

# COUNCIL AGENDA ITEM REFERRAL PROCESS

City Manager's Office

**Inclusive, Community Engagement, and  
Governmental Process Committee  
April 7, 2022**

RiversideCA.gov

1

## COUNCIL AGENDA REFERRAL PROCESS

The issue for the Inclusiveness, Community Engagement, and Governmental Processes Committee is to give direction to staff relating to the existing and proposed City Council Rules of Procedure and Order of Business Council agenda item referral process as documented in Resolution 23618



2

RiversideCA.gov

2

## BACKGROUND

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.



## REVISED SCHEDULE AND PROPOSED ITEMS FOR REVIEW

Rules or Procedure and Order of Business Item	
<b>Session 1</b>	<ul style="list-style-type: none"> <li>• Section IX, C 1- Persons Who May Place Matters on the Agenda</li> <li>• Section IX, D- Agenda Setting Meeting</li> </ul>
<b>Session 2</b>	<ul style="list-style-type: none"> <li>• Section IX, C 4 – Preparation of the Packet</li> <li>• Section IX, C 6 – Distribution of the Packet</li> <li>• Section IX, F – Agenda Sequence and Order of Business                             <ul style="list-style-type: none"> <li>○ Time limit for Ward Updates</li> <li>○ Establish presentation time limit for ceremonial proclamations</li> <li>○ Public Comment</li> <li>○ Pulling Consent and Discussion Items - Notification to staff (24 hours)</li> </ul> </li> </ul>



## REVISED SCHEDULE AND PROPOSED ITEMS FOR REVIEW

Rules or Procedure and Order of Business Item	
<b>Session 3</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>○ Process for submitting candidate names to the Mayors Screening and Nominating Committee for vacant positions</li> </ul> </li> <li>• Section XIV, C – Boards, Commissions, and Committees                             <ul style="list-style-type: none"> <li>○ Number of Committees and Role of Committees</li> <li>○ Determine when and how Boards and Commissions address or present to Council</li> </ul> </li> </ul>
<b>Session 4</b>	<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>• Identify Emergency Order Processes</li> </ul>



5

RiversideCA.gov

5

## REVISED SCHEDULE AND PROPOSED ITEMS FOR REVIEW

Rules or Procedure and Order of Business Item	
<b>Session 5</b>	<ul style="list-style-type: none"> <li>• Rules of Order (Roseburg vs Roberts)</li> </ul>
<b>Session 6</b>	<ul style="list-style-type: none"> <li>• Duties of Mayor; Mayor Pro Tempore</li> <li>• Violation of Rules &amp; Procedure</li> <li>• Use of Electronics on the dais</li> <li>• Clarity of Abstentions</li> </ul>
<b>Session 7</b>	<ul style="list-style-type: none"> <li>• Role of Councilmember Championing an Issue</li> <li>• Due Process and Open Mind</li> <li>• Councilmember leaving meeting early</li> <li>• Policy on Ex Parte Communications</li> </ul>



6

RiversideCA.gov

6

## DISCUSSION

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 at a later date.



7

7

## REVIEW PROCESS

Review Process	
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.



8

8

## SESSION ONE

Items for review include:

- Section IX, C Persons – Who May Place Matters on the Agenda
- Section IX, D – Agenda Setting Meeting



9

RiversideCA.gov

9

## REVIEW OF CURRENT PROCESS AND PRACTICES

Items for review include:

### Section IX, C Persons - Who May Place Matters on the Agenda

1. Except for matters pending before any committee, commission or other advisory body of the City or the City Council, matters pertinent to and within the jurisdiction of the City may be placed on the agenda by the Mayor, any Councilmember, the City Manager, City Attorney or City Clerk.

### Section IX, D- Agenda Setting Meeting

5. When a City Councilmember refers an item to be placed on the agenda, a timeframe must be included. It will include the Councilmember's name, the specific type of item requested (action vs discussion). City Council items should always be considered a priority for scheduling.



10

RiversideCA.gov

10

## REVIEW OF CURRENT PROCESS AND PRACTICES

- City Clerk, City Attorney, and City Manager may also place matters pertinent to and within the jurisdiction of the City onto the agenda.

### **Routine Reports**

For routine reports authored by Council can be prepared and submitted to Council and prepared by a single Council Member or Charter Officer.



