



# GOVERNMENTAL AFFAIRS COMMITTEE

*City of Arts & Innovation*

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**TO: GOVERNMENTAL AFFAIRS COMMITTEE**      **DATE: NOVEMBER 16, 2015**

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

**SUBJECT: CITY COUNCIL RULES OF PROCEDURE AND ORDER OF BUSINESS**

**ISSUE:**

The issue for Governmental Affairs Committee consideration is to review proposed amendments to the City Council Rules of Procedure and Order of Business ("Meeting Rules") regarding: 1) appointments to City Council Standing Committees and regional organizations; 2) role of the Mayor's Nominating and Screening Committee; 3) the City Council meeting schedule; 4) congruence with the Sunshine Ordinance; and 5) other clarifications and updates to reflect current practice.

**RECOMMENDATION:**

That the Governmental Affairs Committee consider amendments to the City Council Rules of Procedure and Order of Business, as appropriate, for a recommendation to the City Council.

**BACKGROUND**

To assist in the orderly and fair conduct of their meetings, the City Council first adopted Meeting Rules on May 17, 1994, by resolution (Resolution No. 18503). The Meeting Rules have been amended 21 times over the years, most recently with adoption of Resolution No. 22796 on January 27, 2015.

In July of this year, Councilmember Davis requested discussion of three topics:

- Rotation of City Council Standing Committee assignments
- Rotation of regional organization assignments and maximum number of assignments
- Dissolution of the Mayor's Nominating and Screening Committee

On September 22, 2015, Councilmember Gardner requested discussion of the City Council meeting schedule to consider:

- Elimination of the holiday meeting schedule; and
- Removal of September from the summer meeting schedule.

The Charter Officers propose amending the Meeting Rules to remove provisions which have been codified into the Sunshine Ordinance and make other clarifying amendments as discussed below.

### Rotation of Standing Committee Assignments

Section XIII. A. of Resolution No. 22796 provides:

1. *There shall be eight Standing Committees of the City Council entitled Development, Community Services and Youth, Finance, Governmental Affairs, Utility Services/Land Use/Energy Development, Public Safety, Transportation, and Mayor's Nominating and Screening Committee*
2. *Following each election and/or appointments to fill a City Council vacancy, reorganization of City Council Standing Committee and regional organizational assignments shall be considered by the Mayor's Nominating and Screening Committee for a recommendation to the City Council.*
3. *Each Standing Committee shall be comprised of three members. Each Councilmember shall serve as Chair, Vice-Chair, and Member of three Committees, respectively.*
4. *The Mayor's Nominating and Screening Committee shall be comprised of the Mayor who shall serve as Chair and the members of the Governmental Affairs Committee.*
5. *To the greatest extent possible for Standing Committee and regional organization appointments, preferences of senior Councilmembers shall be honored. Councilmembers shall forward preferences on Standing Committee assignments to the City Council to be shared at the Mayor's Nominating and Screening Committee meeting.*

To fill the Committee seats as provided above, it may not be possible to accommodate all Standing Committee preferences of individual Councilmembers. At a City Council meeting, Councilmember Soubrious suggested Standing Committee appointments may be made by strict seniority, drawing straws for senior equals. The City Council established the Mayor's Nominating and Screening Committee review of preferences for a recommendation to the City Council on January 27, 2015. The Committee participated in that process for the first time following the last regular municipal election in June 2015.

### Rotation of Regional Organization Assignments and Maximum Number of Assignments

Traditionally the City Council appoints the Mayor to serve on various regional organizations. Although the Meeting Rules clearly indicate that preferences of senior Councilmembers shall be honored to the greatest extent possible, there is no mention of how the Mayor's preferences are considered. The Meeting Rules place no limitations or minimum requirements on the number of appointments of the Mayor and each Councilmember or length of service. Current assignments for each official total as shown in the chart below.

Official	Member	Alternate
Mayor Bailey	3	1
Councilmember Gardner	3	3
Councilmember Melendrez	4	1
Councilmember Soubrious	3	2
Councilmember Davis	2	1
Councilmember Mac Arthur	0	1
Councilmember Perry	1	0
Councilmember Burnard	0	1

Rotation of assignments resulting in limitation in length of service on a regional board may impact the opportunity for Riverside representatives to hold leadership positions on these boards.

### Mayor's Nominating and Screening Committee

On July 22, 1986, the City Council adopted Resolution No. 16190 establishing a Mayor's Nominating and Screening Committee for processing appointments to City boards and commissions to become operative if a proposed Charter Amendment giving the Mayor a vote on the nomination and appointment of such members was adopted by the voters at the November 4, 1986, general election. The voters approved the Charter amendment and the Charter language remains the same today. The resolution sets forth the composition of the Mayor's Nominating and Screening Committee which also remains the same today.

Unlike the remaining seven Standing Committees, the Mayor's Nominating and Screening Committee has not experienced "direct referral" items. All matters of business are those defined in the Charter or referred by the City Council, e.g., board and commission vacancies, annual City Spirit Award, Riverside Neighborhood Partnership appointments (now self-appointed by the Partnership), and various recommendations on structure and/or appointments to ad hoc committees, e.g., Measure C Committee members, Sports and Entertainment Center Task Force, Arlington Heights Greenbelt Study, Model Deaf Community Task Force, Gateway Mural Project, and City Homeless Advisory Task Force.

The Committee's primary function is review of the applicant pool and selection of applicants to interview for the Community Police Review Commission, Planning Commission, and Board of Public Utilities. Any Councilmember may add applicants to the interview list. As mentioned earlier in this report, the Committee is now charged with reviewing preferences and offering recommendations to the City Council for Standing Committee and regional organization appointments.

### Meeting Schedule

The City Council meets on the first four Tuesdays of each month with the following exceptions:

- July, August, and September – 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays only
- No meeting the Tuesday following a Monday holiday

The above two exceptions resulted in only one regular meeting in September 2015.

### Sunshine Ordinance

To ensure congruence with the Sunshine Ordinance, the Charter Officers recommend reference to the Sunshine Ordinance throughout the Meeting Rules and deletion of language encompassed in the Ordinance, e.g., meeting notice; agenda preparation, distribution, and posting; and alternate meeting locations.

### Clarifying Amendments

1. The recent realignment of the Consent Calendar before the Discussion Calendar on the City Council agenda prompts a minor amendment to the Meeting Rules to reflect current practices.
2. Councilmember Soubious recommends (a) adding language to the "Motion to Reconsider" clarifying that the Motion to Reconsider itself must be agendized for formal vote, unless made at the same meeting as the original action; and (b) adding language explaining that a request during the recurring item entitled "Items for Future Consideration as recommended by the Mayor and Members of the City Council" does not suffice for agendizing a request for reconsideration.

**FISCAL IMPACT:**

There is no fiscal impact associated with the recommendations in this report.

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Approved as to form: Gary G. Geuss, City Attorney

Attachment: Resolution No. 22796  
Standing Committee Roster  
Regional Organization Assignment Chart  
Resolution No. 16190