

*City of Arts & Innovation*

Inclusiveness, Community Engagement & Governmental Processes Committee

TO: INCLUSIVENESS, COMMUNITY ENGAGEMENT, AND GOVERNMENTAL PROCESSES COMMITTEE **DATE: SEPTEMBER 7, 2022**

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

SUBJECT: REVIEW CITY COUNCIL RULES OF PROCEDURE AND ORDER OF BUSINESS – NUMBER AND ROLE OF BOARDS AND COMMISSIONS UPDATE

ISSUE:

Provide an update on the existing and proposed City Council Rules of Procedure and Order of Business related to the number and role of boards and commissions as documented in Resolution No. 23618.

RECOMMENDATIONS:

That the Inclusiveness, Community Engagement, and Governmental Processes Committee:

1. Provide further direction on any recommendations deemed necessary to the current and/or proposed City Council Rules of Procedure and Order of Business related to the number and role of Boards and Commissions as documented in Resolution No. 23618;
2. Request staff bring forth recommended language for a separate resolution addressing the purview and reporting structure of Boards and Commissions;
3. Provide input and guidance related to the introduction of a Model Deaf Community Commission; and
4. Request staff bring forth any specific language recommendations along with a corresponding resolution to the full City Council for discussion.

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.

On April 6, 2022, ICGC received and discussed City Council Rules of Procedure and Order of Business related to the process and authorities associated with adding items to the agenda, a formalized agenda item referral process, and requested staff bring forth Committee recommendations along with a corresponding resolution to the full City Council for discussion.

On May 4, 2022, ICGC received and discussed City Council Rules of Procedure and Order of Business related to the development and distribution of agenda packets, reviewed Public Comment and proclamation timelines, and requested staff bring forth Committee recommendations along with a corresponding resolution to the full City Council for discussion.

On June 1, 2022, ICGC received and discussed City Council Rules of Procedure and Order of Business related to Board and Commission vacancies and requested staff bring forth Committee recommendations along with a corresponding resolution to the full City Council for discussion.

On July 6, 2022, ICGC received and discussed City Council Rules or Procedure and Order of Business related to the number and roll of Boards and Commissions. Through discussion the Committee requested the item be continued for further review and discussion. Additionally, the Committee added review of Section VII, D – City Council Meeting Schedule as it relates to City Council Meetings that occur following a holiday.

Remaining items scheduled for review include:

Rules or Procedure and Order of Business Item	
Session 4	<ul style="list-style-type: none"> Section IX, C – Procedure for bringing matters before city council. <ul style="list-style-type: none"> Develop language and clarification of process for proclamation requests Distinguish between ceremonial vs. legislative proclamations Identify Emergency Order Processes Section XIV, H – Board and Commission Partial Terms
Session 5	<ul style="list-style-type: none"> Rules of Order (Roseburg vs Roberts)
Session 6	<ul style="list-style-type: none"> Duties of Mayor; Mayor Pro Tempore Violation of Rules & Procedure Use of Electronics on the dais Clarity of Abstentions
Session 7	<ul style="list-style-type: none"> Role of Councilmember Championing an Issue Due Process and Open Mind Councilmember leaving meeting early Policy on Ex Parte Communications Section VII, D – City Council Meeting Schedule (day after holiday)

DISCUSSION:

Number and Role of Boards and Commissions

Through discussion at the July 6, 2022, ICGC meeting, it was recommended an extensive review of Boards and Commissions be completed to provide insight into the possible consolidation and alignment to the Envision Riverside 2025 Strategic Plan. To allow for a thorough review, staff recommends removing the list and reporting structure of Boards and Commissions identified in Resolution No. 23618 and addressing the purview and reporting structure of Boards and Commissions through the development and adoption of a separate resolution.

A benefit in addressing the role and number of Boards and Commissions through a separate resolution would allow ICGC to ensure the review of Resolution No. 23618 remains focused on City Council Rules of Procedure and Order of Business. Additionally, through a separate resolution, the Committee would be offered the flexibility of periodically reviewing Board and Commission composition, focus, and reporting structure.

Addition of a Model Deaf Community Commission

The Model Deaf Community Committee (MDCC) was created in April 1998 to promote unity between Riverside's deaf and hard of hearing communities. Although assigned as a Regional Organization to a designated Councilmember after an election year, traditionally monthly meetings were coordinated by the Mayor's Office. Coordination consisted of securing a meeting location and interpreter. In alignment with Regional Organization assignments, the budget allocation for interpreter services was moved from the Mayor's Office to the City Council Office effective July 1, 2022.

On August 11, 2022, a meeting was held with the City Manager's Office, Mayor's Office, City Clerk's Office, City Councilmembers assigned as Regional Organization representatives to the MDCC, and current members of the MDCC. Through discussion, it was recommended the MDCC be formalized as a City Council recognized commission. As a recognized commission, agendas items would be subject to Brown Act/Sunshine Ordinance requirements and the commission would follow a similar reporting structure to existing Boards and Commissions. Membership composition and duties or functions of the commission are proposed as follows:

Membership

- Pursuant to Sections 800 and 803 of the Riverside City Charter, the Model Deaf Community Commission shall be comprised of eleven (11) members appointed by the Mayor and City Council.
- Membership composition shall include one representative from Wards 1, 2, 4, 5, 6, & 7, two representatives from Ward 3, one youth member, and two at-large members.

Powers, Duties, and Functions

- Serve in an advisory capacity to help create an integrated community that promotes full participation in society, education and employment, effective communication, and cultural awareness.
- Review community policies, programs, and actions which affect persons within the deaf community and make appropriate recommendations to City Council.
- Render advice and assistance as requested to other City boards, commissions, and City departments on matters affecting members of the deaf community.
- Perform other functions, community outreach, and duties as may be directed by the City.

A benefit in establishing a City Council recognized Model Deaf Community Commission includes providing the standard level of support of a commission including publication of agendas, public meetings, and formalized meeting formats. A perceived disadvantage of establishing a new City Council recognized Model Deaf Community Commission could be the proposed outlined powers, duties, and functions of the new commission could be considered the purview of an existing Board or Commission. Another possible disadvantage could be transitioning the existing MDCC members into the proposed membership composition pursuant to Sections 800 and 803 of the Riverside City Charter.

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, Principal Management Analyst
Approved by: Rafael Guzman, Assistant City Manager

Attachments:

1. Presentation