



*City of Arts & Innovation*

## **BUDGET ENGAGEMENT COMMISSION MINUTES**

THURSDAY, JUNE 10, 2021 5 P.M.  
VIRTUAL MEETING  
TELEPHONE PUBLIC COMMENT

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### **FISCAL YEAR 2021/22 ANNUAL BUDGET PROPOSED FOR ADOPTION**

Following discussion, it was moved by Commissioner Fine and seconded by Commissioner Arballo to receive an update on the Fiscal Year 2021/22 Annual Budget proposed for adoption and recommend that the City Council address the structural deficit and figure out how to fund this and address the General Fund Transfer contingency. Motion carried unanimously.

Following further discussion, it was moved by Vice-Chair Mendez and seconded by Commissioner Sanchez, Jr., to receive an update on the proposed Park and Neighborhood Specialist Program, approve the program, and recommend that a volunteer cleanup program be created in support with this program, expand the courtesy services to include the natural aspects of the parks, and set tangible metrics to measure if this program is beneficial. Motion carried unanimously.

### **FISCAL YEAR 2020/21 THIRD QUARTER FINANCIAL UPDATE**

Following discussion and without formal motion, the Budget Engagement Commission received and ordered filed the proposed Fiscal Year 2020/21 Third Quarter Financial update.

### **ANNUAL REVIEW OF CODE OF ETHICS AND CONDUCT**

The Budget Engagement Commission reviewed the Code of Ethics and Conduct for elected officials and members of appointed boards, commissions, and committees to provide recommended changes to the Board of Ethics. No recommendations were forwarded to the Board of Ethics.

### **COMMISSION MEMBER/STAFF COMMUNICATIONS**

#### **BROWN ACT TRAINING**

The Interim City Attorney Kristi J. Smith provided a training on the Brown Act to the Budget Engagement Commission members.

#### **CHIEF FINANCIAL OFFICER UPDATE**

There was no update from the Chief Financial Officer at this time.



*City of Arts & Innovation*

## **CULTURAL HERITAGE BOARD** **DRAFT MINUTES**

THURSDAY, JUNE 16, 2021, 3:30 P.M.  
VIRTUAL MEETING  
PUBLIC COMMENT VIA TELEPHONE  
3900 MAIN STREET

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Motion Carried: Unanimously

AYES: Brown, Carter, Cuevas, Ferguson, Gamble, Horychuk, Lech, McDoniel,

NOES: None

ABSENT: C. Tobin

ABSTENTION: None

### CULTURAL HERITAGE BOARD – ANNUAL REVIEW OF CODE OF ETHICS AND CONDUCT

Motion Board Member Horychuk, Seconded by Board Member Ferguson, to receive and file. The Board did not have any recommendations regarding the Code of Ethics.

Motion Carried: Unanimously

AYES: Brown, Carter, Cuevas, Ferguson, Gamble, Horychuk, Lech, McDoniel,

NOES: None

ABSENT: C. Tobin

ABSTENTION: None

### ITEMS FOR FUTURE AGENDAS AND UPDATE FROM CITY PLANNER AND BOARD MEMBERS

Ms. Kopaskie-Brown updated the Board on the upcoming Board meetings.

Board Member Cuevas announced he would not be available for the July 21, 2021 meeting due to vacation.

### ADJOURNMENT

The meeting was adjourned at 4:45 p.m. to the meeting of July 21, 2021 at 3:30 p.m.

### **Discussion Calendar**

- **Code of Ethics and Conduct**
  - No recommendations were made from the Human Resources Board.

### **Communications**

- **Items for Future Human Resources Board Consideration – Deanna Brown, Chair**
- Chair Deanna Brown requested an update on all policies and procedures.
- **Human Resources Director Updates – Rene Goldman, Human Resources Director**
  - Human Resources Director Rene Goldman informed the Board that Donesia Gause, was selected as the City Clerk.
  - Ms. Goldman informed the Board that the City Attorney recruitment will be closing soon and indicated that this recruitment is being handled by an outside agency CPS HR Consultants.
  - Ms. Goldman also informed the Board that there will be mandatory Diversity Training for all City staff.
  - Human Resources Director Goldman informed the Board that Human Resources will be opening the Senior/Principal Human Resources Analyst position.

