

# CITY of ALBUQUERQUE

## TWENTY-SECOND COUNCIL

COUNCIL BILL NO. C/S R-16-15 ENACTMENT NO. R-2016-032

SPONSORED BY: Dan Lewis

1 RESOLUTION  
2 ESTABLISHING THE POLICY OF IMPLEMENTATION FOR THE PUBLIC  
3 SERVICE ETHICS AND CODE OF CONDUCT TRAINING PROGRAM FOR THE  
4 CITY OF ALBUQUERQUE AND DIRECTING THE CITY HUMAN RESOURCES  
5 AND LEGAL DEPARTMENTS TO OVERSEE THE PROGRAM.

6 WHEREAS, the one year objectives, outlined in Resolution 15-182 for the  
7 City of Albuquerque in Fiscal Year 2016, directs the implementation of this  
8 comprehensive ethics training program in order to reaffirm that the City is  
9 dedicated to fostering an environment of fairness and accountability in all of  
10 its dealings; and

11 WHEREAS, the goal of this public service ethics course is to act as a  
12 resource to the public servants of the City of Albuquerque, and to reaffirm that  
13 the official acts of the elected officials and employees of the City of  
14 Albuquerque, as well as the official acts of the members of the City's boards,  
15 commissions and committees, must be performed in such a manner as to gain  
16 and retain the confidence and trust of the public; and

17 WHEREAS, The City of Albuquerque Public Service University provides  
18 strategic blended learning delivery systems that support the attainment of  
19 prescribed organizational and community based goals and can support the  
20 public service ethics training program in-house; and

21 WHEREAS, the proper administration of democratic government requires  
22 that public officials be independent, impartial, and responsible to the people;  
23 that government decisions and policy be made in the best interest of the  
24 people, the community and the government; and that the public have  
25 confidence in the integrity of its government.

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1 BE IT RESOLVED BY THE COUNCIL, THE GOVERNING BODY OF THE CITY OF  
2 ALBUQUERQUE:

3 Section 1. Program Administration and Enrollment.

4 The Public Service Ethics and Code of Conduct Training Program shall be  
5 administered by the Human Resources Department. All designated City  
6 officials, elected officials, classified staff in a position grade of “M14” and  
7 “E14” and above, and all executive and senior level unclassified staff, and all  
8 department records custodians will be enrolled in the program following the  
9 certification of each regular municipal election. Beginning in 2017, all  
10 designated officials and staff shall receive course login information through  
11 their City email accounts from the City of Albuquerque Public Service  
12 University no later than January 1<sup>st</sup> of the year following a regular municipal  
13 election year.

14 Section 2. Program Completion Requirements.

15 All persons designated under Section 1 above shall be required to complete  
16 the Public Service Ethics and Code of Conduct Training Program by January  
17 31<sup>st</sup> of the year immediately following a regular municipal election. All  
18 completed certifications will be valid for two years.

19 Section 3. Course Completion Publication.

20 Course Completion or non-completion will be noted by the name of each  
21 person designated under Section 1 above on the “Transparency” portal on the  
22 City of Albuquerque’s main website. The Human Resources Department is  
23 hereby directed to update and manage this information by the end of the  
24 second quarter of the year following a regular municipal election cycle.

25 Section 4. New Employees.

26 All newly employed persons designated under Section 1 above shall be  
27 required to complete the Public Service Ethics and Code of Conduct Training  
28 Program 30 days after their date of hire. All completed certifications will be  
29 valid until after the next regular municipal election. Course Completion or non-  
30 completion will be noted according to Section 3 above.

31 Section 5. Program Content Updates.

32 The Human Resources Department and Legal Department are hereby directed  
33 to work in conjunction to periodically update the Public Service Ethics and

1 Code of Conduct Training Program content to reflect any necessary revisions  
2 and include any additional resources that are deemed pertinent to the training.

3 Section 6. Pilot Program.

4 A Public Service Ethics and Code of Conduct Training pilot program shall go  
5 into effect May 9, 2016. Under this pilot program all persons designated in  
6 Exhibit A shall receive course login information through their City email  
7 accounts from the City of Albuquerque Public Service University no later than  
8 May 9, 2016, and shall complete the Public Service Ethics and Code of  
9 Conduct Training Program by June 30, 2016. Course Completion or non-  
10 completion will be noted by the name of each person designated in Exhibit A  
11 on the "Transparency" portal on the City of Albuquerque's main website by  
12 August of 2016. The permanent program described in Sections 1-5 above  
13 shall become effective after the 2017 regular municipal election.

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1 PASSED AND ADOPTED THIS 2<sup>nd</sup> DAY OF May, 2016  
2 BY A VOTE OF: 9 FOR 0 AGAINST.

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Dan Lewis, President  
City Council

APPROVED THIS 18<sup>th</sup> DAY OF May, 2016

Bill No. C/S R-16-15



Richard J. Berry, Mayor  
City of Albuquerque

ATTEST:



Natalie Y. Howard, City Clerk

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