

Introduction

Welcome to YOUR City of Sacramento Council Meeting.

This pamphlet has been prepared to help you understand and participate in your City's government, to provide the public with an experience that is accessible and transparent. Included in this pamphlet are Council Chamber logistics, access to information, agenda items type descriptions, City Council actions, and the opportunities which are available for the public to address the City Council at these meetings.

The City Council takes action in four different ways:

ORDINANCES are laws adopted by the City Council that usually amend the Municipal Code. Most ordinances appear on two consecutive City Council Agendas. An ordinance is usually introduced (passed for publication) at the first meeting and adopted (discussed) at the second meeting. Most ordinances become effective 30 days after adoption.

RESOLUTIONS express decisions, opinions, or actions by the City Council but do not amend the Municipal Code or other City laws.

MINUTE ORDERS, or motions, are the least formal City Council actions used to approve policy, establish procedures, or provide direction to staff.

APPOINTMENTS are designations of selected applicants to various boards, commissions, and committees by the City Council; or the Mayor's appointment of Council Members to various multi-jurisdictional boards, agencies, and joint power authorities.

Addressing Council

You may address/speak to Council during the meeting by submitting an appropriately completed speaker slip found at the back of the chamber to the Assistant City Clerk. You are called to speak at the time your item of interest is discussed. You may also submit written material to the Assistant City Clerk who will disperse it to the Councilmembers at the appropriate time. All submitted material becomes part of the official record.

New City Hall ~ Chamber on First Floor Contact: City Clerk- (916) 808-7200

Chamber Logistics

The Council Chamber seats 230. Meeting attendees sit in a theater-style seating arena and the City Council, City Clerk, and City Manager or Assistant City Manager are seated around the dais. The Assistant City Clerk and City Attorney sit to the left of the dais, and supporting staff sit to the right. Presenters and citizens speak at either the upper or lower lectern podium at the center of the room. The Chamber is equipped with an overhead camera for viewing maps and photographs, and laptop computers for showing electronic presentations.

Photographs and video recordings are allowed as long as these activities do not interfere with the proceedings. The stairs and access ramp that lead to the dais area must be kept clear at all times.

City Council Standing Committees

The City of Sacramento has two standing committees, each comprised of four City Councilmembers. The Law & Legislation Committee which reviews proposed State legislation affecting city government and proposed city laws; and the Personnel & Public Employees Committee which reviews citizen applications and makes recommendations to the Mayor for board and commission appointments. These standing committees meet in the Council Chamber on the first and third Tuesday of each month. Some meetings scheduled on Thursday in coordination with the City Council regular meeting schedule.

Office of the City Clerk

915 I Street, Historic City Hall 1st Floor, Sacramento CA 95814

Phone: (916) 808-7200 Email: clerk@cityofsacramento.org



我們講中文
Hablamos Español
Мы говорим по-русски
ພວກເຮົາເວົ້າພາສາລາວໄດ້
Ped hais lus Hmoob
Chúng tôi nói tiếng Việt

WELCOME to YOUR City of Sacramento Council Meeting



City Hall
Council Chamber
915 I Street-First Floor
Sacramento, CA 95814



Sacramento City Council

The City of Sacramento is a Charter City that operates a City Council-City Manager style of government and derives its power from the City Charter, the California Constitution, and laws enacted by the State legislature. All legislative power is held by the publicly elected, nine member City Council which consists of the Mayor and eight Council Members. While all Council Members enjoy the same powers and privileges, the Mayor has the additional responsibility of presiding over City Council meetings, signing official documents, and officiating at ceremonies and events.

The election of Councilmembers is held in June and/or November of even numbered years and are staggered. Members serve four year terms. There are no term limits. Elections for odd-numbered districts are held together, and the election for Mayor is held concurrently with even-numbered districts.

