



*City of Arts & Innovation*

# Governmental Processes Committee Memorandum

---

**TO: GOVERNMENTAL PROCESSES COMMITTEE      DATE: JUNE 4, 2025**

**FROM: HUMAN RESOURCES BOARD      WARDS: ALL**

**SUBJECT: HUMAN RESOURCES BOARD PROPOSED 2025 WORKPLAN  
WORKPLAN UPDATE AND**

**ISSUE:**

Approve the proposed Human Resources Board 2025 Workplan.

**RECOMMENDATION:**

That the Governmental Processes Committee:

1. Review and approve the proposed 2025 Human Resources Board Workplan.

**BACKGROUND:**

In late 2023, to enhance the direction of the City boards and commissions and ensure alignment with the Envision Riverside 2025 Strategic Plan, the City Manager's Office requested that each board or commission develop an Annual Workplan. Each workplan was to be taken to the respective City Council Standing Committee for review and approval annually, with the initial workplans earmarked to begin in March 2024 and conclude in February 2025. Human Resources Board under the purview of the Governmental Processes Committee.

In December 2023, the Human Resources Board Chair reviewed a draft 2024 Workplan and recommended that it move forward to the Governmental Processes Committee for approval. On February 7, 2024, the Governmental Processes Committee approved the 2024 Workplan for the Human Resources Board.

At the Human Resources Board meeting on April 7, 2025 and May 5, 2025, the Board received a draft 2025 Workplan for discussion/review and recommended that it be moved forward to the Governmental Processes Committee for approval.

## **DISCUSSION:**

The City's board and commissions serve an important function in the City. Each board or commission is granted specific powers and duties or is charged to undertake a specified activity. The workplans of the board or commission outline activities that the board would like to accomplish during the year. The individuals who volunteer for these bodies are appointed by the City Council to represent the community's interests and serve as important advisory bodies to the Council.

The Human Resources Board is tasked with the following two powers/duties/functions, per Riverside Municipal Code Section 2.36.030

Section 807. Human Resources Board – Composition.

- A. Recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of personnel rules and regulations.
- B. Act in an advisory capacity to the City Council on matters concerning personnel administration.

## **Proposed 2025 Human Resources Board Workplan**

The 2025 Annual Workplan tasks were drafted in alignment with the powers and duties of Human Resources Board and the City's Strategic Plan.

The Proposed 2025 Human Resources Board Workplan includes the three following consolidated items that represent the objectives and goals for March 2025, through February 2026:

1. Act in advisory capacity to the City Council, actively evaluate proposed policies and procedures, rules and regulations related to human resources management. Apply current knowledge, critical thinking, and analysis to make timely recommendations which reflect the Envision Riverside 2025 strategic plan's focus on community trust, equity, fiscal responsibility, innovation, sustainability and resiliency.
2. The Human Resources Board makes sound recommendations which reflect best practices regarding conditions of employment and human resources management, including opportunities for process improvement. By doing so the Board actively furthers the City's goal of creating and maintaining a high performing government.
3. The Human Resources Board hears grievances and appeals submitted by any person in classified service (unrepresented). The Board objectively reviews and analyzes evidence presented and uses it to make timely fair and impartial findings and advisory recommendations.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Michelle Stevens, Human Resources Analyst  
Approved by: Rene Goldman, Human Resources Director

**Attachments:**

1. Proposed 2025 Human Resources Board Work Plan
2. Presentation

