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RESOLUTION NO. 22461

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, CALIFORNIA, ESTABLISHING A CODE OF ETHICS AND CONDUCT FOR ELECTED OFFICIALS AND MEMBERS OF APPOINTED BOARDS, COMMISSIONS AND COMMITTEES, AND REPEALING RESOLUTION NO. 22318.

WHEREAS, on November 2, 2004, Measure DD was approved by the voters of the City of Riverside, thereby adding Section 202 to the Riverside City Charter; and

WHEREAS, the City Council desires to further amend the Code of Ethics and Conduct.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Riverside that the following shall be the Code of Ethics and Conduct for all elected officials and members of appointed boards, commissions, and committees for the City of Riverside.

I

PREAMBLE

The people of the City of Riverside, at an election held on November 2, 2004, approved an amendment to the City Charter of the City of Riverside which states: "The City of Riverside shall adopt a Code of Ethics and Conduct for elected officials and members of appointed boards, commissions, and committees which shall assure public confidence in the integrity of local government and its effective and fair operation." To assure public confidence in and ensure effective and fair operation of the local government of the City of Riverside the following Code of Ethics and Conduct is hereby adopted by the City of Riverside.

II

CODE PROVISIONS

A. Purpose

The purpose of this code is to achieve fair, ethical, and accountable local government for the City of Riverside. The people of Riverside expect public officials, both elected and appointed, to comply with both the letter and the spirit of the laws of the State of California, the United States of America and the Charter, Municipal Code, and established policies of the City of Riverside affecting the operations of local government. In addition, public officials are

1 expected to comply with the provisions of this Code of Ethics and Conduct established pursuant  
2 to the expressed will of the people. All persons covered by this code will aspire to meet the  
3 highest ethical standards in the conduct of their responsibility as an elected or appointed official  
4 of the City of Riverside.

5 B. Scope

6 The provisions of this Code of Ethics and Conduct shall apply to the Mayor and members  
7 of the City Council, and to all members of the boards, commissions, and committees appointed  
8 by the City Council or the Mayor or the Mayor and City Council, including any *ad hoc*  
9 committees. The provisions of this code shall also apply to all members of committees  
10 appointed by individual members of the City Council or by Department Heads.

11 Further, the provisions of this code shall apply to the Mayor and Members of the City  
12 Council at all times during their term of office as elected officials of the City of Riverside.  
13 However, the provisions of this code shall apply to the appointed officials only while they are  
14 acting in their official capacities and in the discharge of their duties.

15 C. Core Values

16 The people of the City of Riverside share a set of core values that constitute the guiding  
17 principles for the establishment of this code. These core values are expressed in the following  
18 aspirations:

- 19 (1) To create a government that is trusted by everyone.
- 20 (2) To make decisions that are unbiased, fair, and honest.
- 21 (3) To use public office for service to the public good and not for personal or private  
22 gain.
- 23 (4) To ensure that everyone is treated with respect and in a just and fair manner.
- 24 (5) To create a community that affirms the value of diversity.
- 25 (6) To ensure that all public decisions are well informed, independent, and in the best  
26 interests of the City of Riverside.
- 27 (7) To maintain a nonpartisan and civic minded local government.
- 28 (8) To ensure that all officials are adequately prepared for the duties of their office.

1 (9) To ensure that members of appointed boards, commissions, and committees make a  
2 diligent effort to attend all regularly scheduled meetings of their board, commission, or  
3 committee.

4 (10) To ensure that neither the Mayor nor any member of the City Council unduly  
5 influence members of appointed boards, commissions and committees.

6 Based upon these core values, it is the City of Riverside's intent to establish through this  
7 Code of Ethics and Conduct, a level of reasonable expectations of behavior for elected and  
8 appointed public officials.

9 D. Core Values Defined

10 (1) Creating Trust of Local Government.

11 The elected and appointed officials of the City of Riverside shall aspire to operate the  
12 City government and exercise their responsibilities in a manner which creates a trust in their  
13 decisions and the manner of delivery of programs through the local government. The officials  
14 shall aspire to create a transparent decision making process by providing easy access to all public  
15 information about actual or potential conflicts between their private interests and their public  
16 responsibilities. The officials shall aspire to make themselves available to the people of the city  
17 to hear and understand their concerns. They shall aspire to make every effort to ensure that they  
18 have accurate information to guide their decisions and to share all public information with the  
19 community to ensure the community's understanding of the basis of the officials' decisions.

