

CITY COUNCIL RESOLUTION NO. 2021-018

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA,
ADOPTING A CODE OF CORE VALUES FOR CIVILITY AND
ETHICS; PROVIDING FOR REPEAL OF PREVIOUS POLICIES;
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City of Lake City, Florida (hereinafter the “City”), has coordinated and drafted a Code of Core Values for Civility and Ethics (hereinafter the “Civility Code”); and

WHEREAS, the Civility Code is intended to ensure that the members of the City Council and any City’s boards and committees, will maintain the highest standard of personal integrity, truthfulness, honesty, civility, and fairness in carrying out their public duties; and

WHEREAS, the City Council finds that it is in the City’s best interests and the interests of its citizens to adopt a Civility Code, attached hereto as “Exhibit A”, and made a part of this resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FO THE
CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

Section 1. The above recitals are all true and accurate and are hereby made a part of this resolution.

Section 2. The Code of Core Values for Civility and Ethics is hereby adopted and authorized for implementation.

Section 3. Conflict. All resolutions or parts of resolutions in conflict herewith are, to the extent of the conflict, hereby repealed.

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FLK/aj
2/3/2021

Section 4. This resolution shall be in effect immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the City Council this 16th day of February 2021.

CITY OF LAKE CITY, FLORIDA

By:
Stephen M. Witt, Mayor

ATTEST

APPROVED AS TO FORM AND
LEGALITY:

By:
Audrey E. Sikes, City Clerk

By:
Frederick L. Koberlein, Jr.,
City Attorney

City of Lake City

Code of Core Values for Civility and Ethics

The City of Lake City shall adopt a Code of Core Values for Civility and Ethics for members of the City Council and any City board or committee, to assure public confidence in the integrity of the local government. The purpose of a public meeting is to conduct the public's business in an effective and orderly manner. Elected officials, by virtue of their election, have the duty and responsibility to advance the greater good and to minimize the potentially deleterious consequences of factionalism and partisanship (Bush, R. K. (n.d.)).

It is the policy of the City of Lake City to promote, uphold and demand the highest standards of civility, ethics and decorum from all of its officials, both appointed and elected. It is this policy's intent to ensure that the members of the City Council, and any City boards or committees, will maintain the highest standard of personal integrity, truthfulness, honesty, civility and fairness in carrying out their public duties. These same individuals will avoid improprieties in their roles as public servants and refrain from using their City position for improper personal gain (Dunedin, FL. (n.d.)).

Implementation

The Code of Core Values for Civility and Ethics is intended to be primarily self-enforcing, but sanctions for misconduct are included herein. Self-enforcement is most effective when members of the Council and the public are thoroughly familiar with the policy and embrace its provisions.

For this reason, the City Council shall include the Code of Core Values for Civility and Ethics into the regular orientation for City Council members and members of City committees and boards. A training session will be held annually, with resources from the Human Resources Department, and attended by all City Council members and those individuals assigned as members of any committee or board. All members of the City Council, committees, and boards will sign the acknowledgement form affirming they understand and will abide by the City of Lake City Core Values for Civility and Ethics.

Code of Core Values for Civility and Ethics

Integrity

As defined, integrity is the quality of being honest and having strong moral principles. Integrity is regarded as the honesty, truthfulness and accuracy of one's actions. I affirm that I will make no promises or commitments I cannot reasonably expect to fulfill. I shall maintain appropriate social, ethical, and organizational norms in City related activities and business.

Ethics

As defined, ethics are the moral principles that govern a person's behavior or the conducting of an activity. I affirm that I will maintain the highest standards of professional behavior and comply with the laws, regulations, and policies under which the City of Lake City operates.

Civility

As defined, civility is the act of formal politeness and courtesy in behavior or speech. I affirm that I will work to create an atmosphere of respect and civil behavior in respect to individual Council members, the City Manager and his or her staff, department heads, committee and board members, and the public, so that all are free to express their ideas and opinions and work to their fullest potential.

