



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: NOVEMBER 2, 2021**

FROM: OFFICE OF THE CITY MANGER **WARDS: ALL**

SUBJECT: RECEIVE AND DISCUSS SCHEDULE TO REVIEW PROPOSED CHANGES TO CITY COUNCIL RULES OF PROCEDURE AND ORDER OF BUSINESS

ISSUES:

Receive and discuss a schedule to review proposed changes to City Council Rules of Procedure and Order of Business as documented in Resolution No. 23618.

RECOMMENDATIONS:

That the City Council receive and discuss a schedule to review proposed changes to City Council Rules of Procedure and Order of Business as documented in Resolution No. 23618.

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.”

DISCUSSION:

Nine Rules of Procedure and Order of Business items have been selected for review. All items will be presented to the Inclusiveness, Community Engagement, and Governmental Process Committee (ICGC) for review and discussion with recommendations presented to City Council at a later date identified in the table below.

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 AgendaSection IX, C 4 – Preparation of the PacketSection IX, C 6 – Distribution of the Packet	December 1, 2021	January 4, 2022

<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 	January 5, 2022	February 2, 2022
<ul style="list-style-type: none"> • Section IX, C – Procedure for bringing matters before city council. <ul style="list-style-type: none"> ◦ Develop language and clarification of process for proclamation requests ◦ Distinguish between ceremonial vs. legislative proclamations • Section IX, F – Agenda Sequence and Order of Business (g) <ul style="list-style-type: none"> ◦ Establish presentation time limit for ceremonial proclamations • Identify Emergency Order Processes 	February 2, 2022	March 1, 2022

The review process format will consist 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 proposed changes to City Council Rules of Procedure and Order of Business recommended by the ICGC will be presented to City Council for discussion.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 5 *High Performing Government* and Goal 5.2 – Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This item builds community trust by identifying City Council process and procedure and providing transparency in municipal operations.
2. **Equity** – Regular review and revision to City Council Rules of Procedure and Order of Business, ensures the City Council, Boards, and Commissions operate in a manner that is equitable to all City of Riverside residents.
3. **Fiscal Responsibility** – This item ensures fiscal responsibility of City resources by outlining and reviewing processes to be used when conducting City Council business.
4. **Innovation** – Riverside is committed to meeting community needs in a changing environment including the additional of virtual community resources, alignment with Legislative emergency orders, and Brown Act modifications.
5. **Sustainability & Resiliency** – This item ensures sustainability through ongoing evaluation of City Council Rules of Procedure and Order of Business to allow for adaptation to meet

the changing needs of the community during a public health emergency and future needs ensuring the City's capacity to persevere, adapt and grow.

FISCAL IMPACT:

There is no fiscal impact for this action.

Prepared by: Lea Deesing, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Presentation
Resolution No. 23618