

RESOLUTION CC 2025-35

A RESOLUTION ADOPTING A CITY COUNCIL OF THE CITY OF GLENDORA POLICY ESTABLISHING A CITY COUNCIL CODE OF CONDUCT

THE CITY COUNCIL City of Glendora, California

WHEREAS, the City Council of the City of Glendora is committed to fostering public trust and confidence in local government by conducting City business with integrity, fairness, respect, and transparency;

WHEREAS, the City Council seeks to centralize existing rules to establish a clear framework of ethical conduct, professional expectations, and enforcement procedures for all Council Members by adopting a City Council Code of Conduct Policy, as set forth in Exhibit A, attached hereto;

WHEREAS, the City Council recognizes the importance of maintaining civility, accountability, and respect in all interactions with colleagues, staff, and the public;

WHEREAS, the City Council acknowledges the necessity of complying with state laws, including the Ralph M. Brown Act, the Political Reform Act, and regulations of the Fair Political Practices Commission;

WHEREAS, the City Council further desires to establish a 'one-voice provision' to ensure unified and consistent representation of Council decisions to the community;

WHEREAS, the City Council finds it necessary to include a fair process for handling complaints, investigating alleged violations, and applying remedies and penalties for violations of the Code of Conduct; and

WHEREAS, the adoption of the Code of Conduct will provide guidance for decision-making, communication, representation, and accountability for the City of Glendora.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby adopt the City Council Code of Conduct Policy (Exhibit A) attached and incorporated herein by this reference, as the official code of conduct policy of the City Council for the City of Glendora.

SECTION 2. In the event of any conflict between the Code of Conduct Policy, and any prior City of Glendora resolutions, programs or policies pertaining to codes of conduct or similar matters, the attached Code of Conduct Policy shall prevail and shall govern.

SECTION 3. The City Council hereby establishes that alleged violations of the Code of Conduct may be addressed through a complaint and investigation process. Remedies available to the Council include informal resolution, written reprimand, censure, removal from committee assignments, restriction of Council privileges, or referral to appropriate authorities, as further detailed on the Code of Conduct.

SECTION 4. The Council affirms that no remedy or penalty shall be imposed without majority vote by the City Council in open session, and the subject Council Member shall have the right to respond before a decision is made.

SECTION 5. The City Council shall review the Code of Conduct at least once every five years to ensure continued relevance and effectiveness.

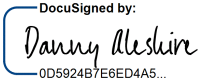
SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions, and incorporate its provisions into the official procedural guidelines governing the conduct of meetings of the City Council.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Glendora this 9th day of September, 2025.

BY:  FC21FCE9806E4BA...

DAVID FREDENDALL
Mayor
Sep 19, 2025 | 2:45 PM PDT

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

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DANNY ALESHIRE
City Attorney
Sep 19, 2025 | 1:53 PM PDT

CERTIFICATION

I, Kathleen R. Sessman, City Clerk/Communications Director of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a regular meeting held on the 9th day of September, 2025, by the following vote:

AYES:	MEMBERS:	Davis, Elias, Thompson, and Fredendall.
NOES:	MEMBERS:	None.
ABSENT:	MEMBERS:	None.
ABSTAIN:	MEMBERS:	Allawos.

Dated: September 19, 2025

Signed by:
Kathleen Sessman
2252A9F44B69431...

KATHLEEN R. SESSMAN
City Clerk/Communications Director

Sep 23, 2025 | 11:21 AM PDT

EXHIBIT A
Code of Conduct Policy



CITY COUNCIL CODE OF CONDUCT POLICY

POLICY NO:

CC Policy

ORIGINATING DEPT:

City Manager Department

Reference:

City Council Policy

SUPERSEDES:

N/A

NEW EFFECTIVE DATE:

September 9, 2025

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APPROVED BY:

City Council Resolution CC 2025-35; Approved: September 9, 2025

I. Policy Objective:

The City Council of the City of Glendora is committed to fostering public trust and confidence in local government by conducting City business with integrity, fairness, respect, and transparency. This Code of Conduct establishes principles and expectations for behavior, decision-making, and communication by Council Members in their official capacities.

II. Core Values:

- A. *Integrity* – Conduct City business honestly and ethically.
- B. *Respect* – Treat colleagues, staff, and community members with courtesy.
- C. *Transparency* – Support open and accessible government processes.
- D. *Accountability* – Accept responsibility for individual actions and collective decisions.
- E. *Service* – Place the best interests of the Glendora community first.

