

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

DATE: May 5, 2021

To: Members of Ethics Commission

FROM: Amy R. Webber, Deputy City Attorney

SUBJECT: **Process for Placing Items on the Agenda and Annual Reporting Items**

To improve transparency and organization, we are providing information related to the process for commissioners to place items on the Ethics Commission agenda.

I. Agenda Items

There are two ways an item may be placed on the agenda by members of the Commission. One way is to contact the Chair and make a request. The other way is to make the request at a Commission meeting, during the ongoing agenda item entitled "Remarks from Chair and Commissioners."

II. Annual/Recurring Reporting

Certain items may require ongoing updates, such as an annual presentation from the City Auditor on compliance with audit findings, an annual report from the City Clerk on Form 700 fillings or the preparation of an annual Commission report. Going forward, it may be desirable to establish standing dates for these items to increase public awareness and participation.

If you have questions regarding these matters, please let us know.

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CC: REBECCA GUZMAN GARNER, ADMINISTRATIVE DEPUTY CITY MANAGER
JULIAN CERNUDA, CITY MANAGER'S OFFICE
JT NAGAYAMA, CITY CLERK'S OFFICE