



Staff Report

CITY OF UPLAND
"The City of Gracious Living"

DATE: March 23, 2026
TO: MAYOR AND CITY COUNCIL
FROM: MICHAEL BLAY, CITY MANAGER
PREPARED BY: KERI JOHNSON, CITY CLERK
SUBJECT: ANNUAL CITY ETHICS REVIEW

RECOMMENDED ACTION:

It is recommended that the City Council receive and file this report on the annual city ethics review.

GOAL STATEMENT

The proposed action supports the City's goal of maintaining high ethical standards for staff and elected officials.

BACKGROUND

In 2011, the Upland City Council established Municipal Code Section 2.56 – Code of Ethics and Conduct. This chapter defines the scope and purpose of an ethical code of conduct, examples of prohibited conduct, and penalties for unethical behavior.

Section 2.56.090 of the code requires an annual review of the effectiveness of this policy by the City Council and presented by the City Manager.

ISSUES AND ANALYSIS

The creation and maintenance of an ethical culture is imperative to a successful municipal government. As such, the Upland City Council and Executive Staff recognize that ongoing modeling, training, and leadership is required to maintain a foundation of ethics.

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest known as Form 700. In addition, AB 1234 Chapter 700 requires cities, counties, and special districts to provide ethics training to these same officials.

As such, in December 2024 all elected officials and designated employees that are required to submit a Form 700, and had not completed a minimum of two hours of ethics training within the prior two years were offered training provided by our Assistant City Attorney Thomas Rice. Anyone who could not attend that training completed the two-hour online training course provided by the Fair Political Practices Commission. The city had 100% compliance among city officials and designated employees for this training. This comprehensive training provided by the City Attorney will be offered to elected officials and designated employees in December 2026.

Additionally, in February 2026 all Upland City Employees were required to complete an online ethics training course provided by the City's risk management partner Vector Solutions. Course topics include: Ethics and Money, Ethics and Co-Workers, Scenario-based training, and a final assessment. At this time, 100% of all City staff have completed the required training.

Maintaining an ethical culture is the responsibility of every employee and appropriate systems are in place for the reporting and investigation of unethical conduct.

ENVIRONMENTAL DETERMINATION

The proposed action is not subject to the California Environmental Quality Act (CEQA). Section 15378 of the CEQA Guidelines defines a project subject to CEQA. The proposed action is not included within the definition of a "project" and thus is exempt.

FISCAL IMPACTS

There is no fiscal impact associated with this action.

ALTERNATIVES

Provide alternative direction to staff.

CEQA: Not a Project.