*Meeting was adjourned at 6:25 p.m. by Chair Deanna Brown.*

Minutes submitted by: Michelle Stevens

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**ART PICK COUNCIL CHAMBER & VIRTUAL**  
**Thursday, July 8, 2021, 3:00 p.m.**

Members Present - Butler, Bloch, Couch, Gibbs, Randleman and Vazquez

Members Absent - Contreras and Greene

Chairperson Vazquez called the meeting to order at 3:00 p.m.

Co-chair Couch read the Mission Statement.

Pledge of Allegiance

**ITEM NO. 1: PUBLIC COMMENT**

None at this time

**CONSENT CALENDER**

**ITEM NO. 2: MINUTES OF MAY 13, 2021**

**ITEM NO. 3: ABSENCE OF COMMISSIONER COUCH ON MAY 13, 2021 COMMISSION MEETING**

**ITEM NO. 4: ABSENCE OF COMMISSIONER CONTRERAS ON MAY 13, 2021 COMMISSION MEETING**

**ITEM NO. 5: ABSENCE OF COMMISSIONER BUTLER ON MAY 13, 2021 COMMISSION MEETING**

**A MOTION WAS MADE** by Commissioner Couch to excuse the absences of Commissioners Butler, Contreras and Couch from missing the May 13, 2021 Airport Commission Meetings as well as approving the minutes of the May 13, 2021 meeting. **A SECOND WAS MADE** by Commissioner Bloch. **AYES**, Commissioners Bloch, Vazquez, Butler, Couch, Gibbs and Randleman.

**DISCUSSION CALENDER**

**ITEM NO. 6: CODE OF ETHICS AND ANNUAL REVIEW**

Vazquez asked if any Commissioners had any questions or discussion on the Code of Ethics and Annual Review. Vazquez then asked if all Commissioners reviewed and understood the review. All Commissioners acknowledged that they did review and understand the Code of Ethics policy. No discussion or questions at this time.

#### **ITEM NO. 7: AIRPORT MANAGER'S OPERATION AND ACTIVITY UPDATE**

Airport Manager Kim Ellis gave a report on the Airport Managers Report starting with Airport Operations. Ellis stated that the current numbers have been staying consistent with last year's numbers.

Ellis then spoke about the current financial report-showing year to date figures, which shows expenditures and revenues meeting expectations.

Ellis then spoke about the recent City Council items that included a request to approve a FAA grant under the Coronavirus Response and Relief Supplemental Appropriation Act granting \$57,162 in funding to be used for general airport maintenance and operation expenses.

Ellis then updated the Commission on the City Council Approval of a 10-year lease agreement with the Riverside Airport Café that includes a 5-year option to extend.

Next Ellis updated the Commission on the 35-year Ground Lease Agreement with Riverside Air Service to build a 3-5 unit hangar complex on appoximently 50,094 square feet of aircraft ramp space.

Ellis then informed the Commission about the future request from City Council for a supplemental appropriation for the Terminal Patio Deck Project due to unforeseen conditions during rehabilitation. Ellis discussed that damage due to age and weather has indicated more issues have been discover during the first stages of demolition. Vazquez asked if the appropriation request from City Council to repair the Terminal Patio Deck would be coming from City funds or Airport revenues. Ellis confirmed that all monies allocated to Airport expenditures come from Airport revenues. Ellis stated that no City funds or taxpayer money goes to the Airport.

Commissioner Gibbs asked if any marketing was involved in generating corporate tenant interest in reference to the new hangar development with Riverside Air Service. Ellis answered stating that Riverside Air Service has confirmed tenant occupation has already been established.

opening of the new main library on September 26<sup>th</sup>.

