



City of Arts & Innovation

Board of Ethics Memorandum

TO: BOARD OF ETHICS

DATE: NOVEMBER 2, 2023

FROM: CITY CLERK

WARDS: ALL

SUBJECT: REVISED BOARD OF ETHICS ANNUAL WORKPLAN

ISSUE:

Receive and file revised Board of Ethics annual Work Plan.

RECOMMENDATION:

That the Board of Ethics receive and file the revised annual Work Plan.

LEGISLATIVE HISTORY:

To focus and enhance the direction of City boards and commissions, City staff has been assigned the responsibility of collaborating with each City boards and commissions to formulate an annual work plan that aligns with the City's Strategic Plan. The commencement of the review process for these board and commission workplans by the City Council Inclusiveness, Community Engagement, and Governmental Processes Committee (ICGC) is scheduled for November 2023.

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

DISCUSSION:

On October 5, 2023, the BOE reviewed and discussed items 1-6 below of the work plan as presented by staff and incorporated item 7 to the annual work plan:

1. Administer the duties and powers set forth in the Riverside Municipal Code, Section 2.80
2. Perform an annual review of the Code of Ethics and Conduct
3. Deliver an annual report to the City Council in accordance with the BOE bylaws
4. Establish a legal panel for use of outside counsel in lieu of City Attorney, when needed
5. Develop a template for Statements of Findings for pre-conference and hearings of complaints heard for adoption by the BOE
6. Provide training and advocacy support to other City Boards and Commissions
7. Create a method for public education including videos on the Code of Ethics and Conduct Complaint process and procedures

The Boards and Commissions Work Plans tentative implementation timeline:

Board and Commission Work Plan Tasks	Timeline
Develop of workplan	June/July
Draft workplan to CM team for review/feedback	August/September
Board and Commission workplans proposed to ICGC	November
Board and Commission workplans to City Council for feedback	December
Revised workplans to Boards and Commissions to Receive and File	March

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Donesia Gause, City Clerk