RESOLUTION NO.

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, CALIFORNIA, ESTABLISHING A CODE OF ETHICS 3 AND CONDUCT FOR ELECTED OFFICIALS AND MEMBERS OF APPOINTED BOARDS, COMMISSIONS AND COMMITTEES, AND 4 REPEALING RESOLUTION NO. 2231822461. 5 WHEREAS, on November 2, 2004, Measure DD was approved by the voters of the City 6 7 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. 8 9 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 10 of appointed boards, commissions, and committees for the City of Riverside. 11 I 12 PREAMBLE 13 The people of the City of Riverside, at an election held on November 2, 2004, approved 14 an amendment to the City Charter of the City of Riverside which states: "The City of Riverside 15 shall adopt a Code of Ethics and Conduct for elected officials and members of appointed boards, 16 commissions, and committees which shall assure public confidence in the integrity of local 17 government and its effective and fair operation." To assure public confidence in and ensure 18 effective and fair operation of the local government of the City of Riverside the following Code 19 of Ethics and Conduct is hereby adopted by the City of Riverside. 20Π 21 **CODE PROVISIONS** 22 A. Purpose 23 The purpose of this code is to achieve fair, ethical, and accountable local government for 24 the City of Riverside. The people of Riverside expect public officials, both elected and 25 appointed, to comply with both the letter and the spirit of the laws of the State of California, the 26 United States of America and the Charter, Municipal Code, and established policies of the City 27 of Riverside affecting the operations of local government. In addition, public officials are 28

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

The code of ethics is divided into two areas: core values, as set forth in subsection (C) of 5 this section, and specific prohibitions, as set forth in subsection (D) of this section. The core 6 values are intended to provide a set of principles from which elected and appointed officials of 7 the City of Riverside can draw upon to assist them in conducting the public's business. As such, 8 the core values are directory in nature and not subject to the complaint procedures set forth in 9 section III herein. The specific prohibitions are actions that elected and appointed officials of the 10 City of Riverside shall not engage in, and, as such, are subject to the complaint procedures set 11 forth in section III herein. 12

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B. <u>Scope</u>

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

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

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C. <u>Core Values</u>

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

(1) To strive to create a government that is trusted by everyone. The elected and
 appointed officials of the City of Riverside shall aspire to operate the City government and

exercise their responsibilities in a manner which creates a trust in their decisions and the manner 1 2 of delivery of programs through the local government. The officials shall aspire to create a transparent decision making process by providing easy access to all public information about 3 actual or potential conflicts between their private interests and their public responsibilities. The 4 officials shall aspire to make themselves available to the people of the city to hear and 5 understand their concerns. They shall aspire to make every effort to ensure that they have 6 accurate information to guide their decisions and to share all public information with the 7 community to ensure the community's understanding of the basis of the officials' decisions. 8

9 (2) To strive to make decisions that are unbiased, fair, and honest. The elected and
appointed officials of the City of Riverside shall aspire to ensure that their decisions are
unbiased, fair, and honest. They shall strive to avoid participation in all decisions which create a
real or perceived conflict of interest and to disclose any personal interest that would be perceived
to be in conflict with the fair and impartial exercise of their responsibilities.

14 (3) To use public office for service to the public good and not for personal or private
 15 gain.

(43) To strive to ensure that everyone is treated with respect and in a just and fair 16 manner. The elected and appointed officials of the City of Riverside have a responsibility to 17 make extraordinary attempts to treat all people in a manner which would be considered just and 18 fair. They shall strive to value and encourage input from members of the community and 19 encourage open and free discussion of public issues. They shall strive to have all persons treated 20 with respect as they come before the body on which they serve. They shall aspire to create an 21 atmosphere of genuine interest in the point of view expressed by members of the community 22 even if it differs from their own. 23

(54) To strive to create a community that affirms the value of diversity. The elected and
 appointed officials of the City of Riverside shall aspire to recognize and affirm the value of all
 persons, families, and communities within the City of Riverside. They will encourage full
 participation of all persons and groups, be aware and observe important celebrations and events
 which reflect the values of our diverse population, and provide assistance for those who find it

difficult to participate due to language barriers or disabilities.

(65) To strive to ensure that all public decisions are well informed, independent, and in
the best interests of the City of Riverside. The elected and appointed officials of the City of
Riverside will encourage and support research and information gathering from verifiable sources.
They will seek to ensure that information provided by the City Government to the public is
accurate and clear. They will ensure that all information utilized in the decision making process,
except that which by law is confidential, will be shared with the public.

8 (76) To strive to maintain a nonpartisan and civic minded local government. The
 9 elected and appointed officials of the City of Riverside shall affirm the value of a nonpartisan
 10 council-manager form of government.

