



City of Arts & Innovation

# BOARD OF ETHICS

TO: BOARD OF ETHICS MEMBERS DATE: JUNE 6, 2024

FROM: CITY CLERK'S OFFICE WARDS: ALL

SUBJECT: PRE-CONFERENCE SCRIPT FOR PROPOSED LANGUAGE FOR INSTANCES OF NON-APPEARANCE OF PARTIES OF FILED COMPLAINTS AND LANGUAGE IN RIVERSIDE MUNICIPAL CODE (RMC) SECTION 2.78.0759(D)5 "IF TAKEN AS TRUE"

**ISSUE:**

Review proposed language to the pre-conference script for instances of the non-appearance of parties of filed complaints to pre-conferences and language in RMC Section 2.78.0759(D)5 "if taken as true".

**RECOMMENDATIONS:**

That the Board of Ethics:

1. Review proposed language by City Attorney's Office to the pre-conference script for instances of the non-appearance of parties of filed complaints to pre-conferences and language in RMC Section 2.78.0759(D)5 "if taken as true"; and
2. Provide recommendations for revision to the RMC related to non-appearance of parties and language "if taken as true" 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 May 2, 2024, the Board of Ethics requested the City Attorney's Office review the proposed language to the pre-conference script for instances of the non-appearance of parties of filed complaints to pre-conferences and the language in RMC Section 2.78.0759(D)5 "if taken as true." 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.

**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: Pre-Conference Script