



City of Arts & Innovation

Board of Ethics Memorandum

TO: BOARD OF ETHICS

DATE: OCTOBER 5, 2023

FROM: CITY CLERK'S OFFICE

WARDS: ALL

SUBJECT: BOARD OF ETHICS ANNUAL WORKPLAN

ISSUE:

Discuss Board of Ethics annual Work Plan.

RECOMMENDATION:

That the Board of Ethics provide feedback on a draft Annual Work Plan to address agenda topics and proposed areas of need.

DISCUSSION:

To focus and enhance the direction of City boards and commissions, City staff has been assigned the responsibility of collaborating with each City boards and commissions to formulate an annual work plan that aligns with the City's Strategic Plan. Once the work plans have been approved and vetted by the various boards and commissions, the commencement of the review process for these board and commission workplans by the City Council Inclusiveness, Community Engagement, and Governmental Processes Committee (ICGC) is tentatively scheduled for November 2023.

The Board of Ethics (BOE) is charged with specific duties and powers outlined in the Riverside Municipal Code (RMC), Section 2.80.040. Additionally, the BOE possesses the latitude to explore and engage in further initiatives and topics of interest, provided they fall within the framework delineated in the municipal code.

In collaboration with the BOE Chair, our staff has identified several supplementary initiatives and projects for the BOE's consideration to incorporate into their annual workplan:

1. Administer the duties and powers set forth in the Riverside Municipal Code, Section 2.80
2. Conduct an annual review of the Code of Ethics and Conduct
3. Deliver an annual report to the City Council in accordance with the BOE bylaws
4. Establish a legal panel for use of outside counsel in lieu of City Attorney, when needed
5. Develop a template for Statement of Findings pertaining to complaints heard and adopted by the BOE
6. Provide training and advocacy support to other City Boards and Commissions

It is important to note that the list provided above is not exhaustive, and additional initiatives or projects may be incorporated into the BOE's annual workplan as long as they fall within the purview of the BOE's subject matter jurisdiction.

The Work Plan implementation timeline:

Board and Commission Work Plan Tasks	Timeline
Develop of workplan	June/July
Draft workplan to CM team for review/feedback	August/September
Board and Commission workplans proposed to ICGC	November
Board and Commission workplans to City Council for feedback	December
Revised workplans to Boards and Commissions to Receive and File	March

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Donesia Gause, City Clerk