

# Council and Board Code of Conduct Review

July 24, 2025

# Background

- September 2019, Council requested staff develop a code of conduct for City Council members and appointed members of City advisory bodies.
- Code of Conduct was drafted by a subcommittee of two Councilmembers, who worked with staff and City Attorney's office
- September 2020 Council adopted Administrative Policy I-42: Council and Board Code of Conduct

# Background Continued

- Spring 2025, Council identified review and update of Code of Conduct as FY 2025-26 goal.
- Since Code of Conduct was adopted, staff has identified section of Code that may benefit from clarification.
- Additionally, Council has inquired about residency requirements for General Law cities and complaint process.

# Code of Conduct Sections

**City Stationery** – City letterhead may only be used for official City business; stationery may not be used to promote personal interests.

**Residency** – Staff conducted research on other General Law cities' practices; current practice consistent and supported by existing case law.

**Complaint Process** – Potentially clarify steps  
Conduct versus Council decisions

# Recommendation

Review Administrative Policy I-42: Council and Board Code of Conduct and provide direction to staff for desired changes.