(87) To strive to ensure that all officials are adequately prepared for the duties of their
 office. The elected and appointed officials shall commit to participation in all orientation and
 training sessions which are presented to ensure full preparation for the exercise of their public
 duties.

15 (98) To strive to ensure that members of appointed boards, commissions, and 16 committees make a diligent effort to attend all regularly scheduled meetings of their board, 17 commission, or committee.

18 (9)

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(10) To ensure that neither the Mayor nor any member of the City Council unduly
 influence members of appointed boards, commissions and committees. To strive to ensure that
 elected and appointed officials abide by all local, state and federal laws. The elected and
 appointed officials of the City of Riverside shall comply with the Charter, Municipal Code, and
 established policies of the City of Riverside affecting the operations of local government, as well
 as all state and federal laws pertaining to the office to which they are elected or appointed.

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

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D. <u>Core Values Defined</u>

1 (1) Creating Trust of Local Government.

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3	City government and exercise their responsibilities in a manner which creates a trust in their
4	decisions and the manner of delivery of programs through the local government. The officials
5	shall aspire to create a transparent decision making process by providing easy access to all public
6	information about actual or potential conflicts between their private interests and their public
7	responsibilities. The officials shall aspire to make themselves available to the people of the city
8	to hear and understand their concerns. They shall aspire to make every effort to ensure that they
9	have accurate information to guide their decisions and to share all public information with the
10	community to ensure the community's understanding of the basis of the officials' decisions.
11	(2) Making Unbiased, Fair, and Honest Decisions.
12	The elected and appointed officials of the City of Riverside shall aspire to ensure that
13	their decisions are viewed as unbiased, fair, and honest. They shall strive to avoid participation in
14	all decisions which create a real or perceived conflict of interest and to disclose any personal
15	interest that would be perceived to be in conflict with the fair and impartial exercise of their
16	responsibilities. They will not accept gifts or favors which might compromise the independence
17	of their judgments or actions or give the appearance of being compromised.
18	(3) Use of Office for Service to the Public Good and Not for Personal or Private
19	Gain.
20	The elected and appointed officials of the City of Riverside have a responsibility to use
21	the benefits of public office exclusively for the public purpose for which it was created. Elected
22	and appointed officials shall not use the Office for personal or private gain except for as allowed
23	by statute. Therefore, acceptances of gifts shall otherwise be consistent with the requirements
24	and limitations allowable by state law. Elected and appointment officials shall refrain from the
25	following: (1) accepting gifts or favors that may compromise independent judgment or give the
26	appearance of compromised judgment; (2) using official title for matters other than the official
27	conduct of the office; and (3) engaging in decisions which would affect the level of
28	compensation received for service except as otherwise required or allowable by law.

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

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

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

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

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

The elected and appointed officials of the City of Riverside will encourage and support research and information gathering from verifiable sources. They will seek to ensure that information provided by the City Government to the public is accurate and clear. They will ensure that all information utilized in the decision making process, except that which by law is confidential, will be shared with the public.



- The elected and appointed officials of the City of Riverside shall affirm the value of a
 nonpartisan council-manager form of government.
- 25 (8) Ensuring that All Officials are Prepared for the Exercise of their Duties.
- The elected and appointed officials shall commit to participation in all orientation and training sessions which are presented to ensure our full preparation for the exercise of their public duties.

