



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: APRIL 9, 2019**

FROM: CITY COUNCIL MEMBER CONDER **WARDS: ALL**
CITY COUNCIL MEMBER MAC ARTHUR

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

ISSUES:

Amend Riverside Municipal Code Section 2.04.010 and Section VIII. D. of Resolution No. 23344 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. City Council meetings will be scheduled for the 1st and 3rd Tuesday of each calendar month on a yearly basis. Afternoon session times will be at the discretion of the Agenda Conference members. Evening session start times will commence at 6:15 pm. Further, no City Council meetings will be held on the Tuesday after a Monday City holiday; and
2. Direct the City Attorney to prepare a resolution amending Section VIII. D. Resolution No. 23344 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:

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 a 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.

Of the five holidays always occurring on Monday, two occur on the first Monday (Cesar Chavez and 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 first and third Tuesdays for evening meetings.

FISCAL IMPACT:

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

Prepared by:


Chuck Conder, Council Member, Ward 4


Chris Mac Arthur, Council Member, Ward 5

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

Attachment:

1. Ordinance