

# **ETHICS GUIDE FOR LONG BEACH CITY OFFICIALS & EMPLOYEES**

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*Prepared by the Office of the Long Beach City Attorney*  
**DAWN MCINTOSH, City Attorney**

# INTRODUCTION

Thank you for your service and commitment to the residents of the City of Long Beach. The goal of this Handbook is to increase your awareness of the ethics, conflict of interest and open meeting laws which will govern your service, and to provide you with information about how to seek advice on these matters from the Office of the City Attorney.

This summary of California law, Long Beach law and associated policies does not constitute legal advice. The language in the State and City codes, regulations, and policies governs over this Handbook. Please see the following section “*Anytime You Need Advice*” for contact information to seek legal advice.

This 2023 revision of the Ethics Guide has been updated to include the following legal updates:

- The City’s revised Code of Conduct and Ethics
- The City’s annual ethics training requirements for all City representatives
- The Levine Act
- Disruptions during public meetings
- Updates to prohibition on soliciting political contributions from local government coworkers due to *Progressive Democrats for Social Justice v. Bonta* (9th Cir. 2023) 73 F.4th 1118
- Updates to the gift limits

**This Ethics Guide is in the process of being comprehensively updated in collaboration with the City’s Ethics Commission and the Office of Ethics and Transparency.**

A copy of this Guide is available at <https://www.longbeach.gov/attorney/>

Please visit the City’s [Disclosure Reports & Ethics Portal](#) to find out more about the City’s ethics and compliance program.

Very truly yours,

Dawn McIntosh, City Attorney

## ANY TIME YOU NEED ASSISTANCE

### **LEGAL ADVICE**

The information provided in this Handbook describes regulations in general and encourages City employees, officers and commission members to remain aware of potential ethics, conflict of interest and open meeting issues. The law in this area is sometimes complex and legal advice is always dependent on the specific facts of a given situation. If you need legal advice regarding your specific situation, please contact:

Office of the City Attorney  
411 West Ocean Blvd., 9th Floor  
Long Beach, California 90802

Telephone: (562) 570-2200  
E-Mail: [cityattorney@longbeach.gov](mailto:cityattorney@longbeach.gov)

### **ETHICS & FRAUD HELPLINE**

The City Manager has partnered with the City Auditor to provide an Ethics Helpline for City employees and the public. This Helpline will be an addition to the existing City Auditor Fraud Hotline.

There are 2 ways to confidentially and anonymously report or ask questions about an ethical concern. The Helpline has 100+ languages and is available 24 hours a day, 7 days a week.

- [\*\*ONLINE REPORTING FORM\*\*](#) (now available)
- **1-888-372-8307, select 'ethics' option (coming soon)**

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# CITY CODE OF CONDUCT AND ETHICS

On December 6, 2022, the City Council of the City of Long Beach adopted a Code of Ethics, which applies to City elected officials, employees, volunteers, and members of boards, commissions, and committees.

The people of Long Beach depend on a city government that operates equitably, ethically, and that works to promote and preserve public trust and confidence. The City of Long Beach is committed to these values:

- **Accountability** — willingness to accept responsibility and account for one's actions.
- **Equity** — ensuring fairness and due process.
- **Impartiality** — loyalty to the public good.
- **Diversity** — embracing histories, values, and ideas from all backgrounds, and recognizing their contribution to improving the City's operations, services, and programs.
- **Transparency** — actions and practices that are open to public observation and scrutiny.
- **Integrity** — being truthful, seeking truth, and adherence to the City's values.

This Code requires that all elected officials, employees, volunteers, and members of boards, commissions, and committees pledge to uphold the following principles:

## 1. **As a representative of the City, I will be truthful and honest.**

- I will act with integrity and demonstrate courage in all dealings.
- I will ensure that all completed work activities are accurate and that any biases have been identified and addressed.
- I will be accurate and honest in all interactions and communications with others.

## CITY CODE OF CONDUCT AND ETHICS

### **2. As a representative of the City, I will place the public's trust before my personal interests.**

- I will be objective and impartial.
- I will never engage in acts of collusion, kickbacks, bribes, unlawful gifts, conflict of interest, or other improper influence, nor will I condone such acts by others.
- I will not permit personal interests to impair my judgment or action.
- I will not use my position with the City for my private gain, for the endorsement of any product, person or enterprise, or for private gain of relatives or friends.
- I will disclose, and if necessary, recuse myself from the decision-making process and any activities, dealings, and transactions on behalf of the City that may be related or be influenced by my personal, financial, or outside activities.

### **3. As a representative of the City, I will be transparent.**

- I will ensure that all work product is completed in an open manner, with the knowledge that it may be subject to public inspection and/or release.
- I will disclose all personal, financial, or professional interests or outside activities that may relate to or influence my role or official capacity.
- I will promptly report any perceived or actual conflict of interest that may arise prior to rendering a decision, providing information, or offering a recommendation.
- I will cooperate and support inquiries, reviews, audits, or other investigations that may be conducted by the City or other enforcement agencies.
- I will comply with the [Brown Act](#) and will observe all rules with respect to notice and public meetings, and if a member of the City Council or a City board or commission, I will not discuss or communicate on matters to be voted on by that body with a member of that body outside the public meeting in a manner inconsistent with the Brown Act commitment to transparency.

## **CITY CODE OF CONDUCT AND ETHICS**

### **4. As a representative of the City, I will be accountable.**

- I will comply with all federal, State, and City laws and regulations as well as applicable policies and procedures.
- I will be fiscally responsible when managing and overseeing City funds and resources, as it pertains to my assigned responsibilities.
- I will abide by all applicable requirements pertaining to gifts and gratuities, including donations and honoraria.
- I will adhere to all policy and procedures and contractual commitments to safeguard the integrity of the City's procurement and bidding and competitive processes.

### **5. As a representative of the City, I will safeguard all information, data (including electronic), and assets entrusted to my care.**

- I will protect City data to promote cybersecurity and preserve confidentiality and privacy concerning the property, personnel, or other affairs of the City.
- I will handle and safeguard all non-public and proprietary information as protected under agreement or public law.
- I will protect all City assets, resources, and information to the best of my knowledge from loss, theft, and misuse.
- I will protect the interests of the City and those who have placed their trust in me.

