

**RESOLUTION NO. R2M2-45**

**A RESOLUTION OF THE ALHAMBRA CITY COUNCIL  
ADOPTING THE CITY'S CODE OF ETHICS  
AND CONDUCT FOR CITY COUNCILMEMBERS,  
APPOINTED OFFICIALS, CITY EMPLOYEES AND  
VOLUNTEERS**

**WHEREAS**, the City Council of the City of Alhambra finds that the proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve; and

**WHEREAS**, the City Council finds and determines that the City's Code of Ethics and Conduct for Councilmembers, Appointed Officials, employees and volunteers of the City furthers the purposes set forth above; and

**WHEREAS**, the City Council endorses the underlying principles and tenets of the Ralph M. Brown Act and the Fair Political Practices Act of the State of California and feels that the promulgation of local policies that reflect the spirit and intent of these laws is a desirable action.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Alhambra that it hereby adopts the **CODE OF ETHICS AND CONDUCT** to which Councilmember and all appointed officials, employees and volunteers of the City of Alhambra should aspire:

**CODE OF ETHICS AND CONDUCT**

A. Each Councilmember, Appointed Official, City employee and City Volunteer should aspire to:

1. Represent and work for the common good of the City and its citizens.
2. Provide fair and equal treatment for all persons and matters coming before the Council, Commission, Board, or City staff.
3. Faithfully perform all duties of their respective elected or appointed office, including: (a) understanding the roles and responsibilities of the body or position to which elected or appointed; (b) becoming thoroughly knowledgeable about items of business before voting or developing a conclusion or recommendation; and (c) attending regular meetings.
4. Listen courteously and attentively to all public discussions and avoid interrupting other speakers, except as may be permitted by established Rules of Order.

5. Refrain from abusive conduct, personal charges or verbal attacks upon the character, motives, ethics, or morals of members of the City Council, other appointed officials, City employees, or members of the public.

6. Maintain the highest standard of public conduct by refusing to condone breaches of public trust or improper attempts to influence the decision-making process or decisions.

7. Uphold the public's right to know, and in accordance with the Brown Act, uphold the public's right to know not only the decision made or action taken, but also to participate in and witness the deliberations, which shape public policy.

8. In keeping with their role as stewards of the public interest, members of Council should not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor should members of boards, commissions, and other advisory boards appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

9. Avoid even the appearance of conflict between public duties and personal interests and activities. If elected or appointed officials have personal or financial interests in matters coming before them, they shall disqualify themselves from making, participating in the making of, or seeking to influence any decision respecting such matter.

10. Because of the value of the independent advice of boards, commissions, and other advisory bodies to the public decision-making process, members of Council and all appointed officials shall refrain from using their positions to advocate for or to unduly influence the deliberations or outcomes of official proceedings.

11. Members of the City Council, Planning Commission, and other advisory bodies should support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members should recognize their special role in dealings with City employees and must in no way create the perception of inappropriate direction to staff. Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Negative comments about staff performance should only be made to the City Manager through private conversation or correspondence.

12. Members of the City Council, City Commissions and all employees who attend Conferences paid for by the City should strive to be active and participating members of the Conference. They should make every effort to attend the majority of the meetings and conduct themselves in a courteous and professional manner.

13. Refrain from accepting gifts, favors, or promises of future benefits, which might compromise or tend to impair independence of judgment or action.

Signed and approved this 16<sup>th</sup> day of December, 2002.

/s/ Mark R. Paulson

MARK R. PAULSON, Mayor

ATTEST:

/s/ Frances A. Moore

FRANCES A. MOORE, City Clerk

**I HEREBY CERTIFY** that the above and foregoing resolution was duly passed and adopted by the Alhambra City Council at its adjourned regular meeting held on the 16<sup>th</sup> day of December, 2002, by the following vote, to wit:

AYES: ARGUELLO, BURKE, MORENO, TALBOT, PAULSON

NOES: NONE

ABSENT: NONE

/s/ Frances A. Moore

FRANCES A. MOORE, City Clerk