



Ethics Ordinance Training

This training will take approximately 15 minutes

The following should watch this training:

- City Councilors
- Board of Ethics Members
- Planning and Zoning Commissioners
- Board of Adjustment Members
- Historic Landmark Commissioners
- Public Utilities Board Members
- City Council Appointed Employees



What will you learn?

1. Ethical Expectations
2. Ordinance Mandates & Prohibitions
3. Advisory Opinions & Clarification Processes
4. Ethics Complaint Process

Ethical Expectations

- ✓ Conduct yourself in a manner that fosters public trust;
- ✓ Perform public duties in a way that projects personal & organization integrity;
- ✓ Avoid behavior that calls your motives into question and erodes public confidence;
- ✓ Place Denton resident's interests and concerns above your own;
- ✓ Value honesty, trustworthiness, diligence, objectivity, fairness, due process, efficiency, and prudence; and
- ✓ Balance transparency with the duty to protect personal privacy and preserve confidential information with which you have been trusted.

Ethical Expectations



Behave Ethically both in Fact
& Appearance

Respect your Position of
Privilege

Thoughtfully & Cautiously
Consider Your Behavior

Ordinance Mandates & Prohibitions: Reports & Disclosures

- Disclose certain Business Relationships related to a Pending Matter;
- Comply with State law financial disclosures; and
- Report known violations of Ethics Ordinance.



A **Pending Matter** is an application seeking approval of a permit or other required authorization; a proposal to enter a contract for things of value; or a case involving the City that is, or may be, before a civil, criminal, or administrative tribunal.

Ordinance Mandates & Prohibitions: Conflicts of Interest & Representation of Others

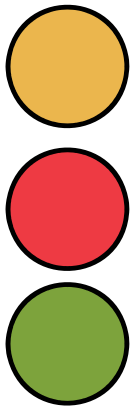
- Recuse from deliberations if you have a personal or economic interest that is not shared by the general public. Specifically:
 - Own 5% or more of a Business Entity's voting shares/stocks;
 - Own \$600 or more of a Business Entity's fair market value;
 - Own \$600 or more of the fair market value of real property;
 - Receive \$600 or more in income from a Business Entity;
 - Serve on a Business Entity's or Non-Profit's Board of Directors; and
 - Solicited, received, or accepted an offer of employment in last 12 months from a Business Entity or person.



A **Pending Matter** is an application seeking approval of a permit or other required authorization; a proposal to enter a contract for things of value; or a case involving the City that is, or may be, before a civil, criminal, or administrative tribunal.

Ordinance Mandates & Prohibitions:

Gifts



- Cannot accept a Gift that might reasonably influence you in discharging your official duties. Specifically:
 - Anything worth more than \$50 or multiple items totaling more than \$200 cannot be accepted unless they are one of the following:
 - Campaign contributions;
 - Training/travel expenses if paid by the City or event coordinator;
 - Non-profit or community event expenses related to City Business;
 - Complimentary attendance at fundraising events or hospitality functions
 - Complimentary copies of trade publications or promotional clothing items;
or
 - Gift due to a personal, familial, or professional relationship



Ordinance Mandates & Prohibitions: Misuse of Influence & Information

- Improper Influence:

- Securing or granting privileges or treatment for an individual, group, or business that is not normally available; or
- Stating or imply that you are acting as a City representative without authorization.

- Misuse of Information:

- Use of confidential information to advance personal or private financial interest of any person.



Ordinance Mandates & Prohibitions: Abuse of Resources and Position

- Abuse of Resources:

- Use of City property, equipment, or staff time for private or political purposes above what's available to all citizens.