## **DISCUSSION AND ACTION CALENDAR**

### **6. Approval of Minutes – May 26, 2021**

The minutes were approved as written.

Motion: Board Member Monge

Second: Board Member Hughes

Abstain: Board member Tokuda

Ayes: Board members Barnhart, Razzouk, Carpenter, Hughes, Monge, Negrón, Tennell

### **7. Determine whether the absence of Museum of Riverside Board member Micah Tokuda on May 26, 2021 should be recorded as excused or unexcused**

A motion was made approve the absence of Micah Tokuda as excused due to work.

Motion: Board Member Hughes

Second: Board Member Razzouk

Abstain: Board member Tokuda

Ayes: Board members Barnhart, Razzouk, Carpenter, Hughes, Monge, Negrón, Tennell

### **8. Code of Ethics and Conduct Annual Review**

The Museum of Riverside Board did not have any recommendations for the Code of Ethics and Conduct Annual Review.

Motion: Board Member Hughes

Second: Board Member Monge

Abstain: Board member Negrón

Ayes: Board members Barnhart, Razzouk, Carpenter, Hughes, Monge, Tennell, and Tokuda

### **9. Accession into the permanent collection five (5) volumes of historic records and documents.**

A motion was made to recommend to City Council to accession into the permanent collection five (5) volumes of historic records and documents.

Motion: Board Member Hughes

Second: Board Member Tokuda

Ayes: All

## **COMMITTEE REPORTS**

**10. Museum Board Development Committee** – receive and file May 28, 2021 draft minutes. Mary Hughes, Committee Chair, reported that a Harada House block party recognition event will be held/planned. Volunteers are needed for the Moon Festival event on September 26<sup>th</sup>.

## **BOARD MEMBER COMMUNICATIONS**

**11. Brief reports on conferences, seminars, and meetings attended by Museum of Riverside Board members** – Luz Negrón reported on the Mayor's Multicultural Forum.

**12. Items for future Museum of Riverside Board consideration as requested by Board members**

Motion: Seipel  
 Second: Manzo  
 Ayes: Unanimous

## DISCUSSION AND ACTION CALENDAR

### **Item 6 Annual Review of the Code of Ethics and Conduct for Elected Officials and Members of Appointed Boards, Commissions and Committees**

Trustees were tasked with the annual review of the Riverside Municipal Code Chapter 2.78 Code of Ethics and Conduct for elected officials and members of appointed boards, commissions and committees and to submit any recommendations to the Board of Ethics for consideration. The Trustees had no recommendations to submit.

Motion: Manzo  
 Second: Peters  
 Ayes: Unanimous

### **Item 7 Amended Bylaws of the Board of Library Trustees**

Library Director Christmas informed the Board of Library Trustees to formally amend the Board of Library Trustees Bylaws to include the second Monday of each month and update the administrative meeting address to 3900 Mission Inn Ave

Motion: Manzo  
 Second: Peters  
 Ayes: Unanimous

### **Item 8 Main Library Update**

Library Director Christmas announced that the Riverside Main Library will open to the public with a Grand Opening Celebration on Saturday June 26, 2021, from 10 a.m. – 2 p.m. The ceremony will take place at 10 a.m. with tours of the new facility to follow. Friends of the Riverside Public Library, Riverside Public Library Foundation, Riverside Public Library Family Literacy, and other City Departments will host activity booths for children and families. Art, technology, and architectural tours will also be offered.

No action taken.

## BOARD OF DIRECTORS COMMUNICATION

### **Item 9 Brief reports on conferences, seminars and meetings attended by Board Members**

Trustee Seipel received a notice for Serving with A Purpose is scheduled for September.



