



City of Arts & Innovation

BOARD OF ETHICS

TO: BOARD OF ETHICS MEMBERS DATE: MAY 2, 2024
FROM: CITY CLERK'S OFFICE WARDS: ALL
SUBJECT: PRE-CONFERENCE SCRIPT IN THE EVENT OF NON-APPEARANCE OF PARTIES OF FILED COMPLAINTS

ISSUE:

Review proposed language to the pre-conference script for instances of the non-appearance of parties of filed complaints to pre-conferences.

RECOMMENDATIONS:

That the Board of Ethics:

1. Review proposed language by Chair Vega to the pre-conference script for instances of the non-appearance of parties of filed complaints to pre-conferences; and
2. Provide recommendations for revision to the RMC related to non-appearance of parties if deemed necessary.

BACKGROUND:

Pursuant to Riverside Municipal Code Chapter 2.78.075 (D) – Pre-Conference Procedures, the Board of Ethics shall conduct a pre-conference prior to a hearing date being set by the City Clerk. All parties are to attend the pre-conference; however, the absence of any party at the pre-conference shall not be grounds for a continuance and the pre-conference shall proceed as if the absent party were present.

DISCUSSION:

On February 7, 2024, former Member Foley requested a discussion on either party's non-appearances during the complaint proceedings. Any recommendations for revisions by the Board of Ethics will be referred to the City Council Governmental Processes Standing Committee during the annual review of the Code of Ethics and Conduct in August 2024.

At the meeting on April 4, 2024, Chair Vega agreed to adapt the pre-conference proceeding script in the event of the non-appearance of either party and bring back revisions for consideration by the Board at a future meeting. Attached to this report (exhibit A) are the edits provided by Chair Vega for the Board's consideration.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Christiana Kalawa, Deputy City Clerk

Approved by: Donesia Gause, City Clerk

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

Attachment: Exhibit A - Draft language Chair Vega