

**CITY OF LAKEWAY
Ordinance No. 2013-08-19-01**

CODE OF ETHICS

AN ORDINANCE REPEALING AND REPLACING CHAPTER 2, ARTICLE 2.04, OF THE LAKEWAY CODE OF ORDINANCES; MODIFYING THE CODE OF ETHICS PROCEDURES; PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; EFFECTIVE DATE; CODIFICATION; PROPER NOTICE & HEARING; POPULAR NAME; PURPOSE; DEFINITIONS; SCOPE; AND ENFORCEMENT.

WHEREAS, the City Council of the City of Lakeway (“City Council”) seeks to preserve the trust placed upon municipal officials by the citizenry; and

WHEREAS, the City Council strives to promote ethical conduct and foster an environment where ethical decision-making is the norm; and

WHEREAS, public sector values embraced by the City emphasize avoiding conflicts of interest, discharging one’s responsibilities fairly and impartially, shunning private gain in the course of discharging public tasks, and promoting the public interest; and

WHEREAS, the City is committed to the notion that people should be treated equally by government officials, and that no person should enjoy an advantage because the person has a special relationship to those exercising governmental power; and

WHEREAS, pursuant to Texas Local Government Code, Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code, Section 51.071, the City has full power of local self-government, and may exercise the authority incident to local self-government; and

WHEREAS, pursuant to Lakeway’s Home Rule Charter, Article 2, Section 2.01, the City has general authority to pass and enforce an ordinance, and exercise all municipal powers, functions, rights, privileges and immunities not prohibited by state or federal law; and

WHEREAS, pursuant to Lakeway's Home Rule Charter, Article 11, Section 11.05, the City has general authority to establish rules and regulations for enforcement and penalties relevant to conflict of interest and equal treatment; and

WHEREAS, pursuant to Lakeway's Home Rule Charter, Article 1, Section 7.01, the City Council has general authority to establish such boards and commissions as may be required or as it may deem necessary for the conduct of City business and management of municipal affairs, and provided for the composition, functions and responsibilities of each such board and commission and the qualifications and procedures for the appointment and removal of their members; and

WHEREAS, in accordance with Chapters 171 and 176 of the Texas Local Government Code, the City has authority to regulate the actions of government officials; and

WHEREAS, the City Council finds that the requirements of the attached amendment to this Ordinance are reasonable, necessary, and proper for the good government of the City of Lakeway.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Lakeway:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. ENACTMENT

Chapter 2, Article 2.04 of the City of Lakeway Code of Ordinances is hereby amended so to read in accordance with *Exhibit A*, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any underlined text shall be inserted into the Code and any struck-through text shall be deleted from the Code, as stated on *Exhibit A*.

3. REPEALER

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City’s Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

6. EFFECTIVE DATE

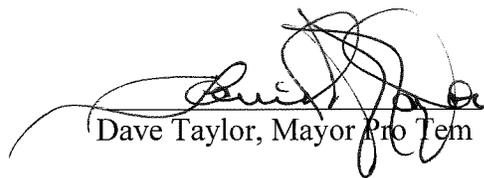
This Ordinance shall be effective immediately upon passage and publication in accordance with state law, and Section 3.17 of the Home Rule Charter.

7. PROPER NOTICE & MEETING

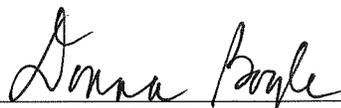
It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED this 19th day of August 2013.

CITY OF LAKEWAY, TEXAS


Dave Taylor, Mayor Pro Tem

ATTEST


Donna Boyle, City Secretary



City of Lakeway

CODE OF ORDINANCES

CHAPTER 2: ADMINISTRATION AND PERSONNEL

ARTICLE 2.04: CODE OF ETHICS

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DIVISION 1. ADMINISTRATION

Sec. 2.04.1 Introduction

- (a) **Title:** This Article, and all additional ordinances passed in the future and specifically made a part hereof, shall be collectively known and cited as the Code of Ethics.
- (b) **Authority:** This Code of Ethics is enacted pursuant to the authority of sections 2.01, 7.01 and 11.05 of the City's Home Rule Charter.
- (c) **Applicability:** This Code applies to City Councilmembers, Commissioners, Employees, candidates for the City Council, and volunteers appointed by the Mayor and confirmed by the City Council.

