

CITY HALL INSIDER

July 22, 2025

RiversideCA.gov

INTRODUCTION

KNOWLEDGE YOU WILL GAIN:



Practical Guidance for
Public Comment



Understanding of the
City **Governing Rules**



Navigating the
Agenda Sequence



Tips for following
Parliamentary Procedure



Demystifying the **Public Meeting Proceedings**

HOW CITY GOVERNMENT WORKS



LOCAL GOVERNMENT ROLES

- Mayor
- City Council
- **Boards and Commissions**
- Council Appointed Officers



GOVERNING RULES

RULES AND REGULATIONS



- City Charter
- Municipal Code
- Brown Act/Sunshine Ordinance
- Standing Rules and Regulations
- Parliamentary Procedures (Rules of Order)
- Agenda – Order of Business

AGENDAS AND NOTICE

Accessibility: The Clerk's Office post the agenda in a location accessible **24/7** and online



Timing: Post at least **12 days** before the meeting except advisory Boards and Commissions (3 Bus. days).

Agenda Content:


- Include **meeting time, date, and location**
- Briefly describe **each item** to be discussed
- Aligning agenda content with purview
- Any materials to be discussed must be included as an attachment

These rules ensure **transparency** and **public participation**.



AGENDA FORMAT AND SEQUENCE

- **Open the meeting** (Chair)
- **Invocation/Pledge of Allegiance**
- **Public Comment** (Consent, Closed Session, other matters under SBJ not on agenda)
- **Consent Calendar** (Items that are routine)
- **Public Hearing** (When required)
- **Discussion Calendar**
- **Closed Session**
- **Staff update**
- **Member Report**
- **Adjournment**



City of Riverside
Board of Ethics

3900 Main St.
Riverside, CA 92522
(951) 626-5557

City of Arts & Innovation

Agenda

Meeting Date: Thursday, July 3, 2025 5:00 PM City Hall - Art Pick Council Chamber
Publication Date: Thursday, July 3, 2025 3900 Main Street, Riverside
Live Webcast at: www.RiversideCA.gov/Meeting

MISSION STATEMENT

The City of Riverside is committed to providing high quality municipal services to ensure a safe, inclusive, and livable community.

1 P.M.

CHAIR CALLS MEETING TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

PUBLIC COMMENT

PUBLIC HEARING

WORKSHOP

PRESENTATION

CONSENT CALENDAR

DISCUSSION CALENDAR

CLOSED SESSIONS

COMMUNICATIONS

City of Riverside Page 1

PUBLIC COMMENT AND PARTICIPATION



Ensure Public Participation



Varied Rules on Public Comment



No Dialogue



Maintain Decorum



Limited Use of City Technology

MOVING THROUGH THE AGENDA

Chair call the
meeting to order



Chair welcomes
Public Comment
(Chambers/Online)



Chair welcomes
City Council
discussion



IN PERSON VERBAL COMMENT

 **SPEAKER CARD**

AGENDA ITEM NO.: _____

WELCOME TO THE RIVERSIDE CITY COUNCIL MEETING

IF YOU WISH TO ADDRESS THE CITY COUNCIL, PLEASE COMPLETE AND SUBMIT THIS CARD TO THE CITY CLERK.
SPEAKER CARDS WILL BE ACCEPTED UNTIL CONCLUSION OF PUBLIC COMMENT ON THE AGENDA ITEM.

NAME: _____ DATE: _____

CITY/NEIGHBORHOOD: _____ PHONE # (Optional): _____

ADDRESS (Optional): _____
Address City/State/Zip

SUBJECT: _____

☐ SUPPORT ☐ OPPOSE ☐ NEUTRAL

In accordance with the Public Records Act, any information you provide on this form is available to the public.

Pursuant to the City Council Meeting Rules adopted by Resolution No. 24255, the Members of the City Council and the public are reminded that they must preserve order and decorum throughout the Meeting. The City of Riverside is committed to a workplace that requires acceptable behavior from everyone - a workplace that provides dignity, respect, and civility to our employees, customers, and the public.



