

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council
FROM: Maureen Benson, City Clerk *MB*
DATE: December 8, 2014 (CC Meeting of 12/17/14)
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, Library Board Members, 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, Arts Commission, and Library Board 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 Board Members, all City Management staff, and all other City Manager designated employees and contract staff to attend. Any member of the City Council, Commissioner, Board Member, 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.

During the month of February 2015, regularly scheduled City Council meetings occur on February 4 and 18. Ethics Training should occur prior to February 13 in order to maintain the mandatory two-year time frame since the last group Ethics Training in 2013. The City Attorney's office is available to provide the Ethics Training at 7:00 p.m. on February 11, (the second Wednesday of the month) or February 25 (the fourth Wednesday of the month) in Council Chambers. The required training time is two hours and additional time may be required for follow-up questions and answers.

Staff is recommending this group training for the Council, all Commissions and Boards, and City management staff, as it is convenient, and will reduce the amount of staff time that would otherwise be spent following up to ensure all individuals have completed the required training. If the Council approves the group training, all Commissioners, Board Members (Arts, Parks & Recreation, Planning Commission, and Library Board) 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 website.

STAFF RECOMMENDATION

Direct staff to schedule Ethics Training for 7:00 p.m. on Wednesday, February 11, 2015, and to send an invitation to all members of the City Council, Commissioners, Board Members, and City management staff to attend.