



City of Arts & Innovation

Board of Ethics Memorandum

TO: BOARD OF ETHICS

DATE: FEBRUARY 6, 2025

FROM: CITY CLERK

WARDS: ALL

SUBJECT: BOARD OF ETHICS ANNUAL WORKPLAN

ISSUE:

Review the Board of Ethics annual Work Plan and establish goals for the upcoming year.

RECOMMENDATION:

That the Board of Ethics:

1. Review the annual Work Plan for tasks in progress and establish the Work Plan for the upcoming year; and
2. Designate the Chair or another member of the Board of Ethics to present the 2025 Work Plan to the Governmental Processes Committee, if needed.

LEGISLATIVE HISTORY:

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. The commencement of the review process for these board and commission workplans by the City Council Governmental Processes Committee (GPC) is scheduled for March 2025.

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.

The BOE Work Plan approved on August 1, 2024 (Chart below), includes the 2024 annual review of the Code of Ethics and Conduct (COE), which concluded in December 2024, as required by the Municipal Code.

Board of Ethics Work Plan Tasks	Status
Provide training and advocacy to boards and commissions	COMPLETE
Establish a legal panel for use of outside counsel in lieu of CAO when needed	COMPLETE
Develop template for Statements of Findings for pre-conference and hearings of complaints for adoption by BOE	COMPLETE
Administer the duties and powers set forth in RMC 2.80.040	ONGOING
Perform an annual review of COE – Recurring annually	COMPLETE
Deliver an annual report to the City Council in accordance with the BOE bylaws.	PENDING
Create method for Public Education including videos on COE process	PENDING

DISCUSSION:

The Board of Ethics (BOE) annual report to the City Council needs to be scheduled. City boards and commissions typically focus their reports on the following topics:

- Significant issues that have engaged the Board of Ethics since the last report
- Key tasks that lie ahead for the upcoming year
- Suggestions on how the City Council and staff can support the work of the Board of Ethics.

It's important to note that the BOE has not presented an annual report to the City Council since October 1, 2019. Additionally, the ad hoc committee responsible for developing a public education method, including videos, about the COE process is still actively working on this task.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Donesia Gause, City Clerk