



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: AUGUST 6, 2024**

**FROM: CITY CLERK'S OFFICE                              WARDS: ALL**

**SUBJECT: BOARD AND COMMISSION APPOINTMENT AND RESIGNATIONS**

**ISSUES:**

Appoint Stephanie Schaefer to the Park and Recreation Commission Ward 3 seat, Noah T. Valencia to the Commission of the Deaf Citywide seat and file the resignations of Victoria Brodie from the Park and Recreation Commission Citywide seat and Brenda Valiente from the Budget Engagement Commission Resident Ward 6 seat.

**RECOMMENDATIONS:**

That the Mayor and City Council:

1. Appoint Stephanie Schaefer to the Park and Recreation Commission Ward 3 seat for a term through March 1, 2026;
2. Appoint Noah T. Valencia to the Commission of the Deaf Citywide seat for a term through March 1, 2027;
3. File resignation of Victoria Brodie from the Park and Recreation Commission Citywide seat; and
4. File resignation of Brenda Valiente from the Budget Engagement Commission Resident Ward 6 seat; effective immediately.

**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 Stephanie Schaefer to the Park and Recreation Commission Ward 3 seat for a term through March 1, 2026.

Mayor Lock Dawson recommends that the City Council appoint Noah T. Valencia to the

Commission of the Deaf Citywide seat for a term through March 1, 2027.

On July 11, 2024, the City Clerk's Office received resignations from Victoria Brodie and Brenda Valiente. Ms. Brodie held the Citywide seat on the Park and Recreation Commission, her term expires on March 1, 2026. Ms. Valiente held the Resident Ward 6 seat on the Budget Engagement Commission, her term expired on March 1, 2027.

### **STRATEGIC PLAN ALIGNMENT:**

The Mayor and City Council process for filing a board/commission member vacancy 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 resignation and 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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