



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 2, 2020

FROM: COUNCILMEMBER JIM PERRY, WARD 6 WARDS: ALL

SUBJECT: CITY COUNCIL MEETING FREQUENCY - UPDATE

ISSUES:

Receive and file this update on City Council meeting frequency and consider meeting schedule, frequency, and other logistical options for future City Council meetings and provide direction to staff.

RECOMMENDATIONS:

That the City Council:

1. Receive and file this update on City Council meeting frequency; and
2. Consider meeting schedule, frequency, and other logistical options for future City Council meetings and provide direction to staff.

BACKGROUND:

On April 9, 2019, City Council presented and introduced an ordinance amending Section 2.01.010 of the Riverside Municipal Code setting regular City Council Meetings. Pursuant to the ordinance, 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. City council also directed the City Attorney to prepare a resolution amending Section VIII. D. of Resolution No. 23344 City Council Rules of Procedure and Order of Business to reflect the updated City Council meeting schedule.

On April 23, 2019, the adoption of the ordinance was pulled from the consent calendar for further discussion. Following discussion, a motion was made and seconded to deny approval of the ordinance amending Section 2.04.010 of the Riverside Municipal Code revising the meeting schedule of the City Council reducing regular meetings, however, the motion failed for lack of five (5) affirmative votes. Following further discussion, the City Council adopted Ordinance No. 7464 amending Section 2.04.010 of the Riverside Municipal Code revising the meeting schedule of the City Council reducing regular meetings from Four (4) per month to the first and third Tuesdays of each month with no meeting held on any Tuesday immediately following a City observed holiday occurring on a Monday.

On December 3, 2019, Councilmember Perry requested that a report be brought to the City Council to consider returning to weekly City Council meetings.

DISCUSSION:

The Ordinance went into effect in May 2019. Between May 2019 and April 2020, there will have been more than 34 City Council meetings and 53 Council Standing Committee meetings held for public input in person at the meetings, via teleconference, or via ecomment for 12 days leading up to the regular meetings and many of the special meetings. Known meetings are broken down in the following chart:

Meeting Name	# of Meetings
Regular City Council Meetings	27
Special City Council Meetings	7
Regular Community Services and Youth Committee Meetings	9
Regular Development Committee Meetings	6
Regular Finance Committee Meetings	8
Special Finance Committee Meetings	2
Regular Government Affairs Committee Meetings	6
Mayor's Nominating and Screening Committee	3
Regular Public Safety Committee Meetings	9
Special Public Safety Committee Meetings	1
Regular Transportation Committee Meetings	4
Regular Utility Services/Land Use/Energy Development Committee Meetings	5
TOTAL:	87

In the previous 12 months, between May 2018 and April 2019, there were approximately 49 City Council Meetings and 72 Council Standing Committee Meetings. The numbers do not reflect the length of the meetings or if there were afternoon and evening sessions on each of the meeting dates.

Scheduling City Council meetings the first four (4) Tuesdays of each month, can be time consuming for City Council Members and City staff who are required to stay after hours nearly every Tuesday of each month. Additionally, there are meetings with very light agendas that only require an afternoon or an evening session. However, there are opportunities for meetings to be eliminated when not required or to use one regularly scheduled meeting per month for focused discussions or workshops related to one specific topic.

Reducing City Council meetings to two (2) regular meetings each month, can result in organizational efficiencies as staff are not constantly in production mode and have more time to develop and implement ideas to improve efficiencies and services. Fewer City Council meetings can also lead to an increase in employee morale by providing them with a better work life balance. However, fewer regular meetings also equates to less face-to-face public access to the Council Members, staff, and participation in the process of local government. In many instances the City Council has experienced an increase in agenda items per meeting which requires significant time to read and research the items. Furthermore, longer agendas have the potential for important policy topics to be discussed very late at night.

Attachment 2 outlines options for the potential schedule, frequency and conduct of future City Council meetings. It is requested that the City Council consider the options provided, or discuss

options of their own, and provide direction to staff on what would work best for the City Council and the residents of the City of Riverside.

Riverside Municipal Code Section 2.04.010 establishes the time and frequency of regular City Council meetings and Section VIII. D. of Resolution No. 23437 establishes the City Council rules of procedure and order of business. Upon direction, staff will prepare and return with an Ordinance amending Riverside Municipal Code Section 2.04.010 and a resolution amending Section VIII. D. Resolution No. 23437 to reflect input received from City Council during this meeting.

FISCAL IMPACT:

There is no Fiscal Impact associated with this report.

Prepared by:



JIM PERRY

City Councilmember, Ward 6

Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer

Approved by: Al Zelinka, City Manager

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

Attachments:

1. Meeting Options
2. April 9, 2019 City Council Memorandum regarding City Council Meeting Schedule and Frequency
3. Riverside Municipal Code Section 2.04.010
4. Resolution No. 23437