20 (2) Making Unbiased, Fair, and Honest Decisions.

21 The elected and appointed officials of the City of Riverside shall aspire to ensure that  
22 their decisions are viewed as unbiased, fair, and honest. They shall strive to avoid participation in  
23 all decisions which create a real or perceived conflict of interest and to disclose any personal  
24 interest that would be perceived to be in conflict with the fair and impartial exercise of their  
25 responsibilities. They will not accept gifts or favors which might compromise the independence  
26 of their judgments or actions or give the appearance of being compromised.

27 (3) Use of Office for Service to the Public Good and Not for Personal or Private  
28 Gain.

1           The elected and appointed officials of the City of Riverside have a responsibility to use  
2 the benefits of public office exclusively for the public purpose for which it was created. Elected  
3 and appointed officials shall not use the Office for personal or private gain except for as allowed  
4 by statute. Therefore, acceptances of gifts shall otherwise be consistent with the requirements  
5 and limitations allowable by state law. Elected and appointment officials shall refrain from the  
6 following: (1) accepting gifts or favors that may compromise independent judgment or give the  
7 appearance of compromised judgment; (2) using official title for matters other than the official  
8 conduct of the office; and (3) engaging in decisions which would affect the level of  
9 compensation received for service except as otherwise required or allowable by law.

10           (4) Treating Everyone with Respect and in a Just and Fair Manner.

11           The elected and appointed officials of the City of Riverside have a responsibility to make  
12 extraordinary attempts to treat all people, including city staff, in a manner which would be  
13 considered just and fair. They shall strive to value and encourage input from members of the  
14 community and encourage open and free discussion of public issues. They shall strive to have all  
15 persons treated with respect as they come before the body on which they serve. They shall aspire  
16 to create an atmosphere of genuine interest in the point of view expressed by members of the  
17 community even if it differs from their own.

18           (5) Creating a Community that Affirms the Value of Diversity.

19           The elected and appointed officials of the City of Riverside shall aspire to recognize and  
20 affirm the value of all persons, families, and communities within the City of Riverside. They will  
21 encourage full participation of all persons and groups, be aware and observe important  
22 celebrations and events which reflect the values of our diverse population, and provide assistance  
23 for those who find it difficult to participate due to language barriers or disabilities.

24           (6) Ensuring that all Public Decisions are Well Informed, Independent, and in the  
25 Best Interests of the City of Riverside.

26           The elected and appointed officials of the City of Riverside will encourage and support  
27 research and information gathering from verifiable sources. They will seek to ensure that  
28 information provided by the City Government to the public is accurate and clear. They will

1 ensure that all information utilized in the decision making process, except that which by law is  
2 confidential, will be shared with the public.

3 (7) Maintaining a Nonpartisan and Civic Minded Local Government.

4 The elected and appointed officials of the City of Riverside shall affirm the value of a  
5 nonpartisan council-manager form of government.

6 (8) Ensuring that All Officials are Prepared for the Exercise of their Duties.

7 The elected and appointed officials shall commit to participation in all orientation and  
8 training sessions which are presented to ensure our full preparation for the exercise of their  
9 public duties.

10 (9) Ensuring Impartiality When Acting in a Quasi-Judicial Capacity.

11 Whenever the members of a board, commission or committee participate in a matter, the  
12 subject of which will be subsequently heard by the City Council, the members shall not contact  
13 the Mayor and/or any members of the City Council for the purpose of influencing the City  
14 Council's decision.

15 (10) Ensuring Against Undue Influence.

16 Neither the Mayor nor any member of the City Council shall contact a board, commission  
17 or committee member at any time for the purpose of influencing that member with respect to the  
18 discharge of his/her official duties.

19 III

20 IMPLEMENTATION OF THE CODE

21 A. Implementation, Monitoring and Oversight

22 Monitoring and oversight are essential to ensure this Code of Ethics and Conduct is  
23 effectively implemented. The objectives of this implementation effort shall include:

24 All persons covered by this code must be aware of its provisions.

25 All persons covered by this code shall have resources available to clarify expectations in  
26 situations where they feel a potential area of noncompliance may exist.

