

## **MINUTES**

### **GOVERNMENTAL AFFAIRS COMMITTEE**

**City of Riverside**

**Wednesday, February 3, 2016, 3:30 p.m.**

**Art Pick Council Chamber**

**PRESENT:** Chair Melendrez, Member Davis, and Councilmember Soubirous substituting for Vice Chair Gardner

**ABSENT:** Vice Chair Gardner

**STAFF PRESENT:** Colleen Nicol, Kristi Smith, Marianna Marysheva-Martinez, Alex Nguyen, Cheryl Hansberger, and others

**ALSO PRESENT:** Jason Hunter, Rich Olquin, and others

Chair Melendrez called the meeting to order at 3:31 p.m.

#### **CODIFYING PROCEDURE OF THE CITY COUNCIL AGENDA-SETTING MEETING INTO RULES OF PROCEDURE AND ORDER OF BUSINESS FOR THE CITY COUNCIL**

Following discussion, motion was made by Councilmember Soubirous and seconded by Member Davis recommending that the City Council amend the City Council Rules of Procedure and Order of Business to provide (1) agenda-setting meeting normally takes place on Wednesdays and sets the following two City Council agendas, but can be rescheduled, if necessary; (2) membership includes the Mayor, Mayor Pro Tem, City Manager, City Attorney, City Clerk, and Assistant City Managers. In the event that any of these representatives cannot attend the meeting, they may send a representative; (3) the City Clerk, as the City official who manages and publishes the agenda, serves as the chairperson; (4) the role of the Mayor and Mayor Pro Tem, in addition to collaborating as team members with executive management to set the agenda, is the track Councilmembers' referred items and ensure they are placed on the agenda. If an item is not addressed in the timeframe noted, the Mayor Pro Tem will provide written notification to the City Councilmember(s) who made the referral. The City Clerk's Master Meeting Calendar will be used as the tracking tool; (5) when a City Councilmember refers an item to be placed on the agenda, a timeframe must be included. It will include that Councilmember's name and the specific type of item requested (action vs. discussion). City Council's items should always be considered a priority for scheduling; and (6) any Councilmember may attend the agenda-setting meeting at the invitation of the Mayor Pro Tem. Motion carried unanimously.

#### **ORAL COMMUNICATIONS FROM THE AUDIENCE**

Jason Hunter spoke regarding the master calendar, pension liabilities, a professional services contract audit, Department Heads serving on non-profit boards, and board and commission agendas.

**ITEMS FOR FUTURE GOVERNMENTAL AFFAIRS COMMITTEE CONSIDERATION AS  
REQUESTED BY MEMBERS OF THE COMMITTEE**

Member Davis requested a future item to discuss direct submittal of agenda items by boards and commissions.

The Governmental Affairs Committee adjourned at 3:56 p.m.

Respectfully submitted,



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COLLEEN J. NICOL  
City Clerk