III. General Conduct Guidelines:

A. *Conduct During Meetings*

- Maintain civility, decorum, and respect for all speakers.
- Listen attentively and refrain from interruptions.
- Avoid personal attacks, offensive language, or derogatory comments.
- Uphold parliamentary procedures and the authority of the presiding officer.

B. *Conduct Toward Colleagues*

- Treat fellow Council Members with respect, courtesy, and civility, even in disagreement.
- Refrain from undermining, disparaging, personally attacking, or misrepresenting the statements or actions of colleagues.
- Refrain from publicly questioning the ethics, qualifications, or capability of another Council Member due to a disagreement on a question of policy. Council Members should be able to assert policy positions and opinions without fear of reprisal from fellow Council Members.
- Avoid publicly expressing assumptions about other Council Members' motives or actions.
- Work collaboratively to achieve outcomes in the best interests of the City.

C. *Conduct Toward City Staff*

- Respect the professional roles and responsibilities of City staff. Any issues or concerns that Council Members may have with City staff (regarding any

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displeasure with their work, performance, or behavior) should be directed to the City Manager or the City Attorney, as appropriate.

- Refrain from directing staff outside of Council-authorized processes. Specifically, Council Members shall not direct City staff to initiate any action, change a course of action, or prepare any report that is significant in nature or initiate any project or study without the approval of a majority of the City Council.
- Avoid exerting individual pressure on City staff to achieve personal or political outcomes.
- Refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of City staff; City staff shall be treated professionally and Council Members shall refrain from publicly criticizing individual employees.

D. *Conduct Toward the Public*

- Encourage diverse participation and viewpoints.
- Listen respectfully to community input.
- Provide accurate information and avoid spreading misinformation.
- Any citizen complaints should be directed to the City Manager so the complaint and request for information can be disseminated to City staff for appropriate action.
- Make no promises to the public on behalf of the City Council.
- It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (e.g., fix a pothole, remove a library book, plant new flowers in the median, etc.).

E. *Conduct with the Media*

- Council Members shall refrain from going “off the record” in their discussions with the media.
- The Mayor is the official spokesperson for City’s position, and is the designated representative of the Council to present and speak on the official City position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.

F. *Conduct with Other Agencies*

- Council Members shall project a positive image of the City when dealing with other agencies.
- Council Members shall represent official policies or positions of the City Council first when designated as delegates of a legislative body, or other outside commission, or committee.
- Council Members shall explicitly state when their opinions and positions do not represent the City Council when representing their individual opinions and positions.

G. *Respect for the Office*

- Council Members shall act with integrity and independence from improper influence as they exercise the duties of their offices, and shall faithfully perform the duties of their offices.
- Characteristics and behaviors consistent with this standard include the following: (i) exhibiting trustworthiness; (ii) using best independent judgment to

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pursue the common good; (iii) showing respect for their official public role within the community and not acting in ways that reflect negatively on their position by recognizing that they are part of a larger group and acting accordingly; and (iv) keeping an open mind and being able to consider the opinions and ideas of others, and treating each other and the public with respect and honoring the opinions of others, even when Council Members disagree with those opinions.

- Council Members should avoid impropriety in the exercise of their official duties.
- Council Members shall familiarize themselves with laws and regulations governing political campaigns and campaign finance, and shall not engage in or cause others to engage in any political activity on City premises, at City functions, or with City employees.

IV. Decision-Making Responsibilities:

- A. Make decisions based on the merits of the issue, not personal or political gain.
- B. Consider long-term community interests over short-term advantage.
- C. Disclose conflicts of interest and recuse when appropriate.
- D. Obey all state laws regarding official actions of the Council, including open meetings, ethics, and disclosures (e.g. Brown Act, Political Reform Act, FPPC regulations).
- E. Council Members should be guided by the spirit as well as the letter of the law in all their actions.

V. Use of City Resources:

- A. Use City equipment, facilities, and funds only for official purposes.
- B. Avoid use of City resources for political campaigning, private gain, or personal benefit.

VI. Confidentiality

- A. No Council Member may, without prior formal authorization of the Council or the City Attorney, disclose any Confidential Information concerning any other Council Member, official or employee, or any other person, or any property or governmental affairs of the City, except as required by law.
 - The term “Confidential Information” shall mean information that is not generally known in the public and/or is not subject to disclosure under California Public Records Act or other applicable law. Some examples of Confidential Information include attorney-client privileged communications, attorney client work product, and personnel, medical or similar information, the disclosure of which would constitute an unwarranted invasion of privacy.
- B. Council Members shall ensure and respect the confidentiality of closed session discussions, materials, and privileged information.

