

TOWN OF SAN ANSELMO
Staff Report
May 19, 2014

For the Town Council meeting of May 27, 2014

TO: Town Council

FROM: Debra Stutsman, Town Manager

SUBJECT: **Town Council Governance**

RECOMMENDATION

That the Town Council review and consider approval of the draft resolutions establishing 1) policies regarding the appointment of the Mayor and Vice Mayor and 2) a code of ethics and values for all elected and appointed officials.

BACKGROUND

At the meeting of April 22, 2014, the Town Council reviewed the list of governance topics that were outlined for potential future policies and materials were presented on two topics, selection of Mayor/Vice Mayor and Ethics. Materials attached to the staff report included policies on the topics from other cities/towns across California. Feedback was provided from each Councilmember regarding which policies they would like to see used in San Anselmo. The minutes from the April 22, 2014, meeting are attached (Attachment 1). The resolutions presented here are based on the comments reflected in the minutes and my notes taken at the meeting.

DISCUSSION

Mayor/Vice Mayor – The draft resolution presented was prepared by reviewing the policies of Burlingame, Clayton and Solana Beach in light of the Council’s comments. Burlingame utilizes an organized rotation, while Clayton and Solana Beach are more principles based. The majority of Councilmembers seemed to favor a policy that was flexible, not too complicated, and seniority based while utilizing a majority vote system. The draft resolution and the policies of Burlingame, Clayton and Solana Beach are attached (Attachment 2).

Code of Ethics/Values – The draft resolution presented was prepared by reviewing the policies of Belvedere and Mountain View in light of the Council’s comments. Both Belvedere and Mountain View utilize a statement of principles around ethics that is primarily based upon State law. The majority of Councilmembers seemed to favor a policy that would include State law along with a statement of principles. The draft resolution and the policies of Belvedere and Mountain View are attached (Attachment 3).

CONCLUSION

Staff recommends that Council review the drafts of these two resolutions and provide direction to staff.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debra Stutsman".

Debra Stutsman
Town Manager

Attachments:

1. Minutes of the Town Council Meeting of 4/22/14, item 6 – pgs. 3-4
2. Draft Resolution – Mayor and Vice Mayor – pgs. 5-12
3. Draft Resolution – Ethics/Values – pgs. 13-21

6. REVIEW LIST OF GOVERNANCE TOPICS OUTLINED FOR POTENTIAL FUTURE POLICIES AND REVIEW MATERIALS PRESENTED ON TWO TOPICS 1) SELECTION OF MAYOR/VICE MAYOR AND 2) ETHICS.

Town Manager, Debra Stutsman presented the staff report.

Selection of Mayor

There was no comment from the public regarding the topic of selection of Mayor.

Wright does not like the complex ones and favors something light and not too regulatory.

Kelly suggests the policy include "No self-succeeding" and it should be a vote of the Council.

Greene prefers a policy that is not too complicated; similar to the policy used by the City of Burlingame but modified so that the outgoing Mayor is not placed ahead of newly elected Councilmembers. He prefers the selection of Mayor be rotation based on seniority.

Coleman thinks it would be beneficial to have a policy with a rotational pattern with a clause that includes flexibility.

McInerney likes a selection of Mayor similar to the policy used by the City of Solano Beach and is a vote of at least a 3 minimum Council. He supports a policy that includes the chance for all Councilmembers to have an opportunity to serve as Mayor and the selection process to include flexibility.

Coleman supports the policy of the City of Solano Beach with the modifications that the selection of Mayor must be a majority vote and the selection process excludes self-succession.

After reviewing policies from other cities the Council outlined the processes they would like to see in San Anselmo and directed Stutsman to come back to Council with a draft policy for the process of selecting the Town's Mayor.

Conflict of Interest/Ethics

There was no comment from the public regarding the ethics topic.

Kelly favors the ethics policy used by the City of Belvedere.

Wright feels is it appropriate to have something that is strictly required by law.