1	(9) Ensuring Impartiality When Acting in a Quasi-Judicial Capacity.
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3	subject of which will be subsequently heard by the City Council, the members shall not contact
4	the Mayor and/or any members of the City Council for the purpose of influencing the City
5	Council's decision.
6	(10) Ensuring Against Undue Influence.
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8	or committee member at any time for the purpose of influencing that member with respect to the
9	discharge of his/her official duties. Prohibited Conduct
10	The following conduct is prohibited and shall be deemed unethical for any elected or
11	appointed official to engage in one or more of the following prohibited actions:
12	(1) Use of Official Title or Position for Personal Gain Prohibited.
13	Personal gain includes, but is not limited to, situations wherein an elected or appointed
14	official of the City of Riverside solicits or accepts items of value in consideration of their official
15	title or position. This does not include obtaining benefits that are otherwise permitted or
16	authorized by law. Therefore, acceptance of gifts shall otherwise be consistent with the
17	requirements and limitations allowable by law. Elected and appointment officials shall refrain
18	from the following: (a) accepting gifts or favors that may compromise independent judgment or
19	give the appearance of compromised judgment; (b) using official title for matters other than the
20	official conduct of the office; and (c) engaging in decisions which would affect the level of
21	compensation received for service except as otherwise required or allowed by law.
22	(2) Use or Divulgence of Confidential or Privileged Information Prohibited.
23	Elected or appointed officials shall not use or divulge confidential or privileged
24	information obtained in the course of their official duties for their own personal gain, financial or
25	otherwise, or for the gain of others, in a manner contrary to the public interest or in violation of
26	<u>any law.</u>
27	(3) Use of City Resources for Non-City Purposes Prohibited.
28	Elected or appointed officials shall not use or permit the use of City resources including,
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1	but not limited to, funds, seals or logos, time, personnel, supplies, equipment, identification
2	cards/badges, or facilities for unapproved non-City activities, except when available to the
3	general public, provided for by administrative rules, regulations, or policies, or approved by a
4	majority of the City Council.
5	(4) Advocacy of Private Interests of Third Parties Prohibited in Certain
6	<u>Circumstances.</u>
7	No elected official shall appear on behalf of the private interests of third parties before
8	the City Council; nor shall any appointed official appear before their own bodies on behalf of the
9	private interests of third parties, except for limited exceptions as provided for in the California
10	Fair Political Practices Commission Regulations.
11	(5) Advocacy for Compensation by Appointed Officials in Certain Matters Prohibited
12	for Twelve Months After Leaving Office.
13	For a period of 12 months after leaving office, appointed officials are prohibited from
14	acting as an agent or attorney for, or otherwise represent, any third party for compensation by
15	making oral or written communication before any City administrative office or agency, or officer
16	or employee thereof, if the appearance or communication is for the purpose of influencing any
17	action or proceeding involving the issuance, amendment, awarding, or revocation of a permit,
18	license, grant, or contract for the sale or purchase of goods or property, real or personal.
19	(6) Advocacy for Compensation by Elected Officials in Certain Matters Prohibited
20	for Twelve Months after Leaving Office.
21	For a period of 12 months after leaving office, elected officials are prohibited from
22	appearing before the City Council, or any City board, commission, or committee as a
23	compensated representative of a third party in connection with any case or other matter in which
24	the former elected official personally participated while in office, except by permission of the
25	City Council finding on 4 affirmative votes at a regular meeting that special identified and
26	articulated circumstances exist to allow the appearance. Such special and articulated findings
27	include, but are not limited to, determinations that it is in the best interest of the City to permit
28	such representation, that the former Councilmember or Mayor is uniquely qualified to appear on

the matter, or	it is impr	ractical to re	equire another	representative to	appear on the matter.

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(7) Endorsements for Compensation Prohibited.

No elected or appointed official shall endorse or recommend, for compensation, any
commercial product or service in the name of the City or in the elected or appointed official's
official capacity within the jurisdictional boundaries of the City without prior approval of a City
Council policy.

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(8) Violation of Government Code Sections 87100 et seq., Prohibited.

No elected or appointed official shall violate Government Code Sections 87100, et seq., 8 or any of its related or successor statutes, from time to time amended, regulating financial 9 interests and governmental decisions made by public officials. If an ethics complaint is filed 10 alleging a violation of this subsection, the City recognizes that the Fair Political Practices 11 Commission (FPPC) is the primary enforcement authority of the Political Reform Act and that its 12 decisions should be given great weight. As such, if a complaint is filed concurrently with an 13 FPPC complaint, then the City may defer action on such allegation until completion of the FPPC 14 action. If a complaint is not filed concurrently with the FPPC, the City may file a complaint with 15 the FPPC and defer action until a final action by the FPPC. A ruling on the merits by the FPPC 16 may be accepted by the City as a finding on the ethics complaint filed with the City. 17

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(9) Certain Political Activity Prohibited.

No elected or appointed official shall coerce any of their subordinates or any other City
employee to participate in a election campaign, contribute to a candidate or political committee,
engage in any other political activity relating to a particular party, candidate, or issue, or to
refrain from engaging in any lawful political activity. A general statement encouraging another
person to vote does not violate this provision.

(10) Display of Campaign Materials in or on City Vehicles Prohibited.

No elected or appointed official shall display campaign materials in any City-owned
 vehicle under their control or operated by that official. Campaign materials include, but are not
 limited to, bumper stickers, signs, or other similar items.

(11) Aiding and Abetting Another Elected or Appointed Official in Violating This

Code of Ethics Prohibited. 1

1	Code of Ethics Pfolibited.
2	No elected or appointed official shall aid and abet another elected or appointed official in
3	violating the specific prohibitions enumerated in this subsection, nor shall they aid and abet any
4	person to engage in conduct that would constitute a violation of the specific prohibitions
5	enumerated in this subsection on their behalf.
6	(12) Negotiation for Employment with Any Party Having a Matter Pending Prohibited.
7	No elected or appointed official shall negotiate for employment with any third party at
8	the same time that third party has a matter pending before the City Council, or any board,
9	commission, committee, or City department and upon which the elected or appointed official
10	must act or make a recommendation.
11	(13) Ex Parte Contact in Quasi-Judicial Matters prohibited.
12	No appointed official shall contact any elected official on any matter of a quasi-judicial
13	nature before the City Council in which the appointed official participated.
14	(14) Attempts to Coerce Official Duties Prohibited.
15	No elected official shall coerce, or attempt to coerce, any appointed official in the
16	performance of their official duties.
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	III
17	III IMPLEMENTATION OF THE CODE
17 18	III IMPLEMENTATION OF THE CODE A. Implementation, Monitoring and Oversight
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1 effective manner.