Sec. 2.04.2 Policy Declaration

It is hereby declared to be the policy of the City that the proper operation of democratic municipal government requires that public officials and employees be independent and impartial; that the governmental decisions and policy be made in the proper channels of the governmental structure; that no officer, employee or member of any Commission should have any interest in, or conflict with the proper discharge of public duties; and that public office should not be used for personal gain. To implement such a policy, the City Council deems it advisable to adhere to a Code of Ethics for designated officials, whether elected or appointed, paid or unpaid, to serve not only as a guide for official conduct of the City's public servants, but also as a basis for discipline for those who refuse to abide by its terms.

DIVISION 2. OFFICIALS

Sec. 2.04.3 General Prohibitions

It is a violation of this Code for an Official to:

- (a) **Gifts:** It is a violation of this Code for an Official to accept any gift or favor from any person, firm or corporation that might reasonably tend to influence the official in the discharge of public duties, or grant in the discharge of municipal operations any improper favor, service or thing of value. This prohibition does not apply to:
 - (1) items cumulatively valued at fifty dollars (\$50) or less per calendar year.
 - (2) honorary items, such as plaques, trophies, ribbons, and floral arrangements.
 - (3) entertainment in the form of food, beverages, travel or spectator events at which the recipient is a guest accompanying the host cumulatively valued at fifty dollars (\$50)

or less per calendar year.

(4) donations made to the City as an entity for use on City property or for City events.

- (b) Special Treatment:** It is a violation of this Code for an Official to use a municipal position to secure or grant any special consideration, treatment, exemptions or advantage to the official, or to any person that is not available to the general public. This prohibition does not apply to non-monetary, honorary gestures, such as designated parking for officials invited as special guests at civic events.
- (c) Information:** It is a violation of this Code for an Official to disclose confidential or privileged information that could adversely affect the property, fiscal affairs, or litigation interests of the City, nor use any information gained by reason of being an Official for one's own personal gain or benefit or for the private interest of others.
- (d) Financial Interest:** It is a violation of this Code for an Official to transact any business on behalf of the City in an official capacity regarding any business entity or real property in which the Official has a Financial Interest.
- (e) Compensation:** It is a violation of this Code for an Official to directly receive any fee or compensation for municipal services from any source other than the City.
- (f) Hindrance:** It is a violation of this Code for an Official to knowingly perform or refuse to perform any act to deliberately thwart the execution of City ordinances, rules or regulations, or the achievement of official City programs.
- (g) Resources:** It is a violation of this Code for an Official to use City supplies, equipment, facilities or personnel for any purpose other than the conduct of official City business, unless done so in accordance with a program made available to the general public.

Sec. 2.04.4 Representation

- (a) City Councilmember or Employee:** It is a violation of this Code for a City Councilmember or Employee to represent another person before the City Council or a Commission. It is also a violation of this Code for a City Councilmember or Employee to represent any private interest of others in any action or proceeding involving the City, or participate on behalf of others in any litigation to which the City might be a party, or to accept any retainer or compensation that is contingent upon a specific action taken by the City.
- (b) Commissioner:** It is a violation of this Code for a Commissioner to represent another person before a Commission of which the Commissioner is a member, or before the City Council or Commission that has appellate jurisdiction over the Commission of

which the Commissioner is a member, with regard to matters that may be the subject of specific action by any such body.

Sec. 2.04.5 Concurrent Employment

It is a violation of this Code for an Employee to accept other employment or engage in outside consulting as an independent contractor if such activities are incompatible with the full and proper discharge of the Employee's municipal duties and responsibilities with the City, or which might impair the Employee's independent judgment in the performance of municipal duties. It is incompatible for an Employee to represent or accept employment from any person engaged in a judicial or administrative proceeding adverse to the City. It is incompatible for an Employee to accept employment with a Vendor. Incompatibilities may be waived in writing by the City Manager.

Sec. 2.04.6 Subsequent Employment

It is a violation of this Code for an Employee to, within one (1) year of leaving the City's employment, accept employment or engage in consulting as a contractor representing any person before the City Council, or any Commission in matters related to the particular field of endeavor or area of interest involved in such person's services to the City.

