



*City of Arts & Innovation*

# Board of Ethics Memorandum

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**TO: BOARD OF ETHICS**

**DATE: JANUARY 5, 2017**

**FROM: CITY ATTORNEY'S OFFICE**

**WARDS: ALL**

**SUBJECT: HEARING RULES AND PROCEDURES**

**ISSUE:**

Review and adopt revised hearing rules and procedures of the Board of Ethics.

**RECOMMENDATION:**

That the Board of Ethics review, amend as appropriate, and adopt hearing rules and procedures.

**BACKGROUND/LEGISLATIVE HISTORY:**

The draft hearing rules and procedures of the Board of Ethics of the City of Riverside establish a uniform set of guidelines to be followed in a hearing on a complaint alleging a violation of Riverside Municipal Code Chapter 2.78.

The draft rules and procedures address disqualification of hearing panel members, assistance of legal counsel by parties, pre-hearing determinations, continuances, pre-hearing exchange of evidence, burden of proof, introduction of evidence, and chronology of the hearing.

Following the December 1, 2016, meeting, the City Attorney revised the draft rules and procedures:

- To provide that the City Clerk administer the oath to all witnesses
- To include preparation of a Statement of Finding of Decision, to be voted on at a future Board of Ethics meeting by the members who participated in that particular hearing panel
- To address concerns regarding subpoenas of evidence or witnesses, pre-hearing objections, and the appeal process for complaints against the entire City Council

The attached version of the rules and procedures show these additional changes as requested by the Board of Ethics.

**FISCAL IMPACT:**

There is no fiscal impact associated with adoption of hearing rules and procedures.

Prepared by: Robert Hansen, Assistant City Attorney  
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