## CITY CODE OF CONDUCT AND ETHICS

### **6. As a representative of the City, I recognize historic inequities and disparities and will support diversity and be inclusive in all my actions.**

- I will respect the diverse histories, values, and experiences represented in the City's various communities.
- I will anticipate effects of a decision on people in our City, especially if specific groups may be disproportionately harmed or helped.
- I will work to make sure that all the people in our City have the ability to actively participate and engage, and will work to eliminate barriers to public involvement in decisions, programs, and services.
- I will be mindful of our community's needs and be cognizant of their experience when interacting with City services.
- I will incorporate an [equity lens](#) to ensure all policies and procedures are developed to provide equitable and socially just programs and services for all residents and employees.

### **7. As a representative of the City, I will treat others with dignity.**

- I will listen, be approachable, open-minded, ask questions, and participate when engaged.
- I will treat all colleagues, the public, stakeholders, and anyone transacting business with the City with respect.
- I will convey the City's care for, and commitment to, its communities.
- I will be courteous and civil in all my interaction and communications with others.

### **8. As a representative of the City, I will make data-informed decisions, and embrace excellence and innovation.**

- I will be a role model by striving for excellence, maintaining standards, being open to change, recognizing the need to compromise, and always working to improve the City's programs and services.
- I will be proactive and innovative when setting goals and conducting the City's business.
- I will promote innovation that will enrich and transform the City's services, operations, and budget.



## AB 1234 ETHICS TRAINING

State law (AB 1234, codified as [Gov. Code section 53234](#)) requires that certain City officials participate in ethics training.

### **Who is Required to Receive Ethics Training?**

All elected officials and advisory body members (e.g., commission, committees and boards) are required to participate in the training required by AB 1234. Failure to complete this requirement will result in dismissal from an advisory body.

### **How Often is the Training Required?**

Two hours of training are required every two years.

### **What Topics are Included in the Training?**

The required topics are general ethical principles, laws relating to personal financial gain by public servants, perks of office, and government transparency laws, among other topics.

### **How do I Sign up for the Training?**

Please contact the Long Beach City Clerk's Office for details on the training. Please note that you are responsible for providing a Certificate of Participation in the training to the City, which will be kept on file in the City Clerk's Office.

### **Can I Complete the Training On-Line?**

Yes. You can go to <http://www.localethics.fppc.ca.gov>. and follow the direction posted there. Please remember to print out your Certificate of Participation and mail it to the City Clerk's Office.

## CITY ETHICS TRAINING

[Long Beach Municipal Code Section 2.07.020](#) requires annual ethics training for all representatives of the City on the City's Code of Conduct and City laws and policies on ethics.

### **Who is Required to Receive Ethics Training?**

Employees of every City department, elected officials, appointed officials, commissioners, committee members, board members, interns, and volunteers are required to participate in annual Long Beach ethics training.

### **How Often is the Training Required?**

Thirty minutes to an hour once a year.

### **How Is the City Training Different than AB 1234 training?**

AB 1234 focuses on State ethics laws applicable to certain public officials whereas the City annual ethics training provides an overview of the City's laws, policies, and trainings on the City's ethical values, principles, and conduct outlined in the City's Code of Conduct and Ethics.

### **How do I Take the Training?**

You are automatically signed up for the Long Beach ethics training in your LEARN account. If you are an employee or elected official and need access to LEARN, please contact your Administrative Officer. If you are a commissioner and need access to LEARN, please contact your Commission Liaison/City staff member.

### **Can I Complete the Training On-Line?**

Yes. LEARN is an online training platform. You can go to <https://login.neogov.com/> to complete this training. Certificates of participation will be automatically generated after the training is complete.

## ACCEPTING GIFTS

The State's Political Reform Act regulates your receipt of certain gifts. More details about the gift regulations may be found at the FPPC's website <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/gifts-and-honoraria.html>.

### **What is a Gift?**

A "gift" is anything of value that you receive for which you do not provide monetary or other consideration of equal or greater value. A gift may include meals, tickets to sporting events, and rebates or discounts in the price of anything of value unless the rebate or discount is made in the regular course of business to any member of the public without regard to official status. Any official who claims that he or she did not receive a gift because he or she provided consideration has the burden of proving that the consideration is worth as much as or more than the gift.

### **Who Do These Rules Apply To?**

These laws apply to all persons required to file a Statement of Economic Interests - Form 700.

### **What Happens If I Accept a Prohibited Gift?**

Accepting a prohibited gift may subject you to penalties and may require the City to void contracts if a conflict of interest has occurred.

## ACCEPTING GIFTS

### **Important Note For City Employees in City Manager Departments**

City employees working in departments under the City Manager's jurisdiction are subject to restrictions on the acceptance of gifts **in addition** to those set forth below. City Manager employees **may not** accept passes or tickets to recreational or entertainment events, unless they are assigned to attend such events as part of their duties. Further, they **may not** accept gifts of consumable goods, such as food, drink and other products provided by someone actually or potentially involved with business with the City.

### **Gift Restrictions for City Officials and Board Members**

You may *not* accept any gift intended to influence you in the performance of your official duties. In addition, those persons who are required to file statements of economic interests may not accept a gift or combination of gifts during the calendar year from a single source with a total value that exceeds **\$590** (effective 1/1/23 – 12/31/24) if the gift is required to be reported on your statement of economic interests. A gift is required to be reported if the donor does business within the City of Long Beach.

### **Gift Limits for Certain Officials**

If you are a City elected official, Planning Commissioner, City Manager, City Attorney or an official that manages the City's investments, you may not accept a gift from any source with a total value that exceeds \$500.

### **Accepting Honoraria**

Honoraria are gifts or payments received for speaking engagements, etc. There are complex regulations governing when honoraria may be accepted, so please contact the City Attorney's Office prior to accepting any honorarium.

## ACCEPTING GIFTS

### Public Disclosure of Gifts

You must *publicly disclose* a gift you receive and its value if:

- The donor is a source described in your agency's Conflict of Interest Code; and
- The total value of all gifts you received from that source during the calendar year is at least **\$50**.

If the exact dollar amount of a gift is unknown, you must report a good faith estimate of the item's fair market value on your statement of economic interests. Reporting the value as "over \$50" or "value unknown" is not adequate disclosure. This disclosure should be made on your Statement of Economic Interests - Form 700.

### Exceptions to the Gift Limits

Items listed below are *not* subject to City or state gift limitations, and, if received, need *not* be disclosed on your statement of economic interests, except where noted.

- Gifts not used and returned or donated to charity or the City without being claimed as a tax deduction within thirty (30) days after acceptance.
- A single ticket to a fundraising event for a tax exempt 501(c)(3) non-profit organization, if it is provided by the non-profit organization, or a single ticket to a political fundraising event, if it is provided by the campaign committee.
- Inheritances and bequests.
- Meals and lodging offered in an individual's home.

