



Governmental Processes Committee

City of Arts & Innovation

TO: GOVERNMENTAL PROCESS COMMITTEE **DATE: APRIL 3, 2024**
FROM: OFFICE OF THE CITY MANAGER **WARDS: ALL**
**SUBJECT: REVIEW RESOLUTION NO. 24076 - RULES OF PROCEDURE AND ORDER OF
BUSINESS FOR THE CITY COUNCIL OF THE CITY OF RIVERSIDE, SECTIONS
ON PERSONS WHO MAY PLACE MATTERS ON THE AGENDA AND AGENDA
SETTING MEETING**

ISSUE:

The issue for the Governmental Processes Committee is to review Resolution No. 24076 on procedures for persons who may place matters on the agenda.

RECOMMENDATIONS:

That the Governmental Process Committee:

1. Review Resolution No. 24076 Section IX(C)1 – Agenda Procedures for Bringing Matters Before City Council - Persons Who May Place Matters on the Agenda; and
2. Review Resolution No. 24076 Section IX(D)(4) and (5) – Agenda Procedures for Bringing Matters Before City Council – Agenda Setting Meeting; and
3. Provide any recommendations necessary for Resolution No. 24076.

BACKGROUND:

The intent of **Resolution No. 24076** is to establish Rules of Procedure and Order of Business for the City Council to conduct its business in an orderly and fair manner and was adopted by City Council on January 16, 2024.

On February 27, 2024, at the City Council meeting, under future agenda items, it was requested for the Governmental Processes Committee to discuss the purview of Council and the types of items that can be discussed on the dais and who can bring agenda items to City Council meetings for discussion.

Resolution No. 18503 approved by City Council on May 17, 1994:

Section III(C)1 – Persons Who May Place Matters on the Agenda, reads: “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, any Department Director, or any other person, subject to the discretion of the City Manager.”

Resolution No. 20261 approved by City Council on September 3, 2002 to **Resolution No. 22676** approved by City Council on April 22, 2014:

Section IX(C)1 reads: “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, any Department Director, or any other person, subject to the discretion of the City Manager.”

Resolution No. 22786, approved by the City Council on December 16, 2014:

Section IX(C)1 reads: “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, or City manager.”

Resolution No. 22796, approved by the City Council on January 27, 2015, repealed Resolution No. 22786:

Section IX(C)1 reads: “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.**”

Resolution No. 24076, approved by the City Council on January 16, 2024, is the most current resolution regarding the rules of procedures and order of business for the City Council of the City of Riverside:

Section IX(C)1 reads verbatim to Resolution No. 22796: “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.”

DISCUSSION:

On February 27, 2024, at the City Council meeting, under future agenda items, it was requested for the Governmental Processes Committee to discuss the purview of the Council and the types of items that can be discussed on the dais and how Councilmembers can bring items to a City Council meeting.

What types of items can be discussed on the dais?

As stated in Section IX(C)1 of Resolution No. 24076, the images below represent what can be discussed and who can place items on the agenda for City Council:

8 C. PROCEDURE FOR BRINGING MATTERS BEFORE CITY COUNCIL

9 1. Persons Who May Place Matters On The Agenda

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

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12 placed on the agenda by the Mayor, any Councilmember, the City Manager, City Attorney or City
13 Clerk.

Agenda-Setting Meeting

As stated in Section IX(D)(4) and (5) of Resolution No. 24076, the images below represent the agenda-setting process for City Council:

14 D. AGENDA-SETTING MEETING

15 1. The City Council agenda-setting meeting normally takes place on Wednesdays,
16 and sets the following two City Council agendas, but can be rescheduled, if necessary.

17 2. The members include the Mayor, Mayor Pro Tem, City Manager, City Attorney,
18 City Clerk, and Assistant City Managers. In the event that any of these representatives cannot
19 attend the meeting, they may send a representative in their place.

20 3. The City Clerk, as the City official who manages and publishes the agenda, shall
21 serve as the chairperson.

22 4. The role of the Mayor and Mayor Pro Tem, in addition to collaborating as team
23 members with executive management to set the agenda, is to track City Councilmembers' referred
24 items and ensure they are placed on the agenda. If an item is not addressed in the timeframe
25 noted, the Mayor Pro Tem will provide written notification to the City Councilmember(s) who
26 made the referral. The City Clerk's Master Meeting Calendar will be used as the tracking tool.

27 5. When a City Councilmember refers an item to be placed on the agenda, a
28 timeframe must be included. It will include the Councilmember's name, and the specific type of

1 to members of the public. The City Clerk shall maintain an affidavit indicating the location, date
2 and time of posting each agenda.

Pursuant to the Ralph M. Brown Act **Government Code Section 54954.2 (A)(1)** it reads: “At least **72 hours** before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.” **Section 54956 (a)** reads: “A special meeting may be called at any time by the presiding officer of the legislative body of a local government agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of the general circulation and radio or television station requesting notice in writing and posting a notice on the local agency’s Internet Web Site, if the local agency has one...The call and notice shall be posted at least **24 hours** prior to the special meeting in a location that is freely accessible to members of the public”

Ordinance No. 7301 was adopted by City Council on October 6, 2015, adding Title 4 to the Riverside Municipal Code – Public Meetings and Public Record – To be known as the Riverside Sunshine Ordinance, which has since been amended. **Ordinance No. 7530** was adopted by the City Council on August 4, 2020, and is the most current ordinance.

Chapter 4.05.050(A) requires that there is a “Twelve-day advance notice requirement for regular meetings of the City Council, City Council Standing Committees, and all City Boards and Commissions.”

Chapter 4.05.060(A) reads: “Special meetings of any local body may be called at any time by the presiding officer thereof or by a majority of the members thereof. All local bodies calling special meetings shall provide notice by: 1) Posting a copy or image of the agenda in a location freely accessible to the public at least five calendar days before the time of the meeting set forth in the agenda; and, 2) Delivering a copy or image of the agenda to each member of the local body, to each local newspaper of general circulation, and to each media organization which has previously requested notice in writing, so that a copy or image of the agenda is received at least 48 hours (excluding Saturday, Sunday, and holidays) before the time of the meeting set forth in the agenda. Receipt of the agenda shall be presumed upon reasonable proof that deliver was made.”

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 5, High Performing Government, 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, efficiency, and transparency by identifying City Council processes and procedures to serve the needs of Riverside residents.
2. **Equity** – Regular review and revision to City Council Rules of Procedures and Order of Business ensures the City Council, City Council Standing Committees, and all City Boards and Commissions operate in a manner that is inclusive to all City of Riverside residents by encouraging Riverside constituents to participate in the discussion and decision-making process.
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 adapting to the changing needs of the community, regular review and revisions of the City Council Rules and Procedures will allow the Council and Committee members to streamline the process and focus on substantive issues.
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.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer)
Approved as to form:	Phaedra A. Norton, City Attorney
Attachments:	Resolution No. 24076 Presentation