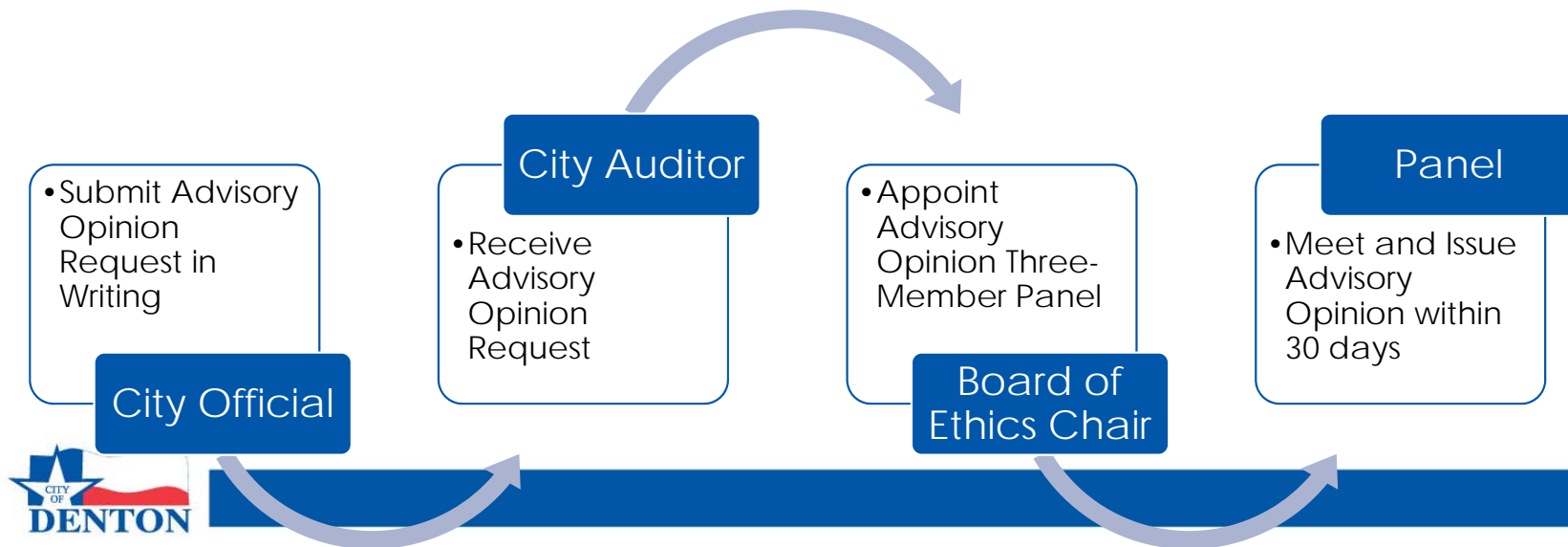
- Abuse of Position:

- Harassment or discrimination against a person based upon:
 - Ethnicity, race, gender, gender identity, sexual orientation, marital status, parental status, or religion.
- Interference in an investigation including persuading or coercing others to not cooperate.



Advisory Opinions & Clarification Processes

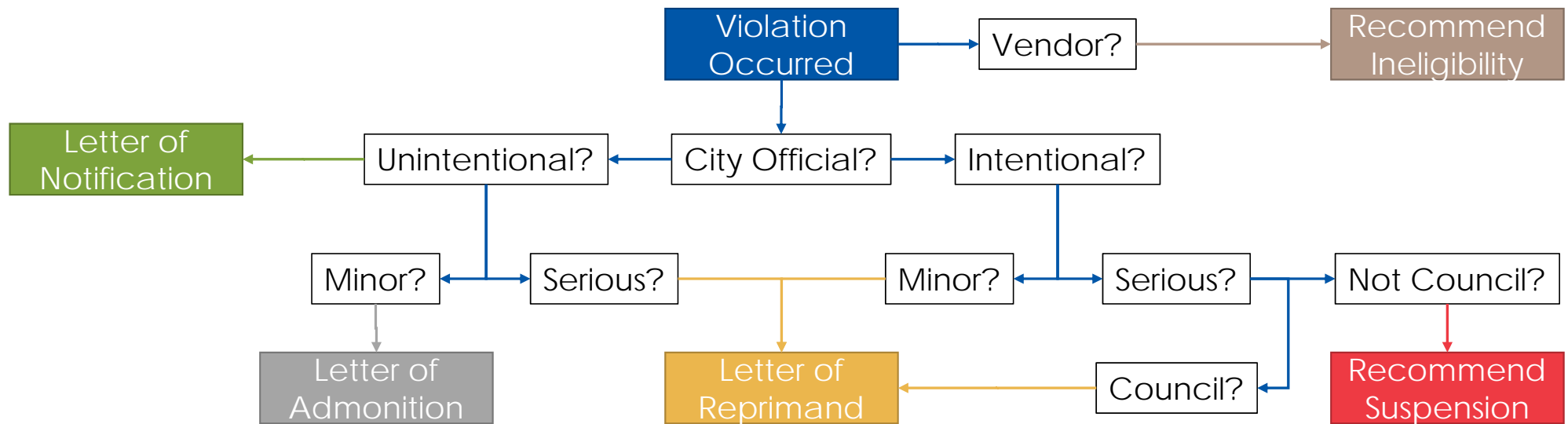
Clarification Options	Guidance Provided
City Auditor	Relevant Ordinance References; Process Explanations
Personal Attorney	Interpretation of Ordinance Applicability
Board of Ethics	Answer to Question of Compliance; Can be Relied Upon



Ethics Complaint Process

	Initiation	Preliminary Assessment	Hearing	Reconsideration
Complainant	Submit Sworn Complaint Form		Must Testify; Can Present Addt'l Evidence	May Submit New Evidence for 5 days
City Auditor	Determine Form Completeness			
Respondent	Receive Copy of Complaint		May Provide Testimony & Evidence	May Submit New Evidence for 5 days
Board of Ethics	Assign Prelim. Panel	Determine if Complaint is Actionable	Determine if Ordinance Violated	Chair Decides if New Hearing Needed

Ethics Complaint Process: Sanctions



Congratulations!

You have completed the annual City of Denton Ethics Ordinance Training.

Madison Rorschach, City Auditor

