

Date: June 2, 2022

To: Honorable Members of the Ethics Commission

From: April Walker, Administrative Deputy City Manager

Subject: Monthly Ethics Officer Report (June 2022)

Per the Commission's suggestion, the Ethics Officer will give a standing update on various topics of interest during the monthly Ethics Commission meeting. Attached is the outline of the June 8, 2022 update.

If you have any questions, please contact me at (562) 570-6561.

ATTACHMENTS

CC: HEATHER VAN WIJK, ETHICS OFFICER
JULIAN CERNUDA, SPECIAL PROJECTS OFFICER
TAYLOR ANDERSON, DEPUTY CITY ATTORNEY
JONATHAN NAGAYAMA, CITY CLERK ANALYST



Ethics Officer Report

June 8, 2022

Ethics Officer Report

- Code of Conduct and Ethics update
 - Concerns identified through the meet & confer process
- Education Program update
 - Learning Management System
 - Content creation
 - Program launch
- Communications Plan & Develop Branding Strategy
 - Developing Motto and Catchphrase
 - Using Microsoft Forms to engage City workforce
- Anticipated Monthly Schedule update
 - Through October 2022

Anticipated Monthly Calendar (2022)

Action Plan Deliverables Timeline Anticipated Monthly Schedule

2021

July
Commission receives Code of Conduct routing process feedback, agrees to any changes, and potentially adopts amended Code
Commission receives election related materials for review and recommendation
Commission receives disciplinary workflow and data presentation from Civil Service and Human Resources
August
Commission discusses Beginner's Guide for Prospective Candidates and provides recommendation to City Clerk
Commission continues Code of Conduct discussion, if needed
Staff works with Human Resources to distribute Code to bargaining units for review and input
September
Commission discusses Candidate Handbook and provides recommendations to City Clerk
Commission continues discussion on Candidate Handbook, if needed
City Auditor Fraud Hotline Report
October
Staff brings back Reporting Pathways resource for Commission review and recommendations
Commission discusses Authorities, Boards, Commissions, and Committees Handbook to provide recommendations, if needed
November
Commission Conducts Workshop with Ethics Capstone Team to receive progress report on development of an Ethics Education Program
December
Commission Receives final presentation on Ethics Capstone Team educational program recommendations

2022

January
Capstone Report on Ethics Education Program review
February
Supplier's Code: Commission receives presentation from Financial Management on current supplier code work
Lobbying
March
Anti-Retaliation/Anti-Harassment Policy presentation and review
April
Immediate Family Disclosure Presentation and Review
Staff receives and synthesizes bargaining organizations feedback on Code and updates Code with any changes to present to Commission
May
Commission's Communications Policy is brought back for review and adoption
Gift Disclosure Policies presentation and review
June
Form 700 Yearly Report
Commission's Communications Policy is brought back for review and potential adoption
Discussion on District Attorney letter regarding campaign violations
Ethics Officer Report
July
Commission Chair and Vice Chair elections
Code of Conduct is shared with Commission and may be sent to Council for review and adoption as an ordinance
Procurement and accounts payables processes presentation and question gathering
Lobbying – Ad Hoc on Lobbyist Ordinance presentation and recommendations
Ethics Office Report
August
Conflict of Interest Policy Presentation and Review
Immediate Family Disclosure policy presentation and review
Procurement and accounts payable processes responses provided
Ethics Officer Report
September
Public Records Request Act (PRA) presentation
Supplier's Code draft presentation and review
Ethics Guide presentation
Ethics Officer Report
October
Conflict of Interest
Ethics Guide Review
Ethics Officer Report

**Action Plan Deliverables Timeline
Anticipated Monthly Schedule**

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