

**City of Long Beach***Working Together to Serve***Office of the City Attorney****Memorandum**

DATE: April 7, 2021

TO: Honorable Members of the Ethics Commission

FROM: Amy R. Webber, Deputy City Attorney *ARW*

SUBJECT: Draft Ethics Commission Communications Policy

Per your request, please see attached draft Ethics Commission Communications Policy for consideration at your April 14, 2020 meeting.

If you have questions regarding this draft, please let me know.

ARW:bg

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cc: Rebecca Guzman Garner, Administrative Deputy City Manager
Julian Cernuda, Special Projects Officer
JT Nagayama, City Clerk Specialist

CITY OF LONG BEACH ETHICS COMMISSION
COMMUNICATIONS POLICY

The people of Long Beach depend on a city government that operates equitably, ethically, and transparently, and that works to promote public trust and confidence. The Ethics Commission strives to advance public trust and confidence in the City's government through education and the development of policies and processes that promote each of the City's values of Accountability, Fairness, Impartiality, Diversity, Transparency, and Integrity.

In 2018, the voters approved, Measure CCC, establishing procedures for an Ethics Commission independent of the City Council. To promote these values and mission, the Ethics Commission adopts the Communications Policy below:

“To ensure transparency in communications relating to ethics issues, thereby improving public confidence in the process, Ethics Commission members and staff should use their best efforts to not communicate with or receive communications regarding ethics matters pending or reasonably expected to come before the Ethics Commission from anyone except at a public meeting or through the process established for accepting written public comment. This does not prohibit:

- communication among Ethics Commission members, staff, legal counsel, and consultants retained by the Commission that are otherwise permitted by State and City open meeting requirements; or
- commissioners, staff, legal counsel, or consultants from engaging in public education and outreach, including explaining how the Ethics Commission functions and encouraging public participation.

Communications between commissioners, commission staff, and consultants do not extend to all elected officials and their staff. Communications from or to elected officials should be in writing addressed to the Commission or should occur at a public Commission meeting.”