



## REVIEW OF COMMITTEE RECOMMENDATION AND DISCUSSION OF OPERATIONAL EFFICIENCIES

### City Manager's Office

**Inclusiveness, Community Engagement & Governmental Processes Committee**  
November 1, 2023

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## BACKGROUND

On January 5, 2022 - 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.

Review Period April 6, 2022 – October 5, 2022

On April 11, 2023, the City Council received and discussed recommendations associated with Section IX, Item F – Agenda Sequencing and Order of Business related to Oral Communications. The City Council motioned to accept the recommendations from the Committee, repeal Resolution No. 23618, and adopt Resolution No. 23976.



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## DISCUSSION

November 1, 2023, review items include:

- The Role of the Mayor's Nominating & Screening Committee
- Council Meeting Schedule
- Broadcasted Public Meetings
- Roll up of Committee recommendations to Resolution No. 23976



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## MAYOR'S NOMINATING & SCREENING COMMITTEE

- Established in July 1986
- Current Role:
  - Assignment of Regional Committees
  - Review of City Spirit Award Applications
  - Interviews Resident City Council Ad Hoc Committee members
  - Reviews applications and makes recommendations for candidates to interview on RPU, Planning, Board of Ethics, and CPRC



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## OPERATIONAL IMPACT

- Meets on average three times a year
- Delays the appointment process for commission members
- Impacts Quorum



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## RECOMMENDATION

### XIV

#### BOARDS, COMMISSIONS, AND COMMITTEES

~~A. — For vacancies on the Community Police Review Commission, Board of Ethics, Planning Commission and Board of Public Utilities, the Mayor's Nominating and Screening Committee shall review applications submitted and identify applicants for interview with the Mayor and City Council. The City Clerk shall notify the City Council of those selected for interview. The Mayor and each member of the City Council may add an additional applicant for interview, if desired. Appointments shall be made by the Mayor and City Council immediately following the interviews. With a full quorum, five affirmative votes are required.~~

A. For Citywide vacancies on any ~~of the remaining~~ boards and commissions, the Mayor shall recommend an applicant for appointment by the Mayor and City Council. For Ward-specific seats, the Councilmember for the Ward shall recommend an applicant for appointment by the Mayor and City Council. ~~With a full quorum, five affirmative votes are required. With less than a full quorum, four affirmative votes are required.~~



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# COUNCIL MEETING SCHEDULE

39 City Council Meetings  
were held between October  
2022 – September 2023

\$450,727

Proposed Holiday schedule  
meeting reduction

\$34,269



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# RECOMMENDATION

Reduction of the number of meetings to no more than 3 a month

D. CITY COUNCIL MEETING SCHEDULE

Regular meetings of the City Council shall be held in the Art Pick Council Chamber, 3900 Main Street, Riverside, California, on the first four Tuesdays of each month, ~~taking into consideration any legal holidays which may occur~~. There shall be no meeting on the fifth Tuesday of the month. ~~As general policy, cancel any meetings the Tuesday following a legal Monday holiday, the week of Thanksgiving, the week of Christmas through the first of the year.~~

For the months of July, August and September, meetings shall occur on the first and third Tuesdays of the month. ~~For the months of April, June, and October, meetings shall occur the second, third, and fourth Tuesday of the month.~~

Estimated savings of \$25,702



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## BROADCASTED MEETINGS

Riverside Municipal Code 4.05.080 requires City Council, City Council Standing Committees, Planning Commission, Board of Public Utilities, Budget Engagement Commission, and the Community Police Review Commission shall make a visual and audio recording of every open meeting.

October 2022 –  
September 2023

**\$131,901**

Reduction to only broadcast  
meetings identified in RMC  
4.05.808

**\$43,004**



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## RECOMMENDATION

**I. TELECONFERENCED MEETINGS**

City Council may hold teleconferenced meetings pursuant to *Section 54953* for City Council, City Council Standing Committees, Planning Commission, Board of Public Utilities, Budget Engagement Commission, and the Community Police Review Commission.



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## SUMMARY OF COMMITTEE RECOMMENDATIONS

Violation of these rules shall not be construed as a penal offense, excepting that breach of the peace or willful failure to comply with the lawful orders of the City Council or its presiding officer shall be punishable as misdemeanors under applicable law. **The City Council retains the authority to take appropriate action to enforce these rules amongst its members including, but not limited to, the inherent power of censure.**



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## SUMMARY OF COMMITTEE RECOMMENDATIONS

### I. Authority

The Charter of the City of Riverside provides that the City Council shall determine its own rules and order of business. By virtue thereof, and when not in conflict with the Charter of the City of Riverside and the Constitution and laws of the State of California, the following set of rules shall be in effect upon adoption by the City Council and until such time as they are amended or new rules adopted in the manner hereinafter provided and shall prevail to govern the business of the City Council of the City of Riverside.