### **CONSENT CALENDAR:**

3. Commissioner Rooths moved to approve the consent calendar. Commissioner Ayra 2<sup>nd</sup>. Motion passed 9-0.

### **DISCUSSION AND ACTION CALENDAR:**

4. Discussion on ways to mark monthly commemorative dates by formal letter, statement, activity, and/or event. The month of July was referenced as the month of pilgrimage for the Muslim community. Commissioner Harmoush offered to speak to the City Council during public comment to commemorate Hajj. Chair Kanatzar motioned for Commissioner Harmoush to speak on the Commission's behalf about this pilgrimage. Commissioner Ayra 2<sup>nd</sup>. Motion passed 9-0.
5. Discussion on ways to spotlight non-profits each month that are furthering diversity and inclusivity. Staff will explore ways to identify these non-profits. This could be via notices on social media soliciting non-profits that would like to be involved. The non-profit would get approximately 3-5 minutes to present. No formal action was taken on this item as it was just for discussion to gauge Commission interest.
6. Commission reviewed the remaining funds in their annual budget (\$3,390). Chair Kanatzar motioned to allocate all remaining HRC funds for the Fiscal Year to the Riverside African American Historical Society for their Martin Luther King Jr. memorial enhancement. Commissioner Rooths 2<sup>nd</sup>. Motion passed 9-0.
7. Commission reviewed Code of Ethics, per annual process, and had no recommended changes or edits.

### **COMMUNICATIONS:**

8. Staff update: Starting June 30<sup>th</sup> Board and Commission meetings for Riverside will be hybrid with an in-person option. Approximately 7 of the 9 commissioners present said they would prefer in person meetings. Commissioner Bennett resigned effective immediately. The City Council approved a consulting agreement on 6/22 to begin formulating the Diversity Officer position for the City of Riverside.
9. Commissioner Updates: Commissioners provided updates on meetings and events they attended.
10. Future Items: Earlier budgeting plan for Fiscal year 2021-2022

### **ADJOURNMENT:**

Meeting adjourned at 7:22pm



## **DISCUSSION**

### **3. APPROVAL OF MINUTES**

After discussion, the Commissioners approved the minutes for the March 15, 2021 meeting.

Motion: Commissioner Whitehead  
Second: Commissioner Van Vegten  
Ayes: All

### **4. DETERMINE WHETHER COMMISSIONER GILLIS'S ABSENCE FROM THE COMMISSION ON AGING MEETING 3/15/2021, SHOULD BE RECORDED AS AN EXCUSED ABSENCE.**

Motion: Commissioner Van Vegten  
Second: Commissioner Jimenez  
Ayes: All

### **5. Discussion of Code of Ethics Policy**

Chair Keller asked if all commissioners had a chance to look over the Code of Ethics Policy and if there were any questions. Commissioner Straight asked if these were the same, she received at her swearing in with a date change. RSC, Marnie Smith checked with city clerk's office. After a brief discussion, Chair Keller asked for a motion and Commissioner Van Vegten motioned to except Code of Ethics Policy, as is with no changes. Commissioner Whitehead second the motion, all agreed.

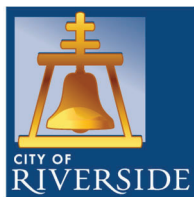
### **6. Ad Hoc Committee Reports**

- I. Advocacy
  - a. AARP Partnership
- II. Events
  - a. Purple City Alliances
- III. Resources
- IV. Emergency Preparedness

Chair Keller asked that the committees be regrouped due to new commissioners. Chair Keller asked RSC, Marnie Smith, to send a list of the Ad Hoc groups with a brief description to each commissioner and put on August agenda.

### **Discussion on Writing Letters and Cards for Seniors**

Commissioner Van Vegten reported receiving no response. Chair Keller reported a brief description of the program for seniors. She also asked it to be added to August agenda to further discuss.



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## **BOARD OF PUBLIC UTILITIES MINUTES**

MONDAY, JUNE 14, 2021, 6:30 P.M.

