



Governmental Processes Committee

City of Arts & Innovation

TO: GOVERNMENTAL PROCESSES COMMITTEE DATE: MAY 7, 2025
FROM: CITY CLERK'S OFFICE WARDS: ALL
SUBJECT: BOARD OF ETHICS 2024 WORKPLAN UPDATE AND PROPOSED 2025 WORKPLAN

ISSUE:

Receive an update on the Board of Ethics 2024 Workplan activities and approve the proposed 2025 Workplan.

RECOMMENDATION:

That the Governmental Processes Committee:

1. Receive an update on the 2024 Board of Ethics Workplan activities; and
2. Review and approve the proposed 2025 Board of Ethics Workplan.

LEGISLATIVE HISTORY:

The Board of Ethics (BOE) is charged with specific duties and powers outlined in the Riverside Municipal Code (RMC), Section 2.80.040:

- A. The duties of the Board of Ethics shall include the following:
 1. Annually review, hold public meetings, and make recommendations to the City Council regarding the overall effectiveness of RMC Chapter 2.78, including any adopted or proposed City policies, in accordance with the procedures established therein;
 2. Receive and review complaints of violations of RMC Chapter 2.78;
 3. Convene a hearing panel of the Board of Ethics to conduct hearings on complaints of violations of RMC Chapter 2.78 pursuant to the provisions of this chapter;
 4. Conduct hearings on complaints of violations of RMC Chapter 2.78 in accordance with the procedures set forth therein;
 5. Issue a decision with findings to the City Council for all complaints determined by the hearing panel of the Board to be a violation of RMC Chapter 2.78;
 6. Establish meeting rules and procedures and hearing rules and procedures not in conflict with the Charter of the City of Riverside, Riverside Municipal Code, adopt rules and procedures of the City Council, or any local, state or federal law.

Additionally, the BOE possesses the latitude to explore and engage in further initiatives and topics of interest, provided they fall within the framework delineated in the RMC.

DISCUSSION:

2024 Board of Ethics Activities

The BOE Work Plan included the 2024 annual review of the Code of Ethics and Conduct (COE) as required by the Municipal Code. To facilitate the annual review of the COE, the BOE members individually volunteered to present the Code of Ethics at the meetings of all the boards and commissions through the months of June through August which completed their task of providing training and advocacy to boards and commissions.

An ad hoc committee was formed to develop templates for Statements of Findings for pre-conferences and hearings for uniformity. The BOE approved those templates and completed that task.

An ad hoc committee was formed to establish a legal panel for use of outside counsel in lieu of City Attorney’s Office staff when needed. The BOE accepted to refer to the established panel of outside attorneys used by the City Attorney’s Office.

In summary, the chart below reflects the status of the 2024 Workplan:

Board of Ethics Work Plan Tasks	Status
Provide training and advocacy to boards and commissions	COMPLETE
Establish a legal panel for use of outside counsel in lieu of CAO when needed	COMPLETE
Develop template for Statements of Findings for pre-conference and hearings of complaints for adoption by BOE	COMPLETE
Administer the duties and powers set forth in RMC 2.80.040	ONGOING
Perform an annual review of COE – Recurring annually	COMPLETE
Deliver an annual report to the City Council in accordance with the BOE bylaws.	PENDING
Create method for Public Education including videos on COE process	PENDING

The Board of Ethics also conducted pre-conferences on two Code of Ethics and Conduct complaints received. The BOE determined that the evidence provided as part of the complaints failed to show it was more likely than not that there may have been a potential violation of the Riverside Municipal Code, in both cases. No further action was taken.

2025 Board of Ethics Proposed Workplan

On February 6, 2025, the Board of Ethics reviewed and approved the proposed 2025 Workplan:

1. Provide training and advocacy to boards and commissions on an on-going basis.
2. Create a method for Public Education and Public Outreach including videos on the Code of Ethics and Conduct process

3. Deliver an annual report to the City Council in accordance with the Board of Ethics Bylaws
4. Perform the annual review of the Code of Ethics
5. Administer the duties and powers set forth in RMC 2.80.040

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Donesia Gause, City Clerk