APPROACHING THE PODIUM

Each speaker will get three minutes to share their comments



Green
Amber Light




Yellow
Amber Light



ONLINE eCOMMENT

City of Riverside - Calendar



City of Arts & Innovation

HomeCalendarCity Council ArchiveCity Clerk Home

Select Language

RSSAlerts

List ViewCalendar View



Search: All Years All Meetings ☐ notes ☐ closed captions

Search Calendar [Help](#)

3375 records

1 2 3 4 5 6 7 8 9 10 ...

Page 1 of 34, items 1 to 100 of 3375.

Name	Meeting Date <input type="button" value="v"/>	Meeting Time	Meeting Location	Meeting Details	Archived Record	Agenda	Accessible Agenda	Minutes	Accessible Minutes	Video	eComment
Planning Commission	7/31/2025	9:00 AM	City Hall - Art Pick Council Chamber 3900 Main Street, Riverside Live Webcast at: www.RiversideCA.gov/Meeting	Meeting details	Not available	 Agenda	 Accessible Agenda	Not available	Not available	Not available	eComment



ONLINE eCOMMENT (Cont'd)

Home Meetings Select Language

to speak. Individuals in the queue will be prompted to unmute by pressing **o** when you are ready to speak. To participate via ZOOM, use the following link:
<https://zoom.us/j/92696991265>, select the "raise hand" function to request to speak. An on-screen message will prompt you to "unmute" and speak - Individual audience participation is limited to 3 minutes.

[Comment](#)

PUBLIC HEARING

2. PLANNING CASE PR-2021-000950 (CUP, DR): Proposal by Sergiu Capalna of Perennial Gardens to consider the following entitlements for the expansion of an existing Assemblies of People - Non-Entertainment Use (Tabor Romanian Christian Church of Riverside) consisting of a new 6,000-square-foot multi-purpose room and site improvements: (1) a revised Conditional Use Permit to expand the existing church; and (2) Design Review of Project Plans. The 2.53-acre project site is partially developed with two existing church buildings and is located at 10750 Cochran Avenue, situated on the south side of Cochran Avenue, between Jones Avenue and Polk Street, in the R-1-7000 - Single-Family Residential Zone, in Ward 6. The Planning Division of the Community & Economic Development Department determined the proposal exempt from the California Environmental Quality Act (CEQA) review pursuant to Section 15301 (Existing Facilities) of the CEQA Guidelines, as the project will not have a significant effect on the environment. Contact Planner: Veronica Hernandez, Senior Planner, 951-826 3965, vhernandez@riversideca.gov.

[Report](#) [Exhibit 3 - Existing Site Photos](#) [Exhibit 4 - Location Map](#) [Exhibit 5 - General Plan Map](#) [Exhibit 6 - Zoning Map](#) [Exhibit 7 - Project Plans](#) [Presentation](#)

[Comment](#)

Hello Guest User

Please enter your information or [Sign In](#)

Name *	First Name	←
	Last Name	
Email	Email	
Address	Address	
City	City *	
State		
Postal Code	Zip Code	
Neighborhood *		←

