

BOARD OF ETHICS  
WEDNESDAY, AUGUST 31, 2016, 5 P.M.  
MAYOR'S CEREMONIAL ROOM

MINUTES

PRESENT: Members Ford, Foley, Nelson, Stahovich, Macias,  
House, Huerta, and Wright

ABSENT: Member Tucker

CITY OFFICIALS AND STAFF: Mayor Bailey, Councilmember Soubirous, City  
Manager Russo, City Clerk Nicol, and Assistant City  
Attorney Hansen

City Clerk Nicol convened the meeting at 5 p.m.

INTRODUCTIONS

City Officials, Board Members, and staff shared self-introductions.

ORAL COMMUNICATIONS FROM THE AUDIENCE

Jason Hunter spoke regarding the Board of Ethics, incompatible offices, penalties for violations of the Code of Ethics, City staff involvement, and budget discretion for hiring of experts.

SELECTION OF CHAIR AND VICE-CHAIR

Following discussion and without formal motion, Member House was unanimously selected to serve as Chair for this meeting. Selection of a permanent Chair and Vice-Chair will be agendized for the next meeting.

Chair House presided.

COMMENTS FROM CITY OFFICIALS

Mayor Bailey, Councilmember Soubirous, and City Manager Russo offered comments to the Board of Ethics.

LOTTERY FOR TERM OF OFFICE ASSIGNMENTS

City Clerk Nicol conducted a lottery to assign the term of office for each of the Board Members. Members Ford, Nelson, and House will serve terms through March 1, 2018. Members Stahovich, Huerta, and Wright will serve terms through March 1, 2019. Members Foley, Macias, and Tucker will serve terms through March 1, 2020.

REGULAR MEETING AND PANEL HEARING SCHEDULES

Following discussion, it was moved by Member Huerta and seconded by Member Stahovich to hold regular meetings of the Board of Ethics on the first Thursday of the month at 5 p.m. in the Art Pick Council Chamber. Motion carried unanimously.

**CODE OF ETHICS AND BOARD OF ETHICS DUTIES AND POWERS OVERVIEW**

Assistant City Attorney Hansen provided an overview of the Code of Ethics and duties and powers of the Board of Ethics as set forth in Chapters 2.78 and 2.80 of the Riverside Municipal Code. No formal action was required or taken.

**CODE OF ETHICS INFORMATIONAL MATERIALS AND COMPLAINT FORMS**

City Clerk Nicol provided an overview of the informational materials on the complaint process, the complaint form, the appeal form, and the Code of Ethics and Conduct Guide which will be available on the City website September 1, 2016. No formal action was required or taken.

**ITEMS FOR FUTURE BOARD MEETINGS**

Future meeting agenda items will include selection of a Chair and Vice-Chair, bylaws, due process, hearing protocols, and hearing procedures.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Colleen J. Nicol", written over a horizontal line.

COLLEEN J. NICOL  
City Clerk