11

RiversideCA.gov

11

## REVIEW OF CURRENT PROCESS AND PRACTICES

### **Non-routine Reports**

City Council policy proposals or City Council Discussion items requested by individual Council Members:

- Council members may individually author policy reports and submit directly to committee or Council as an individual rather than a body.
- Any individual Council member can refer to a committee during "Items for future City Council consideration as requested by Mayor or Members of the City Council - City Manager/City Attorney reports" and refer to standing committee or directly to Council with a timeline.
- Requests can require significant staff time to prepare without the majority consent of the City Council.



12

RiversideCA.gov

12

## ADVANTAGES OF CURRENT PROCESS

- The process is expedited.
- The process is streamlined: no paperwork or reports are required to make requests for staff to bring back an item to City Council.
- Each Councilmember has autonomy.



13

RiversideCA.gov

13

## DISADVANTAGES OF EXISTING PROCESS

- Requests made during “Items for future City Council consideration” are often very brief and do not appreciate the nature and scope of the item being requested.
- Requests are difficult to prioritize.
- May require expense of public resources.
- There are legal, budgetary, administrative, political, ethical and other reasons to discuss alternatives



14

RiversideCA.gov

14

## PROCESSES USED IN OTHER CITIES

Ten California cities similar in size and demographics were selected for review. Cities selected include Anaheim, Bakersfield, Chula Vista, Fresno, Irvine, Long Beach, Oakland, Sacramento, Santa Ana, and Stockton.



15

RiversideCA.gov

15

## PROCESSES USED IN OTHER CITIES

For an item to be agendized:

- Three cities require City Council Members to submit a written request in order for the item to be agendized.
- All Ten cities require City Council Members to submit a verbal or written request to either the City Manager, City Clerk, or Mayor (or a combination of the 3) for approval for the item to be agendized.
- Four cities require City Council Members to make a verbal request during a public meeting with the support of 1 or 2 other Council Members for the item to be agendized.
- Three cities require City Council Members to make a verbal request during a public meeting and need a majority vote (of the quorum) for an item to be agendized.



16

RiversideCA.gov

16



## PROPOSED RECOMMENDATIONS TO PROCESS:

- No change to routine reports authored by Council.
- No change to City Clerk, City Attorney, and City Manager placing matters on agenda.

### **Non-Routine**

For non-routine City Council policy proposals or Discussion items requested by individual Council Members:

- Submit an Agenda Item Referral Template under “Items for future City Council consideration”



17

RiversideCA.gov

17

## PROPOSED RECOMMENDATIONS TO PROCESS:

### **Non-Routine Continued**

- Council as a body would have to approve (Council majority) such policy related referrals prior to them being researched/created by staff and brought back to council.
- Verbal requests would no longer occur. Councilmembers leading policy reports would present the item under “Items for future City Council consideration”.
- Changes in process/workflow are consistent with the implementation of the Envision Riverside 2025 Strategic Plan priorities and Priority-Based Budgeting (PBB).

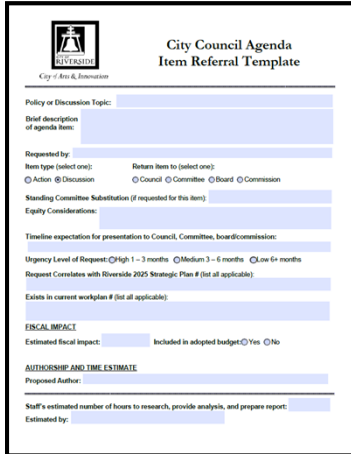


18

RiversideCA.gov

18

## REFERRAL TEMPLATE



- o About the Policy or Discussion Topic Section
  - Brief description of agenda item
  - Council Members Requesting (may be more than one)
  - Specific type of item requested (action vs discussion)
  - Return to Council, Committee, Board, or Commission
  - Standing Committee substitution, if requested for this item
  - Equity considerations
  - Timeline expectation for presentation to Council, Committee, board/commission
  - Urgency level of request: (High 1-3 months/Medium 3-6 months/Low 6+months)
  - Correlates with Strategic Plan #
  - Exists in current work plan #
- o Fiscal Impact Section
- o Authorship and Time Estimate Section

19



## 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



20



## FISCAL IMPACT

The total impact to the General Fund will vary based on the recommendations of the Committee. It is estimated there may be General Fund staff savings if Council Referrals are approved by the full Council prior to staff spending time researching and preparing policy or discussion reports.



21

RiversideCA.gov

21

## RECOMMENDATIONS

1. Provide any recommendations deemed necessary to the current and/or proposed Council agenda item referral process documented in the City Council Rules of Procedure and Order of Business Resolution No. 23618; and
2. Request staff bring forth any specific language recommendations along with a corresponding resolution to the full City Council for discussion.



22

RiversideCA.gov

22