27 All bodies covered by the code shall adopt rules of procedure which include the  
28 provisions of this code.

1 Annual review shall be conducted to ensure the code is being applied in a fair and  
2 effective manner.

3 Annual review shall be conducted by the City Council at a regular meeting.

4 To achieve these objectives the following mechanisms should be utilized.

5 1. All new members of the City Council, upon election or reelection, and members  
6 of boards, commissions, and committees appointed by the Mayor, City Council, Mayor and City  
7 Council, individual members of the City Council, or Department Head, upon appointment or  
8 reappointment, shall be given a copy of the code and required to affirm in writing they have  
9 received the code and understand its provisions. (See Attachment A).

10 2. All new members of the City Council and boards, commissions, and committees shall  
11 be provided a training session which shall clarify the provisions and application of the code.  
12 These sessions shall be coordinated by the City Manager, City Attorney and City Clerk through  
13 the Mayor's Office.

14 3. The City Attorney, or his or her designee, shall serve as a resource person to those  
15 persons covered by the code to assist them in determination of appropriate actions consistent  
16 with the code.

17 4. Complaints from members of the public regarding elected or appointed officials shall  
18 be submitted on the complaint form available from the City Clerk. Complaints concerning  
19 Section II, D(4), herein, shall be presented by the person who claims to be treated in a manner  
20 inconsistent with that Section. Complaints shall be filed with the City Clerk within 180 days of  
21 discovery of an alleged violation of the Code of Ethics and Conduct. "Discovery" is defined as  
22 when the complainant knew or reasonably should have known or discovered evidence of the  
23 alleged violation through the exercise of reasonable diligence.

24 Upon receipt of the complaint form, the City Clerk and City Attorney will review the  
25 submittal for completeness only. Any issue of timeliness will be resolved by the adjudicating  
26 body, and, if there is an appeal, by the City Council. Once the filing is deemed complete, the  
27 City Clerk will schedule the complaint concerning the elected official for a hearing before the  
28 adjudicating body as soon as practicable and notify both parties. For complaints against

1 members of boards, commissions and committees, the City Clerk will forward the matter to the  
2 appropriate board, commission or committee chair for informal resolution if so requested by the  
3 complainant. If the matter is not resolved, or if the complainant did not request to seek an  
4 informal resolution, the City Clerk will schedule the complaint for a hearing before the  
5 adjudicating body as soon as practicable and notify both parties.

6 The adjudicating body shall consist of five members and one alternate chosen from the  
7 chairpersons of the City's boards and commissions selected by lot by the City Clerk. No  
8 chairperson shall serve who is from the same ward as the elected official to which the complaint  
9 concerns. The City Clerk will notify both parties of the hearing date, place and time at least  
10 fourteen (14) days in advance of the hearing. The adjudicating body shall hear all timely filed  
11 complaints and attempt to resolve each complaint on its merits.

12 Following the hearing, the City Clerk will notify both parties, in writing, of the  
13 adjudicating body's decision and the appeal process. The decision of the adjudicating body may  
14 be appealed by either party by submitting such appeal in writing to the City Clerk within seven  
15 (7) days of the adjudicating body's decision. If no appeal is received within seven (7) days, the  
16 matter is concluded. If appealed within seven (7) days, the City Clerk will schedule the appeal  
17 before the City Council and notify both parties at least fourteen (14) days in advance of the  
18 hearing.

19 The record on appeal will consist of a transcript of the hearing before the adjudicating  
20 body as well as all documentary evidence submitted at the hearing. No new evidence will be  
21 considered. The City Council will review the record and will disturb the adjudicating body's  
22 decision only upon a showing of clear error or abuse of discretion.

23 The City Clerk will notify both parties in writing of the City Council's findings and  
24 determination. The determination of the City Council is final and there is no further right to  
25 appeal. The hearing and appeal process shall be concluded if at all possible, within ninety (90)  
26 days of the complaint being determined to be complete. Complaints and any supporting  
27 documentation shall be retained for a period of at least two (2) years.