McInerney supports a policy statement that would include Fair Political Practices Commission (FPPC) rules; a policy regarding financial and business matters; and a Statement of Principles that includes no financial conflict of interest for any member of a Town board, commission, committee or Town Council.

Coleman supports a Statement of Principles that would include no business or financial conflict of interest.

Council directed Stutsman to come back to Council with a draft Statement of Principles regarding Conflicts of Interest and Ethics that would be applied to members of Town boards, commissions, committees and Council.

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ESTABLISHING POLICIES REGARDING APPOINTMENT OF
MAYOR AND VICE MAYOR**

WHEREAS, the Town Council is authorized and directed by Government Code Section 36801 to meet after a general municipal election and choose one of its number as Mayor and one of its number as Vice Mayor; and

WHEREAS, the Town Council has determined that it is in the best interest of the Town of San Anselmo to establish policies regarding the appointment of Mayor and Vice Mayor; and

NOW, THEREFORE, the Town Council of the Town of San Anselmo resolves as follows:

1. The Town Council shall appoint a Mayor and Vice Mayor on an annual basis to a term of one year. The appointment shall be made at the first Town Council meeting in December. The Mayor and Vice Mayor shall serve until their successors are appointed.
2. The Mayor and Vice Mayor shall be selected by the affirmative vote of not less than three members of the Town Council. In the interest of harmony, unanimous consensus is sought and encouraged.
3. The Mayor shall not serve two consecutive terms.
4. When selecting the Mayor and Vice Mayor, the Town Council shall use the following criteria:
 - a. The Vice Mayor is normally considered the next mayor.
 - b. To the extent possible, each member shall be given the opportunity to serve as Vice Mayor and then Mayor.
 - c. The order of highest to fewest votes received for each member at their last election will be an important factor in choosing between members who each have served as Mayor or between members who have not previously served as Mayor.
 - d. The highest place finisher in each election shall have the opportunity to serve a full year term as mayor.
 - e. The Council may choose to appoint a person to the position of Mayor or Vice Mayor based on factors other than those set forth in this resolution.

I hereby certify that the foregoing Resolution No. _____ was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the ____ day of _____, 2014, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McInerney, Mayor

ATTEST:

Barbara Chambers, Town Clerk

RESOLUTION NO. 117 -1999

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME
ADOPTING CITY COUNCIL POLICY ON ROTATION OF COUNCIL OFFICERS**

WHEREAS, Section 36802 of the Government Code requires the City of Burlingame have a Mayor and Vice Mayor; and

WHEREAS, by Council tradition the Council has rotated the office of Mayor and Vice Mayor annually at the second meeting in November of each year; and

WHEREAS, the Council desires to insure an equitable rotation of officers amongst all persons elected to the City Council,

NOW, THEREFORE, be it **RESOLVED** and **DETERMINED** by the **CITY COUNCIL** of **THE CITY OF BURLINGAME** that the following procedure shall govern the appointment of Council officers:

1. Rotation of the office of Mayor and Vice Mayor shall occur annually at the second City Council meeting in November of each year.

2. The Vice Mayor shall become Mayor if eligible and a new Vice Mayor shall be appointed from the remainder of the councilmembers next in order of position on the rotation list described below. If the Vice Mayor is ineligible, unable, or declines to serve as Mayor, then councilmembers next in order of position on the rotation list described below shall fill both the offices of Mayor and Vice Mayor.

3. A rotation list based on seniority of consecutive years in the office of councilmember and this resolution is established pursuant to Exhibit A.

4. As changes in Council membership occur, the rotation list shall be updated as follows:

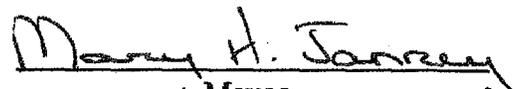
A. The outgoing mayor shall be placed ahead of any councilmembers newly elected in the November general election, if any, but below all continuing and re-elected council-members.