DIVISION 3. VENDORS & APPLICANTS

Sec. 2.04.7 General Prohibitions

It is a violation of this Code for a Vendor or Applicant to give any gift or favor to any Official or Employee that might reasonably tend to influence the Official in the discharge of official duties, or yield any improper favor, service or thing of value. This prohibition does not apply to:

- (a) items cumulatively valued at fifty dollars (\$50) or less per calendar year.
- (b) honorary items, such as plaques, trophies, ribbons, and floral arrangements.
- (c) entertainment in the form of food, beverages, travel or spectator events at which the donor is a guest accompanying the Official or Employee cumulatively valued at fifty dollars (\$50) or less per calendar year.

DIVISION 4. MANDATORY DISCLOSURES

Sec. 2.04.8 Prior Relationship with City

(a) As part of the City's application process, a person seeking to be elected or appointed as an Official, or hired as an Employee, must disclose any of the following categories of dealings with the City within the last two (2) years (24 months) as a:

- (1) Employee;
- (2) Vendor;
- (3) party in a judicial proceeding; or
- (4) party in an administrative law proceeding.

(b) Disclosure must be under oath and on a form prescribed by the City Secretary.

Sec. 2.04.9 Financial Interest

(a) City Councilmembers and Commissioners must disclose a Financial Interest in any matter pending before a body upon which the Official serves to the Board of Ethics on a form prescribed by the City Secretary.

(b) Employees must disclose a Financial Interest in any matter pending before the Employee (in the scope of their employment) to the Employee's Supervisor on a form prescribed by the City Secretary.

(c) Volunteers must disclose a Financial Interest in any matter pending before the Volunteer (in the scope of their position with the City) to the Volunteer's Supervisor on a form prescribed by the City Secretary.

Sec. 2.04.10 Disclosure Violations

(a) It is a violation of this Code for an Official to fail to file a disclosure required by this Division.

(b) It is a violation of this Code for an Official to falsify a disclosure required by this Division.

(c) It is a violation of this Code for a Volunteer to fail to file a disclosure required by this Division.

- (d) It is a violation of this Code for a Volunteer to falsify a disclosure required by this Division.
- (e) Before a complaint for failure to file a disclosure required by this Division is referred to the Board of Ethics, the City Secretary will notify the Subject and provide the Subject with seven (7) business days to submit the required disclosure. If the disclosure is timely submitted, the complaint will be administratively dismissed by the City Secretary.

Sec. 2.04.11 Filing of Disclosures

Financial Interest disclosures required pursuant to this Division must be filed with the City Secretary.

Sec. 2.04.12 Dissemination of Disclosures

- (a) Financial Interest disclosures filed pursuant to this Division by non-Employee Officials shall be distributed by the City Secretary to the mayor, chairperson of the Board of Ethics, City Manager, and chairperson of the Commission upon which the official sits (as applicable).
- (b) Financial Interest disclosures filed pursuant to this Division by Employees shall be distributed by the City Secretary to the chairperson of the Board of Ethics and the City Manager.
- (c) Disclosures filed pursuant to this Division are public records that are available through the City Secretary in accordance with the Texas Public Information Act.

DIVISION 5. ABSTENTION

Sec. 2.04.13 Abstention Required

- (a) In the event that a Financial Interest arises under this Code in a matter pending before a body upon which an Official serves or in a matter pending before an Employee, the Official or Employee must abstain from deliberations (discussion and action) on the matter.
- (b) If a majority of the members of the body upon which they serve also files disclosures of Financial Interests, Officials are not required to abstain from deliberations.

DIVISION 6. BOARD OF ETHICS

Sec. 2.04.14 Creation

A Board of Ethics (herein the “Board”) shall be maintained as a Commission of the City.

Sec. 2.04.15 Appointment

- (a) The Board consists of seven (7) members.
- (b) The Board is composed of one member appointed by the mayor, and one member appointed by each City Councilmember. Each Board member receives a term of two (2) years. If a Board member resigns or becomes ineligible to hold office, the mayor or City Councilmember who appointed the vacating board member may appoint a successor. The successor shall serve out the remainder of the unexpired term. The vacation of office by an appointing City Councilmember does not render the corresponding appointed Board member ineligible to serve the remainder of the Board member’s term.
- (c) Eligibility for membership on the Board is as specified in the Charter.