28 5. The chair of each body covered by this code is responsible to intervene and provide

1 appropriate guidance to members and, if need be, communicate concerns to the City Council.

2 6. In September of each year, the Mayor, the City Manager, the City Attorney and the  
3 chairs of all Boards and Commissions shall meet with the Governmental Affairs Committee of  
4 the City Council to assess the effectiveness of this code and its application. They shall present a  
5 report to the City Council which may include recommendations for the inclusion of new values  
6 or procedures. Prior to the annual Governmental Affairs Committee meeting, every Board and  
7 Commission is encouraged to agendaize and discuss the Code and submit any recommendations  
8 for the Committee's consideration.

9 7. In September of each year, the City Council shall hold a public hearing on its  
10 evening agenda at a regularly scheduled meeting, and shall review the report and make an  
11 independent evaluation of the effectiveness of the Code of Ethics and Conduct.

12 B. Enforcement and Sanctions

13 It is the intention that this code be self enforcing. However, it is recognized that there  
14 may be instances where even after receiving guidance and counsel, a person may continue to  
15 violate the Code's provisions. In those cases sanctions would apply and would occur in a public  
16 meeting.

17 (1) Mayor - City Council

18 The sanctions that would apply by action of the City Council would be:

19 (a) Public censure of a member.

20 The ultimate sanction of removal from office would lie in the hands of the  
21 electorate.

22 (2) Boards and Commissions

23 (a) Public censure by the Board or Commission.

24 (b) Public censure by the Mayor and City Council.

25 (c) Removal from office by the Mayor and City Council.

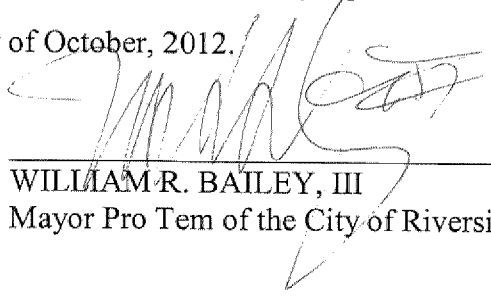
26 Ultimately, the responsibility for the enforcement of this Code of Ethics and Conduct lies  
27 with the Mayor and City Council as they represent the will of the people of the City of Riverside.  
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BE IT FURTHER RESOLVED that Resolution No. 22318 is hereby repealed.

ADOPTED by the City Council this 9th day of October, 2012.



WILLIAM R. BAILEY, III  
Mayor Pro Tem of the City of Riverside

Attest:

  
COLLEEN J. NICOL  
City Clerk of the City of Riverside

I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the foregoing resolution was duly and regularly adopted at a meeting of the City Council of said City at its meeting held on the 9th day of October, 2012 by the following vote, to wit:

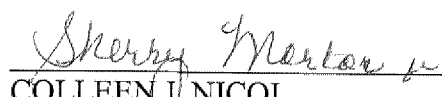
Ayes: Councilmembers Gardner, Melendrez, Bailey, Mac Arthur, Hart, and  
and Adams

Noes: Councilmember Davis

Absent: None

Disqualified: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Riverside, California, this 11th day of October, 2012.

  
COLLEEN J. NICOL  
City Clerk of the City of Riverside

[12-1697]  
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ATTACHMENT A

City of Riverside  
Code of Ethics and Conduct  
Officials' Certification

As a newly elected, appointed, or reappointed official of the City of Riverside, California, I herein certify that I have received a copy of the Code of Ethics and Conduct of the City of Riverside, have been offered training and assistance in understanding this Code, and am aware of the provisions of the Code and its application to my responsibilities. Consistent with the Code, I pledge the following in the conduct of my duties.

As an elected/appointed official, I will aspire:

1. To create a government that is trusted by everyone.
2. To make decisions that are unbiased, fair, and honest.
3. To use my public office for service to the public good and not for personal or private gain.
4. To ensure that I treat everyone with respect and in a just and fair manner.
5. To create a community that affirms the value of diversity.
6. To ensure that all public decisions I make are well informed, independent, and in the best interests of the City of Riverside.
7. To maintain a nonpartisan and civic minded local government.
8. To be adequately prepared for the duties of my office.
9. To make a diligent effort to attend all regularly scheduled meetings of the board, commission, or committee.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Office