



*City of Arts & Innovation*

# Mayor's Nominating and Screening Committee Memorandum

**TO: MAYOR'S NOMINATING AND SCREENING COMMITTEE**      **DATE: JANUARY 10, 2023**

**FROM: CITY CLERK'S OFFICE**      **WARDS: ALL**

**SUBJECT: ANNUAL BOARD AND COMMISSION RECRUITMENT**

**ISSUE:**

Consider reappointments to the Historic Preservation Fund Committee and select applicants for interview by the Mayor and City Council for current and upcoming vacancies for the March 1, 2023, annual board and commission recruitment.

**RECOMMENDATIONS:**

That the Mayor's Nominating and Screening Committee:

1. Reappoint Charles A. Tobin to the Historic Preservation Fund Committee for a term ending March 1, 2024, and Natasha S. Ferguson to the Historic Preservation Fund Committee for a term ending March 1, 2025, terms to be consistent with Cultural Heritage Board;
2. Recommend applicants for interview by the Mayor and City Council for:
  - a. Ward 4 seat on Board of Ethics for a term through March 1, 2027; and
  - b. Citywide seats on Board of Ethics for terms through March 1, 2027, Board of Public Utilities for a term through March 1, 2025, Planning Commission for a term through March 1, 2024; and
3. Recommend the Mayor and City Council notify the City Clerk of any additional applicants for interview for the Board of Ethics, Board of Public Utilities, and Planning Commission in accordance with the Sunshine Ordinance posting requirements for the City Council meeting date yet to be determined.

**BACKGROUND/LEGISLATIVE HISTORY:**

Pursuant to Riverside Municipal Code Section 20.30.030 (C)(1) the Mayor's Nominating and Screening Committee appoints members to the Historic Preservation Fund Committee.

The City Council Rules of Procedure and Order of Business require interviews of applicants by the Mayor and City Council for all vacancies for the Community Police Review Commission, Board of Ethics, Planning Commission, and Board of Public Utilities. Following the Mayor's Nominating and Screening Committee (MNSC) selection of applicants for interview, the Mayor or any member of the City Council may present additional applicants for interview. After the selected applicants have been identified, the City Clerk will schedule the interviews for a future City Council meeting.

## **STRATEGIC PLAN ALIGNMENT:**

The Mayor's Nominating and Screening Committee selecting applicants for interview for the annual board and commission recruitment contributes to the City Council's Envision 2025 Strategic Plan Priorities and Goals:

### ***High Performing Government -***

**Goal 5.3** - Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

The selection of applicants for interview for the annual board and commission recruitment aligns with the 5 Cross-Cutting Threads as follows:

1. **Community Trust** – Riverside is transparent and makes decisions based on sound policy, inclusive community engagement, involvement of City Boards and Commissions, and timely and reliable information. The City's involvement with the annual recruitment process is transparent and serves the public interest, as these interviews are conducted in a public meeting.
2. **Equity** – Riverside residents are encouraged to apply to all City Boards and Commissions. The City supports racial, ethnic, religious, sexual orientation, identity, geographic, and other diverse attributes and is committed to advancing equity through fair treatment and recognition of rights. The demographics section is redacted on the application for a fair and unbiased selection process.
3. **Fiscal Responsibility** – Riverside is a prudent steward of public funds and ensures responsible management of the City's financial resources while providing quality public services to all. There is no funding associated with this report. However, maintaining active Boards and Commissions ensures that quality services are provided to all with fiscal responsibility as a priority.
4. **Innovation** – The interview process prepares Riverside for future initiatives through collaborative partnerships with new Board and Commission members. These members bring new perspectives and ideas to Riverside, helping to meet the community's ever-changing needs.
5. **Sustainability & Resiliency** – Riverside is committed to meeting the present needs without compromising the needs of the future and ensuring the City's capacity to persevere, adapt and grow during fluctuating times alike. It is essential to keep Boards and Commissions active and engaged in maintaining sustainable and resilient programs and services.

**FISCAL IMPACT:**

Board and commission recruitment and selection are absorbed annually in the City Clerk's Department Budget.

Prepared by: Donesia Gause, City Clerk  
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

Board and Commission Summary Sheet  
Attendance Reports  
Rosters  
Applications for Board of Ethics  
Applications for Board of Public Utilities  
Applications for Planning Commission