

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF RIVERSIDE,
CALIFORNIA, AMENDING CHAPTERS 4.05.050, 4.05.060
AND 4.05.080 OF THE RIVERSIDE MUNICIPAL CODE -
PUBLIC MEETINGS AND PUBLIC RECORDS.

The City Council of the City of Riverside does ordain as follows:

Section 1: Sections 4.05.050(A), (B) and (G) of the Riverside Municipal Code are hereby amended to read as follows:

“4.05.050 Notice and Agenda Requirements: Regular Meetings.

(A) Twelve Day Advance Notice Requirement For Regular Meetings Of The City Council, City Council Standing Committees, and all City Boards and Commissions. The City Council, City Council Standing Committees, and all City Boards and Commissions shall provide notice before any regular meeting by:

(1) posting a copy or image of the agenda in a location freely accessible to the public 24 hours a day no later than twelve (12) days before the date of the meeting; and

(2) posting a copy or image of the agenda on-line at the local body's website no later than twelve (12) days before the date of the meeting. Notwithstanding Section 4.05.050(D), the failure to timely post a copy or image of the agenda online because of software or hardware failure, as defined in Section 4.05.010(H), shall not constitute a defect in the notice for a regular meeting, if the local body complies with all other posting and noticing requirements.

(B) Supplemental Agenda And Related Materials Requirements For Regular Meetings Of The City Council, City Council Standing Committees, and all City Boards and Commissions. Notwithstanding the notice provisions of Section 4.05.050(A), the City Council, City Council Standing Committees, and all City Boards and Commissions may amend or supplement a posted agenda or agenda-related materials no later than 72 hours before a regular meeting and only for the following reasons or under the following conditions:

1 (1) to add an item due to an emergency or urgency, provided the local
2 body makes the same findings as required by Section 4.05.050(D) before taking action;

3 (2) to delete or withdraw any item from a posted agenda however, nothing
4 herein shall limit the ability of a local body to delete or withdraw an item during the meeting;

5 (3) to provide additional information to supplement the agenda-related
6 material previously published with the agenda provided that the additional information was
7 not known to staff or considered to be relevant at the time the agenda-related materials were
8 filed. Examples of supplemental material permitted by this Section are reports responding to
9 questions or requests raised by members of a local body after posting and filing of the
10 twelve-day agenda and materials, and analyses or opinions of the item by the Office of the
11 City Attorney, any member of the City Council, or the Mayor;

12 (4) to correct errors or omissions, or to change a stated financial amount,
13 or to clarify or conform the agenda title to accurately reflect the nature of the action to be taken
14 on the agenda time;

15 (5) to continue an agendized item to a future regular meeting of the local
16 body provided that members of the public are given an opportunity to address the local body
17 on the limited question whether to continue the item to a future meeting.

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19 (G) Submittal of Additional Documents. The City Manager, City Attorney, City
20 Clerk and their designees, in their capacities with the City, must submit public agenda related
21 materials to the City Clerk or other responsible department in sufficient time to meet the
22 deadlines of this Section and Section 4.05.060. However, the referenced officers may submit
23 additional documents to the local body and the local body may accept the documents if the
24 local body makes a finding by two-thirds vote of the members present that the additional
25 information in the documents was not known to the officers or considered to be relevant by the
26 officers at the time of the filing deadlines. Copies of such documents shall be made available
27 to the public at the related meeting. Documents submitted by outside parties may be
28 distributed to and accepted by the local body at any time prior to or during the related meeting.

1 Documents submitted by outside parties prior to the meeting shall be made available to the
2 public at the related meeting. Documents submitted by outside parties at the meeting shall be
3 made available to the public the following business day. Nothing in this Section or in any
4 other provision of this Ordinance shall be interpreted to require that the City Manager, City
5 Attorney or City Clerk submit to the City Clerk any documents that are not public records.”