## ACCEPTING GIFTS

### Exceptions to the Gift Limits (Continued)

- Tickets provided through the City's Policy on Tickets and Passes (available [here](#)), administered by the City Manager's Office, and reported separately by the City Ticket Administrator on FPPC Form 802.
- Gifts from family members (spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, nephew, niece, aunt, uncle, first cousin, or the spouse of any of these persons) or a partner in a bona fide dating relationship as long as they are not acting as agents for restricted sources.
- Gifts to you or an immediate family member in connection with a non-recurring ceremonial event (e.g., wedding, bar mitzvah) valued at no more than \$100.
- Items received from your union; food and beverage from another union if you are a member of a union.
- Informational material such as books, reports, pamphlets, calendars, seminars, or informational conferences exclusively for official or office use and valued at less than \$250. (Note: travel is never informational material.)
- Personalized plaques and trophies valued at less than \$250.
- Meals provided at an event at which you speak, participate in a seminar, or provide a similar service, only if paid for by a federal, state or local government agency (Form 801 must be filled out).

## ACCEPTING GIFTS

### **Are Meals Considered Gifts?**

**Yes.** A meal is a gift, unless one of the exceptions to the gift limitation regulations applies. A meal provided to an official by an individual in their home when the individual or a member of the individual's immediate family (an individual's spouse and dependent children) is present is also not considered a gift.

### **Are Invitations to Events Considered Gifts?**

**Yes.** An invitation or a ticket to an event is considered a gift, unless it is a political fundraiser or a fundraiser for an organization exempt from taxation (i.e., a charitable organization), and you have received a single ticket from the charity itself, or from the political committee itself. If the event is not exempt, the reportable value of the invitation or ticket is generally its face value. If there is no face value, the reportable value is the cost to the donor. It is your responsibility to contact the donor to ascertain the total per-person cost of the event. In other words, you must ask the person or entity hosting the event to determine your pro-rata share of the total cost, including food, beverages, entertainment, decorations, etc. As discussed below, if you give the invitation or ticket to someone else, you must still report it as a gift to you. In addition, if you take a guest with you to the event, you must report the value of two invitations/tickets. If a ticket or invitation is discarded or unused, it is not considered a gift.

## ACCEPTING GIFTS

### **Are Raffle Prizes Considered Gifts?**

**Yes.** Any raffle prizes awarded to City employees donated by an entity other than the City of Long Beach or a fellow City employee, is a gift and must be reported as such.

### **Gifts of Travel are Severely Restricted**

**Generally, you may not accept reimbursement for travel and related expenses from sources other than the City of Long Beach if traveling on official duty.** Some minor exceptions apply, and you should contact the City Attorney's Office for advice about how to proceed if such travel is offered. It is important to get advice, because if an outside entity pays for your travel, the travel must be reported, and in certain circumstances, is prohibited.

Travel that is offered to you as a gift is subject to the gift limits - even if offered to you in your personal life outside the scope of your official duties. In some cases, you may be prohibited from accepting a "gift of travel." For example, City officials may *not* accept a gift of travel from any transportation company, included, but not limited to, airlines, railroads, bus and shipping companies.

Exemptions to the gift limits may apply for certain types of travel offered to you depending on the destination and whether you are providing a service, such as making a speech, in exchange for the travel. In most instances, a Form 801 must be filled out by the employee and posted on the City's website. For information, please contact the Office of the City Attorney.

### **If a Gift is Given Away, Does it Still Count As A Gift?**

**Yes.** If you receive a gift and then give it to someone else or throw it away, it is *still* considered a gift to you.



## BEHESTED PAYMENTS

A “behested payment” is a donation made to an agency or charity at the request of an elected official for a legislative, governmental or charitable purpose. (Cal. Gov. Code §82015). These payments are neither “gifts” nor “contributions,” under state law. The purpose of the disclosure is to identify gestures made by public officials which might influence the official’s decisions and to promote unbiased governmental decision-making.

Behested payments totaling \$5,000 or more from a single source in a calendar year must be disclosed by the official on FPPC Form 803, which is filed with the official’s agency within 30 days of the date of the payment(s). The name and address of donor; name and address of receiving group; amount and date(s) of the payment(s); brief description of the goods or services provided, if any; and a description of the specific purpose or event for which the payments were made must be reported on the form.

A payment is made at the behest of public official, or their employee or agent, when the official:

- Requests or suggests the donation;
- Controls or directs the donation; or
- Plays a cooperating, consulting or coordinating role with respect to the donation.

## BEHESTED PAYMENTS

Examples of behest payments include.

- Fundraising for inaugural activities – any contributions of \$5,000 or more from a single source are required to be reported due to the “consultation or coordination with the elected official (even if all he/she does is to show up!).
- Outside counsel expenses – law firms retained to represent an agency and funded with contributions sought from the public in the amount of \$5,000 or more from a single source must be reported.
- Additional staff support – staff support sought from other public agencies in connection with service on a committee or regional board must be reported.
- Volunteer labor or materials behested by an official to improve a City facility.

A behest for donations (including donations of labor) for the benefit of the City (or to City-owned property) must be routed through the City Manager’s office for approval to ensure compliance with safety requirements, any necessary permits, liability waivers and other considerations, and may require approval by the City Council. A behest made without following this process is at risk of being determined under FPPC regulations to be a gift to the individual behesting it. Valuation of the donated services will be made at their fair market value.

## CONFLICTS OF INTERESTS

Conflict of interest rules exist to reinforce public confidence that City officials, employees and commissioners are acting in the best interests of the public, and not in furtherance of their own self-interests. As a general rule, you should avoid situations where your official actions may affect or appear to affect your private interests, financial or non-financial.

For purposes of this Handbook, reference to “board members” includes City councilmembers, commission members and committee members.

### **What is a Conflict of Interest?**

You have a conflict of interest if your public actions as a City official, employee or board member affect your personal financial interests or the interests of your immediate family members. It does not matter whether the action has a negative or positive effect on the interest. Therefore, state law prohibits you from making, participating in making, or attempting to influence *any* government decision if it is reasonably foreseeable that the decision will have a material financial effect on any of your economic interests or those of an immediate family member.

### **Decisions Related to Contracts**

State law prohibits you from being financially interested in any City contract if your duties call on you to participate in any way or at any stage in the approval of the contract. Any participation (including discussion) in the process by which such a contract is developed, negotiated or executed is a violation of the law.

