22	Rec. #11 (p. 33)	No	1,2,5/No	<p>May have different certs for employees, managers, and City Council. Collaborate with City Clerk, City Attorney, HR, City Manager, etc. as needed. May need amendment to Municipal Code.</p>
5.4.	Improve Form 700 Compliance , enforcement, and investigation	Q2 FY22	Rec. #21 (p. 44)	No	2,5/No	<p>Request updated report on status of Form 700 filings. May include recommendation of local fines and/or other penalties for adoption by City Council.</p> <p>City Clerk provided multiple reports on Form 700 compliance and announced 100% Form 700 compliance for the latest filing period.</p>
5.5.	Review existing Gift Disclosure policy and propose, if needed, improved process for Review of Gift Disclosures and Donors against City contracts, development projects to ensure there is no conflict of interest	Q2 FY23	Rec. #22, Rec #23; (p. 47)	No	1,2,5/No	<p>Draft and recommend language and process that increases timely submission compliance of all applicable gift disclosure forms prior to or within 10 days of gift receipt; AR8-2 and AR2-5</p>

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
5.6.	Direct appropriate staff to Periodically Audit City Buyers' Activities	Q3 FY22	Rec. #17 (p. 34)	No	1,2,5/Yes	Charter Amendment may be needed as well as assistance from City Auditor's Office.
5.7.	EC to conduct Proactive Audits on Select Campaign Contributions and Expenditures	Q2 FY23	Rec. #15 (p. 34)	Yes, f conducted by EC	1,2,5/Yes	Charter Amendment may be needed. Once process has been established, would EC hire a consultant/outside auditor?
Lobbying & Campaign Financing Requirements						
6.1.	Create Action Plan for Lobbying & Campaign Financing Requirements workstream	Q3 FY21	Rec. #5 (p. 18)	No	No	Consider retention of external expert to conduct workshop with EC re best practices. For reference, resources and code LBMC 2.08 relating to Lobbying can be found here: http://www.longbeach.gov/cityclerk/services/lobbyist/
6.2.	Review City Lobbying & Campaign Financing Requirements and recommend changes, as needed	Q4 FY21	Rec. #5 (p. 18)	No	2/No	Benchmark; review distinction between advocacy and lobbying; non-profits/charitable organizations City Clerk will present on this issue in February 2022.
6.3.	Review sample of Mayor and City Council Visit Logs and Calendars to identify lobbyists	Q4 FY22	Rec. #24 (p. 49)	No	1,2,5/If needed to get access to the records	Calendars to be included in definition of public records

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
	and ensure compliance with requirements					
6.4.	Oversight of City Revolving Door Regulations	Q1 FY23	Rec. #25 (p. 49)	No	1,2,5/Yes	
6.5.	<i>Workstream deliverables to be expanded</i>					

Potential new workstream/deliverable:

- Incorporate new ethics-related language and questions in all city job postings, interview questions and the job performance evaluation process.

Duties of Ethics Commission

1. Support stakeholders in administering the provisions of the Charter and laws relating to campaign finance, conflicts of interest and governmental ethics
2. Recommend improvements to increase effectiveness of campaign finance reform, lobbying, governmental ethics and conflicts of interest laws
3. Advocate understanding of the Charter, City ordinances and the roles of elected and other public officials, City institutions and the City electoral process
4. Educate stakeholders about City, state, and federal ethic laws and the importance of ethics to the public's confidence in municipal government
5. Assist departments in developing their conflict of interest codes as required by law

*Timeline Priority: Fiscal Year (FY): October 1 to September 30

Q1: October 1 to December 31

Q2: January 1 to March 31

Q3: April 1 to June 30

Q4: July 1 to September 30