ITEM 9.D.

MOORPARK CITY COUNCIL
AGENDA REPORT

TO: **Honorable City Council**

FROM: **Maureen Benson, City Clerk** MB

DATE: **December 27, 2010 (CC Meeting of 1/5/11)**

SUBJECT: **Consider Scheduling Ethics Training**

BACKGROUND AND DISCUSSION

Staff is requesting the City Council approve the scheduling of ethics training, pursuant to Government Code Section 54952, and as defined in Policy 2.4 of the City Council Policies Resolution:

Policy 2.4: Ethics Training

All City Councilmembers, Planning Commissioners, Parks and Recreation Commissioners, Arts Commissioners, and any other member of the legislative body (as defined by Government Code Section 54952) that receives any type of compensation, salary, or stipend or reimbursement of expenses, shall attend ethics training within twelve (12) months of assuming office and receive no less than two (2) hours of said training within two (2) years of assuming office and every two (2) years thereafter, as required by Government Code Section 53235 et seq. All City management staff shall be required to either attend ethics training scheduled by the City Clerk, or complete authorized internet training, and obtain a certification of completion once every odd numbered calendar year. In addition to City management staff, the City Manager may designate other City employees and/or contract staff that will also be required to attend ethics training.

In January of every year, the City Clerk shall provide the City Council, Planning Commission, Parks and Recreation Commission, and Arts Commission with information on training available to meet the requirements of this policy and applicable state law. Within the first three months of each odd numbered year, the City Clerk shall schedule group ethics training and will invite the members of the City Council, all Commissioners, all City Management staff, and all other City Manager designated employees and contract staff to attend. Any member of the City Council, Commissioner, management employee, designated employee, or designated contract staff unable to attend the scheduled group ethics training shall be required to complete other ethics training that complies with requirements of Government Code Section 53235 et seq. The City Clerk shall maintain a record of completion on the required ethics training, for each person, consistent with applicable state law.

The City Clerk has arranged for the City Attorney's office to conduct Ethics Training at 7:00 p.m. on February 23, 2011, in the Council Chambers. The required training time is two hours and additional time is typically required for follow-up questions and answers. Since the Arts Commissioners will be sworn in at their first regular meeting on February 15, scheduling the Ethics Training for the fourth Wednesday of the month will allow time to notice the new appointees of the scheduled training. In addition, scheduling the group Ethics Training for February 23, 2011, maintains the mandatory two-year time frame, since the last group Ethics Training in Moorpark was held on February 25, 2009.

The cost for the training is estimated to be $1,500 for attorney time plus the cost for reproduction of training materials. Staff is recommending the group training, because it is convenient, and will reduce the amount of staff time that would otherwise be spent following up to ensure all Commissioners and Councilmembers have completed the required training. If the Council approves the group training, all Commissioners (Arts, Parks and Recreation and Planning) and City management staff will be notified in writing and encouraged to attend. For those individuals unable to attend, there is currently a no-cost online ethics training course available through the Fair Political Practices Commission (FPPC) web site.

STAFF RECOMMENDATION

Direct staff to schedule Ethics Training for 7:00 p.m. on February 23, 2011, and to send an invitation to all Commissioners to attend.