



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 5, 2021

FROM: CITY CLERK'S OFFICE WARDS: ALL

SUBJECT: BOARD AND COMMISSION RESIGNATIONS

ISSUES:

Accept the resignations of Linda Manzo from the Board of Library Trustees, David Snow from the Human Resources Board Ward 2 seats; and vacancy created by the passing of Reginald Kyles from the Budget Engagement Commission Ward 4 seat.

RECOMMENDATIONS:

That the Mayor and City Council:

1. Accept the resignations of Linda Manzo from the Board of Library Trustees, David Snow from the Human Resources Board Ward 2 seats, effective immediately; and vacancy created by the passing of Reginald Kyles from the Budget Engagement Commission Ward 4 seat.
2. Request the City Clerk to process the vacancies.

BACKGROUND:

On September 13, 2021, the City Clerk's Office received a resignation from Linda Manzo of the Board of Library Trustees, effective immediately. Her term expires on March 1, 2022. Ms. Manzo held the Ward 2 seat on the Board of Library Trustees. On September 14, 2021, the City Clerk's Office received a phone call from Commissioner Reginald Kyles' wife stating that he passed away on September 10, 2021. His term expires on March 1, 2023. Mr. Kyles held the Ward 4 seat on the Budget Engagement Commission. On September 15, 2021, the City Clerk's Office received a resignation from David Snow of the Human Resources Board, effective immediately. His term expires on March 1, 2023. Mr. Snow held the Ward 2 seat on the Human Resources Board.

Riverside City Charter Section 802 provides that each board and commission must have at least one representative from each Council Ward. The vacancies created will be filled with a registered voter in compliance with the Charter requirement.

STRATEGIC PLAN ALIGNMENT:

The Mayor and City Council accepting the resignations to initiate the process of filling vacancies

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.

Acceptance of resignations aligns with the 5 Cross-Cutting Threads as follows:

1. **Community Trust** – Riverside is transparent in providing timely information to residents regarding Board and Commission Resignations that create vacancies and open opportunities for community engagement and involvement in City Boards and Commissions.
2. **Equity** – Board and Commission vacancies are filled by Riverside residents allowing members of the community to have equal access to share the benefits of community progress.
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. The City Clerk's Office annual budget includes funding to support and maintain Board and Commission processes. Each seat will be filled at a future date to maintain an active Board and Commission, with full membership to ensure fiscal responsibility.
4. **Innovation** – Allows for timely filling of vacancies for 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 alike. The City is prepared to fill vacancies due to unforeseen resign 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