**SECOND READING - CONTINUED FROM 06/04/2024**

OFFICE OF THE COUNTY COUNSEL
1221 Oak Street, Suite 450, Oakland, California 94612-4296
Telephone (510) 272-6700 Facsimile (510) 272-5020

**REVISED**

DONNA R. ZIEGLER
COUNTY COUNSEL

Agenda Item _____: June 4, 2024

May 20, 2024

HONORABLE BOARD OF SUPERVISORS
County of Alameda
1221 Oak Street, Suite 536
Oakland, California

SUBJECT: ADOPTION OF CODE OF ETHICS FOR BOARD AND COMMISSION MEMBERS

Dear Board Members:

**RECOMMENDATION**

Adopt an ordinance amending the County of Alameda Administrative Code by adding Section 2.02.200 Code of Ethics – Board and Commission Members.

**Discussion/Summary**:

The purpose of this proposed action is to codify the County of Alameda's commitment to ethical conduct when conducting County business. This Code of Ethics sets forth the guiding principles for public officials. The County of Alameda is committed to the highest standards of conduct by and among elected and appointed county officials in the performance of their duties. This Code of Ethics seeks to ensure that promoting the common good is the hallmark of the decision-making process for all. Adopting this set of principles and locating them in a single section of the County's Administrative Code provides transparency for all board and commission members, officials, employees, vendors, contractors, and members of the public regarding expected standards of performance for Board and Commission members. This is a companion to a similar action your Board took to adopt a Code of Ethics for County employees.

In addition to establishing guiding principles, the Code of Ethics provides that a copy of it shall be provided to all board and commission members sitting at the time of the adoption of Section 2.02.200 and provided to each person appointed to a board or commission along with the Oath of Office. And, as with the oath of office, Board and Commission members shall not be seated until a signed copy is returned to the Clerk of the Board.

**Financing**:

Any costs associated with this action are negligible and should not result in an increase in net County costs.

**Vision 2026 Goal**:

This action aligns with the County's mission, vision, and values, which are:

**OUR MISSION:** We strive to enrich the lives of Alameda County residents through visionary policies and accessible, responsive, and effective services.
**OUR VISION:** We want Alameda County to be recognized as one of the best counties in which to live, work and do business.
**OUR VALUES**: Our values include integrity, honesty, respect, fiscal stewardship, commitment, accessibility, responsiveness, leadership, teamwork, diversity, environmental stewardship, social responsibility, and compassion.

Respectfully submitted,

DONNA R. ZIEGLER
County Counsel

cc: Susan Muranishi, County Administrator
Anika Campbell-Belton, Clerk of the Board

Attachment

**REVISED 6/4/2024**

Approved as to Form
DONNA R. ZIEGLER, County Counsel

Donna R. Ziegler

Ordinance No. 2024-19

AN ORDINANCE AMENDING
TITLE 2, CHAPTER 2.02, OF THE COUNTY OF ALAMEDA
ADMINISTRATIVE CODE

The Board of Supervisors of the County of Alameda ordains as follows:

**SECTION I**

Title 2, Chapter 2.02, of the County of Alameda Administrative Code is hereby amended by adding Section 2.02.200 as set forth below:

**2.02.200 CODE OF ETHICS – BOARD AND COMMISSION MEMBERS**

This Code of Ethics sets forth the guiding principles for public officials. The County of Alameda is committed to the highest standards of conduct by and among elected and appointed county officials in the performance of their duties. This Code of Ethics seeks to ensure that promoting the common good is the hallmark of the decision-making process for all by adopting the following principles.

A. Promote decisions that serve the public interest and promote the greatest public good.

B. Actively promote public confidence in county government through your actions.

C. Recognize and support the public's right to know the public's business.

D. Involve residents in the decision-making process and welcome divergent points of view.

E. Respond to the public in ways that are complete, clear, and easy to understand.

F. Maintain a respectful attitude toward employees, other public officials, and colleagues.

G. Respect and protect privileged information (i.e., personnel matters, litigation).

H. Be a good listener, carefully considering all opinions and points of view.

I. Be informed on the background on issues before your commission or board.

J. Work in partnership with other governmental agencies, political subdivisions, and organizations to further the interest of the county.

K. Void outside interests that will interfere or conflict with maintaining an objective and impartial perspective.

L. Carefully guard against conflict of interest or its appearance in your actions or decisions.

M. Accepting gifts, services, or any object of value from any source offered to influence a decision is prohibited.

N. Efforts to influence or attempt to influence other officials to act in a manner benefiting your personal/financial interests are prohibited.

O. Evaluate recommendations (or decisions) to identify the best service, product or alternative at minimal cost without sacrificing quality or fiscal responsibility.

P. Comply with all laws and regulations applicable to an appointed official and those governing the conduct of meetings.

This Code of Ethics governs the conduct of board and commission members. A copy of it shall be provided to all board and commission members sitting at the time of the adoption of this Section 2.02.200.

A copy of this Code of Ethics shall be provided to each person appointed to a board or commission with the Oath of Office and shall be signed and returned by the official to the Clerk of the Board prior to being seated on the board or commission.

**SECTION II**

This ordinance shall take effect and be in force thirty (30) days from and after the date of passage, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against the same in a newspaper of general circulation published in the County of Alameda.

This ordinance was adopted by the Board of Supervisors of the County of Alameda, State of California, on the 18th day of June, 2024, by the following called vote:

AYES: Supervisors Carson, Haubert, Marquez & President Milev - 4

NOES: None

EXCUSED: Supervisor Tam - 1

ABSTAINED: None

President of the Board of Supervisors
County of Alameda, State of California

ATTEST:

Anika Campbell-Belton,
Clerk of the Board of Supervisors

By: _____