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ORDINANCE NO.

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA,
ADOPTING CHAPTER 2.80 ESTABLISHING A BOARD OF ETHICS

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

Section 1: PURPOSE. Sections 800, 801, 802, 804, and 805 of The Charter of the City of Riverside authorizes the City Council to establish, by ordinance, any advisory boards or commissions that, in its judgment, are required. The City Council hereby determines that a Board of Ethics is required to advise the Mayor and City Council and review, administer and adjudicate the Code of Ethics and Conduct.

Section 2: AUTHORITY. This ordinance is adopted pursuant to Article 11, sections 5(a) and 7 of the California Constitution and Sections 800, 801, 802, 804, and 805 of The Charter of the City of Riverside.

Section 3: The Riverside Municipal Code is hereby further amended to include a new Chapter 2.80 as follows:

“Chapter 2.80

BOARD OF ETHICS

Sections:

2.80.010 Creation of Board of Ethics.

2.80.020 Purpose.

2.80.030 Membership and Term of Service.

2.80.040 Duties and Powers.

2.80.050 Severability.

Section 2.80.010 Creation of Board of Ethics.

Pursuant to Article 11, sections 5(a) and 7 of the California Constitution and Sections 200, 202, 800, 801,802, 804, and 805 of The Charter of the City of Riverside, there is hereby established by the City Council of the City of Riverside a Board of Ethics.

Section 2.80.020 Purpose.

1 It is the purpose of the Board of Ethics to advise and make recommendations to the
2 City Council of the City of Riverside on all matters pertaining to the adoption, revision,
3 administration, and enforcement of the Code of Ethics and Conduct for the City of Riverside
4 as set forth in Chapter 2.78 of the Riverside Municipal Code (RMC), and to conduct hearings
5 upon complaints.

6 **Section 2.80.030 Membership and Term of Service.**

7 A. The Board of Ethics shall consist of nine members to be appointed in
8 accordance with Section 802 of the Charter of the City of Riverside by the Mayor and City
9 Council.

10 B. Members may be removed from the Board by five (5) affirmative votes of the
11 Mayor and City Council for incompetence, malfeasance, misfeasance, nonfeasance or neglect
12 of duties.

13 **Section 2.80.040 Duties and Powers.**

14 A. The duties of the Board of Ethics shall include the following:

- 15 1. Annually review, hold public meetings, and make recommendations to
16 the City Council regarding the overall effectiveness of RMC Chapter
17 2.78, including any adopted or proposed city policies, in accordance
18 with the procedures established therein;
- 19 2. Receive and review complaints of violations of RMC Chapter 2.78;
- 20 3. Convene a hearing panel of the Board of Ethics to conduct hearings on
21 complaints of violations of RMC Chapter 2.78 pursuant to the
22 provisions of this chapter;
- 23 4. Conduct hearings on complaints of violations of RMC Chapter 2.78 in
24 accordance with the procedures set forth therein;
- 25 5. Issue subpoenas compelling the attendance of witnesses or the
26 production of books, papers or documents on any complaint before the
27 Board of Ethics where a majority of the hearing panel determines it
28

necessary for a meaningful hearing or decision on complaints of violations of RMC Chapter 2.78;

6. Issue a decision with findings to the City Council for all complaints determined by the hearing panel of the Board to be a violation of RMC Chapter 2.78;
7. Establish meeting rules and procedures and hearing rules and procedures not in conflict with the Charter of the City of Riverside, Riverside Municipal Code, adopted rules and procedures of the City Council, or any local, state or federal law.

B. In order to carry out its duties, the Board of Ethics is authorized to:

1. Hold public meetings, review, discuss, and make recommendations to the City Council regarding the overall effectiveness of RMC Chapter 2.78, including any recommended amendments thereto or the adoption of or changes to policies implementing RMC Chapter 2.78;
2. Receive from the City Clerk and review all complaints of violations of RMC Chapter 2.78, including all submitted evidence;
3. Convene a hearing panel of the Board of Ethics to conduct hearings on complaints of violations of RMC Chapter 2.78 as follows:
 - a. A hearing panel shall be comprised of no fewer than five (5) members of the Board and one alternate;
 - b. A hearing panel, once established, shall be the sole hearing body to conduct hearings and render decisions with findings on the complaint for which the panel was convened;
 - c. No later than thirty (30) calendar days prior to the date set for the hearing, a hearing panel shall be selected by the City Clerk by randomly drawing names of Board members until all names have been drawn. The first five (5) names drawn shall