6 Section 2: Section 4.05.060 of the Riverside Municipal Code is hereby
7 amended to read as follows:

8 **Section 4.05.060 Notice and Agenda Requirements: Special Meetings.**

9 (A) Special meetings of any local body may be called at any time by the
10 presiding officer thereof or by a majority of the members thereof. All local bodies calling
11 a special meeting shall provide notice by:

12 (1) posting a copy or image of the agenda in a location freely accessible
13 to the public at least five (5) calendar days before the time of the meeting set forth in the
14 agenda; and,

15 (2) delivering a copy or image of the agenda to each member of the
16 local body, to each local newspaper of general circulation, and to each media organization
17 which has previously requested notice in writing, so that a copy or image of the agenda is
18 received at least 48 hours (excluding Saturdays, Sundays and holidays) before the time of the
19 meeting set forth in the agenda. Receipt of the agenda shall be presumed upon reasonable
20 proof that delivery was made.

21 (B) Local bodies specified in Section 4.05.010(D) shall, in addition to the
22 noticing requirements of this Section, post a copy or image of the agenda for any special
23 meeting on-line at the local body's website at least five (5) calendar days before the time of
24 the meeting set forth in the agenda. Failure to timely post a copy or image of the agenda
25 online because of software or hardware impairment, as defined in Section 4.05.010(H), shall
26 not constitute a defect in the notice for a special meeting if the local body complies with all
27 other posting and noticing requirements.
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1 (C) No business other than that set forth in the agenda shall be considered at a
2 special meeting. Each special meeting shall be held at the regular meeting place of the local
3 body except that the City Manager may designate an alternative meeting location provided that
4 such alternative location is specified in the agenda and that notice pursuant to this Section is
5 given at least twelve (12) days prior to the special meeting. This twelve (12) day notice
6 requirement shall not apply if the alternative location is at the same address at which regular
7 meetings of the local body occur.

8 (D) To the extent practicable, the presiding officer or the majority of members
9 of any local body may cancel a special meeting by delivering notice of cancellation in the
10 same manner and to the same persons as required for the notice of such meeting.

11 (E) Special meetings may not be noticed on the same day as a previously
12 scheduled regular meeting that was not noticed in compliance with this ordinance if the
13 special meeting is called to consider any of the items that were included in the notice for
14 such regular meeting.

15 Section 3: Section 4.05.080(A) of the Riverside Municipal Code is
16 hereby amended to read as follows:

17 **Section 4.05.080 Minutes and Recordings.**

18 (A) The City Council, City Council Standing Committees, Planning Commission,
19 Board of Public Utilities (not their committees), Budget Engagement Commission (not their
20 committees) and Community Police Review Commission (not their committees) shall make a
21 visual and audio recording of every open meeting. Any recording of any open meeting shall
22 be a public record subject to inspection and copying and shall not be erased, deleted or
23 destroyed for at least five (5) years, provided that if during that five-year period a written
24 request for inspection or copying of any recording is made, the recording shall not be erased,
25 deleted or destroyed until the requested inspection or copying has been accomplished.
26 Inspection of any such recording shall be provided without charge on a player or computer
27 made available by the local body.”
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1 Section 4: The City Council has reviewed the matter and, based upon the facts and
2 information contained in the staff reports, administrative record, and written and oral testimony,
3 hereby finds that this ordinance is not subject to CEQA pursuant to Sections 15060(c)(2),
4 15060(c)(3) and/or 15061(b)(3) of the State CEQA Guidelines, California Code of Regulations,
5 Title 14, Chapter 3, in that it will not result in a direct or reasonably foreseeable indirect physical
6 change in the environment nor have a significant impact on the environment.

7 Section 5: The City Clerk shall certify to the adoption of this ordinance and cause
8 publication once in a newspaper of general circulation in accordance with Section 414 of the
9 Charter of the City of Riverside. This ordinance shall become effective on the 30th day after the
10 date of its adoption.

11 ADOPTED by the City Council and signed by the Mayor this ____ day of
12 _____, 2017.

13 _____
14 WILLIAM R. BAILEY, III
Mayor of the City of Riverside

15 Attest:

16 _____
17 COLLEEN J. NICOL
18 City Clerk of the City of Riverside
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1 I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the
2 foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the
3 _____ day of _____, 2017, and that thereafter said ordinance was duly and regularly
4 adopted at a meeting of the City Council on the _____ day of _____, 2017, by the
5 following vote, to wit:

6 Ayes:

7
8 Noes:

9 Absent:

10 Abstain:

11 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of
12 the City of Riverside, California, this _____ day of _____, 2017.

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14 _____
15 COLLEEN J. NICOL
16 City Clerk of the City of Riverside
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