

**ORDINANCE NO. 2018-686(O)**

**A ORDINANCE REPEALING PREVIOUS ETHICS CODES AND POLICIES  
AND ADOPTING A NEW CODE OF ETHICS AND CONDUCT FOR CITY  
OFFICIALS AND EMPLOYEES**

**WHEREAS**, various ethics codes and policies have heretofore been adopted and approved by the City Council; and

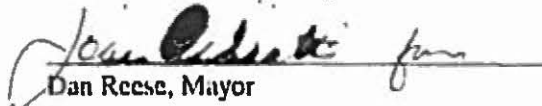
**WHEREAS**, the City Council desires to periodically review and update its ethics policies in order to enhance accountability and transparency for the welfare of the citizens of the City of Windcrest.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS** that previous ethics codes and policies of the city are hereby repealed, and the attached City of Windcrest Code of Ethics and Conduct for City Officials and Employees is hereby adopted.

This policy shall become effective on the first day of the month following the final adoption of this ordinance.

**DULY PASSED AND APPROVED**, on the 3rd day of December, 2018 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

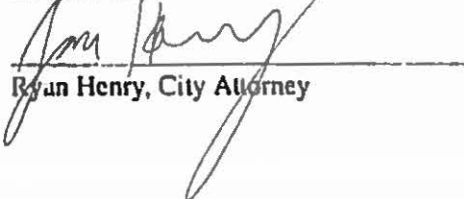
**CITY OF WINDCREST, TEXAS**

  
Dan Reese, Mayor

**ATTEST:**

  
David Rodulfo Jr., Asst. City Secretary

**APPROVED:**

  
Ryan Henry, City Attorney

**ORDINANCE NO. 2018-686(O)**

**A ORDINANCE REPEALING PREVIOUS ETHICS CODES AND POLICIES  
AND ADOPTING A NEW CODE OF ETHICS AND CONDUCT FOR CITY  
OFFICIALS AND EMPLOYEES**

**WHEREAS**, various ethics codes and policies have heretofore been adopted and approved by the City Council; and

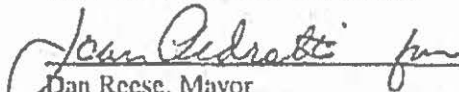
**WHEREAS**, the City Council desires to periodically review and update its ethics policies in order to enhance accountability and transparency for the welfare of the citizens of the City of Windcrest.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS** that previous ethics codes and policies of the city are hereby repealed, and the attached City of Windcrest Code of Ethics and Conduct for City Officials and Employees is hereby adopted.

This policy shall become effective on the first day of the month following the final adoption of this ordinance.

**DULY PASSED AND APPROVED**, on the 3rd day of December, 2018 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

  
Dan Reese, Mayor

**ATTEST:**

  
David Rodolfo Jr, Asst. City Secretary

**APPROVED:**

\_\_\_\_\_  
Ryan Henry, City Attorney

## **City of Windcrest Code of Ethics and Conduct For City Officials and Employees**

### **Statement of Purpose**

The citizens and businesses of Windcrest are entitled to have fair, ethical and accountable local government which earns the public's full confidence for integrity. The strong desire of the City of Windcrest to fulfill this expectation therefore requires that city officials, both elected and appointed, and employees:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Be independent, impartial and fair in their judgment and actions;
- The office or position be used for the public good, not for personal gain; and

To this end, the Windcrest City Council has adopted this Code of Ethics and Conduct for city officials and employees to assure public confidence in the integrity of local government and its effective and fair operation.

### **Definitions**

The following words, terms and phrases, when used in this article, shall have the meanings subscribed to them in this section.

**Business.** A corporation, partnership, sole proprietorship, firm, holding company, joint stock company, receivership, trust or any other for profit or non-profit entity.

**City Council.** The legislative and governing body of the city consisting of the mayor and council city members.

**City Official.** Any member of the city council and any appointed member of a board, commission, or committee set up by ordinance, charter, state law or otherwise, on a temporary or permanent basis.

