



City of Arts & Innovation

Board of Ethics Memorandum

TO: BOARD OF ETHICS

DATE: March 7, 2019

FROM: CITY ATTORNEY'S OFFICE

WARDS: ALL

SUBJECT: CONSIDERATION OF FORMATION OF STANDING OUTREACH COMMITTEE

ISSUE:

Discuss the formation of a Standing Outreach Committee, as well as other options for outreach by the Board of Ethics.

RECOMMENDATIONS:

In order for the Board of Ethics to perform outreach to the public, staff recommends one of the following three options:

- (1) Create a Standing Outreach Committee, or
- (2) Continue with the ad hoc Outreach Committee for a limited duration, or
- (3) Place outreach as a continuing item on the Agenda for monthly discussion at the Board's monthly meetings.

LEGISLATIVE HISTORY:

Riverside Municipal Code (RMC) Section 2.80.040 A(7) states, in pertinent part, the Board of Ethics duties include the following: "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." (RMC Section 2.80.040 B(1).)

BACKGROUND:

At the last meeting, Member House requested the formation of a Standing Outreach Committee be placed on the agenda.

DISCUSSION:

- (1) *Creation of a Standing Outreach Committee*

In order to create a Standing Outreach Committee, the Board would need to clearly identify the purpose of the standing committee within the authority granted to the Board by the City Council.

The Board would also need to create written rules and procedures for the standing committee. The standing committee would need to meet on a set schedule every month and would be subject to the meeting notice requirements of the Brown Act and the City's Local Sunshine Ordinance. (See Board of Ethics Standing Rules Section 6C.) The meetings are required to be open to the public.

(2) Continue with the Ad Hoc Outreach Committee

To continue with the Ad Hoc Outreach Committee, the Board should more clearly define the scope and duration of the committee. The Board should also consider creating written rules and procedures for the committee. The committee could continue to meet on an "as needed" basis, but the committee is subject to the meeting notice requirements of the Brown Act and the City's Local Sunshine Ordinance. (See Board of Ethics Standing Rules Section 6C.) The meetings are required to be open to the public under the Board's Standing Rules.

(3) Place outreach as a continuing item on the Agenda for monthly discussion at the Board's monthly meetings.

The matter of outreach could be discussed monthly at the regularly scheduled meeting. This option would not require additional noticed meetings. This option would not require the creation of additional rules and procedures. There would also be no need to define a scope or purpose.

FISCAL IMPACT:

None.

Prepared by: Brandon S. Mercer, Sr. Deputy City Attorney
Approved as to form: Brandon S. Mercer, Sr. Deputy City Attorney
Attachments: Board of Ethics Standing Rules