



Governmental Affairs Committee Memorandum

City of Arts & Innovation

TO: GOVERNMENTAL AFFAIRS COMMITTEE **DATE: JANUARY 3, 2018**
FROM: CITY MANAGER AND CITY CLERK
SUBJECT: OPTIONS RELATED TO FREQUENCY OF CITY COUNCIL MEETINGS

ISSUE:

At the request of Councilmember Conder, research and options are provided regarding the City Council meeting schedule, including frequency and time of day.

RECOMMENDATION:

That the Governmental Affairs Committee consider the information in this report and provide direction to staff.

BACKGROUND:

Riverside Meeting Time and Frequency

Riverside Municipal Code Section 2.04.010 sets the regular meetings of the City Council as the first four Tuesdays of the month beginning at approximately 2 p.m., except for July and August where meetings are held on the second and fourth Tuesdays only.

The attached chart (Attachment 1) reflects Riverside's history of meeting frequency and time of day. Until 1975, all meetings were held during regular business hours. From 1975 through 2001, one or two meetings a month were held into the evening. From 2001 forward, all City Council meetings began in the afternoon and continued into the evening.

Comparable Cities' Experience

The attached survey (Attachment 2) of the five cities greater in population and five lesser in population than Riverside summarizes frequency of meetings, average length of meetings, and start and end times. Of the ten (10) cities included in the survey, six (6) have meetings twice a month, three (3) meet three times a month, and one (1) four times a month.

DISCUSSION:

Meeting Schedule Options

The following meeting options have been articulated for the Committee's consideration:

OPTION	FREQUENCY	TIME OF DAY	MONTHLY SCHEDULE
1	4 meetings per month	3 p.m./6:15 p.m.	First four Tuesdays
2	4 meetings per month	9 a.m.	First three Tuesdays
		3 p.m./6:15 p.m.	Fourth Tuesday
3	3 meetings per month	9 a.m.	First and second Tuesdays
		3 p.m./6:15 p.m.	Third Tuesday
4	3 meetings per month	3 p.m./6:15 p.m.	First three Tuesdays
5	2 meetings per month	3 p.m./6:15 p.m.	Second and fourth Tuesdays
6	2 meetings per month	3 p.m./6:15 p.m.	Second and fourth Tuesdays
			Additional meetings scheduled at agenda conference, if necessary
7	2 meetings per month	9 a.m.	Second Tuesday
		3 p.m./6:15 p.m.	Fourth Tuesday

Potential Impacts of Reducing the Frequency of City Council Meetings

Publication of fewer meeting agendas garners some **time efficiencies** for the City Clerk. Apart from processing of individual reports, approximately 2.5 hours of City Clerk staff time would be eliminated for each meeting not held. The more significant time commitment for review and approval of agenda reports by the City Clerk, Analyst, Accounting, Chief Financial Officer, City Manager's Office, and City Attorney remains unchanged regardless of the number of agendas published.

Reduced frequency of regular meetings **may increase the number of revised and special meetings** agendas to handle urgent matters where a two-week delay would result in significant detrimental fiscal or political consequences.

A reduction in the number of regular meetings may impact the **length of meetings**. The number of items on the Consent Calendar will markedly increase with fewer meetings. The number of Presentations, items placed on the Discussion Calendar, and items pulled from the Consent Calendar for separate discussion and action hold the greatest potential to lengthen meeting times. For all meeting frequency options, the Mayor, Mayor Pro Tem, City Manager, City Clerk, City Attorney, and other key staff members will continue to review and manage the number of Presentations and Discussion Calendar items at the Agenda Conference for balance among available meetings.

FISCAL IMPACT:

The anticipated impacts from the potential changes are likely to be minimal; please see the discussion above.

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Approved as to availability of funds: Adam Raymond, Chief Financial Officer / City Treasurer

Approved by: John Russo, City Manager

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Attachments: 1. Riverside's history of meeting frequency and time of day.
2. Survey of comparable cities.