**Employee.** Any person employed by the city, including those individuals on a part-time basis, including independent contractors hired by the city for repetitive performance of services, but not independent contractors engaged for occasional services.

### **1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, city officials and employees will work for the common good of the people of Windcrest and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Windcrest City Council, boards, commissions, and committees.

### **2. Comply with the Law**

## **City of Windcrest Code of Ethics and Conduct For City Officials and Employees**

City officials and employees shall comply with the laws of the nation, the State of Texas, and the City of Windcrest in the performance of their public duties. These laws include, but are not limited to: the United States and Texas constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

### **3. Conduct of City Officials and Employees**

The professional and personal conduct of city officials and employees must be above reproach and avoid even the appearance of impropriety. City officials and employees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other city officials and employees, board, commission, and committee members and the public.

### **4. Respect for Process**

City officials and employees shall perform their duties in accordance with the processes and rules of order established by the City Council and boards, commissions, and committees governing the public deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

### **5. Conduct of Public Meetings**

City officials have an obligation to attend meetings and be prepared for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfere with the orderly conduct of meetings.

### **6. Decisions Based on Merit**

It is expected that city officials and employees review material, participate in discussion and base their decisions on the merits and substance of the matter at hand.

### **7. Communication**

Prior to taking final action on a matter under consideration, city officials and employees should publicly share substantive information, which they may have received from sources outside the public decision-making process, that is relevant to such action by the Council, boards, commissions, or committees.

### **8. Conflicts of Interest and Disclosure**

City officials and employees shall familiarize themselves and abide by the following conflicts of interest and disclosure statutes and principles:

## **City of Windcrest Code of Ethics and Conduct For City Officials and Employees**

- a. Section 171 of the Local Government Code which requires council members and certain officers to file an affidavit disclosing a substantial interest in a business or property that would be beneficially affected by a decision of the city council and thereafter abstaining from participation in discussion and voting on the matter. Once the disclosure is made the city official is to remove themselves from the meeting area to ensure their presence does not hinder the discussion of the item or influence the vote.
- b. Section 176 of the Local Government Code which requires city council members and the city manager to file a conflicts disclosure statement disclosing any business relationship with a person or business doing business with the city or being considered by the city for a business relationship.
- c. Section 176.003(a)(2)(B) of the Local Government Code which requires the disclosure of gifts of an aggregate value of more than \$250.00 in the twelve (12) month period preceding a transaction described in Section 176, other than gifts of food, lodging, transportation, or entertainment accepted as a guest.
- d. Sections 553.001-553.003 of the Government Code which requires the filing of an affidavit before the date the city will acquire a property in which public servants have a legal or equitable interest.
- e. City employees shall disclose potential conflicts of interest to their supervisor and avoid participation in the handling of matters wherein employees have a personal interest.
- f. In order to assure their independence and impartiality on behalf of the public good, city officials and employees are prohibited from using their positions to influence government decisions in which they have a personal interest.
- g. In order to avoid a potential conflict of interest or the appearance of a potential conflict of interest, no person related to a member of the City Council or City Manager within the second degree by affinity (marriage) or third degree by consanguinity (blood relationship) as defined by Chapter 573 of the Texas Government Code shall be appointed to serve or remain in service on any City board or commission.

### **9. Corruption**

City officials and employees shall familiarize themselves and abide by the Penal Code mandates concerning corruption, including specifically Section 36.02 prohibiting bribes, Section 36.08(d) prohibiting illegal benefits, Section 36.09 prohibiting receipt of prohibited gifts, Section 39.02 concerning abuse of official capacity and Section 39.06(a) concerning misuse of official information.

### **10. Political Advocacy**

City officials and employees shall not utilize the city's name or logo for purposes of endorsing any political candidate or business. City employees shall not engage in electioneering while on the job. Electioneering means working for the election of a candidate to political office.

## **City of Windcrest Code of Ethics and Conduct For City Officials and Employees**

City employees shall not be appointed or retained on the basis of their political support or activities. Employees shall not engage in political activities relating to a campaign for elective office while in uniform or on active duty. Employees elected to city offices shall be required to resign their employment upon acceptance of the office.