Sec. 2.04.16 Removal

A Board member may be removed by majority vote of the City Council upon:

- (a) recommendation by the majority of the Board upon finding the member violated the Code; or
- (b) finding by the City Council that the Board member neglected the member’s duties.

Sec. 2.04.17 Officers

The Board shall be presided over by two (2) officers, those being the Chairperson, and Vice-Chairperson, who shall be selected by the Board’s members from among Board members. Officers shall serve one-year terms. Officers retain the right to vote on matters before the Board.

Sec. 2.04.18 Meetings

- (a) Meetings shall be held as needed, as called by the Chairperson or any two (2) Board members.
- (b) A quorum of five (5) members shall be necessary for the Board to conduct business.
- (c) Meeting agendas shall consist of items requested by the Chairperson or any two (2) Board members.

- (d) For a Complaint, Waiver, or Advisory Opinion to be placed on an agenda for a Board meeting, the item must be sponsored by the Board Chairperson or any two members of the Board.

Sec. 2.04.19 Liaison with City Council

The City Council shall designate one of its members to act as liaison to the Board, and as a nonvoting member of the board. Unless the Board votes otherwise, or recusal is required, the liaison member of the board may attend all board meetings and may participate in all board discussions and deliberations, including executive sessions.

Sec. 2.04.20 Minutes

The City Secretary or an assistant City Secretary shall attend all Board meetings and shall prepare minutes of all proceedings. In the absence of the City Secretary or an assistant City Secretary, the Board chairperson shall designate a member of the Board to prepare minutes of such proceedings.

Sec. 2.04.21 Duties of Attorney

The City Attorney, or an independent attorney retained by the City Manager, shall attend meetings of the Board , upon request, (including executive sessions) to advise the Board and perform such other duties, as instructed by the Chairperson or the City Manager.

Sec. 2.04.22 Complaints

- (a) Complaints are allegations that an Official violated this Code.
- (b) Complaints must be filed with the City Secretary.
- (c) To be actionable, a complaint must:
 - (1) be in writing;
 - (2) be signed; and
 - (3) allege a specific violation of this Code.
- (d) Complaints satisfying the requirements of this section will be referred by the City Secretary to the Board Chairperson.

Sec. 2.04.23 Notices

- (a) The Subject of a complaint will be given a copy of the complaint and notification of any scheduled Board meeting at which the complaint will be addressed at least seven (7) business days before the Board meeting.
- (b) Agendas of Board meetings will be posted in compliance with the Texas Open Meetings Act.

Sec. 2.04.24 Inquiry

The Board is authorized to conduct inquiries into allegations of violations of this Code, including interviewing the Subject, taking witness statements, and reviewing documentation. Subcommittees of the Board appointed by the Board chairperson may also conduct inquiries.

Sec. 2.04.25 Dismissal

In addition to any topic-specific provisions for dismissals provided elsewhere in this Code, Complaints may be dismissed as follows:

- (a) **Prior Ruling:** The Board chairperson may administratively dismiss a complaint if the Chairperson determines that conduct made the subject of the complaint was determined to be allowable by the Board in the form of an Advisory Opinion, Waiver, or Ethical Determination issued under this Code.
- (b) **Frivolous:** The Board may administratively dismiss a complaint if the Board determines that the complaint is frivolous because it is not based on verifiable facts, or does not allege a violation under this Code.

Sec. 2.04.26 Initial Determination

- (a) Before the Board considers a Complaint, Waiver, or Advisory Opinion, a subcommittee comprised of three (3) Board members appointed by the Board Chairperson will evaluate the matter and submit an Initial Determination to the Board Chairperson.
- (b) Initial Determinations are preliminary, written assessments regarding the application of this Code to a particular situation or behavior.
- (c) Subcommittee meetings are not posted or open to the public.
- (d) The Initial Determination from the subcommittee will be submitted to the City Secretary, who will disseminate it to the Board and City Manager.

