City of Arts & Innovation

City Council Memorandum

TO: **HONORABLE MAYOR AND CITY COUNCIL** **DATE: NOVEMBER 15, 2022**

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

SUBJECT: **BOARD AND COMMISSION APPOINTMENT AND RESIGNATION**

ISSUE:

Appoint Sharron M. Lewis to Human Relations Commission Citywide seat and accept resignation of Taylor Keen from the Board of Ethics Citywide seat.

RECOMMENDATION:

That the Mayor and City Council:

1. Appoint Sharron M. Lewis to Human Relations Commission Citywide seat; and

2. Accept the resignation of Taylor Keen from the Board of Ethics Citywide seat; effective immediately.

BACKGROUND:

The Mayor recommends appointment of Sharron M. Lewis to the Human Relations Commission Citywide seat.

On October 26, 2022, the City Clerk's Office received a resignation from Taylor Keen. Her term expires on March 1, 2023. Ms. Keen held the Citywide seat on the Board of Ethics.

Riverside City Charter Section 802 provides that each board and commission have one representative from each Council Ward.

STRATEGIC PLAN ALIGNMENT:

The Mayor and City Council process for appointing a board/commission member to fill a vacancy on a board or commission contributes to the City Council's Envision 2025 Strategic Plan Priority and Goal:

High Performing Government - Provide world-class public service that is efficient, accessible, and responsive to all, and the following goal:

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

The board/commission appointment process for filling a vacancy aligns with the 5 Cross-Cutting Threads as follows:

1. **Community Trust and 2. Equity** - Riverside is transparent in providing timely notification when vacancies occur to provide opportunities for residents interested in community engagement and involvement on the City Boards and Commissions.

3. **Fiscal Responsibility** - Riverside is a prudent steward of public funds and ensures responsible management of the City's financial resources. The City Clerk's Office annual budget includes funding to support and maintain Board and Commission operations administration.

4. **Innovation** - Board and Commission appointments allow new members to bring innovative ideas to meet the community's changing needs and prepare for the future through collaborative partnerships and adaptive processes.

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 preserve, adapt and grow during fluctuating times are met. The City is prepared to fill vacancies due to unforeseen resignations by keeping an active pool of applicants.

FISCAL IMPACT:

Recruitment and appointment costs are included annually in the City Clerk's budget.

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