City employees are prohibited from using their municipal title or position in any advertisement or endorsement of products, persons or activities, without exclusive authorization by the City Council.

### **11. Confidential Information**

City officials and employees shall respect the confidentiality of information concerning City property, personnel or proceedings of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests.

### **12. Use of Public Resources**

City officials and employees shall not use public resources generally unavailable to the public, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

### **13. Representation of Private Interests**

In keeping with their role as stewards of the public interest, city officials and employees shall not appear on behalf of private interests of third parties before the Council or any board, commission, committee, or proceeding of the City.

### **14. Advocacy**

City officials and employees shall represent the official policies or positions of the City Council, board, commission, or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, city officials and employees shall explicitly state they do not represent their body or the City of Windcrest, nor will they allow the inference that they do.

### **15. Policy Role of City Officials and Employees**

City officials and employees shall respect and adhere to the Windcrest city governmental structure as outlined in the City's charter, policies and procedures. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards, commissions, and committees and City staff. Except as provided by the City ordinance, city officials therefore shall not interfere with the administrative functions of the City or the professional duties of the City staff; nor shall they impair the ability of staff to implement Council policy decisions.

### **16. Independence of City Council, Boards, Commissions, and Committees**

## **City of Windcrest Code of Ethics and Conduct For City Officials and Employees**

In order to safeguard the independence of the city council, boards, commissions, and committees in the public decision-making process, city officials and members of such boards, commissions, and committees shall refrain from applying undue influence on the deliberations or outcomes of city council, board, commission, and committee proceedings.

### **17. Positive Work Place Environment**

City officials shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. City officials shall recognize their special role in dealing with City employees and refrain from creating the perception of inappropriate direction to staff.

### **18. Implementation**

As an expression of the standards of conduct for city officials and employees expected by the City, the Windcrest Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when city officials and employees are thoroughly familiar with it and embrace its provisions. Ethical standards shall be included in the regular orientations for candidates for City Council, applicants to boards, commissions, and committees and newly elected and appointed officials and new employees. City officials and employees entering office, including those appointed to boards, commissions and committees shall sign a statement affirming they have read and understood the City of Windcrest Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be reviewed periodically by the City Council, boards, commissions, and committees, and the City Council shall consider recommendations from boards, commissions, committees, employees, and citizens for revision as it becomes necessary.

### **19. Compliance and Enforcement**

The Windcrest Code of Ethics and Conduct expresses standards of ethical conduct expected for city officials and employees of the Windcrest City Council, boards, commissions, and committees. City officials and employees themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards, commissions, and committees and the Mayor have the additional responsibility to intervene when city officials' actions appear to be in violation of the Code of Ethics and Conduct and are brought to their attention. The City Council may impose sanctions, such as reprimand, formal censure, or loss of committee assignment, on city officials whose conduct does not comply with the City's ethical standards. The City Council also may act to remove members of boards, commissions, and committees from office.

## City of Windcrest Code of Ethics and Conduct For City Officials and Employees

### STATEMENT OF COMMITMENT

As a member of the Windcrest City Council or of a Windcrest city board, commission or committee or an employee, I agree to uphold the Code of Ethics and Conduct and conduct myself by the following model of behavior.

I will:

- Recognize the worth of individual city officials and employees and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual city officials, City staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Windcrest;
- Treat all people with whom I come in contact in a manner I wish to be treated;
- Before I speak or act I will ask myself the following questions:
  1. Is it the truth?
  2. Is it fair to all concerned?
  3. Will it build goodwill and better relationships?
  4. Will it be beneficial to all concerned?

*This document has been explained to me in Spanish; I fully understand the contents and agree to abide by its rules.*

*Este documento se me ha explicado en español; entiendo completamente el contenido y concuerdo en respetar sus reglas.*

\_\_\_\_\_  
Council, Board, Commission, Committee, Employee

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date