



# CITYWIDE GOVERNANCE FOR BOARDS AND COMMISSIONS

## Strategic Initiatives

**Board of Public Utilities**  
June 23, 2025

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1

## BACKGROUND

### PREVIOUS COMMITTEE/COUNCIL MEETINGS



**July 2022** – Inclusiveness, Community Engagement and Governmental Processes Committee (ICGC) received and discussed an update to the City Council Rules of Procedure and Order of Business related to the number and role of Boards and Commissions. It was requested that the item be continued for further discussion.



**Septembers 2022** – ICGC once again discussed the number and role of Boards and Commissions. Staff was directed to review the topic outside of the City Council Rules of Procedure and Order of Business and bring to a later discussion.



**June 2023** – As a preliminary exploration of structural changes, the Airport Commission received a proposal to merge with the Transportation Board. The Airport Commission did not support the merge, citing distinct responsibilities and technical focus.



**March 2024** – The Budget Engagement Commission received a proposal to reduce their membership from 18 to 11. Following discussion, the Commission voted to recommend amending the RMC to move forward with the reduction in membership.



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2

2

## BACKGROUND

### GOVERNMENTAL PROCESSES COMMITTEE – MAY 7, 2025



1. GPC conducted a workshop to consider recommendations regarding Boards and Commissions:

- a. Structures
- b. Roles
- c. Potential consolidation opportunities
- d. Potential for a citywide governance resolution



2. Requested Boards and Commissions review these questions and provide comments to staff in a timely manner in order to return to the GPC in August



3

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3

## GUIDING QUESTIONS

### Questions posed to the GPC for consideration may or may not be applicable to the Board of Public Utilities

1. Are the number and scope of Boards and Commissions appropriate?
2. Is membership size optimized for functionality?
3. Are quorum and attendance issues affecting performance?
4. Are there opportunities to consolidate or streamline?
5. Is there a need for a standard governance framework?



4

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4

## DISCUSSION

Boards and Commissions serve as advisory bodies that provide recommendations to the Mayor and the City Council. Some have been delegated limited decision-making authority for specified actions.

**16** Boards & Commissions

**150+** Volunteer members



5

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5

## GOVERNING DOCUMENT

### City Charter

1. Planning Commission
2. Human Resources Board
3. Board of Library Trustees
4. Park and Recreation Commission
5. Community Police Review Commission

### 6. Board of Public Utilities

❖ 9 members each

### Municipal Code

- All 10 other Boards and Commissions
- ❖ **Varying membership numbers**



6

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6

## MEMBERSHIP ISSUES

### Difficulty Meeting Quorum

- 18 Board and Commission meetings canceled in 2024 due to lack of quorum

### Challenges Filling Vacancies and Maintaining Appointments

- 31 vacant seats across all Boards and Commissions



7

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7

## CITYWIDE GOVERNANCE RESOLUTION



1. Each Board or Commission is currently governed by their own unique set of Standing Rules or Bylaws
2. Is there a need for a standard Board and Commission Resolution similar to the City Council Rules of Procedure and Order of Business?



8

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8

## COMMENTS AT THE WORKSHOP

**Discussion and comments from the workshop focused on key issues related to how to address quorum issues of some committees**

1. Is the number of Boards and Commissions appropriate?
2. Quorum concerns
3. Overall concerns and questions from Board and Commission members that affect their meetings and ability/willingness to participate
4. Bylaws should continue to be established by each Board and Commission



9

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9

## ADDITIONAL INFORMATION PROVIDED

1. **What constitutes a quorum and does the City have the authority to change it?**
  - a. Quorum requirements are established by the Ralph M. Brown Act, (e.g. set by the State and cannot be changed by the City)
  - b. Quorum is 50% + 1 of the total seats, not filled seats or members present, on the Board or Commission.
2. **The Charter states that the Mayor shall appoint members to Boards and Commission seats if the seat is vacant longer than 30 days.**
  - a. There must be representation from each Ward and some Wards are difficult to recruit from
  - b. Should there be consideration of filling a seat with a citywide representative if a ward representative cannot be identified
3. **Agenda setting**
  - a. Many Departments go through a process to review the agendas with the Board or Commission Chair prior to meetings
  - b. Items on the agenda need to be within the purview of the Board or Commission
  - c. The annual Board Work Plan is intended to help identify items the Board or Commission would like to consider each year and allow staff the time to prepare the reports

10



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10

## STRATEGIC PLAN ALIGNMENT



### 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.

#### Cross-Cutting Threads



Community Trust



Equity



Fiscal Responsibility



Innovation



Sustainability & Resiliency



11

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11

## RECOMMENDATIONS

That the Board of Public Utilities:

1. Receive a presentation on Board and Commission membership structures, consolidation opportunities, and the development of a Citywide governance Resolution; and,
2. Provide comments or recommendations to the Governmental Processes Committee.



12

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12