### **Employee Participation in City Procurement Processes**

When acting as a representative of the City in a request for proposals (“RFP”), invitation to bid (“ITB”) or other procurement process for goods, equipment or services, City employees are prohibited from using or allowing the use of their name and position to promote, endorse, or potentially benefit a company doing business with the City. This does not prohibit an employee from conducting or providing reference checks or obtaining background information on bidders or proposers in City procurements.

## CONFLICTS OF INTERESTS

### How Do I Know If I Have a Conflict?

It can be difficult to determine whether you have a legal conflict of interest pursuant to state law. Therefore, you should *always* contact the City Attorney's Office if a question arises.

You may have a conflict of interest if:

- You are an officer, director, partner, employee, trustee or manager of a company with business before your department or board.
- You have an investment of \$2,000 or more in a company with business before your department or board.
- You have an interest in real property of \$2,000 or more and that real property is the subject matter of an item before your department or board. This includes leasehold interests that are longer than a "month-to-month" tenancy.
- You own or lease an interest in real property that is located within 500 feet of a property which is the subject matter of a decision before your department or board. (An "interest in real property" does not include a "month-to-month" tenancy.)
- You receive any income which totals \$500 or more within the prior 12 months, from a person or entity with business before your department or board. Income includes loans or forgiveness of indebtedness.

## CONFLICTS OF INTERESTS

### **How Do I Know If I Have a Conflict? (Continued)**

- You receive a gift or gifts totaling \$500 or more within the prior 12 months, from a person or entity with business before your department or board (gifts include rebates, discounts, free meals, free tickets or travel).
- You or someone that is a source of income to you (\$500 or more within the prior 12 months) is the subject of a proceeding before your department or board.
- As a result of a decision before your department or board your personal finances or those of your immediate family will either increase or decrease in any manner.

Remember that if you are married, one-half of your spouse's income is deemed to be your income. Therefore, if your spouse has any of the interests described above, you will have a conflict of interest.

The City Attorney will work with you to determine if you have a conflict pursuant to City or state law and to determine whether you must "disqualify" yourself. Please note that the mere presence of one of the interests listed does not necessarily mean that you have a conflict. Since other factors may be involved, if there is any question you should consult with the City Attorney's Office.

## CONFLICTS OF INTERESTS

### What Are the Remedies for Conflicts?

If a conflict of interest exists, you must be “disqualified” – meaning that you must **abstain** from making, participating in making, discussing or attempting to use your official position in any way to influence the government decision that might affect that personal interest. (If you are a Councilmember or a Planning Commissioner, you must also leave the room while the issue is being discussed.) Again, the City Attorney’s Office will provide advice concerning the existence of a conflict and if disqualification is required. Further, there are circumstances when your entire board may be disqualified.

Please be aware that severe penalties may result for you and the City, if you do not abstain when appropriate.

### How Do I Disqualify Myself If I Have a Conflict of Interest?

If disqualification on a meeting agenda item is required, you must **publicly disclose** the interest which is the subject of the potential conflict as well as the fact that you are disqualifying yourself from any participation in the decision. The disclosure may be made orally at the public meeting and/or in writing to the board secretary and must be made a part of the agency’s official records (e.g., the minutes of the meeting.)

## LEVINE ACT

California Government Code § 84308 requires elected and appointed public officials who have received a contribution of more than \$250 within 12 months prior from a party, participant, or their representatives involved in a proceeding about a license, permit, entitlement, franchise, or certain contracts to either:

- (1) Disclose the contribution on the record and recuse themselves from the proceeding; OR
- (2) Return the portion of the contribution that exceeds \$250 within 30 days from the time the public official knew or should have known about the contribution and participate in the proceeding.

All parties, participants, and their representatives must disclose on the record of a proceeding any contribution of more than \$250 made to the elected or appointed public official within 12 months prior to the date of the proceeding.

The elected and appointed officials are prohibited from accepting, soliciting, or directing a contribution of more than \$250 from a party, participant, or their representatives during a proceeding and for 12 months following the date a final decision is rendered.

## LEVINE ACT

The Levine Act applies to the following commissions once a commissioner has filed nomination paperwork to run for office:

- Board of Examiners, Appeals, and Condemnation
- Cultural Heritage Commission
- Harbor Commission
- Long Beach Community Investment Company
- Parks and Recreation Commission
- Planning Commission
- Public Utilities Commission

Elected and appointed public officials are personally responsible for compliance with the Levine Act. Violations of the Levine Act are reported to and enforced by the FPPC, which may impose criminal and civil penalties for failure to comply.

For more details about the Levine Act, including the FPPC's Regulations for the Levine Act, please visit <https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>.



## FINANCIAL DISCLOSURE

State law requires that all cities adopt a Conflict of Interest Code, which requires that designated City employees and officials make a written disclosure of certain financial interests.

### **What is a Conflict of Interest Code?**

A Conflict of Interest Code is a set of rules and regulations adopted pursuant to California's Political Reform Act. Each Conflict of Interest Code designates positions required to file a **Statement of Economic Interests - Form 700**, and assigns disclosure categories specifying the types of interests to be reported.

The types of interests you must disclose depend upon the responsibilities of your designated position. The disclosure requirements may include the reporting of investments, business positions, interests in real property, income and other financial interests.

### **How Do I Know I Must File a Statement of Economic Interests - Form 700?**

If you are required to file, the City Clerk will notify you of this fact in writing immediately upon your commencement of service with the City.

### **Why Do I Have To File a Statement of Economic Interests - Form 700?**

California state law requires the filing of Statements of Economic Interests. The Act states that:

“Assets and income of public officials which may be materially affected by their official actions should be disclosed (and in appropriate circumstances the officials should be disqualified from acting in order that conflicts of interest may be avoided).”

## FINANCIAL DISCLOSURE

All elected City officials, board and advisory committee members must file Statements of Economic Interests. Certain employees holding positions that involve making or participating in the making of decisions, which may foreseeably have a material effect on the employee's financial interests, must also file.

For more information on this subject, please review the FPPC guide, *Your Duty to File*, at:

<http://www.fppc.ca.gov/library/seibook9-04.pdf>

### When Do I Have To File?

The Statement of Economic Interests - Form 700 must be filed under the following circumstances:

- An **Initial** statement is required within 30 days after the date when an office or position has been added to a newly-adopted or newly-amended conflict of interest code.
- An **Assuming Office** statement is required within 30 days after the date when you take your new position.
- **Annual** statements are required by April 1 of each year, covering the preceding calendar year. If you assumed office on or after October 1<sup>st</sup> of that year, no annual statement is due until the following April.
- A **Leaving Office** statement is required within 30 days after the date you leave a designated position.

