City of Arts & Innovation

City Council Memorandum

TO: **HONORABLE MAYOR AND CITY COUNCIL** **DATE: MARCH 21, 2023**

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

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

ISSUES:

Appoint Sandra Polichetti to the Human Relations Commission Ward 1 seat and file resignations of Mary D. Welch from the Commission on Aging Citywide seat and Cecelia W. Fairfax from the Park and Recreation Commission Ward 2 seat.

RECOMMENDATIONS:

That the Mayor and City Council:

1. Appoint Sandra Polichetti to the Human Relations Commission Ward 1 seat for a term through March 1, 2025;

2. File resignation of Mary D. Welch from the Commission on Aging Citywide seat; and

3. File resignation of Cecelia W. Fairfax from the Park and Recreation Commission Ward 2 seat.

BACKGROUND:

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

Pursuant to Resolution 23618, Section XIV (B), Councilmember Edwards recommends the Mayor and City Council appoint Sandra Polichetti to the Human Relations Commission Ward 1 seat for a term ending March 1, 2025.

On Thursday, March 2, 2023, the City Clerk's Office received a resignation from Mary D. Welch. Ms. Welch held the Citywide seat on the Commission on Aging. Her term expires on March 1, 2027.

On Tuesday, March 7, 2023, the City Clerk's Office received a resignation from Cecelia W. Fairfax. Ms. Fairfax held the Ward 2 seat on the Park and Recreation Commission. Her term

expires on March 1, 2027.

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
Approved as to form: Phaedra A. Norton, City Attorney