



*City of Arts & Innovation*

# Board of Ethics Memorandum

**TO: BOARD OF ETHICS**

**DATE: AUGUST 4, 2022**

**FROM: CITY CLERK**

**WARDS: ALL**

**SUBJECT: CODE OF ETHICS ANNUAL REVIEW**

**ISSUE:**

Conduct annual review of the Code of Ethics and Conduct for recommendation to the City Council Inclusiveness, Community Engagement, and Governmental Processes Committee.

**RECOMMENDATIONS:**

That the Board of Ethics recommend that the City Council Inclusiveness, Community Engagement, and Governmental Processes Committee perform the annual review the effectiveness of the Code of Ethics and Conduct and consider the recommendations of the Board of Ethics and other City boards and commissions as required by Section 2.78.110 of the Riverside Municipal Code for recommendation to the City Council.

**LEGISLATIVE HISTORY/BACKGROUND:**

Charter Section 202 requires adoption of a Code of Ethics and Conduct for elected officials and members of appointed boards, commissions, and committees to assure public confidence in the integrity of local government and its effective and fair operation. The first Code of Ethics and Conduct adopted by Resolution of the City Council on July 1, 2005, was amended on several occasions.

In 2014, the City Council appointed an ad hoc citizen committee to review the Code of Ethics and make recommendations. Subsequently, Chapters 2.78 and 2.80 added to the Riverside Municipal Code effective May 5, 2016, adopting a revised Code of Ethics and Conduct and establishing the Board of Ethics. RMC Section 2.78.110 provides the following monitoring and oversight steps:

- Prior to the end of July of each year, the boards and commissions shall agendaize and discuss at a regular meeting this Code of Ethics and Conduct and submit to the Board of Ethics any recommendations for the Board's consideration.
- Prior to the end of August of each year, the Board of Ethics shall agendaize and discuss at a regular meeting the effectiveness of this Code of Ethics and Conduct, recommendations of the other boards and commissions, and submit to the Inclusiveness, Community Engagement, and Governmental Processes Committee its recommendations.
- Prior to the end of September of each year, the Inclusiveness, Community Engagement,

and Governmental Processes Committee shall agendaize and discuss at a regular meeting the effectiveness of this Code of Ethics and Conduct and the recommendations of the Board of Ethics and other boards and commissions and instruct the City Manager to present a report to the City Council for its discussion and consideration.

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

Board and commission Chairs and staff liaisons were reminded of their obligations to review the Code of Ethics and Conduct and invited to submit written comments to the Board of Ethics and/or Inclusiveness, Community Engagement, and Governmental Processes Committee. The Museum of Riverside Board, Board of Library Trustees, Planning Commission, Board of Public Utilities, Transportation Board, Budget Engagement Commission, Airport Commission, and Cultural Heritage Board, and Park and Recreation Commission formally agendaized this matter. Only the Museum of Riverside Board submitted a recommendation for review to Section 2.78.100 Enforcement and Sanctions – Section A, as noted in the Minutes of the June 22, 2022.

On April 7, 2022, the Board of Ethics established an ad hoc committee to (1) review the existing rules of the Board of Ethics and Code of Ethics and Conduct to determine if additional changes are needed; (2) include the language recommended by the previous Ad Hoc Committee on Validation Process For Appointed And Elected Officials To Vet Policy Proposals And Amendment Of Complaint After Filing; and (3) validate and amend the chart presented at the Joint City Council and Board of Ethics meeting.

On May 5, 2022, the ad hoc committee reaffirmed the Board of Ethics recommendations as presented on October 7, 2021, regarding the amendment of a complaint after filing and (2) forward to the Inclusiveness, Community Engagement, and Governmental Processes Committee.

### **FISCAL IMPACT:**

There is no fiscal impact associated with the annual review.

Prepared by: Donesia Gause, City Clerk  
Approved as to form: Phaedra Norton, City Attorney

Attachments:

Board of Ethics Ad Task Force  
Board/Commission Minutes