

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 8, 2022

FROM: CITY ATTORNEY WARDS: ALL

SUBJECT: PRESENTATION, DISCUSSION, DIRECTION AND/OR ACTION ON CITY

COUNCIL RULES OF PROCEDURE AND ORDER OF BUSINESS

ISSUE:

That City Council receives and files a presentation from the City Attorney's Office on the City Council Rules of Procedure and Order of Business as documented in Resolution No. 23618.

RECOMMENDATIONS:

That the City Council:

- Receive and file a presentation from the City Attorney's Office on the City Council Rules of Procedure and Order of Business
- Discuss, provide direction and/or take any action the City Council deems appropriate related to the Rules of Procedure and Order of Business, as documented in Resolution No. 23618

BACKGROUND:

The Intent of Resolution No. 23618 is to establish Rules of Procedure and Order of Business is to establish a framework for the City Council to conduct its business orderly and fair. The Rules of Procedure provides that the City Council review and revise the City Council norms and procedures as needed or every two (2) years.

The Inclusiveness, Community Engagement, and Governmental Process Committee (ICGC) are currently reviewing nine (9) Rules of Procedure and Order of Business items. ICGC will present its recommendations to the City Council through an abbreviated schedule between March and May 2022. Staff anticipates that ICGC will provide a comprehensive report and a revised Resolution for City Council consideration in June 2022.

The City Attorney's Office has prepared a presentation to present the City Council Rules of Procedure and Order of Business as documented in Resolution No. 23618

STRATEGIC PLAN ALIGNMENT:

This presentation on the City Council Rules of Procedure and Order of Business supports the priorities of Envision Riverside 2025 Strategic Plan by contributing to Strategic Priority No. 5 High Performing Government by supporting the following:

Goal 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

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

- 1. **Community Trust** This presentation builds community trust by highlighting the 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 ensure the City Council operates equitably to all City of Riverside residents.
- 3. **Fiscal Responsibility** This presentation 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 reviewing these norms and procedures every two (2) years to evaluate and determine whether they meet the needs of the community, the Council and continue to comply with standard and/or best practices.
- 5. **Sustainability & Resiliency** —This presentation ensures sustainability through ongoing training and evaluation of City Council Rules of Procedure and Order of Business to allow adaptation to meet the community's changing needs during a public health emergency and future needs, ensuring the City's capacity to persevere, adapt and grow.

FISCAL IMPACT:

There is no fiscal impact for this presentation

Prepared by: Phaedra Norton, City Attorney

Attachment: City Council Rules of Procedure and Order of Business Resolution No. 23618