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

B. <u>Implementation</u>

To achieve these objectives of this section, the following mechanisms should be utilized.

A<u>A</u>ll <u>elected or appointed officialsnew members of the City Council</u>, upon
 election or reelection, <u>orand members of boards</u>, <u>commissions</u>, <u>and committees appointed by the</u>
 Mayor, <u>City Council</u>, <u>Mayor and City Council</u>, <u>individual members of the City Council</u>, <u>or</u>
 Department Head, upon appointment or reappointment, shall be given a copy of the code and
 required to affirm in writing they have received the code and understand its provisions. (See
 Attachment A).

<u>Within ninety (90) days of taking office, a</u>All newly elected or appointed
 <u>officialsmembers of the City Council and boards, commissions, and committees</u> shall be
 provided a training session which shall clarify the provisions and application of the code. These
 sessions shall be coordinated by the City Manager, City Attorney and City Clerk through the
 Mayor's Office.

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

4. Complaints from members of the public regardingalleging a violation of section II,
 subsection (D)elected or appointed officials shall be submitted on the complaint form available
 from the City Clerk shall be submitted on the complaint form available from the City Clerk.
 Complaints concerning Section II, G, herein, shall be presented by the person who claims to be
 treated in a manner inconsistent with that Section.

5. Complaints shall be filed with the City Clerk within 180 days of discovery of an
alleged violation of section II, subsection (D) of theis Code of Ethics and Conduct-, but in no
event shall the complaint be filed later than three (3) years from the date of the alleged violation.
("Discovery" is defined as when the complainant knew or reasonably should have known or
discovered evidence of the alleged violation through the exercise of reasonable diligence.)

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Upon receipt of the complaint form, the City Clerk and City Attorney will review the 1 2 submittal for completeness only. Any issue of timeliness will be resolved by the adjudicating body, and, if there is an appeal, by the City Council. Once the filing is deemed complete, the 3 City Clerk will schedule the complaint concerning the elected official for a hearing before the 4 adjudicating body as soon as practicable and notify both parties. For complaints against 5 members of boards, commissions and committees, the City Clerk will forward the matter to the 6 appropriate board, commission or committee chair for informal resolution if so requested by the 7 complainant. If the matter is not resolved, or if the complainant did not request to seek an 8 informal resolution, the City Clerk will schedule the complaint for a hearing before the 9 adjudicating body as soon as practicable and notify both parties. 10

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

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

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

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The City Clerk will notify both parties in writing of the City Council's findings and

determination. The determination of the City Council is final and there is no further right to
appeal. The hearing and appeal process shall be concluded if at all possible, within ninety (90)
days of the complaint being determined to be complete. Complaints and any supporting
documentation shall be retained for a period of at least two (2) years.

5. The chair of each body covered by this code is responsible to intervene and provide
appropriate guidance to members and, if need be, communicate concerns to the City Council.

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

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

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Enforcement and Sanctions

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

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(1) Mayor - City Council

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

(a) Public censure of a member.

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

- (2) Boards<u>, and Commissions and Committees</u>
 - (a) Public censure by the Board, or Commission, or Committee.

1	(b) Public censure by the Mayor and City Council.				
2	(c) Removal from office by the Mayor and City Council.				
3	Ultimately, the responsibility for the enforcement of this Code of Ethics and Conduct lies				
4	with the Mayor and City Council as they represent the will of the people of the City of Riverside.				
5	//				
6	BE IT FURTHER RESOLVED that Resolution No. 2231822461 is hereby repealed.				
7	ADOPTED by the City Council this day of				
8					
9	Ronald O. LoveridgeWilliam R. Bailey				
10	Mayor of the City of Riverside				
11	Attest:				
12					
13					
14	City Clerk of the City of Riverside				
15	I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the				
16	foregoing resolution was duly and regularly adopted at a meeting of the City Council of said City				
17	at its meeting held on the day of October, 2012 by the following vote, to wit:				
18	Ayes:				
19					
20	Noes:				
21	Absent:				
22	Abstain:				
23	IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of				
24	the City of Riverside, California, this day of October, 2012.				
25					
26	City Clerk of the City of Riverside				
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28					

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