



City of Arts & Innovation

Board of Ethics Memorandum

TO: BOARD OF ETHICS

DATE: DECEMBER 1, 2016

FROM: CITY CLERK

WARDS: ALL

SUBJECT: CODE OF ETHICS GUIDE - COMPLAINT PROCESS MATERIALS AND FORMS

ISSUE:

Review Code of Ethics Guide and complaint process informational materials and forms and provide direction on any further materials that would be helpful to the public.

RECOMMENDATION:

That the Board of Ethics review the Code of Ethics Guide and complaint process informational materials and forms and provide direction.

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. The City Clerk developed materials to assist the public in understanding the Code's provisions, including complaint and appeal procedures. Those documents include:

- Complaint process
- Complaint form
- Appeal form
- Code of Ethics and Conduct Guide

Documents will be posted on the City's website at http://riversideca.gov/city_clerk/commissions-Board-of-Ethics.asp and available in the City Clerk's Office beginning September 1, 2016, coinciding with expiration of the complaint process stay imposed by the City Council pending seating of the Board of Ethics Members. The Guide will be printed in both English and Spanish. These documents are provided for information only. No action is required by the Board of Ethics.

At the Board of Ethics meeting of October 6, 2016, Member Foley requested further discussion of the materials prepared for the public for any further helpful enhancements.

FISCAL IMPACT:

There is no cost associated with posting of these documents on the City's website. Duplication of complaint forms and production of the Code of Ethics and Conduct Guide as a tri-fold brochure is estimated at less than \$250 annually and will be absorbed within the City Clerk's Office Budget.

Prepared by: Colleen J. Nicol, City Clerk
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Complaint Process
2. Complaint Form
3. Appeal Form
4. Code of Ethics and Conduct Guide