B. A newly elected or appointed councilmember shall be placed at the bottom of the rotation list upon taking office. If more than one councilmember is elected or appointed at the same time, the newly elected or appointed councilmembers shall draw straws to determine their position relative to each other at the bottom of the rotation list.

C. If a councilmember declines to serve as either mayor or vice mayor when it is that councilmember's turn to serve, the declining councilmember shall be placed on the rotation list ahead of any councilmembers newly elected in the November general election, if any, and below all continuing and re-elected councilmembers. If however, more than one councilmember at the same time declines to serve as either mayor or vice mayor when it is their turn to serve, the declining councilmembers shall be placed in the same relative order to each other as before but below all other councilmembers on the rotation list.

5. The same process for rotation of officers contained in this resolution shall be used if the office of mayor or vice mayor becomes vacant at a time other than the second Council meeting in November of each year. However, if the vacancy occurs because the mayor or vice mayor is no longer able or willing to serve in that office, the outgoing officer shall be placed below all other councilmembers on the rotation list.

6. For purposes of this resolution, "the November general election" refers to the City general election that has occurred on the first Tuesday of November immediately preceding the second Council meeting for that November.


Mary H. Jarney
Mayor

I, Judith A. Malfatti, City Clerk of the City of Burlingame, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 1st day of November, 1999, and was adopted thereafter by the following vote:

Clayton

Debbie Stutsman

From: Gary Napper <gnapper@ci.clayton.ca.us>
Sent: Tuesday, March 18, 2014 4:41 PM
To: Debbie Stutsman
Subject: RE: [City_managers] Mayoral Succession

Here is what Clayton has followed – it is generally congenial but “yes”, there have been occasions when an outlier member of council has been “overlooked” in the rotation...:

F. MAYOR SELECTION

1. Election to Vice Mayor and Mayor requires supporting votes of three (3) Council Members, but in the interest of harmony unanimous consensus is to be sought and encouraged.
2. Any Council Member wanting or not wanting a role has a responsibility to tell all other Members.
3. As far as possible and until otherwise decided, Council Members will take turns as Mayor.
4. Mayorship will be a one-year term, commencing with the first meeting in December.
5. Selection of a Mayor is not a lock-step system. The Vice Mayor is generally expected to ascend to Mayor.
6. All Council Members are peers, and the Mayor and Vice Mayor serve at the pleasure of the Council.

GARY A. NAPPER
City Manager
6000 Heritage Trail
Clayton, CA 94517-1250
925.673-7300
www.ci.clayton.ca.us



From: city_managers-bounces@lists.cacities.org [mailto:city_managers-bounces@lists.cacities.org] **On Behalf Of** Debbie Stutsman
Sent: Tuesday, March 18, 2014 2:29 PM
To: City_managers@lists.cacities.org
Subject: [City_managers] Mayoral Succession

In San Anselmo we are grappling with a policy or process surrounding how to select the Mayor and Vice Mayor, positions that are rotated among the Councilmembers each year. I wonder if anyone has a good policy that would help us out?

Sincerely,

O

RESOLUTION NO. 96-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SOLANA BEACH, CALIFORNIA, ESTABLISHING POLICIES
REGARDING APPOINTMENT OF MAYOR AND DEPUTY MAYOR**

WHEREAS, the City Council is authorized and directed by Government Code Section 36801 to meet after a general municipal election and choose one of its number as mayor and one of its number as mayor pro tempore; and

WHEREAS, the City Council has determined that it is in the best interest of the City of Solana Beach to establish policies regarding the appointment of mayor and mayor pro tempore.

