

Special Meeting  
January 23, 2008

Chairperson Kishimoto called the meeting to order at 7:03 p.m. in the Council Chambers, 250 Hamilton Avenue, Palo Alto, California.

Present: Barton, Drekmeier, Kishimoto, Espinosa arrived at 7:10 p.m.

1. Oral Communications

None.

2. Audit of Employee Ethics Policies

**MOTION:** Council Member Barton moved, seconded by Espinosa that the Policy and Services Committee accept the Audit of Employee Ethics Policies and accept recommendations to the City Council 1) the City should periodically provide (or make available) ethics training targeted for designated employees, and remind employees that the FPPC is available to answer questions; 2) Department heads and supervisors of employees in designated positions should review, and initial, employee Form 700s before the forms are filed with the City Clerk; 3) The City should develop a section on the City's intranet site that links city employees to the City or State policy, procedure, law, or regulation that addresses each of the major requirements for avoiding conflicts of interest and for acceptable and ethical behavior; 4) The City should develop a code of ethics that employees can use as a guidepost for avoiding conflicts of interest for ethics of interest occur, and for making decisions. Employees should be required to read and sign an acknowledgement of the policy; 5) The City should formalize its policy on ethics training and ensure that employees attend periodic training updates; 6) The City should survey employees using the League of California Cities' Institute for Local Government's ethical culture assessment tool; 7) The City Manager should form a working group to (1) establish policies and procedures for handling employee complaints of waste, fraud, and abuse through normal supervisory channels; (2) establish and monitor a hotline for anonymously reporting fraud, waste and abuse; (3) develop procedures for reporting, investigating, handling, and following-up on hotline reports; and (4) develop whistleblower policies and procedures.

**MOTION PASSED 4-0.**

3. Discussion of Upcoming Meeting Dates and Topics

February 12, 2008

ADJOURNMENT: Meeting adjourned at 7:36 p.m.