

CITY OF LAKEWAY

CODE OF ETHICS SUMMARY For Initial Orientation Revised February 2015

Employees, elected or appointed officials, and professional service providers subject to the Code of Ethics (COE), Article 2.04 of the City of Lakeway Code of Ordinances, should read and periodically review the COE and interpretive materials distributed by the Board of Ethics (BOE). The summary serves to facilitate this review and to assure appropriate consideration of the key provisions of the COE. The complete Code of Ordinances can be found on the City's website at www.lakeway-tx.gov.

Disclosures

1. Your Affidavit filed with the city secretary must disclose any prior relationship you have had with the City in the past two years as: (§2.04.91)
 - (1) An Employee;
 - (2) A Vendor;
 - (3) A Party in judicial proceeding with the City;
 - (4) A Party in an administrative law proceeding with the City.
2. Your Affidavit filed with the city secretary must disclose any financial interest that you may have in any matter pending before a body upon which you serve (City Council or City Commission Board). (§2.04.092(a)) Note: "Financial Interest" is defined in (§2.04.004).
3. Your Affidavit filed with the city secretary must disclose any financial interest that you may have in any matter pending before you as a City Employee. (§2.04.092(b))
4. In addition to disclosure, you must recuse yourself from consideration of any material issue which involves in any significant way your personal, family, business or financial interests. (§2.04.095)

Gifts/Favors

5. You may not accept gifts, favors, entertainment or services in excess of \$50 per calendar year from any person, firm, or corporation that might influence you in the discharge of your public duties. (§2.04.031(1))
6. You may not give improper favors, services or anything of value related to the discharge of your public duties. (§2.04.031(1))
7. You may not use your municipal position to give special treatment to anyone that is not available to the general public. (§2.04.031(2))
8. You may not use City supplies, equipment, facilities or resources not otherwise available to the public for any purpose other than official City business. (§2.04.031(7))

Concurrent and Future Employment

9. While employed by the City, you may not represent any person before the City Council or a Commission, or represent any private interest of others in any action involving the City, including litigation in which the City may be a party. (§2.04.033)
10. While employed by the City, you may not accept any compensation for public duties from any source other than the City, including retainers or compensation contingent upon a specific action taken by the City. (§2.04.031(5))

11. While employed by the City, you may not accept other employment or engage in outside consulting if the activity or employment would be incompatible with the discharge of your public duties. (§2.04.033)
12. While employed by the City, you may not disclose confidential information obtained as a result of your public duties. (§2.04.031(3))
13. While employed by the City, you may not knowingly perform or refuse to perform any act to deliberately thwart the execution of City ordinances, rules or regulations. (§2.04.031(6))
14. Within one year of leaving employment by the City, you may not accept employment or engage in consulting as a contractor representing anyone before the City Council or any Commission related to your City employment. (§2.04.034)

Donations

15. You may not solicit donations of services, products, money, or anything of value from individual or entities on behalf of the City, unless the solicitation has been approved by the City Manager. (§2.04.035.)
16. Under the provision of Section 2.04.009(e) of the Code of Ordinances, some prohibitions are established regarding appointment of immediate family members to the following boards, commissions, and committees:
 - Zoning and Planning Commission
 - Board of Adjustment
 - Building Commission
 - Board of Ethics
 - Development Committee
17. Under the provisions of Section 2.04.168 of the Code of Ordinances, is unlawful to retaliate or attempt to conspire against anyone who brings a complaint before the BOE or anyone who asks for interpretation from the BOE or against a witness who appears before the BOE.
18. Under the provisions of Article 2.04 of the Code of Ordinances:
 - You may not represent the City of Lakeway in the asking of any business, organization, or individual to contribute money, gifts, or services in any form for City activities or City personnel without the approval of the City Manager.
 - Requests for citizens to serve on City organizations are excluded. Applications or requests for grants from local, state, or federal agencies or organizations are also excluded.
 - Unsolicited contributions, gifts, or services may be accepted by the City with the approval of the City Manager, provided that such contributions, gifts, or services would, in the opinion of the City Manager, benefit the City as a whole.

I have read and understand these requirements.

Signed _____ Date _____

Print Name _____