NOW, THEREFORE, the City Council of the City of Solana Beach California, resolves as follows:

1. The City Council shall appoint a mayor and mayor pro tempore on an annual basis. The appointment shall be made at the first City Council meeting of December. The mayor and mayor pro tempore shall serve until their successor is appointed.
2. The mayor and mayor pro tempore shall be selected by the affirmative vote of not less than three members of the City Council.
3. The mayor pro tempore may be referred to as the deputy mayor.
4. When selecting the mayor and mayor pro tempore, the Council shall use the following criteria:
 - a. The deputy mayor shall have first priority to serve as mayor.
 - b. To the extent possible, each member shall be given the opportunity to serve as deputy mayor and then mayor.
 - c. The position of finish for each member at their last election will be an important factor in choosing between members who each have served as mayor or between members who have not previously served as mayor.
 - d. The first place finisher in each election shall have the opportunity to serve a full year term as mayor.

- e. Any member may share their term as mayor with any other member. Priority would be given to those who have not served, or if all have served, priority would be given to the member with the least total terms as mayor.
 - f. If a member accepts a shared term of at least six months as mayor, that shall be deemed a full term as mayor. However, if due to an incapacity a mayor is not able to fulfill a term, a member who is called upon to fill less than six months of the remainder of another member's term as mayor shall not be considered to have served a full term as mayor. The member called upon under such a situation shall be allowed to continue serving as mayor the next full term.
 - g. A person may decline an appointment, but shall lose eligibility unless the person subsequently regains eligibility as a result of re-election. A person who declines to accept a shared term as mayor shall not lose any eligibility.
 - h. The Council may choose to appoint a person to the position of mayor or deputy mayor based on factors other than those set forth in this resolution.
5. This resolution shall supersede all prior resolutions concerning this matter.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Solana Beach, California, at a regular meeting held on the 5th day of February, 1996, by the following vote:

AYES: Councilmembers - Campbell, Dodson, Kellejian, Renteria, Tompkins

NOES: Councilmembers - None

ABSTAIN: Councilmembers - None

ABSENT: Councilmembers - None



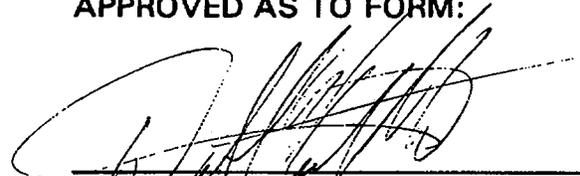
Marion B. Dodson, Mayor

ATTEST:



Deborah A. Harrington
City Clerk

APPROVED AS TO FORM:



Daniel S. Hentschke
City Attorney

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ESTABLISHING A CODE OF ETHICS AND VALUES FOR ALL ELECTED AND
APPOINTED SAN ANSELMO OFFICIALS, INCLUDING MEMBERS OF
BOARDS/COMMITTEES/COMMISSIONS**

WHEREAS, the San Anselmo Town Council wishes to create a Code of Ethics and Values for all San Anselmo elected and appointed officials, including members of Boards/Committees/Commissions; and

WHEREAS, all elected and appointed San Anselmo officials are subject to the Ethics Laws promulgated by the State of California, which are intended to ensure that officials are acting in the public's interests as opposed to narrow personal interests; and

WHEREAS, Ethics laws generally include the following:

1. Laws relating to personal financial gain by public servants, including laws prohibiting bribery and conflict of interest laws.
2. Laws relating to claiming perks of office, such as mass mailing restrictions and use of public funds for personal or political uses.
3. Government transparency laws, such as financial interest disclosure requirements.
4. Laws relating to fair processes, such as due process requirements, incompatible offices, disqualification from participating in decisions affecting family members.
5. Laws relating to respectful and fair treatment of staff, including those related to political solicitations and whistle-blower protections.
6. Laws designed to safeguard public resources, such as in procurement practices or theft of public resources.
7. Campaign-related laws, such as fundraising restrictions and campaign disclosure.

WHEREAS, the people of San Anselmo expect public officials, both elected and appointed, to comply with both the letter and the spirit of the laws of the State of California, United States of America, the San Anselmo Municipal Code and established policies of the Town of San Anselmo affecting the operation of local government.

WHEREAS, the Town's Code of Ethics and Values shall apply to the Town Councilmembers and appointed members of Town Boards, Commissions and Committees.

