



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MAY 6, 2014**
FROM: CITY CLERK **WARDS: ALL**
SUBJECT: BOARD AND COMMISSION ATTENDANCE POLICY

ISSUE:

The issue for City Council consideration is approval of a recommendation from the Governmental Affairs Committee to amend the City board/commission attendance policy.

RECOMMENDATION:

That the City Council approve the recommendation of the Governmental Affairs Committee to amend the board/commission attendance policy to read as follows:

"Board/Commission members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the Board/Commission from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

The term of any member of the Board/Commission shall expire and the position vacated subject to either of the following conditions:

- a) He or she is absent unexcused from three consecutive regular meetings of the board/commission; or*
- b) He or she is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in any calendar year."*

COMMITTEE RECOMMENDATION:

On April 2, 2014 the Governmental Affairs Committee with Chair Melendrez, Vice Chair Gardner, and Member Adams present, unanimously recommended that the City Council amend the board/commission policy as stated above.

BACKGROUND:

The City has thirteen advisory boards and commissions comprised of 127 total seats. Board and commission members are appointed and serve at the pleasure of the Mayor and City Council. Terms are four years and members may serve two consecutive full terms. Attendance is monitored and reported to the Mayor and City Council on a quarterly basis.

Section 805 of the City Charter reads, in part:

"If a member of a board or commission absents himself/herself from three consecutive regular meetings of such board or commission, unless by permission of such board or commission expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council."

On July 10, 2007 the City Council approved the recommendation of the Governmental Affairs Committee amending the board and commission attendance policy to read:

"Board/Commission members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the Commission from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter. The term of any member of the board/commission shall expire if he or she is absent unexcused from three consecutive regular meetings of the board/commission."

"Do you have time to serve?" is the first question asked during interviews for the Community Police Review Commission, Planning Commission and Board of Public Utilities. For all boards and commissions, appointment letters advise that "The Mayor and City Council have long relied on these advisory bodies to help shape the future of Riverside. For this reason, attending the meetings on a regular basis is vital. Each board and commission has established its own guidelines and monitors its members' attendance." Board/commission Chairs are encouraged to advise members on attendance, when needed.

Proactively, the importance of regular attendance could also be reinforced during annual training sessions, on the City's website and be included in marketing materials.

FISCAL IMPACT:

There is no fiscal impact associated with the board and commission attendance policy.

Prepared by: Colleen J. Nicol, City Clerk
Certified as to
availability of funds: Brent A. Mason, Finance Director/Treasurer
Approved by: Belinda J. Graham, Assistant City Manager
for Scott C. Barber, City Manager
Approved as to form: Gregory P. Priamos, City Attorney

Concurs with:



ANDY MELENDREZ, Ward 2
Governmental Affairs Committee Chair