



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: FEBRUARY 15, 2022**

**FROM: OFFICE OF THE CITY MANAGER      WARDS: ALL**

**SUBJECT: REVIEW SCHEDULE FOR PROPOSED CHANGES TO CITY COUNCIL RULES OF PROCEDURE AND ORDER OF BUSINESS AS RECOMMENDED BY THE INCLUSIVENESS, COMMUNITY ENGAGEMENT AND GOVERNMENTAL PROCESSES COMMITTEE; DISCUSS AND REFER ADDITIONAL CHANGES TO COMMITTEE FOR INCLUSION IN SCHEDULE**

**ISSUES:**

Review schedule for proposed changes to City Council Rules of Procedure and Order of Business as recommended by the Inclusiveness, Community Engagement and Governmental Processes Committee; Discuss and refer additional changes to Committee for inclusion in schedule.

**RECOMMENDATIONS:**

That the City Council:

1. Review the schedule for proposed change to City Council Rules of Procedure and Order of Business as recommended by the Inclusiveness, Community Engagement and Governmental Processes Committee; and
2. Discuss and refer additional change to Committee for inclusion in schedule.

**BACKGROUND:**

The City Council processes are outlined in Resolution No. 23618. The intent of the Resolution is to establish defined 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.”

**DISCUSSION:**

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. All proposed changes to City Council Rules of Procedure and Order of

Business will be reviewed by ICGC in monthly sessions and forwarded to City Council for discussion and subsequent adoption. The schedule and proposed items presented to ICGC is identified as follows:

<b>Rules or Procedure and Order of Business Item</b>	
Session 1	<ul style="list-style-type: none"> <li>• Section IX, C 1- Persons Who May Place Matters on the Agenda</li> <li>• Section IX, C 4 – Preparation of the Packet</li> <li>• Section IX, C 6 – Distribution of the Packet</li> </ul>
Session 2	<ul style="list-style-type: none"> <li>• Section IX, F – Agenda Sequence and Order of Business</li> <li>• Section XIII, B – Referral of Matters to City Council Standing Committees</li> <li>• Section XIV, C – Boards, Commissions, and Committees</li> </ul>
Session 3	<ul style="list-style-type: none"> <li>• Section IX, C – Procedure for bringing matters before city council.                             <ul style="list-style-type: none"> <li>○ Develop language and clarification of process for proclamation requests</li> <li>○ Distinguish between ceremonial vs. legislative proclamations</li> </ul> </li> <li>• Section IX, F – Agenda Sequence and Order of Business (g)                             <ul style="list-style-type: none"> <li>○ Establish presentation time limit for ceremonial proclamations</li> </ul> </li> <li>• Identify Emergency Order Processes</li> </ul>

Through discussion, the committee identified three additional items for review and requested the discussion item be presented to Council for input. Additional items added for review included:

Items selected for review and discussion include:

1. Section IV, A – Duties of Mayor; Mayor Pro Tempore
2. Violation of Rules and Procedures
3. Councilmember Update Time limit/Use of electronics on the dais

*Review Process*

All proposed changes to City Council Rules of Procedure and Order of Business will be reviewed by ICGC in monthly sessions and forwarded to City Council for discussion. A comprehensive report of committee recommendations and Resolution is anticipated to go to City Council in August 2022.

The review process format will consist of four stages:

1. A review of current processes and practices used.
2. Identification of advantages and disadvantages to existing process.
3. Review of other cities similar processes/practices.
4. Proposed recommendations to processes/practices.

The review process will begin in April 2022.

**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 fiscal impact for this action.

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

Attachment: Presentation  
Resolution No. 23618