

City of Pomona, Ethics Commission

To: John Clifford, Chair, Ethics Commission

From: Wayne Schmidt, Ethics Commissioner

Date: April 11, 2025



Subject: Amendment to Ethics Commission Ordinance, Section 807, Seeking Authorizations From the Pomona City Council:

Good morning Chair,

I am requesting the following be submitted to the Ethics Commission for consideration as part of the Ethics Commission amendments to Ordinance 807.

1. Authorize the Ethics Commission to receive and conduct a review of any and all ethics complaints submitted to the City of Pomona via "telephone hotline", email or any other method and determine the action to be taken.
2. Authorize the Ethics Commission to conduct a review of ethical complaints submitted directly to the commission from members of the general public, board members, commissioners, council members, city employees, city contractors, business entities, their employees and determine the action to be taken.
3. Authorize the Ethics commission to interview and take statements from witnesses, individuals and complainants relating to an ethical complaint, including, but not limited to, the general public, city council members, board members, commissioners, city employees, companies, city contractors, business entities who are or have conducted business with the city, supporting specific ethical complaint inquiries.
4. Authorize the Ethics Commission to request compliance from those who provide information to the commission, to not reveal an active ethical complaint inquiry by discussing information provided or discussed with commission members to individuals outside of the commission.

5. Authorize the Ethics Commission to request and receive records and documents deemed essential by the commission to an ethical complaint inquiry including, but not limited to, nepotism, lobbying, conflict of interests, open meeting laws, election campaign and related records, campaign finance records, city department documents and records, policies and procedures and business records maintained by companies or contractors who are or have conducted business with the city, supporting specific ethical complaint inquiries.
6. Authorize the Ethics Commission to interview custodians of records or other individuals responsible for document retention to verify authenticity of records and documents.
7. Authorize the Ethics Commission to transmit letters drafted by the city, signed by the ethics chair or representative, to commissioners, city council members or board members advising or reminding them of non-compliance or delinquency regarding required training or need to update documents and forms.
8. Authorize the Ethics Commission to review City of Pomona documents and memoranda under General Rules and make recommendations to revise and update those documents related to ethics.
9. Authorize the Ethics Commission, when deemed essential by the commission, to collaborate with other city commissions supporting specific ethical complaint inquiries.
10. Authorize the Ethics Commission to conduct the education of members of the general public, city employees, department heads, board members, city council members, and commissioners regarding the Ethics Commissions role, duty and responsibilities.
11. Authorize the Ethics Commission to advise the city manager and city council of the commission's findings and recommendations at the conclusion of an ethical complaint inquiry.
12. Authorize the Ethics Commission to annually advise the city manager and city council on the status of active ethical complaint inquiries.