



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

CONTINUED FROM FEBRUARY 23, 2021:

Annual Review and Approval of City's Code of Ethics and Conduct for Elected and Appointed Officials

#### **DISCUSSION**

This report represents Council's annual opportunity to review and revise the City's Code of Ethics and Conduct for Elected and Appointed Officials (hereafter referred to as "the Code").

The Code contains a section on ethical standards and a section on conduct which describes the way officials should treat one another, City staff, constituents, and others with whom they may come in contact with while representing the City.

No substantive changes to the Code are proposed by staff. The draft included as Attachment 1 contains the following changes to the Model of Excellence: adding a "Name" field; and removing the "City Council Seat #" field (see Attachment 1, Page 19).

The City's boards and commissions that meet on a regular basis completed their annual review of the Code during the months of September 2020 through January 2021. The Board of Building Code Appeals and the Personnel Board, which meet only on an as-needed basis, will review the Code at a future meeting yet to be scheduled.

The only Board or Commission with comments was the Planning Commission with the following motion that passed 7 - 0: recommend the City Council initiate "...a formal review of the Code of Ethics and Conduct for Elected and Appointed Officials, a process which would include involvement from members of different Boards and Commissions." Excerpts of the Planning Commission minutes can be found in Attachment 8. If Council wants to pursue this Planning Commission recommendation, staff has included Alternative 2 to refer the matter to the Council Subcommittee on Board and Commission Bylaws for discussion and possible action.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **EXISTING POLICY**

2020 Code of Ethics and Conduct for Elected and Appointed Officials.

### **FISCAL IMPACT**

There is no fiscal impact associated with this report.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, Sunnyvale Public Library and Department of Public Safety. In addition, the agenda and report are available at the Office of the City Clerk and on the City's website.

### **ALTERNATIVES**

1. Review and approve the 2021 Code of Ethics and Conduct for Elected and Appointed Officials with non-substantive changes from the 2020 Code as set forth in Attachment 1 to the report.
2. Refer the Planning Commission's request to the Council Subcommittee on Board and Commission Bylaws for discussion and possible action.
3. Other direction as provided by Council.

### **RECOMMENDATION**

Alternative 1: Review and approve the 2021 Code of Ethics and Conduct for Elected and Appointed Officials with non-substantive changes from the 2020 Code as set forth in Attachment 1 to the report.

Prepared by: David Carnahan, City Clerk

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Proposed 2021 Code of Ethics and Conduct for Elected and Appointed Officials
2. Excerpt of Arts Commission Minutes
3. Excerpt of Bicycle and Pedestrian Advisory Commission Minutes
4. Excerpt of Board of Library Trustees Minutes
5. Excerpt of Heritage Preservation Commission Minutes
6. Excerpt of Housing and Human Services Commission Minutes
7. Excerpt of Parks and Recreation Commission Minutes
8. Excerpt of Planning Commission Minutes
9. Excerpt of Sustainability Commission Minutes