



City of Arts & Innovation

Inclusiveness, Community Engagement & Governmental Processes Committee

TO: INCLUSIVENESS, COMMUNITY ENGAGEMENT, AND GOVERNMENTAL PROCESSES COMMITTEE **DATE: JUNE 1, 2022**

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

SUBJECT: RECEIVE AND DISCUSS A SUMMARY OF COMMITTEE RECOMMENDATIONS AND REVISED LIST OF ITEMS FOR REVIEW

ISSUE:

Receive and discuss a summary of Committee recommendations and revised schedule to review proposed changes to City Council Rules of Procedure and Order of Business as documented in Resolution No. 23618.

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.

BACKGROUND:

The City Council referral process plays an integral role in the Riverside 2025 Strategic Plan and resulting operational work plan. The process provides a framework for City Council to create policy while aligning staff resources with strategic priorities. Decision-making systems should be periodically reviewed and adapted to reflect best practices in government transparency to effectively allocate public resources in alignment with the Riverside 2025 Strategic Plan and respective operational workplan.

The intent of Resolution No. 23618 is to establish Rules of Procedure and Order of Business for the City Council to conduct its business in an orderly and fair manner. According to Section XVI,

A – Administration, “The City Council will review and revise the City Council norms and procedures as needed or every two (2) years.”

On January 5, 2022, the 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.

On April 6, 2022, ICGC received and discussed the Council Agenda Item Referral Process and requested staff bring forth recommendations to Council for discussion.

On May 4, 2022, ICGC received and discussed City Council Rules of Procedure and Order of Business related to agenda packet development, agenda packet distribution, public comment, and proclamation timelines as documented in Resolution No. 23618. The Committee requested staff return with a summary of Committee recommendations for review prior to bringing recommendations to Council for discussion.

DISCUSSION:

Through discussion, 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. A redlined version of the Resolution section reviewed is included in Attachment A.

May 4, 2022 - Summary of Commission Recommendations

Section IX, C4 - Preparation of the Packet

- Remove the 5:00 p.m. benchmark

Section IX, C6 – Distribution of the Packet

- Replace “6:30 p.m.” benchmark with “noon”
- Replace “twelve (12) day” benchmark with “eleven (11) day” benchmark
- Add the clarifying word paper to the distributed packet

Section IX, F – Agenda Sequence and Order of Business (f)

- Remove “shall commence at 6:15 p.m.”

Section IX, F – Agenda Sequence and Order of Business (g)

- Add, “may be limited to no more than three presentations during a City Council meeting”

Section IX, F – Agenda Sequence and Order of Business (h)

- Replace the term “Oral communications” with “Public Comments”
- Maintain 7:00 p.m. benchmark but reword Public Comment timing to include “Public Comment during the evening session may commence at approximately 7:00 p.m., and may

be taken earlier during afternoon session, moved up, or continued to later in the Council meeting at the discretion of the presiding officer, with the concurrence of the City Council”.

Section IX, F – Agenda Sequence and Order of Business (i)

- Remove, “Thereafter, removed consent items will be discussed immediately after the Discussion Calendar.

Revised Schedule of Resolution Items to 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. The revised schedule is reflected below:

Rules or Procedure and Order of Business Item	
Session 1	• Section IX, C 1- Persons Who May Place Matters on the Agenda • Section IX, D- Agenda Setting Meeting
Session 2	• Section IX, C 4 – Preparation of the Packet • Section IX, C 6 – Distribution of the Packet • Section IX, F – Agenda Sequence and Order of Business ○ Time limit for Ward Updates ○ Establish presentation time limit for ceremonial proclamations ○ Public Comment ○ Pulling Consent and Discussion Items - Notification to staff (24 hours)
Session 3A	• Section XIV, A, B, E, F, and G – Boards, Commissions, and Committees ○ Process used to fill Board and Commission vacancies. ○ Process for submitting candidate names to the Mayors Screening and Nominating Committee for vacant positions
Session 3B	• Section XIII, B – Referral of Matters to City Council Standing Committees ○ Number and Role of Boards and Commissions
Session 3C	• Section XIII, B – Referral of Matters to City Council Standing Committees ○ Review of Boards and Commissions reporting structure
Session 4	• Section IX, C – Procedure for bringing matters before city council.

	○ Develop language and clarification of process for proclamation requests ○ Distinguish between ceremonial vs. legislative proclamations ● Identify Emergency Order Processes
Session 5	● Rules of Order (Roseburg vs Roberts)
Session 6	● Duties of Mayor; Mayor Pro Tempore ● Violation of Rules & Procedure ● Use of Electronics on the dais ● Clarity of Abstentions
Session 7	● Role of Councilmember Championing an Issue ● Due Process and Open Mind ● Councilmember leaving meeting early ● Policy on Ex Parte Communications

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 5 *High Performing Government* and Goal 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.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This item builds community trust by identifying City Council process and procedure and providing transparency in municipal operations.
2. **Equity** – Regular review and revision to City Council Rules of Procedure and Order of Business, ensures the City Council, Boards, and Commissions operate in a manner that is equitable to all City of Riverside residents.
3. **Fiscal Responsibility** – This item ensures fiscal responsibility of City resources by outlining and reviewing processes to be used when conducting City Council business.
4. **Innovation** – Riverside is committed to meeting community needs in a changing environment including the additional of virtual community resources, alignment with Legislative emergency orders, and Brown Act modifications.
5. **Sustainability & Resiliency** – This item ensures sustainability through ongoing evaluation of City Council Rules of Procedure and Order of Business to allow for adaptation to meet the changing needs of the community during a public health emergency and future needs ensuring the City's capacity to persevere, adapt and grow.

FISCAL IMPACT:

There is no immediate fiscal impact from this report. However, there may be a future impact, based on the recommendations of the Committee.

Prepared by: Megan Stoye, Senior Management Analyst
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Redlined Committee Resolution Recommendations
2. Resolution R-23618
3. Presentation