Respect for the Individual

Personal attacks generate counterattacks and lead to verbal duels and free-for-alls that are difficult to control and that leave civility and decorum in the dust (Bush, R. K. (n.d.)). I will respect the diversity of the Council, committee members, board members, the City Manager and his or her staff and citizens. I will provide fair and equitable treatment in all areas and encourage personal and professional growth.

Communication

I affirm that I will always remain open, consistent, truthful and respectful in all communications; be those communications written or verbal. It is only through open and respectful communication that I am able to ensure that I make reasonable and sound decisions for the City of Lake City.

Teamwork

I affirm that I will work with others in a respectful manner to achieve the goals and objectives of the City of Lake City. I recognize that unity of purpose and effort will lead to increased productivity and greater accomplishments collectively.

Leadership

I affirm that I will lead by example, employing the appropriate interpersonal skills, and will strive to maximize staff and citizen involvement to achieve the mission and vision for the City of Lake City.

Quality / Efficiency

I affirm that I will strive for excellence in every phase of work that I perform for the City of Lake City. I recognize that it is only through optimizing the resources of the City of Lake City that we will be able to achieve our mutually agreed upon goals and objectives.

Stewardship

As defined, stewardship is an ethic that embodies the responsible planning and management of resources (The Importance of Good Stewardship. (n.d.)). I affirm that I will strive to make a positive contribution to our City and work to enhance the quality of services available to the citizens of the City of Lake City.

Adaptability

As defined, adaptability is the quality of being able to adjust to new conditions (Oxford Languages and Google - English. (n.d.)). I affirm that I will adjust to the needs of the citizens of the City of Lake City and its environment in an expeditious and efficient manner.

Recognition

I will strive to recognize and value individual contributions from the Council, committees, boards, employees, and citizens in the City of Lake City.

Workplace Environment

I affirm that I will strive to create an environment that is inclusive of all individuals, be they Council members, committee or board members, employees, or citizens of the City of Lake City. I understand that I set the tone for how individuals react to one another throughout the City of Lake City and will strive to ensure it is one of respect and acceptance.

Sanctions/Consequences For the purposes hereof a violation of the foregoing shall constitute “misconduct.”

- A. If the alleged misconduct is serious enough to warrant removal of a City Councilmember from office, the procedures of state law and/or the City Charter shall be followed.
- B. Otherwise:
 - 1. If the alleged misconduct occurred at a council meeting, any councilmember may move for the scheduling of a censure hearing.
 - 2. If the alleged misconduct occurred at a city board or committee, any member of that board or committee may move for referral to the city council for censure. If a majority of the board or committee members voting determines that the allegations warrant such referral, (the motion passes), the presiding officer shall refer the alleged misconduct to the city council.
- C. The motion or recommendation to schedule a censure hearing shall set forth the alleged misconduct in sufficient detail to apprise all councilmembers of the conduct. If a majority of the councilmembers voting determines that the allegations warrant scheduling a hearing, (the motion passes), the censure hearing shall be held within 30 days. At the council’s discretion, the censure hearing may be in conjunction with a regular meeting.
- D. At the censure hearing, after hearing all sides, the city council shall determine whether the misconduct occurred and, if so, an appropriate civil disposition or remedy, a sanction. Appropriate sanctions include, but are not limited to: censure, reprimand, removal from a board or committee, or from a position on a board or committee, requiring additional training, or other sanctions. Appropriate sanctions do not include removal of a councilmember from elected office.

References

Bush, R. K. (n.d.). *Effective council meetings*. Place of publication not identified: Icma Press.

Dunedin, FL. (n.d.). Retrieved December 10, 2020, from <https://www.dunedingov.com/city-departments/code-of-ethics>

Oxford Languages and Google - English. (n.d.). Retrieved December 10, 2020, from <https://languages.oup.com/google-dictionary-en/>

The Importance of Good Stewardship. (n.d.). Retrieved December 10, 2020, from <http://www.jgacounsel.com/archives/1590>