



CITY OF KIRKLAND
City Manager's Office
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Marilynne Beard, Assistant City Manager
Robin Jenkinson, City Attorney

Date: August 25, 2011

Subject: CODE OF ETHICS UPDATE AND ADOPTION OF CODE OF CONDUCT

RECOMMENDATION:

City Council receives an update on the selection of a contractor to serve as the City's Ethics Board and approves the attached resolution adopting a Code of Conduct.

BACKGROUND DISCUSSION:

At the July 19, 2011 City Council meeting, staff provided an updated draft Code of Ethics and draft Code of Conduct. The City Council agreed to adopt the Code of Conduct as presented (with one minor edit) and the attached resolution was subsequently prepared for Council consideration. Once adopted, the Code of Conduct will be forwarded to City Council and Board and Commission members with a request that the document be signed, acknowledging that the Code of Conduct was received and read.

At the same meeting, the City Council authorized staff to proceed with a contract for services with either the King County Ombudsman or the City of Seattle Ethics and Elections staff to serve as Kirkland's Ethics Board. The representatives of both agencies were very knowledgeable, experienced, and helpful. Staff will be proceeding with a contract for services with the City of Seattle based on the estimated turnaround time for cases, the approach to investigation and experience with contracted ethics services.

City staff has received input from both King County and the City of Seattle on the draft Code of Ethics. Both agencies provided useful input, including clarification of certain provisions that will provide a more clearly enforceable document. Staff has been advised that areas in the draft Code of Ethics that are important, but more aspirational in nature, such as civility, are more appropriately addressed in the Code of Conduct. Once a contract is in place, staff will work toward a revised draft Code of Ethics for Council's consideration and develop a training plan.

It is anticipated that a revised draft will be presented in October or November.

RESOLUTION R-4889

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND
ADOPTING A CODE OF CONDUCT.

WHEREAS, the holding of public office and positions on City
Boards and Commissions is a public trust, and

WHEREAS, the Kirkland City Council desires to ensure the
public's confidence in its elected and appointed representatives;

NOW, THEREFORE, be it resolved by the City Council of the
City of Kirkland as follows:

Section 1. The Code of Conduct attached as Exhibit A is
adopted.

Passed by majority vote of the Kirkland City Council in open
meeting this ____ day of _____, 2011.

Signed in authentication thereof this ____ day of _____,
2011.

MAYOR

Attest:

City Clerk

**CITY OF KIRKLAND
CODE OF CONDUCT FOR CITY COUNCIL AND BOARDS AND COMMISSIONS**

The Code of Conduct is supplemental to the Kirkland 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 Kirkland 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 Kirkland, I agree to these principles of conduct:

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

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 Kirkland 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 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 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 or department directors when asking for information, assistance or follow up.

We will not knowingly blindside 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