

RESOLUTION 2427

Establishing Rules for the City of Warrenton City Commission Repealing Resolution No. 2036

COMMISSION RULES

RECITALS:

WHEREAS, ORS Chapter 244 establishes standards of ethical conduct for Public Officials; and

WHEREAS, the Warrenton City Commission believes that elected officials should conduct themselves to the highest ethical standards; and

WHEREAS, establishing practices and ethical standards help preserve the public trust between the citizens and the Warrenton City Commission; and

WHEREAS, the citizens of Warrenton expect ethical conduct from their elected officials.

NOW, THEREFORE, THE WARRENTON CITY COMMISSION HEREBY RESOLVES:

SECTION I. STANDARDS

- A. Commissioners shall review and observe the requirements of the Government Standards and Practices Law (ORS Chapter 244) dealing with the use of public office for private gain. Pursuant to ORS Chapter 244, Commissioner's will in no way use their office for the pursuit of financial gain or to avoid financial detriment.
- B. The following provisions shall guide the appropriateness of the City doing business with sitting Commissioners:
 1. The sitting elected official may compete in closed bid open competitive processes for any goods, services, or public improvement contracts for the City.
 2. The City may do business with Commissioners operating a retail or wholesale business in those instances that do not require any type of bidding or quote process. City Administration shall ensure that all such purchases are equitably distributed amongst like vendors.
 3. Other than as described in (2) above, the City will not solicit quotes or informal bids from Commissioners (or immediate family living in the same household) owned or operated businesses.
 4. The City shall not solicit or enter into contracts with a sitting Commissioner or immediate member of his/her household for professional services including, but not limited to, legal, engineering, or architectural services.

- C. In addition to matters of financial interest, Commissioners shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the City Commission. The Commission's general obligation to maintain high standards of ethical conduct includes the duty to refrain from:
1. Disclosing confidential information or making use of special knowledge or information before it is made available to the public;
 2. Violating City Commission rules;
 3. Commissioners shall not request or expect preferential treatment for themselves, relatives, business associates, clients, coworkers, or friends from the City;
 4. The City Charter restricts Commissioner involvement in the day-to-day management of the City. Consequently, Commissioners will refrain from conducting City business with a City employee or department head unless authorized by the City Manager. Commissioners should always use the City Manager as their direct contact for obtaining information or discussing aspects of City business;
 5. Participating in decisions of City boards, commissions or committees where there is a possibility of appeal of the matter to the City Commission;
 6. Once the City Commission has taken an official position, Commissioners will not misrepresent the official position of the City, and;
 7. Until made public by the City Commission, Commissioners will keep all written and verbal information provided them on matters of confidentiality under law in complete confidence to insure the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Commissioners, the City Manager, or the City Attorney.
- D. If the Commission, during executive session, provides direction or consensus to staff on proposed terms and conditions for any type of negotiations, whether it is related to property acquisitions or disposal, pending or likely claim or litigation, or employee negotiations, all contact with the other parties shall be made by designated staff or representatives handling the negotiations or litigation. Commissioners will not disclose any executive session information until it has been made public by the City Commission.
- E. Commissioners shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring nondiscriminatory delivery of public services, keeping informed concerning the matters coming before the Commission and abiding by all decisions of the Commission, whether or not the member voted on the prevailing side.
- F. The Commission has the inherent right to make and enforce its own rules. To exercise such an inherent right, the Commission has the right to investigate the actions of any member of the Commission.

PASSED AND ADOPTED THIS 13th DAY OF January 2015.

Mark Kujala
Mayor, City of Warrenton

1/13/15
Date:

ATTEST:

Linda Engstrom
City Recorder

1/13/15
Date: