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The City Council of the City of Riverside does ordain as follows:

Section 1: PURPOSE. Section 202 of The Charter of the City of Riverside mandates

Section 2: AUTHORITY. This ordinance is adopted pursuant to Article 11,

Section 2.78.070 G is amended to read “Within twenty (20) City business days of the City Clerk deeming the complaint complete, the City Clerk shall set the matter for a pre-hearing conference before a hearing panel of the Board of Ethics and notify in writing the complainant and the official against whom the complaint is filed of the date, time, and location of the pre-hearing conference. The pre-hearing conference date shall be within forty-five (45) City business days of the complaint being deemed complete.”

Section 2.78.080 B is amended to read “The pre-hearing conference and hearing

Section 2.78.080 C is amended to read “The Chair of the hearing panel of the

Section 2.78.080 E is amended to read “The hearing panel of the Board of

1 conference shall not be grounds for a continuance and the pre-hearing conference shall proceed as if
2 the absent party was present. The pre-hearing conference shall be conducted as follows:

- 3 1. The hearing panel shall review the complaint to determine if it complies with all of the
4 following:
 - 5 a. The Complaint Procedures section of this chapter have been followed;
 - 6 b. The complaint is against a public official set forth in the Scope section of this chapter;
 - 7 c. The complaint alleges a violation of one or more of the provisions of the Prohibited
8 Conduct section of this chapter; and
 - 9 d. The complaint does not restate allegations of violations that were the subject of a
10 previous complaint.
- 11 2. If a majority of the hearing panel determines that the complaint does not comply with all
12 of the provisions of subsection E 1 above, the Chair shall state the findings of deficiency
13 on the record and shall call for a vote of the hearing panel to dismiss the complaint without
14 a hearing. A roll call vote of the hearing panel shall be taken by the City Clerk who will
15 record the vote of each member of the hearing panel. The Chair of the hearing panel shall
16 instruct the City Clerk to prepare a Statement of Findings for the hearing panel to adopt at
17 the next regular meeting of the Board of Ethics. This Statement of Findings shall be
18 considered the final decision of the hearing panel and is immediately appealable to the City
19 Council pursuant to the Appeal Procedures section of this chapter. If a majority of the
20 hearing panel determines that the complaint complies with all of the provisions of
21 subsection E 1 above, then the pre-hearing conference shall proceed.
- 22 3. The hearing panel shall facilitate settlement discussions between the parties.
- 23 4. The hearing panel shall review the submitted tangible evidence to determine if it is relevant
24 to the issues raised in the complaint. If it is determined, by a majority vote, that any such
25 evidence is irrelevant to the issues raised in the complaint, then such evidence will be
26 deemed inadmissible at the hearing and shall be excluded.

- 1 5. The complainant shall have ten (10) minutes to verbally present to the hearing panel any
2 and all evidence, both tangible and testimonial, that will be presented at the hearing to
3 prove the allegations in the complaint.
- 4 6. The hearing panel shall determine, by a majority vote, whether the complainant has shown
5 that the evidence, if taken as true, more likely than not establishes that there may be a
6 potential violation of the Prohibited Conduct section of this chapter.
- 7 7. If it is determined by the hearing panel that it is more likely than not that there may be a
8 potential violation of the Prohibited Conduct section of this chapter has occurred, then the
9 City Clerk shall set a hearing date on the complaint within twenty (20) City business days
10 of the pre-hearing conference. The hearing date shall be within forty-five (45) City
11 business days following the pre-hearing conference.
- 12 8. If it is determined by the hearing panel that the complainant has failed to establish that it is
13 more likely than not that there may be a potential violation of the Prohibited Conduct
14 section of this chapter, the Chair of the hearing panel shall instruct the City Clerk to prepare
15 a Statement of Findings for the hearing panel to adopt at the next regular meeting of the
16 Board of Ethics. This Statement of Findings shall be considered the final decision of the
17 hearing panel and is immediately appealable to the City Council pursuant to the Appeal
18 Procedures section of this chapter.
- 19 9. The hearing panel may discuss and act upon whether or not any subpoenas are necessary
20 to be issued by the hearing panel pursuant to Riverside Municipal Code section 2.80.040
21 A5 and B5.
- 22 10. The hearing panel may set time limits for the parties to present evidence at the hearing on
23 the complaint.
- 24 11. Other than is provided for above, no decision or ruling by the hearing panel at the pre-
25 hearing conference is appealable to the City Council pursuant to the Appeal Procedures
26 section of this chapter until after there is a final decision by the hearing panel following a
27 hearing on the complaint.”
28

1 Section 2.78.080 F is amended to read “Prior to the commencement of the
2 hearing, either party may ask the City Clerk for a continuance of the hearing on either of the following
3 grounds:

- 4 1. The unavailability of the party at the hearing due to illness or other reason acceptable to
5 the City Clerk; or
6 2. The unavailability of a witness identified in the complaint or reply.”

7 Section 2.78.080 G is amended to read “Only one (1) continuance of the hearing
8 shall be granted by the City Clerk to each party. If a continuance is granted, the City Clerk shall give
9 written notice to all parties of the new hearing date, time, and location within twenty (20) City business
10 days of the granting of the continuance.”

11 Section 2.78.080 H is deleted..”

12 Section 2.78.080 I is renumbered to read “2.78.080 H.”

13 Section 2.78.080 J is renumbered to read “2.78.080 I.”

14 Section 2.78.080 K is renumbered to read “2.78.080 J.”

15 Section 2.78.080 L is renumbered to read “2.78.080 K.”

16 Section 2.78.080 M is renumbered to read “2.78.080 L.”

17 Section 2.78.080 N is renumbered to read “2.78.080 M.”

18 Section 2.78.080 O is renumbered to read “2.78.080 N.”

19 Section 2.78.080 P is renumbered to read “2.78.080 O.”

20 Section 4: Redline version of Chapter 2.78 showing the above changes:

21 **“Chapter 2.78**

22 **CODE OF ETHICS AND CONDUCT**

23 **Sections:**

24 **2.78.010 Establishment of the Code of Ethics and Conduct.**

25 **2.78.020 Purpose.**

26 **2.78.030 Scope.**

27 **2.78.040 Implementation.**

1 **2.78.050 Core Values.**

2 **2.78.060 Prohibited Conduct.**

3 **2.78.070 Complaint Procedures.**

4 **2.78.080 Hearing Procedures.**

5 **2.78.090 Appeal Procedures.**

6 **2.78.100 Enforcement and Sanctions.**

7 **2.78.110 Monitoring and Oversight.**

8 **2.78.120 Severability.**

9 **Section 2.78.010 Establishment of the Code of Ethics and Conduct.**

10 Pursuant to Article 11, sections 5(a) and 7 of the California Constitution and
11 Sections 200 and 202 of The Charter of the City of Riverside, there is hereby
12 established by the City Council of the City of Riverside a Code of Ethics and Conduct
13 for the Mayor, members of the City Council, and all members of appointed boards,
14 commissions and committees which shall assure public confidence in the integrity of
15 local government and its effective and fair operation.

16 **Section 2.78.020 Purpose.**

17 The purpose of this Code of Ethics and Conduct is to achieve fair, ethical, and
18 accountable local government for the City of Riverside. The people of the City of
19 Riverside expect their public officials to comply with both the letter and the spirit of
20 the laws of the United States of America, the State of California, the Charter of the City
21 of Riverside, the Riverside Municipal Code, and established policies of the City of
22 Riverside affecting the operations of local government. In addition, public officials are
23 expected to comply with the provisions of this Code of Ethics and Conduct established
24 pursuant to the expressed will of the people. All persons covered by this Code of Ethics
25 and Conduct shall aspire to meet the highest ethical standards in the conduct of their
26 responsibility as a public official of the City of Riverside.

27 This Code of Ethics and Conduct is divided into two areas: Core Values and
28 Prohibited Conduct. The Core Values are intended to provide a set of principles from
 which public officials of the City of Riverside can draw upon to assist them in

conducting the public's business. As such, the Core Values are directory in nature and not subject to the complaint procedures set forth herein. The Prohibited Conduct are actions that public officials of the City of Riverside shall not engage in, and, as such, are subject to the complaint procedures set forth herein.

Section 2.78.030 Scope.

The provisions of this chapter shall apply to the Mayor, members of the City Council, and to all members of the boards, commissions, and committees appointed by the City Council, the Mayor, or the Mayor and City Council, including any *ad hoc* committees (collectively referred to herein as "public officials.") The provisions of this chapter shall also apply to all members of committees appointed by individual members of the City Council, Mayor, the City Manager or by Department Heads.

Further, the provisions of this chapter 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 chapter shall apply to all members of the boards, commissions, and committees only while they are acting in their official capacities or affecting the discharge of their duties.

Section 2.78.040 Implementation.

To achieve the objectives of this chapter, the following mechanisms shall be followed.

A. All public officials upon election or re-election, appointment or re-appointment, shall be given a copy of this chapter and required to affirm in writing that they have received a copy of this chapter and understand its provisions.

B. Within ninety (90) days of taking office, all new public officials shall be provided a training session which shall clarify the provisions and application of this chapter. These sessions shall be coordinated by the City Clerk with assistance from the City Manager and City Attorney.

C. The City Attorney, or his or her designee, shall serve as a resource to those persons covered by this chapter to assist them in understanding and abiding by the provisions therein. Use of outside legal counsel in lieu of the City Attorney to advise the Board of Ethics and its hearing panels on specific matters shall be at the

1 discretion of the Board of Ethics. If outside legal counsel is so desired, the City
2 Attorney shall contract with the appropriate party(ies).

3 D. All bodies whose members are covered by this chapter shall adopt rules
4 of procedure which include the provisions of this chapter.

5 E. The chair of each board, commission or committee covered by this
6 chapter is responsible to provide appropriate guidance to members of their respective
7 bodies and, if need be, communicate concerns to the Board of Ethics.

8 **Section 2.78.050 Core Values.**

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

12 A. To strive to create a government that is trusted by everyone.

13 The public officials of the City of Riverside shall aspire to operate the City
14 government and exercise their responsibilities in a manner which creates trust in their
15 decisions and the manner of delivery of programs through the local government. The
16 public officials shall aspire to create a transparent decision making process by
17 providing easy access to all public information about actual or potential conflicts
18 between their private interests and their public responsibilities. The public officials
19 shall aspire to make themselves available to the people of the city to hear and
20 understand their concerns. They shall aspire to make every effort to ensure that they
21 have accurate information to guide their decisions and to share all public information
22 with the community to ensure the community understands the basis of the officials'
23 decisions.

24 B. To strive to make decisions that are unbiased, fair, and honest.

25 The public officials of the City of Riverside shall aspire to ensure that their
26 decisions are unbiased, fair, and honest. They shall strive to avoid participation in all
27 decisions which create a real or perceived conflict of interest and to disclose any
28 personal interest that could be perceived to be in conflict with the fair and impartial
exercise of their responsibilities.

C. To strive to ensure that everyone is treated with respect and in a just and fair

1 manner.

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

9 D. To strive to create a community that affirms the value of diversity.

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

16 E. To strive to ensure that all public decisions are well informed, independent, and
17 in the best interests of the City of Riverside.

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

23 F. To strive to maintain a nonpartisan and civic minded local government.

24 The public officials of the City of Riverside shall affirm the value of a
25 nonpartisan council-manager form of government.

26 G. To strive to ensure that all public officials are adequately prepared for the duties
27 of their office.

28 The public officials of the City of Riverside shall commit to participation in all
orientation and training sessions which are presented to ensure full preparation for the
exercise of their public duties.

1 H. To strive to ensure that appointed members of boards, commissions and
2 committees attend regularly scheduled meetings.

3 Appointed members of boards, commissions and committees of the City of
4 Riverside shall make a diligent effort to attend all regularly scheduled meetings of their
5 respective board, commission or committee.

6 **Section 2.78.060 Prohibited Conduct.**

7 The following conduct is prohibited and shall be subject to the complaint
8 procedures established in this chapter. It may be unethical for any public official to
9 engage in one or more of the following prohibited actions:

10 A. Use of Official Title or Position for Personal Gain Prohibited.

11 Public officials of the City of Riverside shall not use their official title or
12 position for personal gain. Personal gain includes, but is not limited to, situations
13 wherein a public official solicits or accepts items of value in consideration of their
14 official title or position. This does not include obtaining benefits that are otherwise
15 permitted or authorized by law. Therefore, acceptance of gifts shall otherwise be
16 consistent with the requirements and limitations allowable by law. Public officials shall
17 refrain from the following: (a) accepting gifts or favors that may compromise
18 independent judgment or give the appearance of compromised judgment; (b) using
19 official title for matters other than the official conduct of their office; and (c) engaging
20 in decisions which would affect the level of compensation received for service except
21 as otherwise required or allowed by law.

22 B. Use or Divulgence of Confidential or Privileged Information Prohibited.

23 Public officials of the City of Riverside shall not use or divulge confidential or
24 privileged information obtained in the course of their official duties for their own
25 personal gain, financial or otherwise, or for the gain of others, in a manner contrary to
26 the public interest or in violation of any law.

27 C. Use of City Resources for Non-City Purposes Prohibited.

28 Public officials of the City of Riverside shall not use or permit the use of City
resources including, but not limited to, funds, seals or logos, time, personnel, supplies,
equipment, identification cards/badges, or facilities for unapproved non-City activities,

1 except when available to the general public, provided for by administrative rules,
2 regulations, or policies, or approved by a majority of the City Council.

3 D. Advocacy of Private Interests of Third Parties in Certain Circumstances
4 Prohibited.

5 No elected official of the City of Riverside shall appear on behalf of the private
6 interests of third parties before the City Council; nor shall any appointed member of a
7 board, commission or committee of the City of Riverside appear before their own body
8 on behalf of the private interests of third parties, except for limited exceptions as
9 provided for in the California Fair Political Practices Commission Regulations or
10 otherwise by law.

11 E. Endorsements for Compensation Prohibited.

12 No public official of the City of Riverside shall endorse or recommend, for
13 compensation, any commercial product or service in the name of the City or in their
14 official capacity within the jurisdictional boundaries of the City without prior approval
15 of a City Council policy.

16 F. Violation of Government Code Sections 87100 *et seq.*, Prohibited.

17 No public official of the City of Riverside shall violate Government Code
18 Sections 87100, *et seq.*, or any of its related or successor statutes, from time to time
19 amended, regulating financial interests and governmental decisions made by public
20 officials. If an ethics complaint is filed alleging a violation of this subsection, the City
21 recognizes that the Fair Political Practices Commission (FPPC) is the primary
22 enforcement authority of the Political Reform Act and that its decisions should be given
23 great weight. As such, if a complaint is pending before the FPPC raising the same or
24 similar violations based upon the same or similar facts, then the Board of Ethics may
25 defer action on such allegation until completion of the FPPC action. If a complaint has
26 not been filed with the FPPC raising the same or similar violations based upon the same
27 or similar facts, then the hearing panel of the Board of Ethics, upon a four-fifths (4/5)
28 vote, may file a complaint with the FPPC and defer action on a complaint filed pursuant
to this chapter until a final action by the FPPC. A ruling on the merits by the FPPC
may be accepted by the Board of Ethics as a finding on the ethics complaint filed with

1 the City.

2 G. Certain Political Activity Prohibited.

3 No public official of the City of Riverside shall coerce, or attempt to coerce,
4 any of their subordinates or any other City employee to participate in an election
5 campaign, contribute to a candidate or political committee, engage in any other political
6 activity relating to a particular party, candidate, or issue, or to refrain from engaging in
7 any lawful political activity. A general statement encouraging another person to vote
8 does not violate this provision.

9 H. Display of Campaign Materials in or on City Vehicles Prohibited.

10 No public official of the City of Riverside shall display campaign materials in
11 or on any City-owned or provided vehicle under their control or operated by that
12 official. In addition, no public official shall transport, store, or otherwise have any
13 campaign materials located within any City-owned or provided vehicle under their
14 control or operated by that official. Campaign materials include, but are not limited to,
15 bumper stickers, signs, brochures, informational documents, buttons or other similar
16 items.

17 I. Knowingly Assisting Another Public Official in Violating This Code of Ethics
18 and Conduct Prohibited.

19 No public official of the City of Riverside shall knowingly assist another public
20 official in violating the Prohibited Conduct section of this chapter, nor shall they
21 engage any other person to assist them in any conduct that would constitute a violation
22 of the Prohibited Conduct section of this chapter.

23 J. Negotiation for Employment with Any Party Having a Matter Pending
24 Prohibited.

25 No public official of the City of Riverside shall negotiate for employment with
26 any third party at the same time that third party has a matter pending before the City
27 Council, boards, commissions, committees, or City departments and upon which the
28 public official must act or make a recommendation.

K. Ex Parte Contact in Quasi-Judicial Matters Prohibited.

No appointed official of the City of Riverside shall contact any elected official

1 on any matter of a quasi-judicial nature before the City Council in which the appointed
2 official participated. A quasi-judicial matter is any proceeding which may affect the
3 legal rights, duties or privileges of any party to the proceeding and requires the public
4 official to objectively determine facts and draw conclusions from those facts as the
5 basis of an official action.

6 L. Attempts to Coerce Official Duties Prohibited.

7 No elected official of the City of Riverside shall coerce, or attempt to coerce,
8 any other public official in the performance of their official duties.

9 M. Violations of Federal, State, or Local Law Prohibited.

10 No public official of the City of Riverside shall intentionally or repeatedly
11 violate the Charter of the City of Riverside, the Riverside Municipal Code, or any
12 established policies of the City of Riverside affecting the operations of local
13 government, or be convicted of violation of any state or federal law pertaining to the
14 office which they hold.

15 **Section 2.78.070 Complaint Procedures.**

16 A. Only alleged violations of the Prohibited Conduct section of this chapter shall
17 be grounds for a complaint against any public official pursuant to this chapter.

18 B. Complaints shall be submitted on forms available from the City Clerk.

19 C. Complaints and all required information and tangible evidence shall be filed
20 with the City Clerk.

21 D. Complaints shall include, but not be limited to, all of the following:

- 22 1. Name, address, telephone number and email address, if available, of the
23 complainant;
- 24 2. Name and position of the public official against whom the complaint is
25 made;
- 26 3. Date of the alleged violation;
- 27 4. The date the complainant became aware of the alleged violation;
- 28 5. The specific provision of the Prohibited Conduct section of this chapter
alleged to be violated;
6. Description of the specific facts of the alleged violation;

1 7. The names, addresses, telephone numbers and email addresses, if
2 known, of each person the complainant intends to call as a witness at
3 the hearing;

4 8. Copies of any and all documents, photographs, recordings or other
5 tangible materials to be introduced and considered at the hearing; and

6 9. Signed under penalty of perjury of the laws of the State of California.

7 E. Complaints shall be filed with the City Clerk within 180 calendar days of
8 discovery of an alleged violation of this chapter, but in no event shall the complaint be
9 filed later than three (3) years from the date of the alleged violation. Discovery is
10 defined as when the complainant knew or reasonably should have known of the alleged
11 violation through the exercise of reasonable diligence.

12 F. Upon filing of the complaint the City Clerk shall review the complaint for
13 completeness only. If the complaint is deemed incomplete the City Clerk shall notify
14 the complainant in writing within ten (10) City business days as to the deficiencies. A
15 complaint shall not be deemed filed until the City Clerk accepts it as complete.

16 G. Within twenty (20) City business days of the City Clerk deeming the complaint
17 complete, the City Clerk shall set the matter for a pre-hearing conference before a
18 hearing panel of the Board of Ethics and notify in writing the complainant and the
19 public official against whom the complaint is filed of the date, time, and location of the
20 pre-hearing conference. The pre-hearing conference date shall be within forty-five (45)
21 City business days of the complaint being deemed complete.

22 H. The City Clerk shall provide a copy of the complaint and all required
23 information and tangible evidence, without charge, to the public official against whom
24 the complaint is made within ten (10) City business days after the complaint is deemed
25 complete.

26 I. The public official against whom the complaint is made shall file the following
27 with the City Clerk no later than twenty (20) calendar days prior to the date set for the
28 hearing:

1. A written reply to the complaint;

2. Copies of any and all documents, photographs, recordings or other

1 tangible materials to be introduced and considered at the hearing; and

- 2 3. The names, addresses, telephone numbers and email addresses, if
3 known, of any person the public official intends to call as a witness at
4 the hearing.

5 I. The City Clerk shall provide a copy of the written reply and all required
6 information and tangible evidence, without charge, to the complainant no later than ten
7 (10) City business days after receipt of the foregoing from the public official against
8 whom the complaint is made.

9 **Section 2.78.080 Hearing Procedures.**

10 A. The Board of Ethics shall have the authority to adopt hearing procedures not in
11 conflict with this chapter. In addition to any hearing procedures adopted by the Board
12 of Ethics, the following hearing procedures shall also apply.

13 B. The pre-hearing conference and hearing on the merits are not formal judicial
14 proceedings. The technical rules of evidence do not apply.

15 C. The Chair of the hearing panel of the Board of Ethics shall preside over the pre-
16 hearing conference and hearing.

17 D. No witnesses, documents, photographs, recordings or other tangible materials,
18 other than those submitted with the complaint or reply, shall be introduced at the
19 hearing or considered by the hearing panel. However, witnesses, documents,
20 photographs, recordings and other tangible evidence may be introduced and considered
21 upon a finding by a majority of the hearing panel that the discovery of such evidence
22 came to the awareness of the proponent after the filing of the complaint or reply and
23 that the proponent disclosed such information to the City Clerk as soon as practicable
24 after becoming aware of its existence. Any witnesses, documents, photographs,
25 recordings and other tangible evidence subpoenaed by the hearing panel shall also be
26 introduced and considered.

27 E. The hearing panel of the Board of Ethics shall conduct a pre-hearing conference
28 prior to a hearing date being set by the City Clerk. All parties are to attend the pre-
hearing conference; however, the absence of any party at the pre-hearing conference
shall not be grounds for a continuance and the pre-hearing conference shall proceed as

1 if the absent party were present. The pre-hearing conference shall be conducted as
2 follows:

- 3 1. The hearing panel shall review the complaint to determine if it complies
4 with all of the following to establish jurisdiction of the Board of Ethics:
 - 5 a. The Complaint Procedures section of this chapter have been
6 followed;
 - 7 b. The complaint is against a public official set forth in the Scope
8 section of this chapter;
 - 9 c. The complaint alleges a violation of one or more of the
10 provisions of the Prohibited Conduct section of this chapter; and
 - 11 d. The complaint does not restate allegations of violations that
12 were the subject of a previous complaint.
- 13 2. If a majority of the hearing panel determines that the complaint does not
14 comply with all of the provisions of subsection E 1 above, the Chair
15 shall state the findings of deficiency on the record and shall call for a
16 vote of the hearing panel to dismiss the complaint without a hearing. A
17 roll call vote of the hearing panel shall be taken by the City Clerk who
18 will record the vote of each member of the hearing panel. The Chair of
19 the hearing panel shall instruct the City Clerk to prepare a Statement of
20 Findings for the hearing panel to adopt at the next regular meeting of
21 the Board of Ethics. This Statement of Findings shall be considered the
22 final decision of the hearing panel and is immediately appealable to the
23 City Council pursuant to the Appeal Procedures section of this chapter.
24 If a majority of the hearing panel determines that the complaint complies
25 with all of the provisions of subsection E 1 above, then the pre-hearing
26 conference shall proceed.
- 27 3. The hearing panel shall facilitate settlement discussions between the
28 parties.
4. The hearing panel shall review the submitted tangible evidence to
determine if it is relevant to the issues raised in the complaint. If it is

determined, by a majority vote, that any such evidence is irrelevant to the issues raised in the complaint, then such evidence will be deemed inadmissible at the hearing and shall be excluded.

5. The complainant shall have ten (10) minutes to verbally present to the hearing panel any and all evidence, both tangible and testimonial, that will be presented at the hearing to prove the allegations in the complaint.
6. The hearing panel shall determine, by a majority vote, whether the complainant has shown that the evidence, if taken as true, more likely than not establishes that there may be a potential violation of the Prohibited Conduct section of this chapter.
7. If it is determined by the hearing panel that it is more likely than not that that there may be a potential violation of the Prohibited Conduct section of this chapter has occurred, then the City Clerk shall set a hearing date on the complaint within twenty (20) City business days of the pre-hearing conference. The hearing date shall be within forty-five (45) City business days following the pre-hearing conference.
8. If it is determined by the hearing panel that the complainant has failed to establish that it is more likely than not that there may be a potential violation of the Prohibited Conduct section of this chapter, the Chair of the hearing panel shall instruct the City Clerk to prepare a Statement of Findings for the hearing panel to adopt at the next regular meeting of the Board of Ethics. This Statement of Findings shall be considered the final decision of the hearing panel and is immediately appealable to the City Council pursuant to the Appeal Procedures section of this chapter.
9. The hearing panel may discuss and act upon whether or not any subpoenas are necessary to be issued by the hearing panel pursuant to Riverside Municipal Code section 2.80.040 A5 and B5.
10. The hearing panel may set time limits for the parties to present their evidence at the hearing on the complaint.
11. Other than as provided for above, no decision or ruling made by the hearing