VIRTUAL MEETING

PUBLIC COMMENT VIA TELEPHONE

3900 MAIN STREET, RIVERSIDE, CA 92522

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### INCREASE ANNUAL PURCHASE ORDER - DEBT COLLECTION SERVICES

The Board of Public Utilities approved an increase of \$50,000 to the annual purchase order with Sequoia Financial Services of \$80,000 for a revised total purchase order of \$130,000.

### DISCUSSION CALENDAR

#### 2021 PUBLIC UTILITIES WILDFIRE MITIGATION PLAN

Following discussion, it was moved by Vice Chair Crohn and seconded by Member Cherney to recommend that the City Council to approve the 2021 RPU Wildfire Mitigation Plan annual updates for submittal to the Wildfire Safety Advisory Board by July 1, 2021 pursuant to Assembly Bill (AB) 1054. The motion carried unanimously.

#### RIVERSIDE MUNICIPAL CODE CHAPTER 2.78 CODE OF ETHICS AND CONDUCT REVIEW

Following discussion, it was moved by Member Melendez and seconded by Member Ocegüera to receive and file the report regarding Code of Ethics and Conduct with no recommendations for the Board of Ethics. The motion carried unanimously.

#### AGREEMENT AMENDMENT - PI SOFTWARE LICENSE AND SERVICES

Following discussion, it was moved by Member Cherney and seconded by Vice Chair Crohn to (1) approve the Amendment to the Enterprise Program Agreement with OSIsoft, LLC, for PI software license and services through August 14, 2026, in the amount of \$1,212,333; and (2) authorized the City Manager, or his designee, to execute the Amendment with OSIsoft, LLC, including making minor and non-substantive changes. The motion carried unanimously.

#### BID RPU-7780 - WORK ORDER 2021714 - LINCOLN AVENUE TECHITE PIPE REPLACEMENT PROJECT

Following discussion, it was moved by Member Ocegüera and seconded by Member Melendez to (1) award Bid RPU-7780 to T.E. Roberts, Inc., Orange, California, in the amount of \$5,378,463 for the construction of the Lincoln Avenue Techite Pipe Replacement Project; (2) authorize staff to issue change orders to the T.E. Roberts, Inc., Construction Contract in an amount not to exceed 10 percent of the original contract price, or \$537,846.30, for Bid RPU-7780; (3) approve the capital expenditure for Work Order 2021714 in the amount of \$6,510,000 to include all design, construction, construction support, contract administration, inspection and construction change order authority costs for the Lincoln Avenue Techite Pipe Replacement Project; and (4) authorize the City Manager, or designee, to execute any documents necessary to effectuate the project described herein, as well as the ability to make minor non-substantive changes in alignment with all purchasing policies. The motion carried unanimously.

the area have been informed and no negative feedback has been given.

After discussion, Commissioner Cardullo made a motion to accept the removal of trees for the Dwight Avenue Street Improvement Project and to plant new trees if space is available.

Senior Engineer Alex Ramirez, who is leading the project, confirmed square footage of the project and stated space will not be available to plant new trees. He also confirmed letters were mailed to residents; a few calls were received for clarification, but all in favor of the project.

After discussion, motion stands with the understanding that space will not be available to plant new trees.

Motion: Cardullo  
Second: Friedlander  
Ayes: All

Vice Chair Iverson joined the meeting at this point, at 6:47pm.

## **6. 2021 SUMMER EVENTS AND PROGRAMMING**

Recreation Superintendent Lopez introduced this item. She confirmed that parks, community centers and amenities are open and confirmed that traditional summer programming is in full effect. This summer's activity guide is in mini-form but still full of programming for all to enjoy. She mentioned masks are required for all non-vaccinated park patrons.

Commissioner Engles ask if proof of vaccination will be verified.

Recreation Superintendent Lopez confirmed that all park patrons are on the honor system as proof of vaccination isn't permitted.

After discussion, a motion was made to accept the report for file.

Motion: Cardullo  
Second: Friedlander  
Ayes: All

## **7. CODE OF ETHICS AND CONDUCT ANNUAL REVIEW**

Recreation Superintendent Lopez introduced this item.