Sec. 2.04.27 Advisory Opinions

- (a) The Board is authorized to issue Advisory Opinions.
- (b) Advisory Opinions are written rulings regarding the application of this Code to a particular situation or behavior. Advisory Opinions can only be issued in response to the receipt of a written request from any Official.
- (c) Requests for Advisory Opinions satisfying the requirements of this section will be referred by the City Secretary to the Board Chairperson.

Sec. 2.04.28 Waivers

- (a) The Board is authorized to grant waivers of the restrictions imposed by this Code.
- (b) Waivers are approved exceptions from the restrictions imposed by this Code
- (c) Requests for Waivers must be filed with the City Secretary, who shall refer the request to the Board Chairperson.
- (d) To grant a waiver, the Board must determine in writing that:
 - (1) the public interest would be better served by the waiver of such prohibition; or
 - (2) the application of such prohibition would work a hardship on the person involved and any detriment to the City would be negligible.

Sec. 2.04.29 Ethical Determinations

- (a) The Board is authorized to make Ethical Determinations.
- (b) Ethical Determinations are written rulings regarding the application of this Code to a particular situation or behavior. Ethical Determinations can only be issued in response to the receipt of a complaint submitted in accordance with this Code.

Sec. 2.04.30 Confidentiality

The administration of this Code will be handled in as discrete and professional a manner as possible under the circumstances. The administration of this Code will be conducted in compliance with the Texas Open Meetings Act, and the Texas Public Information Act. Discretion is encouraged to protect the rights of the accused and the privacy of witnesses; however, confidentiality is not guaranteed. It is a violation under this Code and an offense under the Texas Public Information Act to publicly disclose the City's confidential information.

Sec. 2.04.31 Retaliation

It is a violation of this Code for a person to retaliate against:

- (a) any person who in good faith brings a complaint or request for interpretation to the Board, or
- (b) against any witness giving a statement or other evidence to the Board.

Sec. 2.04.32 Reconsideration

A Subject may request that the Board reconsider an Ethical Determination. To be actionable, a request for reconsideration must:

- (a) be written and signed;
- (b) be filed with the City Secretary within fourteen (14) business days of the Ethical Determination being transmitted to the Subject via U.S. Mail (certified return receipt requested); and
- (c) contain new information that was not readily available prior to the Board's issuance of the Ethical Determination.

Sec. 2.04.33 Process

The Subject of a complaint brought under this Code has the right to be present during meetings conducted by the Board related to such complaint. The Board and the Subject will be provided an opportunity to question witnesses and review documentation relied upon by the Board in making an Ethical Determination. Only Officials and attorneys engaged by the City are allowed to participate in executive session, at the discretion of the Board. Whether the Subject is allowed to participate in executive session shall be at the discretion of the Board Chairperson. Rules of procedure shall be prescribed at the discretion of the Chairperson.

Sec. 2.04.34 Training

The Board will, at its discretion, facilitate educational opportunities for those charged with complying with and enforcing this Code

DIVISION 7. CORRECTIVE MEASURES

Sec. 2.04.35 Sanctions by Board

(a) Board Action: Upon issuance of an Ethical Determination, the Board may impose the following sanctions on an Official or Vendor:

- (1) Verbal Reprimand issued orally in open session; or
- (2) Written Reprimand.

(b) Board Recommendations to Council: In addition to any direct action taken by the Board, the Board may make a recommendation to the City Council and City Manager. Upon issuance of an Ethical Determination, the Board may recommend to the City Council (for Vendors or Officials who are not Employees) or the City Manager (for Employees), as applicable, the following sanctions:

- (1) verbal reprimand issued orally in open session;
- (2) written reprimand;
- (3) suspension in the form of a temporary cessation of duties;
- (4) forfeiture of office or position (does not apply to City Councilmembers);
- (5) conditioning of any sanction upon an order directing compliance with specific provisions of this Code of Ethics;
- (6) designation of the Subject as ineligible for hiring to any employment position or appointment to Commission membership; and/or
- (7) instruction that the City Prosecutor refer the matter to state or federal law enforcement agencies, as may be appropriate, for possible violations of state or federal law.

