



*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 1<sup>st</sup> and 3<sup>rd</sup> 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

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA,  
AMENDING SECTION 2.04.010 OF THE RIVERSIDE MUNICIPAL  
CODE REVISING THE MEETING SCHEDULE OF THE CITY COUNCIL.

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

Section 1: Section 2.04.010 of the Riverside Municipal Code is hereby amended in its entirety and replaced with the following:

**Section 2.040.010 Time of regular meetings.**

~~Except for the months of July and August, t~~The regular meetings of the Mayor and City Council shall be held on the first, second, and third and fourth Tuesdays of each month at the approximate hour of 2:00 p.m., which time is subject to change. During the months of July and August, the regular meetings shall be held on the second and fourth Tuesdays of said months at the approximate hour of 2:00 p.m., and said Mayor and City Council shall not have regular meetings on the first and third Tuesdays of said months. There shall be no meeting held on any Tuesday immediately following a City observed holiday occurring on a Monday.

Section 2: The City Council has reviewed the matter and, based upon the facts and information contained in the staff reports, administrative record, and written and oral testimony, hereby finds that this ordinance is not subject to CEQA pursuant to Sections 15060(c)(2), 15060(c)(3) and/or 15061(b)(3) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, in that it will not result in a direct or reasonably foreseeable indirect physical change in the environment nor have a significant impact on the environment.

Section 3: The City Clerk shall certify to the adoption of this ordinance and cause publication once in a newspaper of general circulation in accordance with Section 414 of the Charter of the City of Riverside. This ordinance shall become effective on the 30th day after the date of its adoption.

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1 ADOPTED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Mayor of the City of Riverside

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Attest:

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\_\_\_\_\_  
City Clerk of the City of Riverside

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I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, and that thereafter the said ordinance was duly and regularly adopted at a meeting of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by the following vote, to wit:

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Ayes:

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Noes:

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Absent:

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Abstain:

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Riverside, California, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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City Clerk of the City of Riverside

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19-0383 KJS 04/04/19