### Where Do I Have To File?

The completed Statement of Economic Interests - Form 700 must be submitted online through a link provided by the City Clerk, or received in hard copy format in the City Clerk Department, 411 West Ocean Blvd., 11th Floor, Long Beach, CA 90802, on or before the filing deadline. Faxes are not accepted, and the Form 700 must be signed under penalty of perjury.

## FINANCIAL DISCLOSURE

### How Do I Complete My Statement of Economic Interests?

How the Form 700 is completed depends upon what interests you are required to disclose, and what interests you hold. The City Clerk will supply you with the online link to the Form 700 and the appropriate department's Conflict of Interest Code which outlines your disclosure categories.

- **Complete** the top section of the Cover Page of the Form 700 with your full name, mailing address (may be a business address), and daytime phone number.
  - **Section #1, Office, Agency or Court:** Put the name of the **department** you work for or your **board** or **commission** on the first line. On the 2nd line, if you are in a department that is broken into divisions, please list your **division**. On the 3rd line, put the **name of your position** as it appears in the Conflict of Interest Code.

People who hold more than one designated position may file a single "expanded statement," which discloses all the interests required by them by each of their disclosure categories.
  - **Section #2:** Your **jurisdiction** is the City of Long Beach.
  - **Section #3:** You will be advised by letter of the type of statement, whether **Initial**, **Assuming**, **Annual**, or **Leaving**. If Initial, Assuming or Leaving, check the appropriate box and fill in the date.
  - **Period Covered:** For the Annual Statement, remember that you are disclosing information from the previous *calendar* year. For an Initial or Assuming statement, you are disclosing information from the year prior to your appointment date.

## FINANCIAL DISCLOSURE

### How Do I Complete My Statement of Economic Interests? (Continued)

- Carefully **review your disclosure category** to determine if you have reportable interests.
- **Read the instructions** for each schedule of the Form 700, and be sure to use the appropriate schedule for each type of interest you must report. Put your name on each schedule you complete.
- When you have completed the appropriate schedule(s), go back to the Cover Page of the Form 700. Go to:
  - **Section #4, Schedule Summary:** If you have disclosed reportable interests on any of the schedules, **attach** them to the Cover Page. Please **check the appropriate box** or boxes in Section #4. You are confirming that one or more schedules are attached to the cover page and contain information that you are required by law to disclose.
  - You may have no interests of the type you are required to disclose, according to your conflict of interest code. **If you do not complete any schedules, check the “No Reportable Interests” box** and file only the completed and signed cover page with the City Clerk Department.
  - Indicate the total number of pages completed including the Cover Page.
  - **Section #5, Verification:** You must **date** and **sign** the cover page.

### Who Will See My Form?

Once filed, **the Form 700 - Statement of Economic Interests is a public document**, and must be made available to the public on request. Filers must sign the Form 700 under penalty of perjury.

## FINANCIAL DISCLOSURE

### What Else Should I Know?

**FILE ON TIME!** Late filers may face fines or other penalties. Persons who do not file within 30 days of specific written notice provided by the City Clerk may be removed from their appointed positions. Late filers may also be reported to the FPPC for enforcement and employees may subject to discipline.

### Where Do I Go For Help?

Questions relating to the City of Long Beach's Conflict of Interest Code and local filing obligations should be directed to the City Clerk. Questions of a legal nature may be directed to the Office of the City Attorney.

An interactive version of the Statement of Economic Interests - Form 700 and more information relating the Political Reform Act is available from the Fair Political Practices Commission (FPPC) website at [www.fppc.ca.gov/](http://www.fppc.ca.gov/). You may also contact the Fair Political Practices Commission's toll free help line at (866) 275-3772. For more detailed information, see *How Do I Get Advice From the FPPC?* at:

<http://www.fppc.ca.gov/pdf/advice.pdf>

## USE OF CITY TICKETS

At various times, the City receives free tickets to sporting or entertainment events, either pursuant to a City contract or a donation from the event's sponsor. As a City official or employee, you may be offered the use of such tickets. However, you should be aware there are restrictions on who can use such tickets.

### **Can I Use City Tickets to Events?**

Yes, however, your attendance at the event must (1) be authorized by the City's ticket policy, located on the City's website and (2) must serve a governmental or public purpose.

### **If I Use the Tickets, What Do I Have to Do?**

Any use of City tickets will require the user to fill out a Form 802 within 30 days of the event. This form, which can be obtained from the City Manager's Office, lists the official's name, the event and the governmental or public purpose that was served by attendance at the event. The executed Form 802 must then be returned to the City, so that it can be made available to the public on the City's website.

For more information on the City's ticket policy, see:

[http://www.longbeach.gov/hr/policies/use\\_of\\_tickets\\_and\\_passe\\_s.asp](http://www.longbeach.gov/hr/policies/use_of_tickets_and_passe_s.asp)

## POLITICAL ACTIVITY

Laws governing the political activity of City officials have been established to: (1) safeguard public resources; (2) ensure the government remains nonpartisan and neutral in election matters; and (3) protect City employees from pressure to support or oppose candidates or ballot measures.

### **What Is Prohibited Political Activity?**

#### **You may not:**

- Use or authorize the use of City offices, City events, stationery, telephones, vehicles, equipment, LBTV equipment, LBTV programming or any other City property for any campaign activity. This includes engaging in campaign activities while riding on or in City vehicles.
- Engage in fundraising for/against a ballot measure or candidate, or other campaign activities during hours for which you are paid to conduct City business.
- Knowingly solicit contributions for or against a political candidate or ballot measure from *any* City official or employee if your primary job involves federally financed activities covered by the Hatch Act. Soliciting a contribution from the spouse of a City officer or employee is permissible so long as it is not a way to evade rules for soliciting the City employee. Please note: a limited group of City officials and employees subject to the Hatch Act due to federal financed activities. Please contact your supervisor or Commission Liaison if you have questions as to whether the Hatch Act applies to you.
- Permit yourself to be solicited for a campaign contribution by another City official or employees if your primary job involves federally financed activities covered by the Hatch Act.

## POLITICAL ACTIVITY

**Are There  
Additional  
Requirements  
For  
Incumbents  
Running For  
Office?**

Yes. The LBMC includes an additional restriction on political activity of incumbents.

