



City of Arts & Innovation

Board of Ethics Memorandum

TO: BOARD OF ETHICS

DATE: AUGUST 6, 2024

FROM: CITY CLERK

WARDS: ALL

SUBJECT: REVISED BOARD OF ETHICS ANNUAL WORKPLAN

ISSUE:

Review the Board of Ethics annual Work Plan for updates.

RECOMMENDATION:

That the Board of Ethics review the annual Work Plan and provide updates for tasks pending or in progress.

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 Inclusiveness, Community Engagement, and Governmental Processes Committee (ICGC) is 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.

DISCUSSION:

On November 2, 2023, the BOE approved the revised work plan tasks as listed in the chart below:

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	IN PROGRESS
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

The Board of Ethics will conclude the 2024 annual review of the Code of Ethics and Conduct in August.

The BOE annual report to the City Council needs to be scheduled. City boards and commissions typically report on:

- Significant subject matter which occupied the Board of Ethics attention since the last report;
- The principal tasks which lie ahead over the next year; and
- Ways in which the City Council and staff might facilitate the work of the Board of Ethics.

An annual report by the BOE has not been presented to the City Council since October 1, 2019.

The ad hoc committee for creating a method for Public Education, including videos, on the COE process is still working on their task.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Donesia Gause, City Clerk