

COUNCIL AGENDA ITEM REFERRAL PROCESS

City Manager's Office

**Inclusive, Community Engagement, and
Governmental Process Committee**
July 7, 2021

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COUNCIL AGENDA REFERRAL PROCESS

The issue for the Inclusiveness, Community Engagement, and Governmental Processes Committee is to give direction to staff relating to the existing and proposed City Council Rules of Procedure and Order of Business Council agenda item referral process as documented in Resolution 23618



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BACKGROUND

The intent of Resolution No. 23618 is to establish Rules of Procedure and Order of Business for the City Council to conduct its business in an orderly and fair manner. According to Section XVI, A – Administration, “The City Council will review and revise the City Council norms and procedures as needed or every two (2) years.”



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ITEMS SELECTED FOR REVIEW

Five Rules of Procedure and Order of Business items have been selected for review.

Rules or Procedure and Order of Business Item	ICGC Meeting Date	Council Meeting Date
<ul style="list-style-type: none"> Section IX, C 1- Persons Who May Place Matters on the Agenda Section IX, D – Agenda Setting Meeting 	July 7, 2021	August 17, 2021
<ul style="list-style-type: none"> Section IX, F – Agenda Sequence and Order of Business Section XIII, B – Referral of Matters to City Council Standing Committees Section XIV, C – Boards, Commissions, and Committees 	August 4, 2021	September 7, 2021



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REVIEW PROCESS

The review process format consists of four stages:

1. A review of current processes and practices used.
2. Identification of advantages and disadvantages to existing process.
3. Review of other cities similar processes/practices.
4. Proposed recommendations to processes/practices.

All recommended changes will be presented to City Council for discussion and may result in amending Resolution No. 23618.



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RULES OR PROCEDURE OF BUSINESS - AGENDA

Items for review include:

- Section IX, C Persons – Who May Place Matters on the Agenda
- Section IX, D – Agenda Setting Meeting



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REVIEW OF CURRENT PROCESS AND PRACTICES

Items for review include:

Section IX, C Persons - Who May Place Matters on the Agenda

1. Except for matters pending before any committee, commission or other advisory body of the City or the City Council, matters pertinent to and within the jurisdiction of the City may be placed on the agenda by the Mayor, any Councilmember, the City Manager, City Attorney or City Clerk.

Section IX, D- Agenda Setting Meeting

5. When a City Councilmember refers an item to be placed on the agenda, a timeframe must be included. It will include the Councilmember's name, the specific type of item requested (action vs discussion). City Council items should always be considered a priority for scheduling.



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REVIEW OF CURRENT PROCESS AND PRACTICES – ROUTINE REPORTS

- For routine reports authored by Council can be prepared and submitted to Council and prepared by a single Council Member or charter officer.



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REVIEW OF CURRENT PROCESS AND PRACTICES – NON-ROUTINE REPORTS

- For non-routine City Council policy proposals or City Council Discussion items requested by individual Council Members:
 - Council members may individually author policy reports and submit directly to committee or Council as an individual rather than a body.
 - Any individual Council member can refer to a committee during “Items for future City Council consideration as requested by Mayor or Members of the City Council - City Manager/City Attorney reports” and refer to standing committee or directly to Council with a timeline.
 - Requests can require significant staff time to prepare without the majority consent of the City Council.
- City Clerk, City Attorney, and City Manager may also place matters pertinent to and within the jurisdiction of the City onto the agenda.



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ADVANTAGES OF EXISTING PROCESS

- The process is expedited.
- The process is streamlined: no paperwork or reports are required to make requests for staff to bring back an item to City Council.
- Each Councilmember has autonomy.



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DISADVANTAGES OF EXISTING PROCESS

- Requests made during “Items for future City Council consideration” are often very brief and do not appreciate the nature and scope of the item being requested.
- Requests are difficult to prioritize.
- May require expense of public resources.
- There are legal, budgetary, administrative, political, ethical and other reasons to discuss alternatives
- Requests may not be in alignment with Priority Based Budgeting and Envision Riverside 2025 Strategic Plan.



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PROCESSES USED IN OTHER CITIES

For an item to be agendized:

- Three cities require council members to submit a written request to a Committee for approval.
- Seven cities require council members to submit a verbal or written request for approval.
- Twenty-three cities require council members to make a verbal request during a public meeting and need a majority vote (of the quorum).