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constitute the hearing panel, with the sixth name drawn as an alternate;

- d. The alternate shall be present at the hearing, but will not participate unless and until any member of the hearing panel is unable to continue as a member of the hearing panel. At that point the alternate shall become a member of the hearing panel;
- e. Any Board member who is selected as a member of a hearing panel or alternate shall notify the City Clerk not less than fifteen (15) calendar days before the hearing that he or she is unable to participate on the hearing panel or as an alternate and the reasons why;
- f. If any member of the hearing panel or the alternate so notifies the City Clerk, the alternate shall then become a member of the hearing panel and the seventh name of a Board member previously drawn shall then become an alternate. This process shall be followed until a five (5) member hearing panel and alternate is established;
- g. If, after the commencement of a hearing, the hearing panel does not have at least five (5) members, the chairperson shall adjourn the hearing to a date certain. If the hearing can be reconvened with the same members of the hearing panel, then the hearing shall proceed from the point at which the hearing was adjourned. If the hearing cannot continue with all of the same members of the hearing panel as constituted at adjournment, then the hearing shall begin anew;
- h. If a complaint concerns a City Councilmember, any member of the Board residing in that Councilmember's Ward shall be disqualified from participating on the hearing panel;

- 1 i. If a complaint concerns a member of the Board, that member
2 shall be disqualified from participating on the hearing panel;
3 and
4 j. Members of the hearing panel shall select a chairperson to
5 preside at the hearing.
- 6 4. Conduct hearings, swear witnesses, receive and consider evidence, ask
7 questions, and otherwise hold hearings in accordance with the
8 provisions of RMC Chapter 2.78;
- 9 5. Issue subpoenas compelling the attendance of witnesses or the
10 production of books, papers or documents on any complaint before the
11 Board where a majority of the hearing panel determines it necessary
12 for a meaningful hearing or decision on complaints of violations of
13 RMC Chapter 2.78;
- 14 6. Render decisions with findings following a hearing on a complaint for
15 violation of RMC Chapter 2.78, along with recommendations for
16 sanctions, if any, to be sent to the City Council for final action;
- 17 7. Adopt rules of procedure for the conduct of the business of the Board,
18 and for the administration of hearings on complaints, so long as those
19 rules of procedure do not conflict with the Charter of the City of
20 Riverside, Riverside Municipal Code, adopted rules and procedures of
21 the City Council, or any local, state or federal law.

22 **Section 2.80.050 Severability.**

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24 If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this
25 chapter or any part thereof is for any reason held to be unconstitutional or invalid or
26 ineffective by any court of competent jurisdiction, such decision shall not affect the validity
27 or effectiveness of the remaining portions of this chapter or any part thereof. The City
28 Council hereby declares that it would have passed each section, subsection, subdivision,
paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one (1) or more

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subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional, or invalid, or ineffective.

Section 4: The City Council has reviewed the matter and, based upon the facts and information contained in the staff reports, administrative record, and written and oral testimony, hereby finds that this ordinance is not subject to CEQA pursuant to Sections 15060(c)(2), 15060(c)(3) and/or 15061(b)(3) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, in that it will not result in a direct or reasonably foreseeable indirect physical change in the environment nor have a significant impact on the environment.

Section 5: The City Clerk shall certify to the adoption of this ordinance and cause publication once in a newspaper of general circulation in accordance with Section 414 of the Charter of the City of Riverside. This ordinance shall become effective on the 30th day after the date of its adoption.

ADOPTED by the City Council this _____ day of _____, 20_____.

Mayor of the City of Riverside

Attest:

City Clerk of the City of Riverside

1 I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the
2 foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the
3 _____ day of _____, 20____, and that thereafter the said ordinance was duly and
4 regularly adopted at a meeting of the City Council on the _____ day of _____, 20____,
5 by the following vote, to wit:

6 Ayes:

7 Noes:

8 Absent:

9 Abstain:

10
11 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the
12 City of Riverside, California, this _____ day of _____, 20____.

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14 _____
15 City Clerk of the City of Riverside
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