

# City Council Memorandum

*City of Arts & Innovation*

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: MAY 6, 2025**

**FROM: MAYOR PRO TEM MILL      WARDS: ALL**

**SUBJECT: ADOPT A RESOLUTION REGARDING CITY COUNCIL RULES OF  
PROCEDURE AND ORDER OF BUSINESS TO CLARIFY USE OF  
TECHNOLOGY BY MEMBERS OF THE PUBLIC**

## **ISSUE:**

The issue for City Council consideration is to adopt a resolution regarding City Council Rules of Procedure and Order of Business to clarify the use of technology by members of the public.

## **RECOMMENDATIONS:**

That the City Council adopt a resolution to revise the City Council Rules of Procedure and Order of Business to clarify the use of technology by members of the public.

## **BACKGROUND:**

On January 16, 2024, the City Council adopted Resolution number 24076 providing for the Rules of Procedure and Order of Business for the City Council and related functions and activities. Article X of the resolution provides for the Conduct of Meetings including the conduct for communications from members of the public.

## **DISCUSSION:**

The attached proposed resolution clarifies the use of technology by members of the public to amplify sound or display images or videos. The projector presently used for enlarging printed materials provided by members of the public would remain available. However, to ensure the orderly and efficient conduct of meetings, the rules on the use of technology by members of the public should be clarified. This change applies only during public comments and would not apply to applicants or appellants making presentations during hearings.

## **STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority No. 5 High Performing Government and Goal

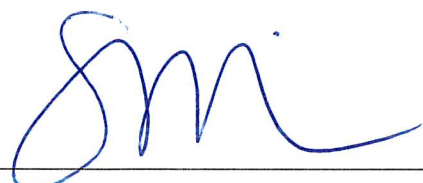
5.2 – Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

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 of the City Council Rules of Procedure and Order of Business, ensures the City Council, Boards, and Commissions operate in a manner that is consistent and 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 and ensuring efficient and orderly conduct of City Council business.
4. **Innovation** – Riverside is committed to meeting community needs in a changing environment by reviewing and introducing better business practices to improve operational efficiencies.
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 immediate fiscal impact with this report.

Prepared by:

A handwritten signature in blue ink, appearing to read 'SM', is written over a horizontal line.

SEAN H. MILL  
Mayor Pro Tem, Ward 5

Attachment: Resolution