VII. One-Voice Provision

To ensure clarity, unity, and public trust:

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- A. *Unified Communication* – Once the City Council has taken an official action or position, all Council Members are expected to publicly support and communicate the decision as the official position of the City of Glendora.
- B. *Minority Opinions* – Council Members retain the right to express dissenting views during Council deliberations and in appropriate contexts, but must clearly distinguish personal opinions from official City positions.
- C. *Representation of the City* – No individual Council Member shall represent or imply that they are speaking on behalf of the entire City Council or the City unless specifically authorized by Council action.

VIII. Enforcement, Complaints, and Remedies

A. *Complaint Submission*

- 1. Complaints regarding alleged violations of this Code of Conduct may be submitted in writing by a Council Member, City staff, or a member of the public.
- 2. Complaints shall be directed to the City Manager and the City Attorney, who will forward them to the Mayor (or, if the complaint concerns the Mayor, to the Mayor Pro Tem or other Council Member, in order of seniority, as appropriate under the circumstances).
- 3. Anonymous complaints will not be considered.

B. *Preliminary Review*

- 1. Upon receipt, the City Attorney shall review the complaint to determine whether it alleges conduct that, if true, would constitute a violation of this Code of Conduct.
- 2. If the complaint is deemed insufficient, the complainant shall be notified, and no further action will be taken.
- 3. If the complaint is deemed sufficient, then the violation of this Code of Conduct shall be resolved as follows: (i) if the complaint is of a minor nature and can be resolved informally, the City Manager and City Attorney may collaborate to determine a course of action and resolution of the matter with the implicated Council Member, or (ii) if the complaint is of a serious nature, the City Manager and the City Attorney shall consult with the Mayor (unless the Mayor is the subject of the complaint, in which event they will consult with the Mayor Pro Tem or other Council Member, in order of seniority, as appropriate under the circumstances) in order to provide a recommendation to the Council regarding one or more proposed courses of action for resolution.

C. *Investigation Process*

- 1. The City Council may, by majority vote, authorize an investigation of the complaint.
- 2. Investigations may be conducted by:
 - i. The City Attorney or his / her designee,
 - ii. An independent investigator, or
 - iii. An outside agency or mediator, as determined by Council.
- 3. The investigation shall provide the subject Council Member with notice of the allegations and an opportunity to respond.
- 4. A written report of findings shall be provided to the full City Council.

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D. Remedies

If a violation of this Code of Conduct has occurred, the City Council may impose one or more of the following remedies, proportionate to the severity of the violation:

1. Informal Resolution – A verbal warning, clarification of expectations, or facilitated discussion between the parties.
2. Written Warning or Reprimand – A formal notice placed on record but without further consequence.
3. Censure – A formal statement of disapproval adopted by majority vote of the City Council.
4. Removal from Committee or Board Assignments – Removal from internal or external committees, commissions, or liaison roles.
5. Restriction of Council Privileges – Limitation of discretionary travel, conference attendance, or similar benefits funded by the City.
6. Referral to Law Enforcement or Other Authorities – If the conduct may constitute a violation of law, referral to the appropriate agency.
7. Other Remedies – Other remedies approved by a majority of the Council as may be applicable under the circumstances.

E. Due Process

1. Remedies shall only be imposed by majority vote of the City Council in an open session, consistent with the Brown Act.
2. The subject Council Member shall have the right to address the Council before a decision is made.

IX. Periodic Review

This Code of Conduct shall be reviewed at least once every five years, or as otherwise directed by the City Council, to ensure continued relevance and effectiveness.

X. History:

City Council directed staff to develop a City Council Code of Conduct Policy in August 2025.

Certificate Of Completion

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David Fredendall

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Councilmember

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Kathleen Sessman

ksessman@cityofglendora.org

City Clerk/Communication Director

City of Glendora

Security Level: Email, Account Authentication
(None)

Signed by:

Kathleen Sessman
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Glendora:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: smateer@cityofglendora.org

To advise City of Glendora of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at smateer@cityofglendora.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to smateer@cityofglendora.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Glendora as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Glendora during the course of your relationship with City of Glendora.