City Council Meetings, Schedules & Agendas

City Council meetings are held every Tuesday at 6:00 p.m. Some meetings are scheduled on Thursdays when conflicts such as elections and other events occur. The City Council takes four weeks of recess. Refer to the regular meeting schedule available on the City's web site for recess dates. Special meetings are scheduled when needed.

The City Council agenda and entire agenda packet are available prior to each meeting on the City Clerk's web page at: www.cityofsacramento.org/clerk/council-agendas/. eComment is available on the City's website to encourage public participation.

The full agenda packet is also available inside the Council Chamber on meeting days. Current meeting agendas are available in the stand located at the Chamber's front entrance. The agenda is posted on the City's official posting board in the information kiosk located just outside the center entrance doors to the new building.

Remote/Simulcast Access to Meetings

For Comcast Cable customers, meetings are viewable on public access channel 14 and replayed according to the schedule. For satellite customers, both meetings are viewable live via video streaming on the City's website. Archived meetings are available as well. For further information, please contact the City Clerk's Office at (916) 808-7200.

Assistance/Accommodation

The Sergeant at Arms and Assistant City Clerk are available to assist citizens complete speaker slips, to explain general protocol, and/or to provide assistance to anyone with special needs. An assisted listening device and cordless microphone are available upon request. Reserved seating spaces are available for those using wheelchairs, and the lower podium area is chair accessible.

Lobbyist Registration and Responsibilities

If you are a lobbyist who is planning to address the City Council on an agenda item, you are required to mark the appropriate box on the speaker slip and identify yourself when called upon to speak. As a lobbyist, you must also state for the record the client(s) you are representing. Lobbyists must register with the City Clerk's Office. Information defining a lobbyist and the registration process is located in the back of the Chamber and on the City Clerk's web site at http://www.cityofsacramento.org/clerk/lobbyist_registration/.

Understanding the Agenda

The Council meeting begins with a **CALL TO ORDER** by the Mayor. The City Clerk performs the **ROLL CALL**.

Under **SPECIAL PRESENTATIONS**, the City Council recognizes people or organizations who have contributed to the betterment of Sacramento or events that are important to the community.

CONSENT CALENDAR items are routine in nature and are considered for approval by the Council with a single action. Before that action, the Mayor asks if there is anyone interested in removing items for discussion. City Councilmembers verbally request items be removed and members of the public submit a speaker slip for the item they wish to comment on.

DISCUSSION ITEMS are those items that require Council discussion or a decision but do not legally require a Public Hearing. Councilmembers will ask questions of staff and the involved parties before the Mayor invites the public to provide input.

UNDERSTANDING THE AGENDA (Continued)

PUBLIC HEARINGS are held on matters specifically required by law. The Mayor opens the public hearing and asks for presentations from staff and from the proponent or applicant involved (if applicable) in the matter under discussion. Following questions from the Councilmembers, the Mayor will ask for public testimony. The hearing is closed and the City Council takes action on the issue.

INFORMATION REPORTS are matters where staff is directed by law to report to Council or matters where authority has been delegated to another body, position or person. No Council action may be taken and the items are presented for information only.

The **PUBLIC COMMENTS-MATTERS NOT ON THE AGENDA** section provides the public with an opportunity to address the Council on any item that is within the jurisdiction of the City Council. In compliance with the Brown Act, the Council may not take action on an item presented during Public Comment that is not on the listed on the Agenda. The public may address the Council on items appearing on the agenda during the public hearing or public testimony phase before action is taken by the Council on that particular item.

The section entitled **COUNCIL COMMENTS-IDEAS, QUESTIONS AND MEETING/ CONFERENCE REPORTS** provides an opportunity for Councilmembers to make brief announcements or report on activities within their districts. Councilmembers may ask for report backs from City staff, and they may report out on their travel. The Mayor's appointment of board and commission members are announced for future full Council approval.

The **CLOSED SESSION REPORT OUT** section is for the City Attorney to report decisions made by the Council in closed session in accordance with the Brown Act.

ADJOURNMENT closes the meeting and at times memorializes the passing of prominent and respected citizens within the community.