



*City of Arts & Innovation*

# Board of Ethics Memorandum

**TO: BOARD OF ETHICS** **DATE: AUGUST 31, 2016**

**FROM: CITY CLERK** **WARDS: ALL**

**SUBJECT: BOARD OF ETHICS REGULAR MEETINGS - SCHEDULING OF COMPLAINT HEARINGS**

## **ISSUE:**

Determine day, time, and frequency of Board of Ethics regular meetings and preferences for complaint hearings.

## **RECOMMENDATION:**

That the Board of Ethics identify regular day, time, and frequency of Board of Ethics regular meetings and preferences for complaint hearings.

## **LEGISLATIVE HISTORY/BACKGROUND:**

On April 5, 2016, the City Council adopted Ordinance Nos. 7328 and 7329 adopting Chapters 2.78 and 2.80 of the Riverside Municipal Code establishing a Code of Ethics and Conduct, setting forth complaint procedures, and establishing a Board of Ethics.

To provide the greatest public access, staff recommends scheduling regular meetings of the Board of Ethics in the evenings at 5 p.m. in the Art Pick Council Chamber. Review of other regular meetings occurring in the Art Pick Council Chamber reveals the following options for regular Board of Ethics meetings:

- Third Monday, 5 p.m.
- First Thursday, 5 p.m.
- Second Thursday, 5 p.m.

The City Clerk will schedule complaint hearings upon consultation with panel members and the complainant, guided by the availability of the Art Pick Council Chamber. In lieu of setting regular hearing days, staff recommends retaining flexibility to assist in accommodating all parties and to maximize all calendar openings for the Chamber.

## **FISCAL IMPACT:**

The estimated \$100 per meeting charge for after-hours audio/visual assistance will be absorbed in the City Clerk's Office Budget.

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Approved as to form: Gary G. Geuss, City Attorney