

**ORDINANCE NO. 903**

**AN ORDINANCE OF THE CITY OF TEKOA, Washington adopting Chapter 1.05 “CODE OF ETHICS” thereby establishing standards of ethical conduct expected by City Officials and Employees of the City of Tekoa.**

**BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEKOA AS FOLLOWS:**

**Section 1: The following chapter is hereby adopted as Tekoa municipal code chapter 7.30 the following:**

**CODE OF ETHICS**

**Sections:**

**1.05.010- Declaration of Policy.**

**1.05.020- Code of Ethics.**

**1.05.030- Disclosure and Reporting of Conflicts of Interest.**

**1.05.010 - Declaration of Policy: High moral and ethical standards among public officials and public employees are essential to gain and maintain the confidence of the public because such confidence is essential to the conduct of free government. Public officials and public employees are agents of the people and hold their positions for the benefit of the people. The proper operation of democratic government requires that public officials and employees be independent and impartial when establishing policy and that their positions never be used for personal gain. A code of ethical conduct is necessary for the guidance of public officials where conflicts do occur as well as to prevent conflicts of interest.**

**1.05.020- Code of Ethics: The purpose of the code of ethics is to assist City officials and employees to establish guidelines to govern their own conduct as it relates to official City business. The code is also intended to help develop traditions of responsible public service. This code shall apply to all City Council, Planning Commission, and other City Boards and Commission members, as well as all City employees and appointed officers. An official or employee shall be deemed to have violated this code if they:**

- (1) Receive or have any financial interest in any sale to or by the City of any service or property when such financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service;**
- (2) Accept or seek for others any service, information, or thing of value on more favorable terms than those granted to the public generally from any person, firm, or corporation having dealings with the City;**
- (3) Accept any material gift or favor from any person, firm, or corporation having any dealings with the City if they know or have reason to know that it was intended to obtain special consideration;**
- (4) Influence the selection of or the conduct of business with a corporation, person, or firm having business with the City if they personally or through household relatives have a financial interest in or with the corporation, person, or firm;**

**(5) Is an employee, officer, partner, director, or consultant of any corporation, firm, or person having business with the City, unless they have disclosed such relationship as provided by this chapter; provided, that nothing herein shall be deemed to apply to consultants who render professional advice to corporations, arms or persons on matters unrelated to the business with the City. This provision shall not apply if the official or employee disqualifies themselves from all participation in the City business with the corporation, firm, or person;**

**(6) Engage in or accepts private employment or renders services for the private industry when such employment or service is incompatible with the proper discharge of their official duties, would impair their independence of judgment or action in the performance of their official duties, or would require or induce them to disclose confidential information acquired by reason of their official position;**

**(7) Appear on behalf of a private interest before any regulatory or governmental agency against the interest of the City or represents a private interest in any action or proceeding against the interest of the City in any litigation to which the City is a party, unless they have a personal interest and this personal interest has been disclosed to the regulatory governmental agency. A City Council member may appear before regulatory governmental agencies on behalf of constituents in the course of their duties as a representative of the electorate or in the performance of public or civic obligations; however, no official or employee shall accept a retainer or compensation that is contingent upon a specific action by a City agency;**

**(8) Directly or indirectly possess a substantial or controlling interest in any business entity which conducts business or contracts with the City or in selling real estate, materials, supplies, or services to the City without disclosing such interest as provided by this chapter. An interest is not a substantial interest if such interest does not exceed one-tenth of one percent of the outstanding securities of the business concern; or, if the interest is an unincorporated business concern, one percent of the net worth of such concern, or the financial interest of a corporation, person or firm does not exceed five percent of the net worth of the employee and their household relatives;**

**(9) If a City Council member, has a financial or other private interest in any legislation or other matters coming before the council and fails to disclose such an interest on the records of the City Council. This provision shall not apply if the City Council member disqualifies themselves from voting by stating the nature and extent of such interest. Any other official or employee who has a financial or other private interest and who participates in discussion with or gives an official opinion to the City Council and fails to disclose on the records of the City Council the nature and extent of such interest is in violation of this chapter;**

**(10) Violate any provision of Chapter 42.20 or 42.23 RCW;**

**(11) Violate the appearance of fairness doctrine in Chapter 42.36 RCW**

**1.05.030- Disclosure and Reporting of Conflict Interest:**

**(1) Upon accepting a position with the City of Tekoa as an employee, officer, elected or appointed official, or agent, it is the responsibility of the individual to immediately disclose any potential, real, or apparent conflicts of interest to the City Administrator or designee.**

**(2) All City of Tekoa employees, officers, elected or appointed officials, or agents, during the course of their affiliation with the City of Tekoa, shall take steps to avoid the appearance of a conflict of interest**

and shall report any potential conflict immediately to the City Administrator or designee for appropriate action. It is the responsibility of all individuals and vendors associated with the City of Tekoa to report any activity that is suspected to be in violation of the basic principles of this Code of Ethics.

**Section 2:** This ordinance shall be in full force and effect five days after it or a summary thereof, is published in the official newspaper of the City of Tekoa as required by law.

Adopted this \_\_ day of \_\_\_\_\_, 20\_\_ by the City Council of the City of Tekoa.

**APPROVED:**

\_\_\_\_\_  
Roy Schulz, Mayor

**ATTESTED:**

\_\_\_\_\_  
Eliza Evans-Teague, Clerk/Treasurer