



City of Long Beach Ethics Commission

Action Plan Deliverables Timeline

August 11, 2021

Code of Conduct and Ethics (2.3)

July 2021:

- Commission receives routing process feedback, agrees to any changes, and adopts amended Code

August – October 2021:

- Human Resources notices bargaining organizations and solicits their feedback

November 2021:

- Staff receives and synthesizes bargaining organizations feedback, feedback shared with Commission and Commission agrees to any changes and potentially adopts amended Code

December 2021:

- Commission adopts final Code, if not adopted in November, and sends Code to City Council for Citywide adoption

January 2022:

- Code codified in Municipal Code!

Action Plan

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
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.

2022 Election Materials (3.2 and 6.2)

July 2021:

- Commission receives the following election-related materials for review and recommendation:
 - 2020 Primary Nominating Election Candidate Handbook
 - 2022 Beginner's Guide for Prospective Candidates
 - Campaign Ethics Guide

August 2021:

- Commission discusses Beginner's Guide and Campaign Ethics Guide for Prospective Candidates and provides recommendations to City Clerk
- Commission may recommend staff to report back on changes made to documents at a future date

September 2021:

- Commission receives Campaign Finance Presentation
- Commission discusses Candidate Handbook and provides recommendations to City Clerk

Action Plan

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
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.
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

Ethics Guide for Officials and Employees (2.4 and 3.2)

October 2021:

- Commission receives Ethics Guide presentation from City Attorney
- Commission discusses Ethics Guide and provides recommendations to City Attorney

November 2021:

- Commission continues to discuss Ethics Guide to provide recommendations, if needed

December 2021 – January 2022:

- Staff brings back Ethics Guide for final review

Action Plan

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
2.4.	Create comprehensive Companion Document to the Ethics Code to replace current "Ethics Guide"	Q2 FY22	Rec. #3 , Rec. #4 (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
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.

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

November 2021:

- Commission receives Handbook presentation from City Clerk
- Commission discusses Handbook and provides recommendations to City Clerk

December 2021:

- Commission continues to discuss Handbook to provide recommendations, if needed

January 2022:

- Staff brings back Handbook for final review

Action Plan

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
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.

Additional Ethics Program Components

December 2021:

- Supplier's Code: Commission receives presentation from Financial Management on current supplier code work (2.6)

January 2022:

- Anti-Retaliation Policy Presentation (2.7)
- Conflict of Interest Policy Presentation (2.9)

February 2022:

- Immediate Family Disclosure Presentation (2.10)

Ongoing

- Centralizing existing and emerging Ethics Program resources on website and intranet for public and employees (2.1 and 2.2)

Action Plan

Workstream	Deliverable	Timeline Priority*	Audit Ref.	Additional Budget Needed	Authority / Additional Authority Needed	Notes / Next Steps
2.6.	Develop Supplier Code of Conduct	Q4 FY22	Rec. #16 (p. 34); Rec #18 (p. 34)	No	1,2,5/No	<u>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.</u>
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.
2.9.	Review, consolidate, and propose modification/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.

Action Plan

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2.10.	Require that newly elected officials and City staff sign Disclosure of Any Members of Their Immediate Family on Staff with the City	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 City Council?). Recommend process for monitoring.
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	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 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

Thank you

