



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 13, 2018

FROM: CITY CLERK WARDS: ALL

**SUBJECT: AMEND RIVERSIDE MUNICIPAL CODE AND CITY COUNCIL RULES OF
PROCEDURE AND ORDER OF BUSINESS CHANGING CITY COUNCIL
MEETING FREQUENCY AND TIME OF DAY**

ISSUE:

Amend Riverside Municipal Code Section 2.04.010 and Section VIII. D. of Resolution No. 23035 City Council Rules of Procedure and Order of Business changing the City Council meeting frequency and time of day.

RECOMMENDATIONS:

The City Council:

1. Introduce the attached ordinance amending Section 2.04.010 of the Riverside Municipal Code setting regular City Council meetings for the first and third Tuesdays at 2 p.m., the second and fourth Tuesdays at 2 p.m. and continuing at 6:15 p.m., and no City Council meeting the Tuesday after a Monday City holiday; and
2. Adopt the attached resolution amending Section VIII. D. Resolution No. 23035 City Council Rules of Procedure and Order of Business to reflect the updated City Council meeting schedule.

BACKGROUND:

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.

DISCUSSION:

On January 23, 2018, the City Council considered information forwarded without recommendation by the City Council Governmental Affairs Committee discussing the current City Council meeting schedule, the history of meeting schedules in Riverside, a survey of the eleven cities larger and five cities lesser in population, meeting schedule options, and potential staff impacts. At that meeting, the City Council directed staff to prepare an ordinance amending Riverside Municipal

Code Section 2.04.010 and Section VIII. D. of Resolution 23035 (Rules of Procedure and Order of Business) to provide:

- Four meetings per month
 - Two meetings conducted in the afternoon only
 - Two meetings conducted in the afternoon and into the evening
- No meeting on Tuesday following a Monday City holiday

These changes do not affect the summer meeting schedule of two meetings conducted into the evening on the second and fourth Tuesdays of July and August.

Of the four holidays always occurring on Monday, one occurs on the first Monday (Labor Day), two on the third Monday (Martin Luther King, Jr. and President's Day), and one on the fourth Monday (Memorial Day). The Ordinance as drafted proposes the second and fourth Tuesdays for evening meetings. This schedule is the least impacted by holidays and also mirrors the summer meeting schedule.

FISCAL IMPACT:

The anticipated impacts from the potential changes are likely to be minimal.

Prepared by:	Colleen J. Nicol, City Clerk
Approved as to availability of funds:	Adam Raymond, Chief Financial Officer / City Treasurer
Approved by:	Marianna Marysheva, Assistant City Manager
Approved as to Form:	Gary G. Geuss, City Attorney

Attachments:

1. Ordinance
2. Resolution