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## Staff Report

ITEM NO. SS-1

**To:** Lemoore City Council  
**From:** Jeff Laws, City Manager   
**Date:** February 26, 2015 **Meeting Date:** March 3, 2015  
**Subject:** Proposed Code of Conduct for City Council and Boards and Commissions

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### Discussion

On January 23, 2015 Council held a special meeting and discussed a Code of Conduct for City Council. A few samples were distributed to Council for review. Council discussed the idea and asked to have this item brought back at a later date. The Code of Conduct from the City of Kirkland was utilized to prepare the attached proposed Code of Conduct for City Council and Boards and Commissions.

### Budget Impact

No budget impact.

### Recommendation

That the City Council review and discuss any changes they would like to the proposed Code of Conduct for City Council and Boards and Commissions.



## **CITY OF LEMOORE CODE OF CONDUCT FOR CITY COUNCIL AND BOARDS AND COMMISSIONS**

The Code of Conduct is supplemental to the Lemoore Municipal Code and the Code of Ethics and applies to the City Council and all members of City advisory boards and commissions. The Code of Conduct describes how Lemoore officials treat each other and work together for the common good of the community. Conducting the City's business in an atmosphere of respect and civility is the underlying theme in this code. City Officials are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the code.

Implicit in the Code of Conduct is recognition of the worth of individual members and an appreciation for their individual talents, perspectives and contributions. The Code will ensure an atmosphere where individual members, staff and the public are free to express their ideas and work to their full potential.

*As a City Official of the City of Lemoore, I agree to these principles of conduct.*

*We consistently demonstrate the principles of professionalism, respect and civility in working for the greater good of Lemoore.*

*We assure fair and equal treatment of all people.*

*We conduct ourselves both personally and professionally in a manner that is above reproach.*

*We refrain from abusive conduct, personal charges or verbal attacks on the character or motives of Council members, commissioners, staff and the public.*

*We take care to avoid personal comments that could offend others.*

*We show no tolerance for intimidating behaviors.*

*We listen courteously and attentively to all public discussions and treat all people the way we wish to be treated.*

*We serve as a model of leadership and civility to the community.*

*Our actions inspire public confidence in Lemoore government.*

*Keeping in mind the common good as the highest purpose, we will focus on holding efficient meetings that achieve constructive solutions for the public benefit.*

*We work as a team to solve problems and render decisions that are based on the merits and substance of the matter.*

*We respect differences and views of other people.*

*We adhere to the principles and laws governing the Council / Manager form of government and treat all staff with respect and cooperation.*

*We will refrain from interfering with the administrative functions and professional duties of staff.*

*We will not publicly criticize individual staff but will privately communicate with the City Manager any concerns about a Department or Department Head or Staff person.*

*We will refrain from negotiating or making commitments without the involvement and knowledge of the City Manager.*

*We will work with staff in a manner that consistently demonstrates mutual respect.*

*We will not discuss personnel issues, undermine management direction, or give or imply direction to staff.*

*We will communicate directly with the City Manager, Department Heads or Designated Staff contacts when asking for information, assistance or follow up.*

*We will not knowingly blindsides one another in public and will contact staff prior to a meeting with any questions or issues.*

*We will not attend City Staff Meetings unless requested by staff.*

I acknowledge that I have received and read this Code of Conduct.

\_\_\_\_\_

Name

\_\_\_\_\_

Date