

Explanation of Agenda Structure

Council meetings are held on the first and third Tuesdays of every month beginning at 6:00 p.m. in the Council Chambers at 415 Diamond St. In order to assist you in understanding the procedures for conducting City Council meetings, the following is a brief explanation of the Agenda Structure:

Opening Session

Each City Council meeting is called to order by the Mayor. The City Clerk takes roll call and records the Officials present. The Mayor leads those present in a Salute to the Flag, and an invocation is given by invited speakers, followed by Presentations, Proclamations, and Announcements.

Approval of Order of Agenda

The Council approves or makes changes here to the order of the agenda.

Agency Recess

The Council may recess the meeting at this point to conduct agency meetings (Redevelopment Agency, Parking Authority, Housing Authority or Public Finance Authority).

Blue Folder Items

Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet that Council may receive and file to add to the record for the current meeting.

Consent Calendar

Consent Calendar items are routine and do not require separate consideration.

Councilmembers have the opportunity to remove any item(s) from the Consent Calendar to be considered separately. These items will be considered under "Excluded Consent Calendar Items" later in the meeting.

The City Council makes one motion to approve all items listed under the Consent Calendar; the title of all ordinances and/or resolutions is read by the City Clerk.

Ordinances/Resolutions

Ordinances are first introduced, and then adopted at a regular City Council Meeting at least five days after introduction, and become law thirty days after adoption. An emergency ordinance may be adopted immediately upon introduction, and is effective immediately. Resolutions set policy and become effective upon adoption.

Public Oral Communications

Anyone wishing to address the City Council on any Consent Calendar item not pulled for discussion may do so at this time. Each speaker will be afforded one opportunity to address the Mayor and Council for up to three minutes. Written requests, if any, will be considered first.

Ex Parte Communications

This section is intended to allow all elected officials to disclose communications about scheduled public hearings.

Public Hearings

Public Hearings allow citizens the opportunity to speak for or against specific items and are conducted in accordance with the following sequence of steps:

1. Council opens the public hearing;
2. All documents are received and filed;
3. Staff makes their presentation;
4. The Council invites public testimony in the following order:
 - a. Proponent
 - b. Persons in favor of granting proponent's request
 - c. Persons opposed to granting the proponent's request
 - d. Proponent may respond to opponents
5. Council receives clarification on their concerns;
6. Council closes the public hearing;
7. Council discusses and debates the issue;
8. Council takes action on the issue.

After the hearing has been closed, no person shall address the Council unless the public hearing is re-opened by a majority vote of the Council. A public hearing shall be re-opened only when there is additional relevant evidence that could not have been presented during public testimony.

Public Participation on Non-Agenda Items

This section is limited to 30 minutes and provides the public with an opportunity to comment on any subject not appearing on the agenda. No person shall address the Council without first being recognized by the presiding Officer. Each speaker is afforded up to three minutes to address the Mayor and Council once. Written requests will be considered first. Request to speak forms are available on the table in the Council Chamber foyer and should be given to the City Clerk prior to the meeting. The Mayor will call speakers to the podium by name.

Items Continued from Previous Agendas

These items have been carried over from a previous agenda.

Items for Discussion Prior to Action

These items are usually non-routine and require separate Council consideration.

Excluded Consent Calendar

These items have been removed from the Consent Calendar for discussion and consideration.

City Manager Items

These are items which the City Manager brings to the City Council's attention.

Mayor and Council Items

These items are presented by individual City Councilmembers.

Closed Session

A Closed Session is when a legislative body of a local agency determines that it is necessary to discuss an item(s) not open to a public forum. These are limited to pending and existing litigation, real estate negotiations, and personnel issues, and are governed by The Brown Act.

Adjournment