



Board of Ethics

City of Arts & Innovation

TO: BOARD OF ETHICS

DATE: AUGUST 7, 2025

FROM: CITY CLERK'S OFFICE

WARDS: ALL

SUBJECT: REVIEW OF BOARD OF ETHICS STRUCTURE AND ROLE

ISSUE:

Conduct a review of the Board of Ethics (BOE) membership structure, role, potential consolidation opportunities, and discuss the development of a Citywide governance resolution.

RECOMMENDATION:

That the BOE:

1. Review the BOE membership structure, role and potential consolidation opportunities;
2. Discuss the development of a Citywide rules of procedure and order of business resolution for boards and commissions; and
3. Forward any recommendations for potential revisions to the membership structure, roles, consolidation, and a board/commission governance resolution to the Governmental Processes Committee for consideration.

BACKGROUND:

Charter Section 202 requires the 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 a Resolution of the City Council on July 1, 2005, was amended several times.

On April 5, 2016, Ordinance No. 7328 was adopted adding Chapters 2.78 and 2.80 to the Riverside Municipal Code, adopting a revised Code of Ethics and Conduct, and establishing the Board of Ethics (BOE). Riverside Municipal Code Chapter 2.80 (Attachment 1) outlines the purpose, membership, and duties and powers of the Board of Ethics.

On September 7, 2022, GPC discussed an update to the City Council Rules of Procedure and Order of Business related to the number and role of Boards and Commissions. The committee directed staff to review the number and role of Boards and Commissions outside of the City

Council Rules of Procedure and Order of Business with the intent to bring a resolution specific to the Boards and Commissions back for consideration at a later date.

On May 7, 2025, the Governmental Processes Committee received a presentation on the review of boards and commission membership structure, consolidation opportunities, and development of citywide governance resolution. The committee requested feedback from each individual board and commission for consideration.

DISCUSSION:

Boards and Commissions serve an important role as advisory bodies that provide recommendations to the Mayor and City Council on various matters affecting the community and give residents an additional outlet to engage in local government.

The City Council has expressed ongoing interest in evaluating the structure and effectiveness of the City's Boards and Commissions. Over time, issues such as declining participation, difficulty achieving quorum, overlapping duties, and outdated structures have prompted discussion about possible restructuring, consolidation, or standardization efforts. The intent is to align advisory functions with City priorities, improve efficiency, and ensure meaningful community engagement.

The Board of Ethics has been asked to review the following questions for this review:

- Is membership size optimized for functionality?
- Are quorum and attendance issues affecting performance?
- Are there opportunities to consolidate or streamline?

Standardizing Governance Framework

As it stands currently, each Board or Commission is responsible for developing and reviewing its own standing rules or bylaws. The adoption of a Citywide Resolution that sets clear and consistent rules for all Boards and Commissions could be considered. This resolution could be similar to the Council's adopted Rules of Procedure and would cover:

- Is there a need for a standard governance framework?
- How members are appointed and number of members
- What each group's role and responsibilities are
- How meetings are conducted and quorum requirements
- What kind of training new members should receive
- What is expected of members in terms of participation and engagement

BOE recommendations regarding the bullet points listed above will be forwarded to the Governmental Processes Committee for consideration.

Prepared by: Donesia Gause, City Clerk

Attachments:

1. RMC 2.80
2. Presentation