



City of Huntington Beach

INTER-DEPARTMENT COMMUNICATION

TO: Honorable Mayor and City Council

FROM: Robin Estanislau, City Clerk *RE*

DATE: January 17, 2024

SUBJECT: COUNCIL MINUTE ACTION TO REVISE EXHIBIT "A" OF RESOLUTION NO. 2016-73 – CITY CODE OF ETHICS

At the City Council meeting of January 16, 2024, the following minute action was taken to revise Exhibit "A" of Resolution No. 2026-73:

A motion was made by McKeon, second Van Der Mark, to direct the City Clerk to record in the official minutes that the City Code of Ethics was presented to the City Council, City Manager, Chairpersons, and City Department Directors for their review and distribution as required by Resolution No. 2016-73, ***as amended to substitute the term "equality" for "equity" in Exhibit "A," City of Huntington Beach Code of Ethics.***

By copy of this memo, Resolution No. 2016-73, including a revised City Code of Ethics (Exhibit "A") is being shared for distribution purposes as directed.

Att: Resolution No. 2016-73 with revised Exhibit "A" – City of Huntington Beach Code of Ethics

c: File
Executive Team
Administrative Assistants
Board/Commission/Committee Staff Liaisons

RESOLUTION NO. 2016-73

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF HUNTINGTON BEACH AMENDING THE
CITY'S CODE OF ETHICS

WHEREAS, on October 4, 1993, the City Council adopted Resolution No. 6524, which established a Code of Ethics to serve as a standard of conduct for all elected officials, officers, employees and members of advisory boards, commissions, and committees of the City of Huntington Beach; and

On August 4, 2003, the City Council adopted Resolution No. 2003-51 amending the Code of Ethics; and

On January 20, 2004, the City Council adopted Resolution No. 2004-2 amending the Code of Ethics, and

On February 16, 2010, the City Council approved a revised version of the Code of Ethics as recommended by the Intergovernmental Relations Committee,

NOW THEREFORE, the City Council of the City of Huntington Beach does hereby resolve as follows:

1. That the City of Huntington Beach revised Code of Ethics, a copy of which is attached hereto as Exhibit "A" and incorporated by this reference as though fully set forth herein, is hereby adopted and approved.
2. The City Council, City departments, and all boards, commissions, and committees are to formally review this Code of Ethics with their members annually during the month of January. The Mayor, City Manager and Chairpersons shall be responsible for accomplishing this review. New members of the City Council, boards, commission, and committees and new

employees are to be provided a copy of the Code of Ethics for their review when they are elected or appointed.

3. All elected officials, officers, employees and members of advisory boards, commissions, and committees of the City of Huntington Beach shall sign Acknowledgment of Receipt forms (Exhibit A). Said acknowledgments of the elected officials and members of boards, commissions, and committees shall be maintained on file with the City Clerk. Said acknowledgments of officers and employees shall be maintained by the Human Resources Department.

PASSED, APPROVED and ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the 21st day of November, 2016

James Ratzopoulos

Mayor

REVIEWED AND APPROVED:

[Signature]

City Manager

INITIATED AND APPROVED:

Robin Estanis-Love

City Clerk

APPROVED AS TO FORM:

[Signature]

City Attorney

*File
10/29/2016
MVR*



City of Huntington Beach Code of Ethics

Preamble

The citizens of the City of Huntington Beach are entitled to responsible, fair and honest city government that operates in an atmosphere of respect and civility. Accordingly, the Huntington Beach City Council adopts this code to:

1. Describe the standards of behavior to which its leaders and staff aspire.
2. Provide an ongoing source of guidance to elected leaders, city officials and staff in their day-to-day service to the city.
3. Promote and maintain a culture of ethics.

Pledge

On November 21, 2016, the City Council of the City of Huntington Beach adopted a Code of Ethics, which applies to all City elected or appointed officials, city employees, and members of its boards, commissions, committees, and task forces and requires the following pledge:

Code of Ethics

Responsibility

- I understand that the community expects me to serve with dignity and respect, as well as be an agent of the democratic process.
- I avoid actions that might cause the public to question my independent judgment.
- I do not use my office or the resources of the city for personal or political gain.
- I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the city and its citizens.

Fairness

- I promote consistency, equality and non-discrimination in public agency decision-making.
- I make decisions based on the merits of an issue, including research and facts.
- I encourage diverse public engagement in our decision-making processes and support the public's right to know.

Respect

- I treat my fellow city officials, staff, commission members and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.

Honesty

- I am honest with all elected officials, staff, commission members, boards, the public and others.
- I am prepared to make decisions when necessary for the public's best interest, whether those decisions are popular or not.
- I take responsibility for my actions, even when it is uncomfortable to do so.



ACKNOWLEDGEMENT PROCESS FOR THE CITY OF HUNTINGTON BEACH CODE OF ETHICS

- **All current elected and appointed city officials including current members of all city boards, commissions, committees, and task forces, and all current city employees will be given a copy of the newly adopted City Code of Ethics following its adoption on November 21, 2016 and asked to sign an acknowledgement form at that time.**

THEREAFTER:

- **All elected officials of the city will be given a copy of the City Code of Ethics and asked to sign an acknowledgement form at the time of their swearing in.**
- **All new employees of the city will be given a copy of the City Code of Ethics and asked to sign an acknowledgement form as part of their new employee orientation.**
- **Each new member of a city board, commission, committee, or task force will be given a copy of the City Code of Ethics and asked to sign an acknowledgement form at their first meeting.**
- **Acknowledgment of Receipt forms for elected officials and members of boards, committees and commissions shall be maintained on file with the City Clerk. Said acknowledgments for officers and employees shall be maintained on file with the Department of Human Resources.**



CITY OF HUNTINGTON BEACH CODE OF ETHICS

ACKNOWLEDGMENT OF RECEIPT FORM

Name:

(Please type or print first and last name)

Title:

**Board/
Department:**

Signature:

Date:

Res. No. 2016-73

STATE OF CALIFORNIA
COUNTY OF ORANGE) ss:
CITY OF HUNTINGTON BEACH)

I, ROBIN ESTANISLAU the duly appointed, qualified City Clerk of the City of Huntington Beach, and ex-officio Clerk of the City Council of said City, do hereby certify that the whole number of members of the City Council of the City of Huntington Beach is seven; that the foregoing resolution was passed and adopted by the affirmative vote of at least a majority of all the members of said City Council at a **Regular** meeting thereof held on **November 21, 2016** by the following vote:

AYES: Posey, O'Connell, Sullivan, Katapodis, Hardy, Delgleize, Peterson
NOES: None
ABSENT: None
RECUSE: None



City Clerk and ex-officio Clerk of the
City Council of the City of
Huntington Beach, California