



## CITY COUNCIL MEETING FREQUENCY - UPDATE

City Council- Office of Council Member Jim Perry,  
Ward 6

City Council  
August 18, 2020

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## 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.



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## BACKGROUND

- On April 23, 2019 the adoption of the ordinance was pulled from the consent calendar for further discussion.
- 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.



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## DISCUSSION

- There are Pros/Cons to the current meeting schedule.
- The following slides highlight the length of recent City Council Meetings as well as options discussed at committee for the potential schedule, frequency and conduct of future City Council meetings.
- It is important to take into consideration the amount of time staff and the City Clerks office dedicate in preparing the meeting material.
- Some options allow more accessibility to the City Council, City staff and participation in local government.
- Prior to the change in 2019, it was common for meetings to adjourn around 7:30 pm.
- More frequently, special meetings have been scheduled and it has become common practice to add agenda items the Friday prior to the Tuesday Council meeting.
- As a result, it is requested that the City Council consider the recommendation, 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.



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## MEETING DURATION

**Legend:**

Afternoon and Evening Council Meeting	■
Afternoon Council Meeting	■
Evening Council Meeting	■
City Council Meeting- Board and Commission Interviews	■
Special City Council Meetings	■

City Council Meetings (January 7, 2020 - June 30, 2020)			
Date	Type of Meeting	Approximate Duration (Per Minutes)	Items on Agenda
Tuesday, January 7th	City Council	6hr 4min	50
Tuesday, January 14th	City Council	8hr 32 min	32
Tuesday, January 21st	City Council	6hr 35 min	6
Tuesday, February 4th	City Council	7 hr 55 min	57
Tuesday, February 11th	City Council	5hr 33 min	27
Friday, February 14th	City Council	3hr 33 min	2
Friday, February 21st	City Council	6hr 12 min	2
Tuesday, February 25th	City Council	1hr 57 min	4
Tuesday, March 3rd	City Council	4hr 30 min	38
Tuesday, March 10th	City Council	6hr 54 min	6
Tuesday, March 17th	City Council	6hr 9 min	48
Tuesday, March 31st	City Council	3hr 57 min	11
Tuesday, April 7th	City Council	1hr 51 min	40
Tuesday, April 21st	City Council	6hr 50 min	45
Friday, April 24th	City Council	2 hr 38 min	5
Tuesday, April 28th	City Council	Closed session	5
Monday, May 4th	City Council	4hr 44 min	3
Tuesday, May 5th	City Council	8hr 46 min	29
Tuesday, May 12th	City Council	7 hr 36 min	16
Friday, May 15th	City Council	5hr 57 min	7
Tuesday, May 19th	City Council	9hr 14 min	43
Tuesday, May 26th	City Council	7 hr 8 min	4
Tuesday, June 2nd	City Council	8hr 31 min	30
Tuesday, June 16th	City Council	12hr 5 min	54
Tuesday, June 30th	City Council	13hr 56 min	17



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## DISCUSSION

- The following slides highlight the options discussed at the Safety, Wellness and Youth Committee for the potential schedule, frequency and conduct of future City Council meetings.



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## OPTION 1

- City Council meetings will continue to be scheduled for the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each calendar month on a yearly basis.
- No City Council meetings will be held on the Tuesday following a Monday city holiday.
- City Council meetings scheduled for the months of July and August will continue to be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday.



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## OPTION 2

- City Council meetings will be scheduled for each Tuesday of the month.
- No City Council meetings will be scheduled on the 5<sup>th</sup> Tuesday of the month.
- No City Council meetings will be held on the Tuesday following a Monday city holiday.
- City Council meetings scheduled for the month of July and August will continue to meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday.
- Individual City Council meetings lacking agenda items can be cancelled.



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## OPTION 3

- Same as Option 2, except the 3<sup>rd</sup> meeting of each month will be reserved for a City Council workshop and study sessions.



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## OTHER CONSIDERATIONS

- Limit Mayor/Council Member communications to 3 minutes.
  - Applies to the report on conferences, seminars, Ward updates, and announcement section of the meeting.
- Limit each item on the presentation portion of the agenda to a maximum of 5 minutes.
  - Applies to the community presentation portion of the meeting following Mayor/Council Communications.
- Institute hard stop times for evening meetings.
- All evening Council meetings will continue to start at 6:15 pm.
- Afternoon session start times will continue to be at the discretion of the Agenda Conference members.



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## RECOMMENDATIONS

That the City Council approve:

1. City Council meetings will be scheduled for each Tuesday of the month; and
2. No City Council meetings will be scheduled on the 5th Tuesday of the month; and
3. City Council meetings scheduled for the months of July, August and September will meet on the 1st and 3rd Tuesday; and
4. Afternoon meetings will begin at 1:00 pm; and
5. Individual City Council meetings lacking agenda items can be cancelled.
6. If approved, the changes will go into effect 30 days after this discussion.



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