



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: APRIL 8, 2025

FROM: CITY CLERK'S OFFICE WARDS: ALL

SUBJECT: BOARD AND COMMISSION APPOINTMENTS AND RESIGNATIONS

ISSUES:

Appoint Karen Brown to the Transportation Board Ward 3 seat, Nancy Melendez to the Human Resources Board Citywide seat, Claudia Rodriguez to the Museum of Riverside Board Citywide seat and file the resignations of Thomas Miller from the Park and Recreation Commission Ward 6 seat and Macy Pulos from the Commission of the Deaf Youth Ex Officio seat.

RECOMMENDATIONS:

That the Mayor and City Council:

1. Appoint Karen Brown to the Transportation Board Ward 3 seat for a term through March 1, 2027;
2. Appoint Nancy Melendez to the Human Relations Commission Citywide seat for a term through March 1, 2028;
3. Appoint Claudia Rodriguez to the Museum of Riverside Board Citywide seat for a term through March 1, 2028;
4. File resignation of Thomas Miller from the Park and Recreation Commission Ward 6 seat;
and
5. File the resignation of Macy Pulos from the Commission of the Deaf Youth Ex Officio seat.

BACKGROUND:

Riverside City Charter Section 802 provides that each board and commission have one representative from each Council Ward.

Pursuant to Resolution 24076, Section XIV (A), Councilmember Robillard recommends that the Mayor and City Council appoint Karen Brown to the Transportation Board Ward 3 seat for a term through March 1, 2027.

Mayor Lock Dawson recommends that the City Council appoint Nancy Melendez to the Human Relations Commission and Claudia Rodriguez to the Museum of Riverside Board Citywide seats for terms through March 1, 2028.

On Friday, March 14, 2025, the City Clerk's Office received a resignation from Thomas Miller. Mr. Miller held the Ward 6 seat on the Park and Recreation Commission Meeting. His term expires on March 1, 2029.

On Monday, March 17, 2025, the City Clerk's Office received a resignation from Macy Pulos. Ms. Pulos held the Youth Ex Officio seat on the Commission of the Deaf. Her term expires on March 1, 2026.

STRATEGIC PLAN ALIGNMENT:

The Mayor and City Council process for appointing a board/commission member to fill a vacancy on a board or commission 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.

The board/commission appointment process for filling a vacancy aligns with the 5 Cross-Cutting Threads as follows:

1. Community Trust and 2. Equity - Riverside is transparent in providing timely notification when vacancies occur to provide opportunities for residents interested in community engagement and involvement on the City Boards and Commissions.

3. Fiscal Responsibility - Riverside is a prudent steward of public funds and ensures responsible management of the City's financial resources. The City Clerk's Office annual budget includes funding to support and maintain Board and Commission operations administration.

4. Innovation - Board and Commission appointments allow 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 are met. The City is prepared to fill vacancies due to unforeseen resignations 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
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