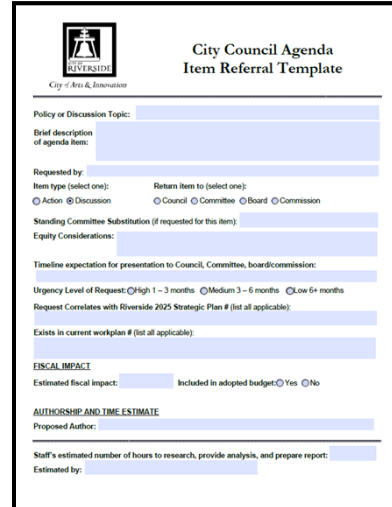


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PROPOSED RECOMMENDATIONS TO PROCESS:

- No change to routine reports authored by Council.
- No change to City Clerk, City Attorney, and City Manager placing matters on agenda.
- For non-routine City Council policy proposals or Discussion items requested by individual Council Members:
 - Submit an Agenda Item Referral Template under “Items for future City Council consideration”



The form is titled "City Council Agenda Item Referral Template" and includes the City of Riverside logo. It contains several sections for providing details about a proposed agenda item, including fields for the policy or discussion topic, a brief description, the requester's name, item type (Action, Discussion, etc.), return item options, standing committee substitution, equity considerations, timeline expectations, urgency level, correlation with the 2025 Strategic Plan, current workplan status, fiscal impact, and authorship/time estimate.

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PROPOSED RECOMMENDATIONS TO PROCESS:

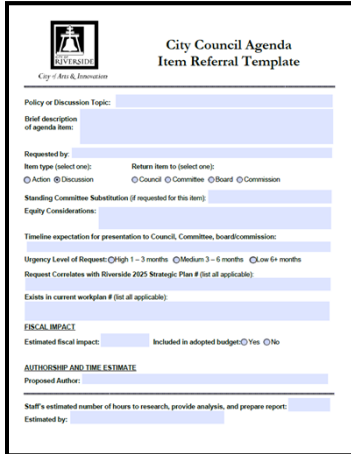
- Council as a body would have to approve (Council majority) such policy related referrals prior to them being researched/created by staff and brought back to council.
- Verbal requests would no longer occur. Councilmembers leading policy reports would present the item under “Items for future City Council consideration”.
- Changes in process/workflow are consistent with the implementation of the Envision Riverside 2025 Strategic Plan priorities and Priority-Based Budgeting (PBB).

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PROPOSED RECOMMENDATIONS TO PROCESS:



City Council Agenda Item Referral Template

City of Riverside

Policy or Discussion Topic: _____

Brief description of agenda item: _____

Requested by: _____

Item type (select one): ☐ Action ☐ Discussion Return item to (select one): ☐ Council ☐ Committee ☐ Board ☐ Commission

Standing Committee Substitution (if requested for this item): _____

Equity Considerations: _____

Timeline expectation for presentation to Council, Committee, board/commission: _____

Urgency Level of Request: ☐ High 1 – 3 months ☐ Medium 3 – 6 months ☐ Low 6+ months

Request Correlates with Riverside 2025 Strategic Plan # (list all applicable): _____

Exists in current workplan # (list all applicable): _____

FISCAL IMPACT

Estimated fiscal impact: _____ Included in adopted budget ☐ Yes ☐ No

AUTHORSHIP AND TIME ESTIMATE

Proposed Author: _____

Staff's estimated number of hours to research, provide analysis, and prepare report: _____

Estimated by: _____

- About the Policy or Discussion Topic Section
 - Brief description of agenda item
 - Council Members Requesting (may be more than one)
 - Specific type of item requested (action vs discussion)
 - Return to Council, Committee, Board, or Commission
 - Standing Committee substitution, if requested for this item
 - Equity considerations
 - Timeline expectation for presentation to Council, Committee, board/commission
 - Urgency level of request: (High 1-3 months/Medium 3-6 months/Low 6+months)
 - Correlates with Strategic Plan #
 - Exists in current work plan #
- Fiscal Impact Section
- Authorship and Time Estimate Section

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FISCAL IMPACT

The total impact to the General Fund will vary based on the recommendations of the Committee. It is estimated there may be General Fund staff savings if Council Referrals are approved by the full Council prior to staff spending time researching and preparing policy or discussion reports.

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RECOMMENDATIONS

1. Provide any recommendations deemed necessary to the current and/or proposed Council agenda item referral process documented in the City Council Rules of Procedure and Order of Business Resolution No. 23618; and
2. Request staff bring forth any specific language recommendations along with a corresponding resolution to the full City Council for discussion.



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