Select a Position: ☐ Oppose ☐ Neutral ☐ Support ←

No more than 3000 characters

3000 of 3000 characters remaining

[Submit Comment](#) ←

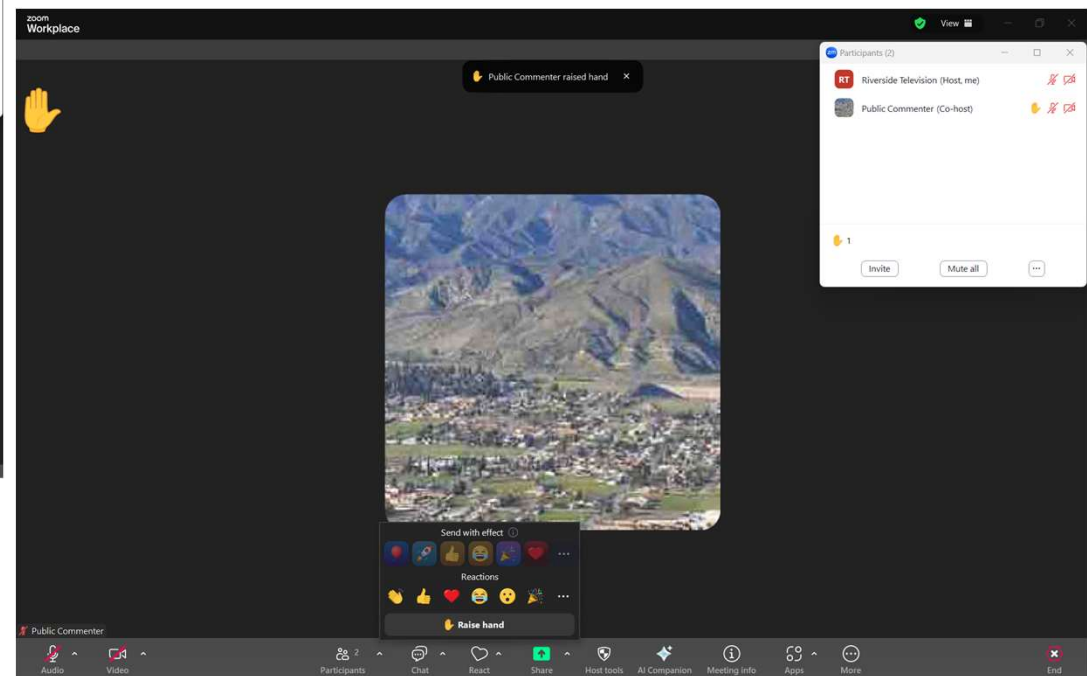
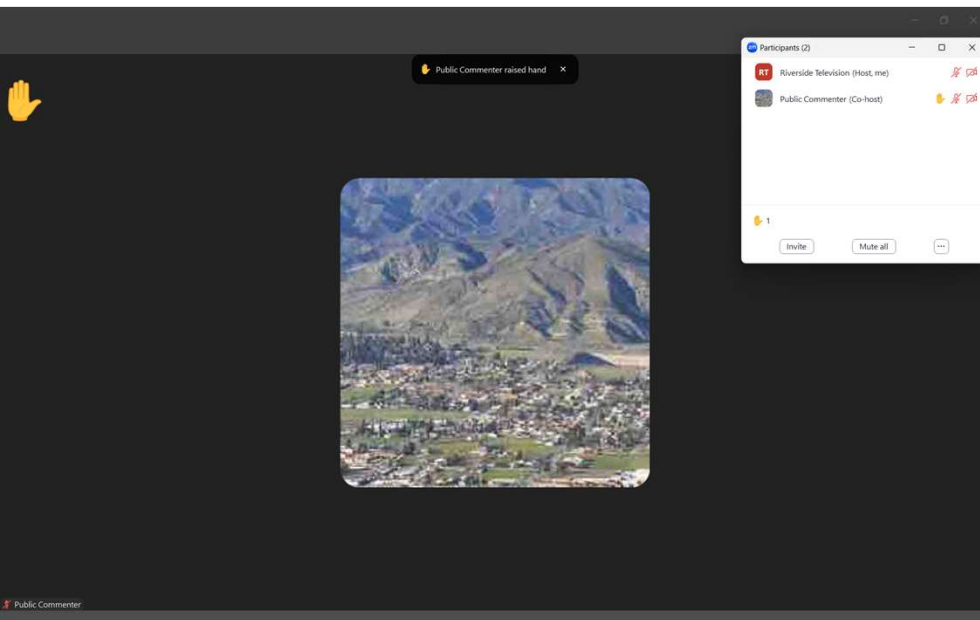


Click the hyperlink

City_clerk@riversideca.gov 12

[RiversideCA.gov](https://www.RiversideCA.gov)