No discussion, a motion was made to accept the report.

Motion: Friedlander  
Second: Cardullo  
Ayes: All

## **8. VERBAL UPDATE --- STATUS ON THE CITY OF RIVERSIDE PARK RANGER PROGRAM: THE PARK AND NEIGHBORHOOD SAFETY SPECIALISTS PROGRAM**



## **MINUTES**

### **TRANSPORTATION BOARD City of Riverside Wednesday, June 7, 2021 5:30 p.m. Virtual Meeting**

**PRESENT:** Chair Dilesh Sheth, Vice Chair Brandon Bullock and Members Jose Armas, Frank Brown, Deborah Martin, Rico Alderette and Karen Brown

**ABSENT:** Member Robert Moran

**STAFF PRESENT:** Nathan Mustafa, Beth Florio and Ruthann Salera

Chair Sheth called the meeting to order at 5:31 p.m.

#### **APPROVAL OF MINUTES**

Motion was made by Member Alderette and seconded by Vice Chair Bullock approving the April 7, 2021, Transportation Board meeting minutes as presented.

Motion carried unanimously.

#### **E-COMMENT COMMUNICATION FROM PUBLIC**

There were no E-Comments received.

#### **INFORMATION**

##### **CHAIR AND VICE CHAIR ELECTIONS**

Following a vote by roll call, Dilesh Sheth was elected Transportation Board Chair and Brandon Bullock was elected Transportation Board Vice Chair.

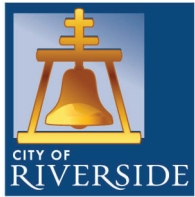
##### **CODE OF ETHICS AND CONDUCT REVIEW**

Following discussion, the Transportation Board received and filed the Code of Ethics and Conduct for elected official and members of appointed boards and submit recommendations, if any, to the Board of Ethics for consideration.

#### **CITY TRAFFIC ENGINEER UPDATES**

##### **COUNCIL ACTIONS**

Following discussion and without formal motion the Transportation Board unanimously received and ordered filed the oral update regarding recent Council actions.



*City of Arts & Innovation*

## **PLANNING COMMISSION** **DRAFT MINUTES**

THURSDAY, MAY 27, 2021, 9:00 A.M.  
VIRTUAL MEETING  
PUBLIC COMMENT VIA TELEPHONE  
3900 MAIN STREET

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### COMMUNICATIONS

#### PLANNING COMMISSION REVIEW – RULES FOR THE TRANSACTION OF BUSINESS AND CONDUCT OF HEARINGS – BYLAWS AND CODE OF ETHICS

The Planning Commission has been provided copies of the current Planning Commission Rules for the Transaction of Business and Conduct of Hearings for review.

A copy of the Municipal Code, Chapter 2.78.010 – Code of Ethics was also provided for review and comment. Any recommendations will be forwarded to the Board of Ethics.

Following discussion, a Motion by Chair Kirby and Seconded by Commissioner Singh, to Accept the Planning Commission Rules for the Transaction of Business and Conduct of Hearings with no changes.

Motion Carried: unanimously

AYES: Allen, Kirby, Parker, Ridgway, Roberts, Rush, Singh

NOES: None

ABSENT: Teunissen, Villalobos

ABSTENTION: None

Motion by Commissioner Roberts, Seconded by Commissioner Singh to revisit for further discussion of the Code of Ethics at the June Planning Commission meeting.

Motion Carried: unanimously

AYES: Allen, Kirby, Parker, Ridgway, Roberts, Rush, Singh

NOES: None

ABSENT: Teunissen, Villalobos

ABSTENTION: None

#### ITEMS FOR FUTURE AGENDAS AND UPDATE FROM CITY PLANNER

Ms. Kopaskie-Brown updated the Commission on upcoming items.

### ADJOURNMENT

The meeting was adjourned at 10:18 a.m. to the meeting of June 10, 2021 at 9:00 a.m.