

**City of Coronado**  
**ADMINISTRATIVE PROCEDURES**

<b>Subject: Code of Ethics</b>	<i>Number:</i>	102
	<i>Date:</i>	June 2006
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	<i>Approved by:</i>	City Council

The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people. The public judges its government by the way public officials and employees conduct themselves in the posts to which they are elected or appointed. The people have a right to expect that every public official and employee will conduct himself in a manner that will tend to preserve public confidence in, and respect for, the government he represents. Such confidence and respect can best be promoted if every employee will uniformly seek to carry out these goals:

- A. That the government decisions and policy be made in the proper channels of the governmental structure pursuant to the procedures and restrictions established by the City of Coronado.
- B. That public office not be used for personal gain.
- C. That officials and employees avoid both actual and potential conflicts between their private self-interest and the public interest so as to prevent public suspicion of conflict and maintain confidence in the integrity of the government.

To assist employees of the City of Coronado in achieving these goals, there is hereby established a Code of Ethics for all City employees under the control of the City Manager. The purpose of this Code is to establish ethical standards of conduct by setting forth these acts or actions that are incompatible to the best interest in matters affecting the City. Further, it is the purpose of this Code to relieve employees of the impossible task of judging themselves-, and guiding them so as to avoid the problem of attempting to serve two masters and enabling them to carry out their roles as trustees of the public interest.

**A. Responsibilities of Public Office**

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to impartially carry out the laws of the nation, state, and municipality and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

**B. Dedicated Service**

- 1. Loyalty.** All officials and employees of this City should be loyal to the political objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees should adhere to the rules of work and performance

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established as the standards for their position by the appropriate authority. Officials and employees should not exceed their authority or breach the law or ask other to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

**2. Political Activity.** No official or employee shall promise an appointment to any municipal position as a regard for any political activity.

No official- or employee shall use the prestige of his position by making verbal statements during the conduct of his official or public duties on behalf of any political party or any political candidate, or by indicating in any manner whatsoever during such times his opposition to or support of any political party, candidate, or by sending any written communication utilizing City stationery or the official seal of the City of Coronado or by otherwise indicating in such written communication that the position stated therein is stated by the official or employee in his capacity as an official or employee of the City of Coronado. This provision is not intended to restrict or limit any of the rights of political activity. However, officials and employees are subject to the rules set forth in Section 106, "Political Activity." Within these guidelines, officials and employees are encouraged to take an active interest in political affairs.

**C. Fair and Equal Treatment**

**1. Impartiality.** No official or employee shall grant or make available to any person consideration, treatment, advantage, or favor beyond that which is the general practice to grant or make available to the public at large.

**2. Interest in Appointments.** Canvassing of members of the Council, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to municipal civil service shall disqualify the candidate for appointment except with reference to positions filled by appointment by the Council.

**3. Use of Public Property.** No official or employee shall request, use or permit the use of any publicly-owned or publicly-supplied property, vehicle, equipment, material, labor, or service for the personal convenience or the private advantage of himself or any other person. The exceptions to this are non-profit, community-oriented groups, at the discretion of the Department Director.

**D. Conflict of Interest.** No City official or employee, whether paid or unpaid, shall engage in any business or transaction, or shall have a financial or other personal interest, direct or indirect, which is incompatible with the duties in the public interest or would tend to impair his independence of judgment or action in the performance of his official duties. Personal, as

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distinguished from financial, interest includes an interest arising from blood or marriage relationships or close relationships in business or political association. Special conflicts of interest are enumerated below for the guidance of officials and employees:

**1. Incompatible Employment.** No official or employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties. See also Section 2ll, "Outside Employment."

**2. Representing Private Interests Before City Agencies or Courts.** No official or employee whose salary is paid in whole or in part by the City shall appear in behalf of private interests before any agency or the City. He shall not represent private interests in any action or proceeding against the interests of the City in any litigation to which the City is a party. This paragraph shall not be construed as prohibiting the appearance of officials or employees when subpoenaed as witnesses by parties involved in litigation that also may involve the City of Coronado.

**3. Business Solicitation During Working Hours.** Employees of the City of Coronado are expected to perform a full day's work for their salaries. This does not allow time for personal business during working hours. Therefore, all salesmen are prohibited from soliciting personal business from City employees during working hours. Any employee who receives or does business with salesmen during working hours will be subject to disciplinary action.

**4. Disclosure of Confidential Information.** No City official or employee shall, without prior formal authorization of the public body having jurisdiction, disclose any confidential information concerning any other official or employee, or any other person, or any property or governmental affairs of the municipality. Whether or not it shall involve disclosures, no official or employee shall use or permit the use of any such confidential information to advance the financial or personal interest of himself or any other person.

**5. Disclosure and Disqualification of Financial or Personal Interest.** Whenever the performance of his official duties shall require any official or employee to deliberate and vote on any matter involving his financial or personal interest, he shall publicly disclose the nature and extent of such interest and disqualify himself from participating in the deliberations as well as abstaining from voting.

**6. Gifts and Favors.** No official or employee shall accept any valuable gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings

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with the City; nor shall any such official or employee (a) accept any gift, favor, or thing of value that may tend to influence him in the discharge of his duties, or (b) grant in the discharge of his duties any improper favor, service, or thing of value. However, small gifts (such as a box of chocolates) given to a department at large are acceptable. Regular loans from banks and/or loan companies do not fall in this category.

**7. Contracts With the City.** Any official or employee who has a substantial or controlling financial interest in any business entity, transaction, or contract with the City, or in the sale of real estate, materials, supplies, or services to the City shall make known to the proper authority such interest in any manner on which he may be called to act in his official capacity. He shall refrain from voting upon or otherwise participating in the transaction or making of such contract or sale. An official or employee shall not be deemed interested in any contract or purchase or sale of land or other thing of value unless such contract or sale is approved, awarded, entered into, or authorized by him in his official capacity.

**8. Disclosure of Interest in Legislation.** Any official or employee who has a financial or other private interest, and who participates in discussion with or gives an official opinion to the Council, shall disclose on the records of the Council or other appropriate authority the nature and extent of such interest.

**9. Ethics Training.** All members of Coronado's legislative body, whether elected or appointed, who receive any type of compensation, salary or stipend, or reimbursement of expenses, shall take two hours of ethics training courses approved by the Secretary of State, at least once every two years. Records of this training shall be kept by the City Clerk.

**10. Reporting on Attendance at Meetings and Conferences.** Where Council Members or Commissioners are compensated or reimbursed for attending meetings, whether subcommittee meetings, boards or agencies by assignment, other agencies' meetings, or conferences, a report shall be given to the legislative body at its next meeting. This report may be jointly presented (if more than one member attends the same meeting or conference) and may also be presented orally or in writing. A written report, provided in advance, may be included with the agenda materials.