



# **SUMMARY OF COMMITTEE RECOMMENDATIONS AND REVISED LIST OF ITEMS FOR REVIEW**

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**City Manager's Office**

**Inclusive, Community Engagement & Governmental Processes Committee**

June 1, 2022

# BACKGROUND

On January 5, 2022 - Inclusiveness, Community Engagement, and Governmental Processes Committee (ICGC) received and discussed a schedule to review nine Rules of Procedure and Order of Business items. Through discussion, the Committee added three additional items for review to the schedule and requested the discussion item be presented to Council for input.

On February 15, 2022, City Council received and discussed a schedule to review twelve Rules of Procedure and Order of Business items. Through discussion, the Council added additional items for review. The revised schedule of proposed items for review is included as Attachment A.

Over the next six months, ICGC will review and discuss Resolution items with proposed changes forwarded to City Council for discussion with a comprehensive report of committee recommendations and draft Resolution presented to City Council at a later date.

# DISCUSSION

On May 4, 2022, the Inclusiveness, Community Engagement, and Governmental Processes Committee recommended the following modifications to the City Council Rules of Procedure and Order of Business related to agenda packet development and distribution, public comment, and proclamation timelines as documented in Resolution No. 23618.

# SUMMARY

## Section IX, C 4 – Preparation of the Packet

Not later than ~~5:00 p.m.~~ twelve (12) days prior to each regular City Council meeting, the City Clerk shall prepare the packet. No item shall be considered by the City Council if not included in the packet, except as provided in section 4.05.050 of the Riverside Municipal Code.

## Section IX, C 6 – Distribution of the Packet

Not later than ~~noon 6:30 p.m. twelve eleven~~ (1~~12~~) days prior to each regular City Council meeting, the City Clerk shall distribute the paper packet to the Mayor, each member of the City Council, the City Manager and the City Attorney. ~~Twelve-Eleven~~ (1~~21~~) days prior to each regular City Council meeting, the City Clerk shall distribute the paper packet to the designated department directors, and such other persons or institutions as the City Clerk shall deem necessary or appropriate. Paper or electronic copies of the packet shall be made for the news media and such other organizations, agencies, institutions or persons as may wish to subscribe to receipt thereof, and the City Clerk will make the packet available electronically on the City's webpage.

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# SUMMARY

## Section IX, F – Agenda Sequence and Order of Business

- f. Brief reports on conference, seminars and regional events; Ward updates; Council comments; and announcements of upcoming events ~~shall commence at 6:15 p.m.~~
- g. Ceremonial Matters shall (may) be limited to no more than three presentations during a City Council meeting. ~~(Establish presentation time limit for ceremonial proclamations)~~
- h. ~~Oral communications~~ Public Comments from the audience regarding consent calendar items or matters within the jurisdiction of the City. Public Comment during the evening session ~~Oral Communications may shall~~ commence at approximately 7:00 p.m., and may be taken earlier during afternoon session. ~~be~~ moved up or continued to later in the Council meeting at the discretion of the presiding officer, with the concurrence of the City Council.
- i. Consent Calendar. Removal of items from the Consent Calendar, shall be followed by one motion for action on uncontested Consent Calendar Items. ~~Thereafter, removed consent items will be discussed immediately after the Discussion Calendar.~~

# REVISED SCHEDULE OF REVIEW

On June 1, 2022, the Committee was scheduled to review Section XIII, B – Referral of Matters to City Council Standing Committees, the process used for submitting candidates to the Mayor’s Nominating & Screening Committee for vacant positions, and Section XIV, C – Boards, Commissions, and Committees (number and role of Committees) and reporting structure.

Though development of the report it was determined the volume of content associated with the scheduled items would require additional time for thorough review.

# REVISED SCHEDULE OF REVIEW

<b>Session 3A</b>	<ul style="list-style-type: none"><li>• Section XIV, A, B, E, F, and G – Boards, Commissions, and Committees<ul style="list-style-type: none"><li>○ Process used to fill Board and Commission vacancies.</li><li>○ Process for submitting candidate names to the Mayors Screening and Nominating Committee for vacant positions</li></ul></li></ul>
<b>Session 3B</b>	<ul style="list-style-type: none"><li>• Section XIII, B – Referral of Matters to City Council Standing Committees<ul style="list-style-type: none"><li>○ Number and Role of Boards and Commissions</li></ul></li></ul>
<b>Session 3C</b>	<ul style="list-style-type: none"><li>• Section XIII, B – Referral of Matters to City Council Standing Committees<ul style="list-style-type: none"><li>○ Review of Boards and Commissions reporting structure</li></ul></li></ul>

# STRATEGIC PLAN ALIGNMENT

## Strategic Priority No. 5 – High Performing Government

Goal No. 5.2 – Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

### Cross-Cutting Threads

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Community Trust



Fiscal Responsibility



Sustainability &  
Resiliency



Equity



Innovation



# RECOMMENDATIONS

That the Inclusiveness, Community Engagement, and Governmental Processes Committee:

1. Receive a summary of Committee recommendations to City Council Rules or Procedure and Order of Business – Packet Development and Distribution, Public Comment, and Proclamation Timelines as documented in Resolution No. 23618;
2. Review and discuss a revised schedule to review proposed changes to City Council Rules of Procedure and Order of Business as documented in Resolution No. 23618; and
3. Request staff bring forth any specific language recommendations along with a corresponding resolution to the full City Council for discussion.