



RULES OF PROCEDURES AND ORDER OF BUSINESS FOR THE CITY COUNCIL OF THE CITY OF RIVERSIDE

Office of the City Manager

Governmental Processes Committee

April 3, 2024

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BACKGROUND

- On January 16, 2024, City Council adopted Resolution No. 24076 – Rules of Procedures and Order of Business for the City Council of the City of Riverside



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BACKGROUND

- On February 27, 2024, at the City Council meeting, under future agenda items, it was requested for the Governmental Processes Committee to discuss the purview of Council:
 - What type of items can be discussed on the dais based on the purview of the City Council and who can bring agenda items to City Council Meetings



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DISCUSSION

- The current language in Resolution No. 24076 Section IX(C)1 reads:

8 C. PROCEDURE FOR BRINGING MATTERS BEFORE CITY COUNCIL
 9 1. Persons Who May Place Matters On The Agenda
 10 Except for matters pending before any committee, commission or other advisory body of
 11 the City or the City Council, matters pertinent to and within the jurisdiction of the City may be
 12 placed on the agenda by the Mayor, any Councilmember, the City Manager, City Attorney or City
 13 Clerk.



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DISCUSSION

- The current language in Resolution No. 24076 Section IX(D)(4) and (5) reads:

14 D. **AGENDA-SETTING MEETING**
 15 1. The City Council agenda-setting meeting normally takes place on Wednesdays,
 16 and sets the following two City Council agendas, but can be rescheduled, if necessary.
 17 2. The members include the Mayor, Mayor Pro Tem, City Manager, City Attorney,
 18 City Clerk, and Assistant City Managers. In the event that any of these representatives cannot
 19 attend the meeting, they may send a representative in their place.
 20 3. The City Clerk, as the City official who manages and publishes the agenda, shall
 21 serve as the chairperson.
 22 **4.** The role of the Mayor and Mayor Pro Tem, in addition to collaborating as team
 23 members with executive management to set the agenda, is to track City Councilmembers' referred
 24 items and ensure they are placed on the agenda. If an item is not addressed in the timeframe
 25 noted, the Mayor Pro Tem will provide written notification to the City Councilmember(s) who
 26 made the referral. The City Clerk's Master Meeting Calendar will be used as the tracking tool.
 27 **5.** When a City Councilmember refers an item to be placed on the agenda, a
 28 timeframe must be included. It will include the Councilmember's name, and the specific type of
 1 to members of the public. The City Clerk shall maintain an affidavit indicating the location, date
 2 and time of posting each agenda.

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DISCUSSION

- Ordinance No. 7530
 - Chapter 4.05.050 – Notice and agenda requirements: Regular meeting.
 - Twelve-day advanced notice requirement
 - Chapter 4.05.060 – Notice and agenda requirements: Special meetings.
 - Five-day advanced notice requirement

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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



Community Trust



Fiscal Responsibility



Sustainability & Resiliency



Equity



Innovation



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RECOMMENDATIONS

That the Governmental Processes Committee:

1. Review Resolution No. 24076 Section IX(C)1 – Agenda Procedures for Bringing Matters Before City Council - Persons Who May Place Matters on the Agenda; and
2. Review Resolution No. 24076 Section IX(D)(4) & (5) – Agenda Procedures for Bringing Matters Before City Council – Agenda Setting Meeting; and
3. Provide any recommendations necessary to staff.



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