Once an elected official files nomination papers for re-election or to run another office (e.g., local, county, State, Federal):

- The elected official is **prohibited** from appearing on LBTv. This prohibition does not include public meetings and events where the public is present.
- The elected official is **prohibited** from using LBTv resources to prepare, produce, print, send, broadcast, transmit, deliver or distribute social media video appearances, such as, Facebook Live, Instagram Live, YouTube.
- The elected official is **prohibited** from preparing, producing, printing, sending, broadcasting, transmitting, delivering or distributing any television programs or radio programs featuring the elected officials at public expense, such as, use of LBTv resources.
- “LBTv resources” as in this section includes, but is not limited to, the use of LBTv staff time and equipment.



## POLITICAL ACTIVITY

### What Is Permissible Political Activity?

You may:

- Engage in political activity off-duty, such as perform volunteer work, endorse\* candidates, and take a position on ballot measures, as long as these activities do not involve the use of City funds, time, property, facilities or equipment.
- Use your own funds to make political contributions, subject to applicable laws.
- Solicit political contributions from persons *other* than City officials and employees on behalf of candidates or ballot measures.
- Use City resources to provide unbiased, balanced, and factual information about the purposes, provisions and estimated impact of City, state and school district bond issues and ballot measures, as long as all views on the subject are equally presented. (Remember, however, that City funds may not be spent to urge the passage or defeat of any ballot measure.).

\*City officials should make clear that they are acting as individuals and take *all* steps to avoid giving the impression that the City supports the candidate or ballot measure.

## BROWN ACT

Meetings of the City Council and nearly all of the City's boards, commissions and committees are subject to extensive regulations known as the Brown Act (the "Act"), which are designed to ensure that all deliberations and decisions of City agencies take place in public. It is important for City councilmembers and board members to understand these requirements, because a violation may either void the proposed action or subject the board members to criminal liability.

### **What Bodies Are Covered by the Brown Act?**

The Act governs the meetings of all local "legislative bodies," that is, all multimember councils, boards, commissions, committees and the like of the City. Only bodies created by charter, ordinance or the minute order of the City Council are covered by the Act.

### **Committees May Also Be Covered**

The Act also governs the meetings of "standing committees" (those which have continued responsibility over a particular subject matter, as well as those with fixed meeting schedules) of the City's boards. It may not include temporary advisory committees (or "ad hoc" committees) which consist solely of less than a quorum of the members of the board, but the City Attorney's Office should be consulted. These will typically be committees of two members (of a five-member board) assigned to investigate and report back on a single issue.

## BROWN ACT

### **What is a Meeting?**

A “meeting” of a board includes a gathering of at least a majority of the members (i.e., a quorum) at the same time and in the same place to hear, discuss or act on one or more matters under the jurisdiction of the board.

Such meetings may lawfully be held *only* if the notice and other requirements discussed below are followed.

Informal, social gatherings of board members are *not* meetings, and need not comply with the Act, as long as there is no discussion of any subject matter under the board’s jurisdiction. If these informal gatherings will involve discussions among a majority of the members relating to the board’s official business, the meeting should be properly noticed, and an agenda of the business items that will be discussed must be posted. The public must be allowed to attend and participate.

The Act prohibits the use of direct or indirect communications, intermediaries or technical devices used by a majority of a board to assist them in arriving at any decision, which is called a “serial meeting.” For instance, the Chair may not call two other members of a five member board to discuss an agenda item. Nor may one member contact a second member, who then calls a third member. The same is true for the use of forwarded e-mails, blanket faxes and the like for communication among a majority of members.

## BROWN ACT

**May a Majority of Board Members Attend a Conference or a Meeting of a Private Group?**

Members may attend a conference or a meeting of a private group (e.g., a homeowner association), even if the conference or meeting will discuss matters of general interest to the community. However, a majority of the members may attend such an event at the same time only if:

- The conference or meeting is open to attendance by the public;
- If the event is a meeting of a private group, it has been publicized; and
- The members do not discuss among themselves, other than as part of the scheduled program, business that is within the subject matter jurisdiction of the board.

Otherwise, a conference attended by a majority of members must be open to the public. The Act does not require the organizers to allow members of the public to attend free of charge if others are charged an admission fee.

# BROWN ACT

## What Are the Act's Notice and Agenda Requirements?

### Requirements for Regular Meetings

The time and place for regular board meetings are established by ordinance, resolution or rules of order. They can be changed by similar formal action.

The agenda of a regular meeting of a board must be posted at least 72 hours before the start of the meeting. With the exceptions described below, all matters that will be discussed or acted on by the board must be listed on the agenda.

### Requirements for Special Meetings

A "special meeting" of a board may be called by posting a notice/agenda and by delivering (by mail or personal delivery) the notice/agenda to all members and to all media outlets that have requested to be so notified 24 hours before the meeting. The notice/agenda must state the place and time of the meeting, as well as the matters that will be discussed and/or decided.

### Exceptions to the Agenda Requirement

Under almost all circumstances, a matter may not be discussed at board meetings unless it is listed on the agenda. A board may discuss a matter that is not on the agenda at a regular meeting *only* if one of the following requirements are met:

- By majority vote, the board determines that the issue to be discussed constitutes an emergency. This discussion must be held in open session.
- By a two-thirds vote of the entire membership, the board determines that there is a need to act immediately, that the board's consideration of the matter cannot await the next meeting of the board and that the need for immediate action arose after the posting of the agenda.

## BROWN ACT

### **What Information Must an Agenda Contain?**

The agenda must list *all* of the matters that will be considered at the meeting. Each item on the agenda should be described by a brief but informative summary of the nature of the matter to be discussed and/or decided. That description should inform interested members of the public about the matter so that they can decide whether to attend and participate.

### **What Rights Do the Public Have at Meetings?**

Except when closed sessions are permitted (see below), all board meetings *must* be held in public. Members of the public who choose to do so must be allowed to attend; they may not be asked to sign-in or provide any information as a condition of attending. Also, members of the public must be allowed to record a meeting on a video or audio tape or to broadcast the proceedings, unless the board makes a reasonable finding that the activity would disrupt the meeting.

Members of the public must be allowed to present testimony or otherwise address a board about each item on the agenda. A board may not act on an agenda item until it has allowed for public comment on that item. At regular meetings, the public must also be given an opportunity to address the board on any matter under its jurisdiction, even if the matter is not on the agenda. Boards may adopt reasonable rules governing the amount of time for such public comment on each item on the agenda as well as the time each member of the public will be allowed to speak. The public may discuss information relating to specific matters and must be allowed to criticize the policies, procedures or programs of the agency. However, disruptions of a meeting need not be tolerated. Details on how to handle disruptions in the next section "Disruptions During Public Meetings."

