



CITY COUNCIL MEMORANDUM

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 9, 2016

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 – MEETING SCHEDULE

ISSUE:

The issue for City Council consideration is to review proposed amendments to the City Council Rules of Procedure and Order of Business ("Meeting Rules") and Riverside Municipal Code Section 2.40.010 regarding: 1) appointments to City Council Standing Committees and regional organizations; 2) the City Council meeting schedule; 3) congruence with the Sunshine Ordinance; and 4) other clarifications and updates to reflect current practice.

COMMITTEE RECOMMENDATIONS:

That the City Council:

1. Amend the City Council Rules of Procedure and Order of Business to:
 - a. Amend XIII. A. 5. to read, "~~To the greatest extent possible~~ For Standing Committee and regional organization appointments, preferences of senior ~~Councilmembers~~ elected officials shall be honored. The Mayor and Councilmembers shall forward preferences on Standing Committee assignments to the City Clerk to be shared at the Mayor's Nominating and Screening Committee.";
 - b. Initially limit each elected official to three regional organization appointments;
 - c. If an elected official declines a regional organization appointment, it shall be filled by seniority of other elected officials;
 - d. Allow unlimited Alternate assignments per elected official for regional organization appointments;
 - e. Seniority of elected officials shall be as to the office currently held; and
 - f. Provide that appointment provisions shall not apply to regional organizations where the City Council is not the appointing authority.
2. Amend the City Council Rules of Procedure and Order of Business and the Municipal Code to:
 - a. Conduct meetings on Tuesdays following Monday holidays; and
 - b. Conduct meetings the first four Tuesdays of September;
3. Amend the City Council Rules of Procedure and Order of Business to:
 - a. Provide congruence with the Sunshine Ordinance;
 - b. Reflect realignment of the Consent Calendar before the Discussion Calendar on the City Council agenda;
 - c. Add 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
 - d. Add 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; and
4. Adopt the attached resolution amending the City Council Rules of Procedure and Order of Business incorporating the recommendations listed above and introduce and subsequently adopt the attached ordinance amending Section 2.04.010 providing for the convening of City Council meetings on the day following a Monday holiday and on the first four Tuesdays of September.

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:

- Rotation of City Council Standing Committee assignments
- Rotation of regional organization assignments and maximum number of assignments

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.

Meeting Schedule

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

- July, August, and September – 2nd and 4th 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

In follow-up to adoption of the Sunshine Ordinance, the Governmental Affairs Committee recommends amending the Meeting Rules for congruence, 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 Soubrious 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 agendaizing a request for reconsideration.

Governmental Affairs Committee Meeting

The Governmental Affairs Committee, with Chair Melendrez, Vice Chair Gardner, and Member Davis present, unanimously forwarded the recommendations described in this report, with Councilmember Davis preferring two initial appointments to regional organizations and Chair Melendrez and Vice Chair Gardner voting for three.

FISCAL IMPACT:

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

Prepared by: Colleen J. Nicol, City Clerk
John A. Russo, City Manager
Gary G. Geuss, City Attorney
Approved as to form: Gary G. Geuss, City Attorney

Concurs with,



ANDREW MELENDREZ, Chair
Governmental Affairs Committee

Attachments:

1. Standing Committee Roster
2. Regional Organizations Roster
3. Resolution
4. Redlined Ordinance