NOW, THEREFORE, the Town Council of the Town of San Anselmo resolves that the following Principles of Ethics and Values are hereby adopted. San Anselmo elected and appointed officials must:

1. Adhere strictly to the rules of the Fair Political Practices Commission, which can be found at www.fppc.ca.gov.
2. Recognize that stewardship of the public interest must be their primary concern.
3. Conduct themselves in a manner that does not raise a reasonable perception or belief that there is a conflict of interest or abuse of position.
4. Assure independence and impartiality on behalf of the public good by not using an official position to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable State law.
5. Understand that avoiding the appearance of conflict is extremely important.
6. Understand that if you represent clients or friends before Town bodies (whether paid or not), you should not at the same time serve on a Town Board, Commission, Committee.
7. Understand that even if a legal conflict does not exist, it may be inappropriate to participate in a decision for personal reasons to avoid even the appearance of a conflict.
8. Refrain from taking advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general.

I hereby certify that the foregoing Resolution No. _____ was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the ____ day of _____, 2014, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McInerney, Mayor

ATTEST:

Barbara Chambers, Town Clerk

CHAPTER 8. CODE OF ETHICS AND VALUES**8.05** **PURPOSE**

Good government requires that decision-makers and policy makers be independent, impartial, and accountable to the people they serve. The City of Belvedere has adopted this Code of Ethics and Values to promote and maintain the highest standards of personal and professional conduct in the pursuit of good government. All elected and appointed officials, City employees, volunteers, and others who participate in the city's government are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice its eight core values in their work.

Because we seek public confidence in the City's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this code.

8.06 **CODE OF ETHICS AND VALUES**

A. As a Representative of the City of Belvedere, I will be *ethical*. In practice, this value looks like:

- I am trustworthy, acting with the utmost integrity and moral courage.
- I am truthful, do what I say I will do, and am dependable.
- I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, and financial and other personal interests that impair my independence of judgment or action.
- I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions.
- I show respect for persons, confidences, and information designated as "confidential."
- I use my title(s) only when conducting official City business, for information

purposes, or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.

B. As a Representative of the City of Belvedere, I will be *professional*. In practice, this value looks like:

- I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- I approach my job and work-related relationships with a positive attitude.
- I keep my professional knowledge and skills current and growing.

C. As a Representative of the City of Belvedere, I will be *service-oriented*. In practice, this value looks like:

- I provide friendly, receptive, courteous service to everyone.
- I am attuned to, and care about, the needs and issues of citizens, public officials, and co-workers.
- In my interactions with constituents, I am interested, engaged, and responsive.

D. As a Representative of the City of Belvedere, I will be *fiscally responsible*. In practice, this value looks like:

- I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the City, especially its financial stability.
- I demonstrate concern for the proper use of City assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- I make good financial decisions that seek to preserve programs and services for City residents.

E. As a Representative of the City of Belvedere, I will be *organized*. In practice, this value looks like:

- I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long-term goals.
- I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- I am respectful of established City processes and guidelines.

F. As a Representative of the City of Belvedere, I will be *communicative*. In practice, this value looks like:

- I convey the City's care for and commitment to its citizens.
- I communicate in various ways that I am approachable, open-minded and willing to participate in dialog.

- I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response that adds value to conversations.

G. As a Representative of the City of Belvedere, I will be *collaborative*. In practice, this value looks like:

- I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- I work towards consensus building and gain value from diverse opinions.
- I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- I consider the broader regional and statewide implications of the City's decisions and issues.

H. As a Representative of the City of Belvedere, I will be *progressive*. In practice, this value looks like:

- I exhibit a proactive, innovative approach to setting goals and conducting the City's business.
- I display a style that maintains consistent standards, but is also sensitive to the need for compromise, "thinking outside the box," and improving existing paradigms when necessary.
- I promote intelligent and thoughtful innovation in order to forward the City's policy agenda and City services.