## BROWN ACT

### **Meetings Must Be Held in an ADA Accessible Locations**

Meetings may not be held in facilities which are inaccessible to disabled persons. If a board holds a meeting in an unusual location, such as a restaurant, the public must be allowed to attend without the need to pay any price for entry (e.g., if the meeting is held in a restaurant, they must be able to attend without buying lunch). They must be able to hear the proceedings and must be allowed to present public testimony.

### **Under What Circum- stances May Closed Sessions Be Held?**

Under certain circumstances specifically allowed by the Act, a board is allowed to meet in closed session. If a meeting is closed to the public, it is not permissible to allow some interested persons to attend while denying access to others. Generally, the only persons who may attend closed sessions are the members of the board and any City staff that is needed to assist the board in its deliberations. Persons without official roles should not attend.

In order for a board to be able to meet in closed session, the item must be listed on the agenda, or one of the exceptions to the agenda requirement must be applicable. **Such exceptions are extremely limited, and should not be utilized without first receiving advice from the City Attorney's Office.** These exceptions are:

- Personnel discipline and evaluations
- Discussion of pending or threatened litigation
- Real estate negotiations
- Labor negotiations

## BROWN ACT

### **What Are the Penalties for Violating the Brown Act?**

It is a misdemeanor for a member of a board to attend a meeting at which action is taken in violation of the Brown Act, if the member intends to deprive the public of information to which the member knows (or has reason to know) the public is entitled.

Violations of the Act may also result in the issuance of injunctions and writs of mandate to correct violations, prevent future violations, or void actions taken by a board in violation of the Act.



## DISRUPTIONS DURING PUBLIC MEETINGS

A member of the public is prohibited from disrupting a Council or commission meeting pursuant to LBMC § 2.03.140, subject to certain conditions discussed below.

### **What is Considered a Disruption?**

“Disruption” or “disrupting” means engaging in behavior during a meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to:

- Failing to comply with reasonable and lawful regulations adopted by the Commission under the Brown Act or any other law.
- Engaging in behavior that constitutes use of force or a true threat of force. "True threat of force" means a threat that has sufficient indicia of intent and seriousness that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.
- Engaging in conduct that may interfere with the rights of other speakers.
- Using lewd, vicious, or personal language that actually disturbs or impedes the meeting.
- Engaging in conduct that prevents the body from accomplishing its business in a reasonably efficient manner.

## DISRUPTIONS DURING PUBLIC MEETINGS

### **What Do I Do if Someone Disrupts a Meeting?**

Under the Municipal Code, you are required to follow this process as the presiding officer (e.g., Chair, Vice Chair) of a public meeting:

- The presiding officer must first warn a disruptive person that their behavior is disrupting the meeting and that failure to cease their behavior may result in removal.
- Warnings are not required if a disruptive person uses force or makes a true threat of force.
- Once a warning has been issued, the disruptive person may be removed from the meeting.

## PUBLIC RECORDS ACT

California law requires that, with very few exceptions, all records of the City be made available for public inspection upon request.

### **What Records Must Be Made Available for Public Inspection?**

All written notes, memos, letters and electronic records (such as texts, e-mails and documents saved on computer drives) must be copied and made available to the public upon request.

### **What If I Am Not Aware That the City Kept My Memo or E-mail?**

The law requires disclosure of a record, even if the sender is unaware that it was retained in the City's files. Therefore, treat all correspondence with the City as if it were immediately available to the public.

### **Where Can I Find More Details About the Public Records Act?**

More details about the Public Records Act may be found in "The People's Business: A Guide to the Public Records Act" on the League of California Cities website at <https://www.calcities.org/resource/the-people's-business-a-guide-to-the-california-public-records-act>.

## RESTRICTIONS ON PUBLIC MAILINGS

Under State law, mailings “featuring” an elected official may only be sent using public funds under certain conditions, including limits on how many can be sent. These regulations become even stricter during any campaign period.

### **Which Type of Mailings are Affected by this Rule?**

These rules only apply to mailings that are sent out at public expense. “At public expense” means public (City, state or federal) funds were used for the stationary, copying, stamps, etc. It applies to items that are sent through the mail or hand-delivered at residences or businesses. It does not apply to handouts at meetings.

### **Do These Limits Apply to Digital Content?**

No, they do not. Emails, website postings, social media image postings, text messages, and recorded telephone messages/robocalls are not considered tangible items, so they are not subject to mass mailing at public expense restrictions.

### **What Does it Mean That an Elected Official is “Featured” or “Mentioned” in a Mailing?**

An elected official is “featured” in a mailed item if it contains their name, photograph, district, or logo, icon representing the elected official, or signature, except for a single reference to the name of the elected official in the letterhead of the stationary or in the return address on the envelope.

The mailing may include the elected officer’s office or district number and the elected officer’s name or district number in the elected officer’s internet website address or electronic mail address. (e.g., [district14@longbeach.gov](mailto:district14@longbeach.gov); 1-800-CD14-SMITH; [www.CouncilmemberSmith.CD14.gov](http://www.CouncilmemberSmith.CD14.gov))

## RESTRICTIONS ON PUBLIC MAILINGS

**If an Elected Official is “Featured,” What are the Limits on the Mailing?**

No more than 199 substantially similar pieces of mail can be sent out in each calendar month if an elected official is featured in the mailing.

**When are Mailings “Substantially Similar”?**

Mailings are “substantially similar” and are counted as the same mailing if they are identical, contain most of the same information, or are intended to honor or celebrate the same group or holiday.

