

**CITY OF LONG BEACH  
ETHICS COMMISSION  
Ad Hoc Committee One**

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REVISED**

**Margo Morales, Vice Chair  
Kimmy Maniquis, Commissioner**



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May 12, 2021

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

**RE: AD HOC COMMITTEE ONE REPORT ON APRIL 2021 MEETING**

Ad Hoc Committee One met on April 27, 2021 to identify work activities to address the action items assigned to us. Currently, we are in the process of gathering data and information to best inform our development of proposed programs, policies and/or procedures for presentation to the full Commission.

During our meeting we identified the following areas requiring further research:

- Study the ethics staffing structure currently in place in other jurisdictions.
- Requested copies of current City of Long Beach policies and procedures pertaining to campaigns and lobbying for review.
- Review of the Fair Political Practices Commission (FPPC) website for information, rules, and existing data.
- Study and compare campaign regulations in other California jurisdictions to City of Long Beach.
- Conduct research to identify potential subject matter experts on campaign and lobbying ethics to advise our work.

During our May meeting we will begin work on a timeline for our deliverables.

Sincerely,

Margo Morales, Vice Chair  
Kimmy Maniquis, Commissioner

**CITY OF LONG BEACH  
ETHICS COMMISSION  
Ad Hoc Committee Two**

**Susan Wise, Chair**  
**Lani De Benedictis, Commissioner**  
**J.P. Shotwell, Commissioner**



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May 12, 2021

Ethics Commission  
City of Long Beach  
411 West Ocean Boulevard  
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**RE: Ad Hoc Committee Two Activity Report**

Ad Hoc Committee Two is focusing on five near-term deliverables from the Action Plan. The committee has established next steps and determined leads for each of these deliverables. Target due dates for each of the steps are still being determined.

- **Anti-Retaliation Policy** [*Item 2.7; 12/31/21 completion deadline*] – Chair Wise (lead)
  - Create preferred template for city policies that follows a standard structure, provides a quick summary of key policy elements, and allows the user to easily locate applicable policy provisions (performed in conjunction with the Conflict of Interest Policy development) [Target Due Date: TBD]
  - Work with City Staff/City Attorney to identify anti-retaliation requirements in existing city policies and administrative regulations [Target Due Date: TBD]
  - Benchmark anti-retaliation policies in place in other municipalities and models provided by trade associations [Target Due Date: TBD]
  - Outline and draft Anti-Retaliation Policy [Target Due Date: TBD]
  - Request staff develop a plan for implementation of the anti-retaliation policy within the various City Departments and related education of staff, electeds, appointed commissioners, and volunteers regarding the policy. [Target Due Date: TBD]
- **Conflict of Interest Policy** [*Item 2.9; 12/31/21 completion deadline*] – Commissioner De Benedictis (lead)
  - Create preferred template for all city policies that follows a standard structure, provides a quick summary of key policy elements, and allows the user to easily locate applicable policy provisions (performed in conjunction with the Anti-retaliation Policy development) [Target Due Date: TBD]
  - Work with City Staff/City Attorney to identify conflicts of interest requirements in existing city policies and administrative regulations. This search will include gifts, gratuities, meals, entertainment, collateral employment, nepotism, and election participation provisions. [Target Due Date: TBD]