1 panel at the pre-hearing conference is appealable to the City Council pursuant to the
2 Appeal Procedures section of this chapter until after there is a final decision by the
3 hearing panel following a hearing on the complaint.

4 F. Prior to the commencement of the hearing, either party may ask the City Clerk
5 for a continuance of the hearing on either of the following grounds:

- 6 1. The unavailability of the party at the hearing due to illness or other
7 reason acceptable to the City Clerk; or
- 8 2. The unavailability of a witness identified in the complaint or reply.

9 G. Only one (1) continuance of the hearing shall be granted by the City Clerk to
10 each party. If a continuance is granted, the City Clerk shall give written notice to all
11 parties of the new hearing date, time, and location within twenty (20) City business
12 days of the granting of the continuance.

13 H. The complainant shall have the burden of proof by a preponderance of the
14 evidence to establish a violation of the Prohibited Conduct section of this chapter.
15 Preponderance of evidence means evidence that is more convincing and, therefore,
16 more probable in truth and accuracy. The complainant shall proceed first. The
17 complainant may, but is not required to, make an opening and closing statement,
18 examine and cross-examine witnesses, reference particular tangible evidence submitted
19 with the complaint or reply, and introduce rebuttal evidence. The complainant shall
20 have a maximum of fifteen (15) minutes to make both an opening and closing
21 statement, if desired. The apportionment of the maximum total time of fifteen (15)
22 minutes shall be at the sole discretion of the complainant.

23 I. The public official shall proceed second. The public official may, but is not
24 required to make an opening and closing statement, examine and cross-examine
25 witnesses, reference particular tangible evidence submitted with the complaint or reply,
26 and introduce rebuttal evidence. The public official shall have a maximum of fifteen
27 (15) minutes to make both an opening and closing statement, if desired. The
28 apportionment of the maximum total time of fifteen (15) minutes shall be at the sole
discretion of the public official.

J. During the hearing, any member of the hearing panel of the Board of Ethics

1 may ask questions of the parties or witnesses.

2 K. Upon the conclusion of evidence presented by the parties, the Chair shall
3 facilitate verbal deliberations by the hearing panel.

4 L. All findings shall be by a majority vote of the hearing panel and recorded by
5 the City Clerk.

6 M. Within five (5) City business days following the hearing, the City Clerk shall
7 notify all parties in writing of the decision of the hearing panel and the appeal
8 procedures.

9 N. No member of the Board of Ethics who is either the complainant, or the subject
10 of a complaint filed pursuant to this chapter, shall sit as a member of the hearing panel
11 considering such complaint and must recuse himself or herself as a member of that
12 panel.

13 O. Neither the complainant, nor the public official against whom a complaint is
14 filed pursuant to this chapter, shall be represented at the hearing by an attorney.
15 Although an attorney may be present and consulted at the hearing, the attorney shall
16 not address the hearing panel or participate in any aspect of the hearing.

17 **Section 2.78.090 Appeal Procedures.**

18 A. A decision by the hearing panel finding a violation of the Prohibited Conduct
19 section of this chapter shall be automatically appealed to the City Council. The City
20 Clerk shall place the appeal on the agenda of a regular meeting of the City Council
21 within thirty (30) City business days of the hearing by the hearing panel and shall notify
22 the parties in writing of the hearing date.

23 B. A decision by the hearing panel of the Board of Ethics not finding a violation
24 of the Prohibited Conduct section of this chapter may be appealed to the City Council
25 by either party. The appeal shall be taken by filing a written notice of appeal with the
26 City Clerk within ten (10) City business days following the date of the hearing by the
27 hearing panel. The notice of appeal shall be in writing on a form provided by the City
28 Clerk. The City Clerk shall place the appeal on the agenda for a regular meeting of the
City Council within thirty (30) City business days of the filing of the notice of appeal.
The City Clerk shall notify the parties in writing of the hearing date.

