



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: September 30, 2024

Subject: Statement of Values Policy Update

The City Council adopted a Statement of Values policy to ensure that the City maintains its commitment to the highest standards of ethical conduct and professionalism. While the existing policy outlines the core values and principles expected of elected and appointed officials, the absence of a clear enforcement mechanism leaves room for inconsistent application, potential violations and unresolved conflicts.

The proposed enforcement policy differentiates between minor and serious violations, allowing for flexibility in the resolution of complaints. Minor issues can be resolved informally, through conversations, coaching and warnings, while more serious or repeated violations can trigger a formal investigation. The role of City staff is to assist in the initial stages of reviewing complaints, while ultimate authority for enforcement of the policy remains with the City Council.

Staff presents the proposed amendments to the Statement of Values as a starting place for City Council discussion. Ultimately, the City Council is responsible for the enforcement of its ethical standards and policies.

If you have any questions, please do not hesitate to contact me at 763-784-6491.