**The business of the City Council and its standing committees shall be conducted, so far as it is practicable, in accordance with parliamentary rules as contained in Robert's Rules of Order, except as modified by these rules and is consistent with state open meeting laws and local Sunshine Ordinance. The presiding officer, with the approval of the City Council, shall designate an official parliamentarian for meetings of the City Council. The City Attorney shall act as a resource for the interpretation of such rules but not as a parliamentarian. All appointed Boards and Commissions shall amend their own rules and regulations to adopt Robert's Rules of Order, consistent with state open meeting laws, local Sunshine Ordinance and the City Charter.**



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# SUMMARY OF COMMITTEE RECOMMENDATIONS

## Proclamations and Role of Mayor Pro Tempore

- No recommendations to change process related to Proclamations
- No changes to the Mayor Pro Tempore rotation as identified in the Resolution.



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# SUMMARY OF COMMITTEE RECOMMENDATIONS

## Who May Place Matters on the Agenda

- Matters may be placed on the agenda by the Mayor, any Councilmember, the City Manager, City Attorney, or City Clerk
- Timeframe of item placed on Agenda
- Review of the Agenda Item Request Form

The image shows a screenshot of the 'Agenda Item Request Form' from the City of Riverside. The form includes fields for: Policy or Discussion Topic; Brief description of agenda item; Requested by; Item type (Action, Discussion, etc.); Standing Committee Substitution; Equity Considerations; Timeline expectation; Urgency Level of Request; Request Correlates with Riverside 2022 Strategic Plan Priority; FISCAL IMPACT; and AUTHORITY AND TIME ESTIMATE.



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## SUMMARY OF COMMITTEE RECOMMENDATIONS

### 4. Preparation of the Packet.

Not later than ~~5:00 p.m.~~ twelve (12) days prior to each regular City Council meeting, the City Clerk shall prepare the packet. No item shall be considered by the City Council if not included in the packet, except as provided in section 4.05.050 of the Riverside Municipal Code.



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## SUMMARY OF COMMITTEE RECOMMENDATIONS

### 6. Distribution of the Packet.

Not later than ~~6:30 p.m. - noon~~ ~~twelve (12)~~ eleven (11) days prior to each regular City Council meeting, the City Clerk shall distribute the paper packet to the Mayor, each member of the City Council, the City Manager and the City Attorney. ~~Twelve (12)~~ Eleven (11) days prior to each regular City Council meeting, the City Clerk shall distribute the paper packet to the designated department directors, and such other persons or institutions as the City Clerk shall deem necessary or appropriate. Paper or electronic copies of the packet shall be made for the news media and such other organizations, agencies, institutions or persons as may wish to subscribe to receipt thereof, and the City Clerk will make the packet available electronically on the City's webpage.



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## SUMMARY OF COMMITTEE RECOMMENDATIONS

### D. DECORUM

1. While the City Council is in session, the members must preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the City Council nor disturb any member while speaking, nor refuse to obey the orders of the City Council, or the presiding officer, except as otherwise herein provided.

2. During City Council, Board, Commission, and Committee meetings noticed and open to the public pursuant to the Brown Act, the use of Electronic Communication System Devices by members is discouraged with limited access.



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## SUMMARY OF COMMITTEE RECOMMENDATIONS

g. Ceremonial Matters shall (may) be limited to no more than three presentations during a City Council meeting.

### i. Consent Calendar.

Removal of items from the Consent Calendar, shall be followed by one motion for action on uncontested Consent Calendar Items. ~~Thereafter,~~ Removed consent items will be discussed immediately after the Discussion Calendar.



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## SUMMARY OF COMMITTEE RECOMMENDATIONS

### Referral of Matters to Standing Committees

- Section XIII, B – Referral of items to Committee
- Bifurcating Boards and Commissions
- Existing Procedure for Bring Items before City Council



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## SUMMARY OF COMMITTEE RECOMMENDATIONS

**G.** A ~~partial~~ term of more than ~~one-year~~ two years and one day shall be considered a full term. Residents appointed mid-year to boards and commissions shall serve full terms of up to and not-to-exceed four years, expiring on March 1<sup>st</sup> of the corresponding year.



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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 Inclusiveness, Community Engagement, and Governmental Processes Committee:

1. Provide any recommendations deemed necessary to the current and/or proposed City Council Rules of Procedure and Order of Business related to the role of the Mayor's Nominating and Screening Committee, Council meeting schedule, and broadcast of public meetings;
2. Review Committee recommendations to City Council Rules of Procedure and Order of Business as documented in Resolution 23976; and
3. Request staff bring forth any specific language recommendations along with a corresponding resolution to the full City Council for discussion.



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