PHONE (ZOOM) PUBLIC COMMENT

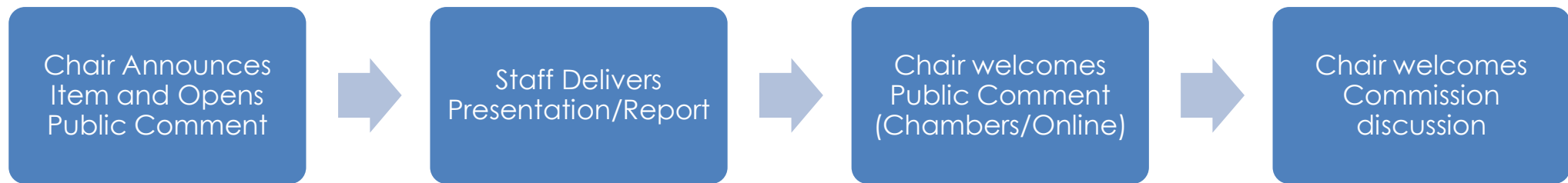


NO ACTION NON-AGENDIZED ITEMS!

- The members of the legislative body may **briefly** respond to statements or questions posed by the public at a public meeting.
- The members of the legislative body may ask a **question for clarification**, make a **brief announcement**, or make a **brief report** on his or her own activities.
- Otherwise, **no action** can be taken on issues or items that are not on the agenda.



MOVING THROUGH THE AGENDA



CITY COUNCIL DISCUSSION



FORMAL RULES OF DEBATE

KEEPING ITEMS ON TOPIC

MEETING RULES OF ORDER

MOTIONS

- **Main Motion** – Proposed action to be taken by the body.
- **Second** – Express support for motion – required to move to vote.
- **Substitute motion** (requires second)
- **Motion to amend** (requires second)
- **“Friendly” amendment** (suggestion to original maker of motion)



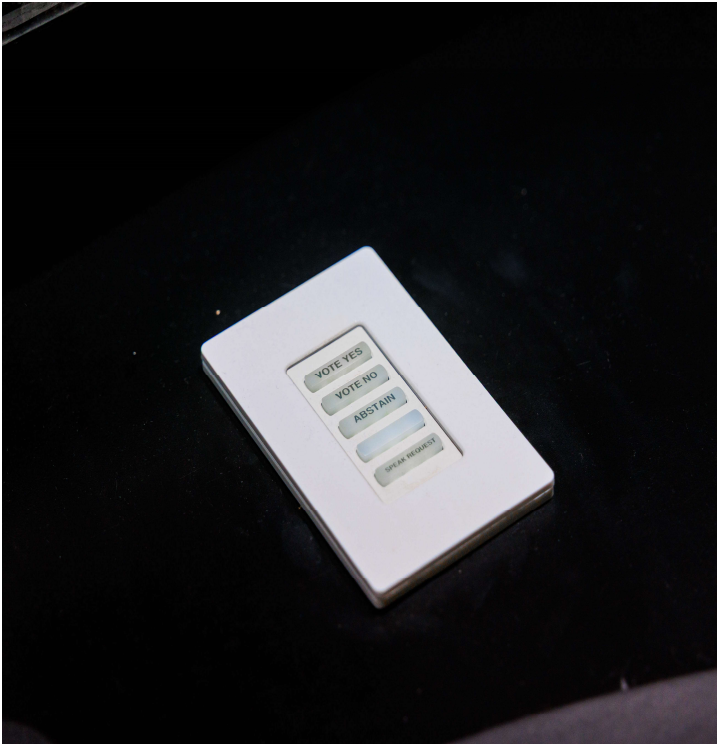
MEETING RULES OF ORDER

VOTING: _____



- A quorum must be present to vote and conduct meeting.
- Most actions can be taken by a majority of the quorum.
 - An **affirmative vote** is required to pass. A **failed motion** is a denial.
 - City Council rules require **four (4) affirmative votes** for items to pass.
 - The Mayor breaks a **tie vote**.

GOING BEHIND THE DAIS



BASIC MEETING RULES RECAP



- All meetings shall be **open** and **public** except when the Brown Act authorizes otherwise.
- The public has a **right to attend** and **participate in the meeting**.
- A meaningful agenda must **be posted in advance of the meeting**.
- Discussion and action is limited to the matters **listed on the agenda** for the meeting.
- Discussions outside of noticed meetings by a **majority of members** of the legislative body about an item of business **within the subject matter jurisdiction** of the legislative body are prohibited.

CONCLUSION



Q&A and Tour

