



Office of the Town Manager

Tommy Cureton

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

<b>Council Meeting Date:</b>	April 11 <sup>th</sup> , 2023
<b>Agenda Title:</b>	Town Council Handbook- Ethics Statement
<b>Requested Action:</b>	Provide Feedback to Staff on the Town Council Handbook Draft
<b>Department / Agency Lead:</b>	Town Manager
<b>Staff Lead:</b>	Tommy Cureton

## BACKGROUND

At the Town Council Meeting on August 9th, 2016 The Town Council adopted the included Code of Ethics. This adoption was to address how the Town Council would conduct themselves in an ethical manner to earn and maintain the public's full confidence for integrity. The Code of Ethics is adopted for execution by each elected or appointed member of a Town public body, including the Mayor and Town Council Members, the Planning Commission, Board of Zoning Appeals and Architectural Review Board and citizen Committee Members. It includes a statement of affirmation by individual members of each body to sign and date.

Christophe E. Martino, former Interim Town Manager, suggested looking at the State of Virginia's Ethics Statement for a potential replacement of the current Ethics Statement. [The Virginia Department of Professional and Occupational Regulation Code of Ethics is as follows.](#)

1. Act with integrity in all relationships.
2. Dedicate our efforts toward earning the respect, trust and confidence of elected and appointed officials, those with whom we work and the public.
3. Promote the well-being of the public and our employees.
4. Perform our jobs in an effective and efficient manner and commit to the highest ideals in the stewardship of public resources.
5. Exercise prudence and integrity in managing the Commonwealth's finances.
6. Provide all reports and information in conformance with applicable laws, regulations and professional standards.
7. Strive for professional excellence by maintaining and enhancing professional knowledge, skills and abilities for our colleagues and ourselves.
8. Strive to provide performance and counsel of the highest quality.
9. Treat all persons in an evenhanded, respectful and courteous manner.
10. Abide by the employee Standards of Conduct issued by the Department of Human Resource Management and related regulations.
11. Hold ourselves accountable for adhering to this Code of Ethics.
12. Not allow conflicts of interest between our professional roles and ourselves.
13. Not use public resources for political purposes or personal gain.
14. Not knowingly sign, subscribe to or permit issuance of any information that contains a misstatement or omits a material fact.
15. Not knowingly conduct or condone any illegal or improper activity by others.

The Town of Leesburg recently overhauled their Ethics, Conduct and Decorum Policy in September of 2021. This document may be of use as the Town begins to consider an updated Ethics Statement.

### **STAFF RECOMMENDATION**

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Staff recommends a review of the Town Council Ethics Statement for feedback and adoption at a future Town Council meeting.

### **Fiscal Impact**

There is no additional fiscal impact from the Town Council Handbook

### **Legal Impact**

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### **ATTACHMENTS**

1. The Town of Leesburg Ethics, Conduct and Decorum Policy.
2. Background: Code of Ethics Memo 2020.
3. Background: Ethics Statement Draft 2022.
4. Resolution: Ethics Form