

# Human Relations Commission Memorandum

City of Arts & Innovation

TO: HUMAN RELATIONS COMMISSION DATE: JUNE 26, 2025

FROM: HUMAN RELATIONS COMMISSION WARDS: ALL

**VICE CHAIR** 

SUBJECT: FINAL REVIEW OF DRAFT LETTER WITH RECOMMENDATIONS ON THE

STRUCTURE AND ROLE OF THE HUMAN RELATIONS COMMISSION

### ISSUE:

Finalize a draft letter of recommendations regarding the structure, role, and governance framework of the Human Relations Commission to be submitted to the Governmental Processes Committee for consideration.

# **RECOMMENDATION:**

That the Human Relations Commission review and discuss the draft letter of recommendations compiled by the Vice Chair, make any desired edits or additions, and approve a final version to be forwarded to the Governmental Processes Committee for consideration.

### **BACKGROUND:**

As part of a Governmental Process Committee's initiative to review the number, structure, and effectiveness of all Boards and Commissions, each advisory body has been invited to submit formal recommendations for potential improvements. This review aims to address ongoing concerns including quorum and attendance challenges, outdated structures, overlapping functions, and the need for standardized governance procedures.

At its May 22, 2025 meeting, the Human Relations Commission (HRC) discussed the request and agreed that a letter of recommendations would be the most effective method to convey its input. Commissioners were asked to submit their individual recommendations to the Vice Chair by June 13, 2025. The Vice Chair was tasked with compiling the input into a single draft letter representing the collective perspective of the Commission.

#### **DISCUSSION:**

A draft of the HRC's recommendation letter, prepared by the Vice Chair based on submissions from Commissioners, is attached to this report for review. The letter addresses the HRC's collective recommendations as it pertains to the role, structure, and effectiveness of the Commission.

At this meeting, the Commission is being asked to review and discuss the draft letter to ensure it accurately reflects the full body's input. Commissioners may propose edits or additions as needed. The final version, once approved, will be forwarded to the Governmental Processes Committee for its consideration as part of the broader City Council review.

# STRATEGIC PLAN ALIGNMENT:

This item aligns with Envision Riverside 2025 Strategic Priority 5, High Performing Government, Goal 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

It aligns with Envision Riverside 2025 Cross Cutting Threads as follows:

- Community Trust This review enhances transparency and public accountability by ensuring that Boards and Commissions are functioning effectively, meeting consistently, and serving their intended advisory roles. Community involvement remains a priority through ongoing opportunities for public comment and participation in advisory processes.
- Equity Streamlining membership structures and clarifying responsibilities ensures more
  equitable access to participation and improves representation across all Wards. A
  standardized governance framework helps ensure all commissions operate under fair and
  consistent expectations.
- Fiscal Responsibility Reducing inactive or overlapping commissions and right-sizing membership supports more efficient use of City resources, including staff time and administrative support. Resources saved can be redirected toward higher-impact programs and services.
- 4. **Innovation** The proposed standardization and restructuring provide an opportunity to modernize how Boards and Commissions operate, including clearer onboarding, digital access to materials, and improved collaboration tools for commissioners and the public.
- 5. **Sustainability & Resiliency** Establishing a consistent framework for governance and participation supports long-term stability, reduces redundancy, and helps ensure that advisory bodies remain relevant and effective in adapting to future community needs.

# **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Krystelle Schneider, Senior Management Analyst

Attachment: Draft Letter of Recommendations