



CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Adopt a City Council Code of Conduct.
Category:	Consent Calendar-Leadership and Support Services
Meeting Date:	11/5/2019
Staff Contact:	Steve McHarris, 408-586-3059
Recommendation:	Adopt a City Council Code of Conduct.

Background:

On August 30, 2019, the City Council attended a workshop to discuss and clarify roles and strengthen effectiveness of the City Council/staff team. The workshop was facilitated by consultants Rod Gould and Christine Butterfield. Councilmembers agreed to schedule a subsequent session to discuss and establish “rules of the road” and define commitments for enhanced Council effectiveness.

A subsequent follow up City Council workshop was held on Friday, October 4, 2019 from 10:00 a.m. – 2:00 p.m. at the Crowne Plaza located at 777 Bellew Drive, facilitated by the same consultants.

The October 4th workshop was attended by Vice Mayor Karina Dominguez and Councilmembers Bob Nuñez, Anthony Phan and Carmen Montano, along with Interim City Manager Steve McHarris and City Attorney Chris Diaz. Mayor Rich Tran was absent due to an unforeseen professional conflict.

The workshop objectives were to establish a Code of Conduct to improve governance practices and performance, and to clarify roles and enhance trust. A Workshop Report (included in the agenda) was prepared summarizing the results of the workshop, and specifically identifying a draft Code of Conduct from the Council discussion notes.

On October 29, 2019, Mayor Rich Tran was briefed on the outcomes of the workshop and the draft Code of Conduct.

Analysis:

The proposed City Council Code of Conduct incorporates Council discussion and outlines commitments by the entire Council.

Code of Conduct

- Be respectful and courteous (words, tone and body language).
- Model civility.
- Avoid surprises.
- Praise publicly and criticize privately.
- Focus on the issue, not the person.
- Refrain from using electronic devices while on the Council dais.
- Share information with all Councilmembers in advance of Council meetings.
- Disclose conflicts of interest and affiliations related to agenda items.
- Separate governing from campaigning.
- The Council speaks with one voice after making policy on issues.

- Respect the line between policy and administration.
- Council will hold one another accountable to comply with this Code of Conduct.

Fiscal Impact:

None

California Environmental Quality Act:

N/A

Recommendation:

Adopt a City Council Code of Conduct.

Attachments:

October 4th City Council Workshop Report