



*City of Arts & Innovation*

# Board of Ethics Memorandum

---

**TO: BOARD OF ETHICS HEARING PANEL** **DATE: OCTOBER 6, 2022**  
**FROM: CITY ATTORNEY'S OFFICE** **WARDS: ALL**  
**SUBJECT: PRE-HEARING ON THE CODE OF ETHICS AND CONDUCT COMPLAINT FILED BY JENNIFER LARRATT-SMITH REGARDING CITY COUNCILMEMBER CONDER**

## **ISSUES:**

Conduct a pre-hearing on the Code of Ethics and Conduct complaint filed on September 12, 2022, by Jennifer Larratt-Smith regarding City Councilmember Conder.

## **RECOMMENDATION:**

Perform the pre-hearing as required by Riverside Municipal Code Section 2.78.080 on the Code of Ethics and Conduct complaint filed on September 12, 2022, by Jennifer Larratt-Smith regarding City Councilmember Conder.

## **DISCUSSION:**

Riverside Municipal Code Section 2.78.080 requires the Hearing Panel to review the complaint and supporting evidence offered by the complainant to determine whether there may be a potential violation of the Code of Ethics and Conduct (Code) that should be heard at a future hearing.

More specifically, the Hearing Panel should do the following at the pre-hearing:

- Determine if the complaint complies with the following:
  - The complaint procedures have been followed.
  - The complaint is against a public official subject to the Code.
  - The complaint alleges a violation of one or more prohibited conduct sections of the Code.
  - The complaint does not restate allegations of violations that were the subject of a previous complaint.
- If the Hearing Panel determines that the complaint complies with the mandates outlined above, then the Hearing Panel shall facilitate settlement discussions between the parties.
- If settlement is not reached between the parties, then the Hearing Panel shall review the tangible evidence and determine if any evidence is irrelevant and should be deemed inadmissible.

- Following up to a ten-minute verbal presentation by the complainant, the Hearing Panel shall determine if the complainant has shown that the evidence, if taken as true, more likely than not shows that there may be a potential violation of the prohibited conduct of the Code.
- Act upon any necessary subpoenas.
- May set time limits for parties to present evidence at the hearing.
- Rule on any procedural matters raised by the complainant or public official.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Susan Wilson, Assistant City Attorney

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

Attachments:

1. Complaint by Jennifer Larratt-Smith
  - a. Part 1 – Complaint Form
    - i. 11/19/2021 email chain with Chuck Conder, a representative from the Lewis
    - ii. Group, and March JPA employees (pdf attachment)
    - iii. Misconceptions document written to clarify misleading statements Councilmember Conder gave to the public on 5/18/2022 (pdf attachment).
  - b. Part 2 - Documents to links of the Exhibit: Five Misconceptions
  - c. Part 3 - Document to links of the Exhibit: Five Misconceptions - DDA
  - d. Part 4 - Document to links of the Exhibit: Five Misconceptions - General Plan
  - e. Video clips:
    - Proudtostand
    - Cannotvoteno
    - Wehavenoauthority
    - Developerownsland1
    - Developerownsland2
    - Plowyourhouses
    - August 18 meeting
    - Againstthelaw
    - cityattorney
2. RMC 2.78
3. Hearing Rules and Procedures