1 C. If there is no appeal of the decision by the hearing panel, then the decision of
2 the hearing panel shall become final and there shall be no further right to appeal.

3 D. The record on appeal shall consist of a transcript of the hearing before the
4 hearing panel, as well as all tangible evidence and testimony considered at the hearing.
5 No new evidence will be received or considered by the City Council at the hearing on
6 the appeal.

7 E. The City Council shall review the record of the hearing to determine whether
8 the hearing panel committed a clear error or an abuse of discretion based upon the
9 record. If no such finding is made by a majority of the City Council, then the City
10 Council shall adopt the decision of the hearing panel as the findings of the City Council
11 on appeal. If there is a finding by the City Council of a clear error or an abuse of
12 discretion by the hearing panel, then that finding shall be clearly stated and the matter
13 shall be referred back to the Board of Ethics for a *de novo* (new) re-hearing of the matter
14 in light of the findings on appeal.

15 F. If the City Council finds there is a violation of the Prohibited Conduct section
16 of this chapter, then the City Council may determine sanctions in accordance with the
17 Enforcement and Sanctions section of this chapter.

18 G. The City Clerk shall notify both parties in writing of the findings and
19 determination of the City Council on the appeal. The findings and determination of the
20 City Council is final and there is no further right to appeal.

21 H. Complaints, replies, supporting documentation, transcripts of hearings, notices
22 of appeal, and all decisions thereon shall be public records and retained by the City
23 Clerk for a period of at least two (2) years.

24 I. No elected official who is either the complainant, or the subject of a complaint,
25 filed pursuant to this chapter shall participate in the appeal of a decision of the hearing
26 panel considering such complaint and must recuse himself or herself from participation.

27 **Section 2.78.100 Enforcement and Sanctions.**

28 Upon a finding by a majority of the City Council that any public official
violated any provision of the Prohibited Conduct section of this chapter, the City
Council may impose any of the following sanctions:

1 A. Elected Officials.

- 2 1. Public censure.

3 B. Appointed Officials of Boards, Commissions and Committees.

- 4 1. Referral to the Board, Commission or Committee of which the
5 appointed official is a member for public censure;
6 2. Public censure by the Mayor and City Council; or
7 3. Removal from office by a majority of the Mayor and City Council.

- 8 C. No public official who is either the complainant, or the subject of a complaint,
9 filed pursuant to this chapter shall participate in any deliberations or decision
10 concerning any sanctions to be imposed pursuant to such complaint.

11 **Section 2.78.110 Monitoring and Oversight.**

- 12 A. Prior to the end of July of each year, the boards and commissions shall agendize
13 and discuss at a regular meeting this Code of Ethics and Conduct and submit to the
14 Board of Ethics any recommendations for the Board's consideration.

- 15 B. Prior to the end of August of each year, the Board of Ethics shall agendize and
16 discuss at a regular meeting the effectiveness of this Code of Ethics and Conduct,
17 recommendations of the other boards and commissions, and submit to the
18 Governmental Affairs Committee its recommendations.

- 19 C. Prior to the end of September of each year, the Governmental Affairs
20 Committee shall agendize and discuss at a regular meeting the effectiveness of this
21 Code of Ethics and Conduct and the recommendations of the Board of Ethics and other
22 boards and commissions, and instruct the City Manager to present a report to the City
23 Council for its discussion and consideration.

- 24 D. Prior to the end of each year, the City Manager shall present a report to the City
25 Council which shall include the recommendations of the Board of Ethics, the other
26 boards and commissions, and the Governmental Affairs Committee. The City Council
27 shall hold a public hearing on its evening agenda at a regularly scheduled meeting, and
28 shall review the report and make an independent evaluation of the effectiveness of this
chapter and discuss and direct the City Attorney to make any changes to this chapter it
deems appropriate.

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1 regularly adopted at a meeting of the City Council on the _____ day of _____, 20____,
2 by the following vote, to wit:

3 Ayes:

4 Noes:

5 Absent:

6 Abstain:

7
8 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the
9 City of Riverside, California, this _____ day of _____, 20____.

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11 _____
12 City Clerk of the City of Riverside
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