



# *CITY COUNCIL AGENDA REPORT*

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**MEETING DATE: APRIL 15, 2014**

**ITEM NUMBER:**

**SUBJECT: ETHICS POLICY**

**DATE: APRIL 4, 2014**

**FROM: THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER**

**PRESENTATION BY: TAMARA S. LETOURNEAU, ASSISTANT CHIEF EXECUTIVE OFFICER**

**FOR FURTHER INFORMATION CONTACT: TAMARA S. LETOURNEAU, ASSISTANT CHIEF EXECUTIVE OFFICER AT (714) 754-5328**

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## **RECOMMENDATION:**

Staff recommends that the City Council approve City Council Policy 000-15 establishing an Ethics Policy.

## **BACKGROUND AND DISCUSSION:**

The residents and businesses in the City of Costa Mesa are entitled to have a fair, ethical and accountable local government that has earned the public's full confidence for integrity. The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve.

Attachment A is the Administrative Regulation 2.36 establishing the ethics policy for City employees. In addition to the Administrative Policy, it is recommended that the City Council adopt this Ethics Policy as a Council policy as well. Attachment B is a draft of a new City Council Policy 000-15. These policies are identical but apply to the groups governed by each type of policy.

The Ethics Policy covers the following topic areas:

- Act in the Public Interest
- Respect for Government Structure and Process
- Conduct
- Comply with the Law
- Conflict of Interest
- Use of Public Resources
- Confidentiality
- Development Projects
- Gifts and Favors
- Positive Work Environment
- Compliance and Enforcement

The purpose of this policy is to promote and maintain the highest standards of personal and professional conduct in the City's government. All elected and appointed officials, City employees, volunteers, and others who participate in the City's government are required to adhere to this policy, understand how it applies to their specific responsibilities, and practice these 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 highest ethical standards and demonstrate the highest levels of achievement.

**ALTERNATIVES CONSIDERED:**

1. Approve the Ethics Policy with modifications.
2. Do not adopt the Ethics Policy.

**FISCAL REVIEW:**

There is no fiscal impact as a result of this report.

**LEGAL REVIEW:**

The City Attorney has reviewed the policy and approved it as to form.

**CONCLUSION**

Staff recommends that the City Council adopt Council Policy 000-15 establishing an Ethics Policy for the City of Costa Mesa.

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TAMARA S. LETOURNEAU  
Assistant Chief Executive Officer

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THOMAS R. HATCH  
Chief Executive Officer

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THOMAS DUARTE  
City Attorney

[Attachment A: Administrative Regulation 2.36](#)

[Attachment B: Council Policy 000-15 Ethics Policy](#)