



ANTONIO R. VILLARAIGOSA
MAYOR

EXECUTIVE DIRECTIVE NO. 1

Original issue date: July 5, 2005
Re-issued: October 20, 2005

Subject: Ethics in Government

As public servants to the residents of Los Angeles, we must commit ourselves to a standard of conduct that maintains and enhances the public's trust in our local government. To fulfill this mandate, our individual and collective decision making processes must be based upon the highest possible ethical standards.

Mandatory Annual Ethics Training

City officials and staff members must be fully informed of the provisions of all existing ethics laws if we are to achieve compliance with the law. In recognition of the complex and evolving nature of ethics regulations, Board and Commission members, General Managers, Directors and Administrators of Departments, Offices, and Agencies, and staff of the Office of the Mayor shall attend an annual ethics training conducted by the City Ethics Commission, in partnership with the Office of the City Attorney. These training sessions shall be structured to assure that each participant has the knowledge to comply fully with all of the relevant ethics laws governing their service to the City of Los Angeles. The City Ethics Commission shall be responsible for reporting any non-compliance with this section to the Office of the Mayor.

Strict Enforcement of Recusal Laws and Regulations

City and State laws strive to ensure that public officials do not participate in matters in which they may have a conflict of interest. These laws typically may require that individuals recuse themselves from matters where they have an actual or perceived conflict of interest.

In addition, Charter Section 707 requires Commission or Board members to divest any investment, interest, or source of income that results in a significant and continuing conflict of interest. In order to achieve compliance with Section 707, the City must track when these recusals occur and the extent to which they

impair a Commissioner or Board Member's ability to fulfill his or her public duties. Consequently, each Board or Commission member shall disclose, to the Office of the Mayor and City Ethics Commission, any conflicts by completing and submitting a recusal notice for any matter in which they are disqualified from participating, or would have been disqualified from participating had they been in attendance.

Timely and Complete Filing of All Disclosure Forms

It is essential to ensure transparency in government by achieving complete and timely filing of all City officials' disclosure forms, such as economic interest statements and city-related business disclosures, as required by City and State law. Each individual required to file these forms is responsible for doing so in a complete and timely manner. Any failure to meet these requirements may result in corrective action by the City Ethics Commission, Fair Political Practices Commission, and/or the Office of the Mayor.

Posting of the City of Los Angeles' Code of Ethics

As a constant reminder of the importance of ethical conduct, all General Managers, Directors and Administrators of Departments, Offices and Agencies and Boards and Commissions of City Government shall post in all workplaces a current copy of the "City of Los Angeles' Code of Ethics". This document outlines the principles that should guide the actions of all City employees and its prominent display will reinforce these values. The City Ethics Commission shall be responsible for reporting non-compliance with this requirement to the Office of the Mayor.

Summary of Required Actions


Pursuant to this Executive Directive, the following instructions shall be implemented:

1. All Board and Commission members, General Managers, Directors and Administrators of Departments, Offices, and Agencies, and staff of the Office of the Mayor shall attend an annual ethics training conducted by the City Ethics Commission, in cooperation with the Office of the City Attorney.
2. Each Board or Commission member shall disclose to the Office of the Mayor and the City Ethics Commission, any conflicts by completing and submitting a recusal notice for any matter in which they are disqualified from participating, or would have been disqualified from participating had they been in attendance
3. All disclosure forms required by City and State law, such as economic interest statements and city-related business disclosures, shall be filed in

a complete and timely manner by the relevant City officials and employees.

4. All General Managers, Directors and Administrators of Departments, Offices and Agencies and Boards and Commissions of City Government shall be required to post in all workplaces a current version of the "City of Los Angeles' Code of Ethics".

Executed this 20th day of October, 2005.



ANTONIO R. VILLARAIGOSA
Mayor

Attachment

COMMISSIONER ETHICS PLEDGE

ETHICS PLEDGE

I support Mayor Villaraigosa's commitment to the highest standards of ethics, honesty, and integrity, and I pledge to adhere consistently to these values. I further agree to abide by the principles and restrictions stated below throughout my service to the City of Los Angeles.

I PLEDGE TO:

- 1) Act solely in the public interest.
- 2) Not participate in any paid lobbying activities to influence a City of Los Angeles decision or matter.
- 3) Avoid actual and perceived conflicts of interest at all times during my service to the City of Los Angeles.
- 4) Take full responsibility for learning and complying with all laws and rules governing the standards of conduct for public officials, including gift restrictions, disclosure requirements, and campaign finance limitations.
- 5) Disclose to the Counsel to the Mayor and/or the City Attorney, on request, any information necessary to establish my ongoing compliance with this Ethics Pledge or otherwise relevant to the Mayor's commitment to the highest ethical standards in government.
- 6) Waive my right to any compensation for service on a part-time commission.

ACKNOWLEDGEMENT

As a condition of my appointment as a Commissioner or Board Member, I acknowledge and agree to comply with this Ethics Pledge throughout my term of service with the City of Los Angeles. I further understand that any violation of this Ethics Pledge may result in my immediate removal and that I serve at the pleasure of Mayor Antonio Villaraigosa.

Date: _____

PRINT NAME _____

SIGNATURE _____

GENERAL MANAGER ETHICS PLEDGE

ETHICS PLEDGE

I support Mayor Villaraigosa's commitment to the highest standards of ethics, honesty, and integrity, and I pledge to adhere consistently to these values. I further agree to abide by the principles and restrictions stated below throughout my service to the City of Los Angeles.

I PLEDGE TO:

- 1) Act solely in the public interest.
- 2) Avoid actual and perceived conflicts of interest at all times during my service to the City of Los Angeles.
- 3) Take full responsibility for learning and complying with all laws and rules governing the standards of conduct for public officials, including gift restrictions, disclosure requirements, and campaign finance limitations.
- 4) Disclose to the City Ethics Commission and/or Office of the City Attorney, on request, any information necessary to establish my ongoing compliance with this Ethics Pledge or otherwise relevant to the Mayor's commitment to the highest ethical standards in government.

ACKNOWLEDGEMENT

I agree to comply with this Ethics Pledge. I further understand that any violation of this Ethics Pledge may result in corrective action being taken by Mayor Antonio Villaraigosa.

Date: _____ PRINT NAME _____

SIGNATURE _____

MAYORAL STAFF ETHICS PLEDGE

ETHICS PLEDGE

I support Mayor Villaraigosa's commitment to the highest standards of ethics, honesty, and integrity, and I pledge to adhere consistently to these values. I further agree to abide by the principles and restrictions stated below throughout my service to the City of Los Angeles.

I PLEDGE TO:

- 1) Act solely in the public interest.
- 2) Avoid actual and perceived conflicts of interest at all times during my service to the City of Los Angeles.
- 3) Take full responsibility for learning and complying with all laws and rules governing the standards of conduct for public officials, including gift restrictions, disclosure requirements, and campaign finance limitations.
- 4) Disclose to the Counsel of the Mayor, on request, any information necessary to establish my ongoing compliance with this Ethics Pledge or otherwise relevant to the Mayor's commitment to the highest ethical standards in government.

ACKNOWLEDGEMENT

I agree to comply with this Ethics Pledge. I further understand that any violation of this Ethics Pledge may result the termination of my employment with the Office of the Mayor.

Date: _____ PRINT NAME _____

SIGNATURE _____