



Office of the
City Clerk

City of Arts & Innovation

February 7, 2018

Clarence A. Erin House
3530 Fensmuir St.
Riverside, CA 92503

Dear Mr. House:

The Mayor and City Council invite you and members of the Board of Ethics to the City Council meeting on Tuesday, March 27, 2018, at 6:15 p.m., to present a brief report concerning the Board of Ethics activities. The City Council requests that the report be approximately five minutes in length and deal with the following material:

1. Significant subject matter which occupied the Board of Ethics attention during the past year;
2. The principal tasks which lie ahead over the next year; and
3. Ways in which the City Council and staff might facilitate the work of the Board of Ethics.

Fifteen minutes has been set aside for the report and subsequent discussion with the City Council. **Please submit your report to my Office by Thursday, February 22, 2018, for distribution to the City Council.**

If you have any questions about the report or its presentation, please feel free to call.

Sincerely,

COLLEEN J. NICOL, MMC
City Clerk

cc: City Manager
City Attorney
Department Head
Staff Coordinator