**Are There Any Exceptions to This Rule?**

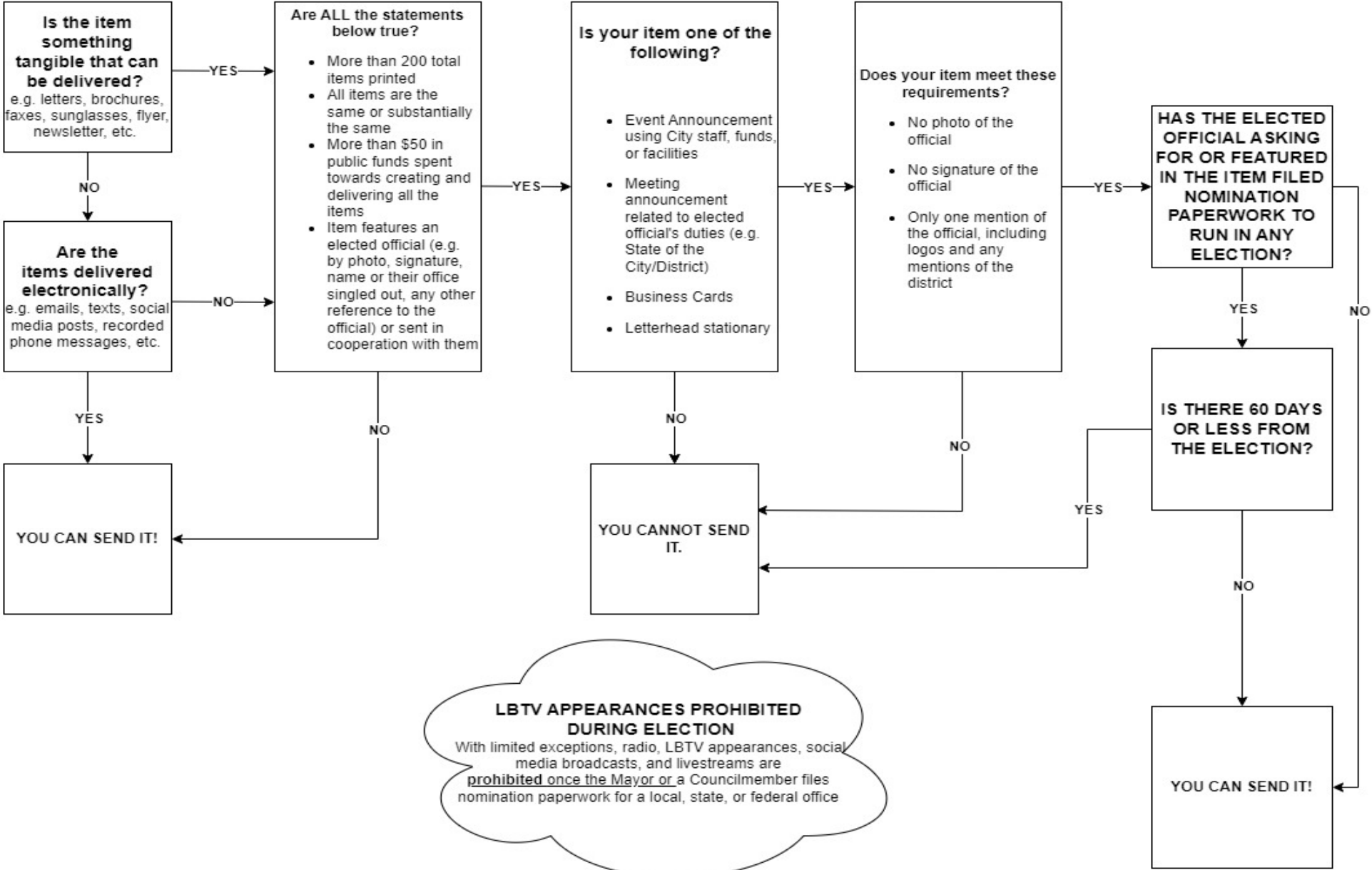
Yes, if the mailing consists of a notice of a public meeting. The 199 limit can be exceeded only if (1) the announcement concerns a meeting directly relating to the elected officer’s duties, (2) the elected official will be conducting the meeting, and (3) the elected official’s name only occurs once within the mailing. There are other less common exceptions – please contact the City Attorney’s Office to determine if they will apply.

**Do Different Rules Apply During a Campaign Period?**

Mass mailings sent within 60 days of an election are prohibited where the mailing is sent by or on behalf of a candidate whose name will appear on the ballot at that election.

# RESTRICTIONS ON PUBLIC MAILINGS

This decision tree is provided to assist you with when a mailing may be sent using public funds.



## “REVOLVING DOOR” RESTRICTIONS

To prevent former City officials, employees and advisory body members from exercising, or appearing to exercise, improper influence over City decision-making, City law establishes certain “revolving door” limits on their attempts to influence City decisions after they leave City service. These restrictions apply to you only if you are compensated for these activities.

### **The One-Year Restriction**

All former City employees, officials and advisory body members must observe a one-year ban on directly communicating, for compensation, with their former agency for the purpose of attempting to influence action on any matter pending before that agency. (Mayors and City Councilmembers may not communicate, for compensation, with *any* City agency for the purpose of influencing action on any pending matter.)

### **Exceptions to the One-Year Restriction**

Exceptions to the restrictions occur under limited circumstances, including:

- If your communication is made when you are an elected or appointed employee or officer of *another* public agency; or
- If your communication is made when representing yourself, *in your individual capacity*, in connection with a matter before the agency.

# FRAUD PREVENTION AND REPORTING POLICY

## **Policy and Purpose**

The residents of Long Beach expect efficient, honest, lawful, and ethical service from their City government. To meet these expectations, City of Long Beach employees are committed to performing their duties to the public in a manner that is free of fraud, waste, and abuse. Employees are also obligated to report any suspicion of fraud, waste, and abuse by others.

Fraud and theft of City funds, property or materials as well as intentional damage to City property are all criminal activities and constitute unacceptable and intolerable behavior. The purpose of this policy is to provide guidance to City Management and employees on the process to follow when such activities are encountered.

## **Scope**

This policy applies to all elected officials and all City employees in all departments, including boards, commissions, committees and agencies under the direction of the Mayor and City Council.

## **Enforcement of City Personnel Rules and Guidelines**

City personnel rules and guidelines must be clear that these activities are subject to discipline up to and including immediate termination and possible criminal prosecution. It should be made clear that these activities are not only illegal, but also harm the City, its residents and businesses.

## **Internal Controls**

City departments must establish adequate internal controls to prevent fraud, waste, and abuse of City funds, property, and materials. Internal controls are subject to review by the City Auditor at any time.



## FRAUD PREVENTION AND REPORTING POLICY

### **Reporting and Follow-up**

Fraud, waste, and abuse of City funds or City property and materials must be reported to either the Department Director, City Manager, the City Auditor's Office, or anonymously through the City Auditor's Fraud Hotline at 1-888-FRAUD-07 (1-888-372-8307)

Complaints shall be investigated immediately as deemed necessary by the City Auditor's Office, the Police Department, or the Human Resources Department. The City Council shall establish a culture that recognizes the inappropriateness of these activities and encourages an atmosphere of intolerance for these activities, as well as an acceptance of reporting and follow-up on suspected activities.

### **Conclusion**

The City of Long Beach recognizes that the vast majority of employees approach their jobs with integrity and a commitment to serve the public. However, it is important to acknowledge that fraud, waste, and abuse can and does occur. It is expected that all City employees will fully cooperate with relevant department management, the City Auditor's Office, and law enforcement agencies, if warranted, during the course of any potential investigations.