Sec. 2.04.36 Sanctions by City Council upon certain Officials

Upon receipt of an Ethical Determination, the City Council may impose the following sanctions upon Officials who are not Employees:

- (a)** verbal reprimand issued orally in open session;
- (b)** written reprimand;

- (c) suspension in the form of a temporary cessation of duties;
- (d) forfeiture of office or position (does not apply to City Councilmembers);
- (e) conditioning of any sanction upon an order directing compliance with specific provisions of this Code of Ethics;
- (f) designation of the Subject as ineligible for hiring to any employment position or appointment to Commission membership; and/or
- (g) instruction that the City Prosecutor refer the matter to state or federal law enforcement agencies, as may be appropriate, for possible violations of state or federal law.

Sec. 2.04.37 Sanctions by City Council upon City Councilmember

Upon receipt of an Ethical Determination, the City Council may impose the following sanctions upon City Councilmembers:

- (a) verbal reprimand issued orally in open session;
- (b) written reprimand; and/or
- (c) instruction that the City Prosecutor refer the matter to state or federal law enforcement agencies, as may be appropriate, for possible violations of state or federal law.

Sec. 2.04.38 Sanctions by City Council upon Vendor

Upon receipt of an Ethical Determination, the City Council may impose the following sanctions upon Vendors:

- (a) verbal reprimand issued orally in open session;
- (b) written reprimand; and/or
- (c) declaration that a Vendor is ineligible to provide goods or services to the City for one (1) year (12 months).
- (d) instruction that the City Prosecutor refer the matter to state or federal law enforcement agencies, as may be appropriate, for possible violations of state or federal law.

Sec. 2.04.39 Sanctions by City Council upon certain Municipal Officers

Upon receipt of an Ethical Determination, the City Council may impose the following sanctions upon the City Manager, Treasurer, or Assistant Treasurer:

- (a) verbal reprimand issued orally in open session; and/or
- (b) written reprimand.

Sec. 2.04.40 Sanctions by City Manager

All of the corrective measures provided in this Code for the Board and the City Council are available for the City Manager in regards to Employees, and Officials appointed by the City Manager, subject to the Charter and any personnel policies enacted by the City. Nothing herein shall be construed to limit or negate the ability of the City Manager to make independent determinations and take separate action regarding Employee compliance with this Code.

Sec. 2.04.41 Eligibility

Removal of an Official for violation of this Code shall render the person ineligible to be a Commissioner or Employee of the City for one (1) year.

Sec. 2.04.42 Other Law

The prohibitions and mandates contained in this Code are separate from and in addition to any regulations enacted in the City's personnel policies, and state or federal law. Nothing herein shall preclude the City from pursuing enforcement of any applicable state and federal laws.

Sec. 2.04.43 Definitions

In this Code, unless the context otherwise requires, these terms are defined as follows:

Applicant. Any person seeking approval of a permit, variance, or other form of approval or municipal authorization from the City.

Commission. A City-created citizen advisory board, standing committee, or commission.

Commissioner. An appointed member of a Commission.

Councilmember. The Mayor or members of the City Council, whether elected or appointed.

Employee. Any person employed by the City as evidenced by the City's payroll records. The term does not include independent contractors or seasonal (temporary) employees.

Financial Interest. An economic interest in the form of ownership of stock, ownership of real property, employment relationship, independent contractor relationship, party status in a judicial proceeding, or party status in an administrative law proceeding. This interest is shared among relatives within the 1st Degree by consanguinity (blood or adoption) and affinity (marriage).

Official. A Commissioner, Councilmember, Employee, or Volunteer.

Party. A named plaintiff, defendant, petitioner or respondent in a legal matter, or related to a plaintiff, defendant, petitioner or respondent within the 1st Degree by consanguinity (blood or adoption) and affinity (marriage).

Person. Any human being, agency, association, company, corporation or partnership.

Reprimand. A criticism for violation of the Code of Ethics.

Subject. A person alleged in a complaint to have committed a violation of this Code.

Vendor. Any person having, or seeking the approval or extension of, an agreement, contract or work order to provide goods or services to the City.

Volunteer. A person providing services to the City or acting on behalf of the City who is appointed by the Mayor and confirmed by the City Council