

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Code of Conduct  
**DATE:** March 3, 2025

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**OVERVIEW:**

As the personnel policy holds staff accountable with Codes of Conduct, the City is lacking clear path for conduct for Council, Charter and Commissioners. A code of conduct is used to establish expectations for how members conduct themselves while carrying out their responsibilities in their work as a collective decision-making body for the community.

Key points about a code of conduct include:

- Sets clear guidelines – defines behavior in terms of honesty, integrity and professional decorum.
- Builds public confidence – demonstrates a commitment to transparency and accountability to the community.
- Provides a framework on expectations – allows for addressing potential misconduct
- Protects against conflicts of interest – requires members to disclose potential conflicts and recuse themselves when necessary.
- Comply with the law – identifies how members will handle open meeting law, gifts and conflicts.

The attached Code of Conduct is proposed as new business in 2025 to establish it into our existing policies. If adopted, staff will add the document annually in Consent on the first meeting of the year.

**ACTION TO BE CONSIDERED:**

Staff recommends Council review and adopt a Code of Conduct for Members of the City Council and City Commissions.

Attachments:

- City of St. Francis Code of Conduct for Members of City Council and City Commissions