



*City of Arts & Innovation*

# BOARD OF ETHICS

**TO: BOARD OF ETHICS MEMBERS**

**DATE: FEBRUARY 1, 2024**

**FROM: CITY CLERK'S OFFICE**

**WARDS: ALL**

**SUBJECT: AD HOC COMMITTEE PROPOSED TEMPLATES FOR STATEMENTS OF FINDINGS FOR HEARINGS**

**ISSUE:**

Review proposed templates presented by the ad hoc committee for Statements of Findings and Decision for pre-conferences and hearings of Code of Ethics and Conduct complaints.

**RECOMMENDATION:**

That the Board of Ethics review proposed templates presented by the ad hoc committee for Statements of Findings and Decision for pre-conferences and hearings of Code of Ethics and Conduct complaints.

**BACKGROUND:**

Pursuant to the Riverside Municipal Code Chapter 2.78.075(D)(8) and 2.78.080(O), for Pre-conference and hearings, respectively, the Board of Ethics may direct the City Clerk to prepare the Statement of Findings or designate members of the Board to prepare the Statement of Findings for adoption at the next regular meeting.

On November 2, 2023, the Board of Ethics formed an ad hoc committee of Members Foreman and Foley to create Statement of Finding templates for the Code of Ethics and Conduct complaint pre-conference and hearings.

**DISCUSSION:**

The ad hoc committee prepared templates (Attachment 1) for the Statements of Findings and Decisions to be considered for the pre-conferences and hearings of the Code of Ethics and Conduct complaints..

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Donesia Gause, City Clerk

Approved as to form: Phaedra A. Norton, City Attorney