



Governmental Processes Committee

City of Arts & Innovation

TO: GOVERNMENTAL PROCESSES COMMITTEE DATE: FEBRUARY 7, 2024
FROM: CITY MANAGER'S OFFICE WARDS: ALL
SUBJECT: APPROVE PROPOSED 2024 WORKPLANS FOR THE BOARD OF ETHICS AND HUMAN RESOURCES BOARD

ISSUE:

Approve the proposed 2024 Workplans for the Board of Ethics and Human Resources Board.

RECOMMENDATION:

That the Governmental Processes Committee approve the proposed 2024 Workplans for the Board of Ethics and Human Resources Board.

BACKGROUND

To ensure the work of boards and commissions align with the City Charter and Envision Riverside 2025 Strategic Plan, the City Manager's Office requested each board or commission to develop an Annual Workplan. Each workplan will be taken to the respective City Council Standing Committee for review and approval with the workplans earmarked to begin in March 2024 and conclude in February 2025.

Resolution 24076 identifies the two boards and commissions under the purview of the Governmental Processes Committee are the Board of Ethics and Human Resources Board.

DISCUSSION:

Workplan development began in June 2023. Where possible draft workplans were reviewed with their respective board or commission, with approved copies attached to this report. Blueprints of workplan objectives are included for those boards of commissions that were unable to meet or unable to finalize a workplan due to lack of quorum or continued discussions.

Board of Ethics

The Board of Ethics was established to hear complaints filed under the thirteen prohibited behaviors of the Code of Ethics and Conduct. The Board also annually reviews the effectiveness of the Code of Ethics and Conduct for recommendation to the City Council.

Riverside Municipal Code Section 2.80.040 identifies the following duties and powers of the Board of Ethics:

- 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.

2024 Workplan Objectives and Goals for the Board of Ethics include:

- 1. Provide training and advocacy to other Boards and Commissions.
- 2. Develop a template for Statement of Findings for complaints heard and adopted by the Board of Ethics.
- 3. Establish a panel of vendors for outside legal counsel in lieu of City Attorney, when needed.
- 4. Deliver an Annual Report to the City Council in accordance with the Board of Ethics Bylaws.
- 5. Administer the duties and powers set forth in Riverside Municipal Code, Section 2.80.040.
- 6. Perform an annual review of the Code of Ethics and Conduct.

Human Resources Board

The Human Resources Board was created to act in an advisory capacity to the Mayor and City Council on matters related to personnel administration such as employment opportunity, and policies and procedures impacting Human Resources among other issues.

Section 807 of the Riverside City Charter identifies the Human Resources Board shall have the power and duty to:

- a) Recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of personnel rules and regulations.
- b) Act in an advisory capacity to the City Council on matters concerning personnel administration.

2024 Workplan Objectives and Goals for the Human Resources Board include:

1. Act in an advisory capacity to the City Council and recommend the adoption of matters concerning personnel administration (policies, procedures, rules and regulations).
2. The Human Resources Board makes sound recommendations to the City Manager regarding conditions of employment and the administration of personnel services.
3. The Human Resources Board is charged with hearing grievances and appeals submitted by any person in classified service (unrepresented) and make findings and recommendations which shall be advisory only.

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Attachment: RMC Chapter 20.80.040 –Board of Ethics
Board of Ethics 2024 Workplan
Section 807 – Human Relations Board
Human Relations Board 2024 Workplan
Presentation