- Benchmark conflicts of interest policies in place in other municipalities and models provided by trade associations [*Target Due Date: TBD*]
- Outline and draft comprehensive Conflicts of Interest policy and revised/draft any necessary subordinate policies [*Target Due Date: TBD*]
- Request staff develop a plan for implementation of the conflict of interest policy within the various City Departments and for related education of staff, electeds, appointed commissioners, and volunteers regarding the policy. [*Target Due Date: TBD.*]
- **Long Beach Ethics Media Site** [*Item 2.1, 3/31/22 completion deadline*] – Commissioner Shotwell (lead)
  - Work with City Staff to identify existing on-line and printed ethics resources provided by the city, including hotlines/helplines, and the location (including web locations) of those resources [*Target Due Date: TBD*]
  - Work with City Staff to update the Ethics Commission's website to promote easier access to existing resources while new resources and a new Media Site are developed [*Target Due Date: TBD*]
  - Work with City Staff to mockup version 1.0 of a new Media Site with the optimal layout of existing and new resources to promote intuitive access [*Target Due Date: TBD*]
  - Identify City resource to develop revamped media site and links to resources [*Target Due Date: TBD*]
  - Assess whether a single ethics resource Media Site for the city will resonate with employees/officials or if certain departments (e.g., Harbor Department) require their own sites that mirror the City's site [*Target Due Date: TBD*]
- **Long Beach Ethics Guide** [*Item 2.4; 3/31/22 completion deadline*] – Commissioner Shotwell (lead)
  - Identify partners in City Attorney's office to work with in developing and drafting new Long Beach Ethics Guide [*Target Due Date: TBD*]
  - Work with City Staff to gather all existing guidance and resources provided by the city to promote ethical and compliant behavior, including the existing Long Beach Ethics Guide and promotional items [*Target Due Date: TBD*]
  - Identify resources that should be retired, revamped, or maintained and incorporate by reference/link into the updated Long Beach Ethics Guide [*Target Due Date: TBD*]
  - Outline and draft content for the new Long Beach Ethics Guide [*Target Due Date: TBD*]
  - Work with City Staff and graphics artist to create a publishable version (virtually and printed) of the Long Beach Ethics Guide [*Target Due Date: TBD*]
- **Code of Conduct** [*Item 2.5; June 30, 2022 deadline*] – Chair Susan Wise (lead)
  - Request staff to submit a plan or recommendations for the review of the new Code of Conduct by appropriate departments and adoption by the City Council, along with monthly reports to the Ethics Commission on the progress of approvals and implementation [*Target Due Date: TBD*]

The committee's initial review of existing personnel policies and procedures, along with administrative regulations, has identified the need to consider an overarching policy structure for the city where all policies have a consistent structure/style and can be accessed in one virtual location. If employees and officials are to be held accountable to these policies, they need to be able to easily access the policies and understand their provisions. Something as simple as the use of the word "must" in one policy and "shall" in another can create confusion as to whether something is actually required. Such confusion and lack of clear and consistent guidance could lead to potential misconduct that could have been avoided. We believe that some of this work may exceed the jurisdiction of the Ethics Commission and should be considered by Ad Hoc Committee One in determining the Ethics Office Structure and roles.

This committee, and likely all three committees, will need extensive staff assistance in completing the deliverables. Given anticipated budgetary constraints, we recommend that the Commission and staff identify potential community partnerships (e.g., LBUSD K-12, CSULB, Ukleja Center for Ethical Leadership, LBCC) to assist with the work. Such partnerships and activities will increase and leverage community involvement and raise awareness of the City's commitment to an ethical government and public accountability. Some examples of partnerships include art contests/projects to develop posters promoting the values that have been identified and ethical conduct, research papers on topics where the Commission and City could use further expertise, including first drafts of certain policies, and possible internships for students needing some practical experience or exposure to gain credits. We suggest potential partners should be invited to Commission and/or committee meetings in the near future to discuss opportunities for collaboration.

Sincerely,

Susan Wise, Chair

Lani De Benedictis, Commissioner

J.P. Shotwell, Commissioner

**CITY OF LONG BEACH  
ETHICS COMMISSION  
Ad Hoc Committee Three**

Luke Fiedler, Commissioner  
Barbara A. Pollack, Commissioner



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May 12, 2021

Ethics Commission  
City of Long Beach  
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**RE: AD HOC COMMITTEE THREE REPORT ON MAY 2021 MEETINGS**

Ad Hoc Committee Three met several times by telephone and email. We reviewed the projects under Workstreams 4 and 5 and focused our initial work on collection of information regarding the current status of the Ethics intake, investigation, and oversight processes within the City government. We prepared questions for the city staff on the following:

- Identify pathways for reporting ethics violations and for each pathway describe protocols for investigation, disposition and reporting. We also requested reports of investigation for each pathway or summary reports by category.
- Any documentary specification of discipline for specific misconduct.
- Certifications related to Ethics required of elected and appointed City officials.
- Information regarding requirements to file Forms 700 and 801-803 as well as responsibility, if any, to review for conflicts of interest.

We also requested information regarding the processes to obtain outside consultation (e.g. Cal State Long Beach Applied Ethics program or professional contacts as well as paid consultations).

Finally, we sent a note to Chair Wise to request a status report from the Financial Management Department on their implementation of responses to the audit, previously reported to be in process.

Sincerely,

Luke Fiedler, Commissioner  
Barbara A. Pollack, Commissioner