Low Graphics

Mon., Mar 17, 2014

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Adopted November 19, 2002; Revised July 6, 2004

PREAMBLE

The residents and businesses of Mountain View are entitled to have fair, ethical and accountable local government. Such a government requires that public officials:

- Comply with both the letter and the spirit of the laws and policies affecting operations of the government.
- Be independent, impartial and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Mountain View City Council has adopted this Code of Ethics to encourage public confidence in the integrity of local government and its fair and effective operation.

City Councilmembers shall sign this personal code of conduct at the first Council meeting in January each year when the Council elects the Mayor and Vice Mayor as a symbol of each Councilmember's continuing commitment to abide by the principles of this code.

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1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Councilmembers shall work for the common good of the people of Mountain View and not for any private or personal interest, and they will endeavor to treat all persons, claims and transactions in a fair and equitable manner.

2. Comply with the Law

Councilmembers shall comply with the laws of the nation, the State of California and the City in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; the Mountain View City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government; and City ordinances and policies.

3. Conduct of Members

Councilmembers shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the City



Submit your questions, suggestions, compliments, concerns, or track your existing request online.

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Council, boards, commissions, committees, staff or the public.

4. Respect for Process

Councilmember duties shall be performed in accordance with the processes and rules of order established by the City Council.

5. Conduct of Public Meetings

Councilmembers shall inform themselves of public issues, listen attentively to public discussions before the body and focus on the business at hand.

6. Decisions Based on Merit

Council decisions shall be based upon the merits and substance of the matter at hand.

7. Communication

It is the responsibility of Councilmembers to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Councilmembers.

8. Coordination with City Staff

Appropriate City staff should be involved when Councilmembers meet with officials from other agencies and jurisdictions to ensure proper staff support as needed and to keep staff informed.

9. Disclosure of Corruption

All City officials shall take an oath upon assuming office, pledging to uphold the constitution and laws of the City, the State and the Federal government. As part of this oath, officials commit to disclosing to the appropriate authorities and/or to the City Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery or other violation of the law.

10. Conflict of Interest

In order to assure their independence and impartiality on behalf of the public good, Councilmembers shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable State law.

In accordance with the law, members shall file written disclosures of their economic interest and if they have a conflict of interest regarding a particular decision, refrain from participating in that decision unless otherwise permitted by law.

11. Gifts and Favors

Councilmembers shall not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general. They shall refrain from accepting gifts, favors or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.

12. Confidential Information

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Councilmembers shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

13. Use of Public Resources

Public resources not available to the general public (e.g., City staff time, equipment, supplies or facilities) shall not be used by Councilmembers for private gain or personal purposes.

14. Representation of Private Interests

In keeping with their role as stewards of the public trust, Councilmembers shall not appear on behalf of the private interests of a third-party before the City Council or any board, commission or committee or proceeding of the City.

15. Advocacy

To the best of their ability, Councilmembers shall represent the official policies and positions of the City Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the City.

16. Improper Influence

Councilmembers shall refrain from using their position to improperly influence the deliberations or decisions of City staff, boards, commissions or committees.

17. Policy Role of Members

Councilmembers shall respect and adhere to the Council-Manager structure of Mountain View City government as provided in State law and the City Charter.

18. Positive Work Environment

Councilmembers shall support the maintenance of a positive and constructive environment for residents, businesses and City employees.

19. Implementation

Ethics standards shall be included in the regular orientations for City Council candidates. Councilmembers entering office shall sign a statement affirming they read and understood the City of Mountain View's City Council Code of Ethics.

20. Compliance and Enforcement

Councilmembers themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of City government.

This personal code of conduct shall be considered to be a summary of the longer City Council Code of Conduct document. The City Council Code of Conduct document shall be considered to be the definitive document relating to ethical conduct by Mountain View City Councilmembers.

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I affirm that I have read and understand the City of Mountain View City Council
Personal Code of Conduct.

Signature

Date

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