



Staff Report

TO: City Council

FROM: Todd Parton, City Manager

DATE December 21, 2021

SUBJECT: Discussion and Direction to City Staff to Draft a Code of Ethics and Conduct for City Council, Boards, Committees, and Commissions

Background and Analysis:

City staff has initiated a search for sample ethics codes and ethics policies. Four of these policies are attached for City Council review. These policies were selected because they take differing approaches.

Attached are the following:

- City of San Juan Bautista – Resolution No. 2018-17,
- City of La Mirada – Policy 0-02 CODE OF ETHICAL CONDUCT,
- City of Santa Cruz – Code of Ethics & Conduct, and
- City of Sunnyvale – 2021 Code of Ethics and Conduct for Elected and Appointed Officials.

The City of San Juan Bautista and La Mirada policies are more general in nature and provide overarching policy statements. Santa Cruz's policy contains very similar policy statements to those of San Juan Bautista and La Mirada and includes detailed provisions related to the conduct of elected and appointed officials as well as the means to enforce them and to hold them accountable. Sunnyvale has adopted a very detailed code of ethics and conduct including provisions for sanctions.

City staff requests direction from City Council on the overall approach desired for an ethics and conduct policy. Some specific topics recommended for discussion and direction include the following:

- Is a more generalized approach or a more detailed approach preferred?
- Are enforcement and accountability measures desired?
- Are there specific concerns or issues that the four attached policies fail to address?
- What other needs or issues should City staff look into?

Fiscal Impact:

City staff estimates it cost approximately \$488 to prepare this report.

Recommended Action:

Discuss and provide direction on creating a draft code of ethics and conduct for City Council, boards, committees, and commissions; and
Appoint two City Council members as a subcommittee to provide recommendations to the full City Council.

Attachments:

- A. City of San Juan Bautista – Resolution No. 2018-17
- B. City of La Mirada – Policy 0-02 CODE OF ETHICAL CONDUCT
- C. City of Santa Cruz – Code of Ethics & Conduct
- D. City of Sunnyvale – 2021 Code of Ethics and Conduct for Elected and Appointed Officials