Staff Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services

DATE: October 16, 2019

SUBJECT: **'**San Mateo County Harbor District Code of Ethics and Values'; Approve Policy 1.1.1

Recommendation/Motion:
Recommendation: Review and comment on draft policy.

Motion: Approve Policy 1.1.1 'San Mateo County Harbor District Ethics and Values' (including any proposed revisions, if applicable).

Policy Implications:
The proposed amended Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values' amends and replaces the policy approved on July 15, 2015.

Fiscal Implications/Budget Status:
None

Background:
The Harbor Commission approved the District's current Policy 1.1.1 'San Mateo County Harbor District Ethics and Values' on July 15, 2015. The District based its policy on the Code of Ethics & Values developed in 1999 by the City of Santa Clara. The Markkula Center for Applied Ethics at Santa Clara University worked with the City of Santa Clara to create its policy and reflect the issues and concerns of a complex and diverse society.

Staff compared the District's current Ethics and Values policy with the California Special District Association (CSDA) Sample Policy revised in 2017. Attachment 1 includes policy amendments recommended made by the CSDA along with suggested changes related to the applicability of the Code and other minor adjustments. In addition, it

includes a definition of District representatives that includes the Harbor Commissioners, District Counsel, District staff, volunteers, and members of the District's committees.

Further amendments, proposed by Commissioner Chang Kiraly, are presented in Attachment 2 for Board consideration.

Upon approval of the Policy, staff will create posters and laminated copies.

Attachments:

1. Draft Amended Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values' (tracked changes not including Commissioner Chang Kiraly recommended amendments)
2. Draft Amended Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values' (tracked changes including Commissioner Chang Kiraly recommended amendments)
3. California Special District Association Sample Policy