



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Mary Hufty

DATE: January 25, 2023

RE: Code of Ethics the PV Town Council

RECOMMENDATION:

The Town Council should proceed to establish a Code of Ethics, which sets a positive tone between the Town Council and the residents. A first step is to review other local entities' Codes and best practices in town management. The Council should assign two Council members to work up a draft for the entire Council to review at a later meeting.

BACKGROUND:

The Code of Ethics discussion is important for setting the tone for any meeting. Many of our local jurisdictions have such a document and we should too.

This item should be on the TC Agenda for 1/11/23 so residents know we are working on it. We should assign two Council members to work up a draft for the entire Council to review at a later meeting.

As a first step, please read the follow examples below Codes of Ethics of other nearby cities, provided to me by the Town Staff.:

Alameda:

www.alamedaca.gov/files/assets/public/boards-and-commission/code-of-conduct.pdf

Belmont:

<https://www.belmont.gov/home/showdocument?id=11083>

Saratoga (I find this one accessible and user friendly):

<https://www.saratoga.ca.us/258/Code-of-Ethics-Values>

Sunnyvale:

www.sunnyvale.ca.gov/home/showpublisheddocument/618/637882968538000000

Woodside:

<https://www.woodsidetown.org/council/code-ethics-and-conduct>

and a guide from Western City –

<https://www.westerncity.com/article/beyond-ethics-establishing-code-conduct-guide-your-council>