

Your Guide To: Benicia City Council Meetings



Benicia City Hall
250 East L Street
Benicia, CA 94510
Tel: (707) 746-4200
Fax: (707) 747-8120
www.ci.benicia.ca.us

Participating in City Council Meetings

The City of Benicia and the City Council encourage all members of the public to participate in City government and attend City Council meetings. This guide provides information to help you participate more effectively.

Location: City Council Chamber, City Hall- 250 East L Street

Time: 1st, 3rd, and 4th Tuesday of each month at 7:00 p.m. in the Council Chambers. Special meetings may occur earlier or on different days.

Here are some general tips for participation in meetings:

- You may speak during the Public Comment period of the agenda for typically five minutes on a topic not on the agenda, so long as the subject relates to the business of the City Council.
- If you wish to speak, it is requested, but not required, that a Speaker Card be filled out and presented to the City Clerk at the beginning of the meeting. Speaker cards are located at the back table by the door.
- You may speak on any item on the agenda once given recognition by the Mayor. It is not necessary to state your name and address.
- Speakers must adhere to the time limits, using the time limit lights as indicators of how much time is remaining. The light will be green when you begin to speak, turn yellow with one minute left, and turn red when your time is up.
- When groups wish to address the Council on one topic, a spokesperson from the group may be requested and given up to fifteen minutes.
- Comments and statements should be addressed to the Council, not the audience.
- Applauding or other noisy displays of approval or disapproval are inappropriate for Council meetings. You are welcome to raise your hand if you agree with a speaker's comment.
- Sign Rules: Sign supports shall be ¼ inch or less in thickness and 2 inches or less in width and no more than 18 inches in total length. Sign supports shall be of wood or plastic and blunt on both ends. No metal sign support or sharp ends allowed. Signs shall be made of paper or cardboard. No plastic, wood, metal, or fiberglass allowed. Signs may not be larger than 12 inches in height and 18 inches in width.
- Subscribe by email (<http://public.govdelivery.com/accounts/cabenic/subscriber>) or check the website to receive agendas ahead of time.
- Copies of the agenda packet are available in the City Clerk's Office, online and at the Library.
- Submit written information ahead of time. This allows more time for the Council to consider your comments and your information may be included in the agenda packet. You can refer to your documents when you speak.
- Please turn off your cell phone or set it to vibrate.

The City is committed to providing access to all of its citizens. For disability-related accommodations, contact the Assistant City Manager at 746-4309.

Regular City Council Agenda Sections

Announcements: Brief note on any information that does not require action.

Appointments: Selection in of any new committee members.

Presentations: Special presentations by a Council member or staff member, including Mayor's Proclamations or special recognitions.

Proclamations: Official recognition of events and individuals.

Public Comment: Specific period during the meeting allowing time for the public to speak on any topic *not* on the agenda that is within the subject matter jurisdiction of the City Council.

Consent Calendar: Routine items for which a staff recommendation has been prepared. A public member or Council member may request that an item be pulled from the consent agenda and discussed following the consent calendar.

Business Items: Recommendations by department heads that are likely to require discussion prior to Council action.

Council Member Reports: Reports from council members on outside committee meetings and requests made by members of the Benicia City Council

Public Hearings: If the item is a public hearing it should not exceed one hour in length. To maximize public participation, the Council requests that speakers be concise.

Terms:

Ordinances: Permanent acts of the Council, "legislative acts" that may be repealed by a subsequent ordinance. Most ordinances must be introduced (first reading) and "adopted" (second reading) at two separate Council meetings at least five days apart.

Resolutions: Express the policy of the Council on programs or items, or direct types of action; can be changed with subsequent resolution and are approved at a single meeting.

City Council

The Benicia City Council consists of five members: the Mayor and four Council Members, each elected to four-year terms. The Council selects one of its members to be Vice Mayor.

City Government

The City of Benicia, a general law city, operates under the Council-Manager form of government. Over 300 cities in California operate under this form of government which is in use worldwide. Under the system, the City Council appoints a City Manager and City Attorney. Members of the City's boards and commissions are appointed by the mayor and are subject to confirmation by the Council.

The City Manager is the professional administrator for the City, serving as its "CEO" while advising the City Council.

Responsibilities include operations of the City, including administration, personnel relations, preparation of the city budget, and implementation of the Council's policies.

Another key role of the City Manager is to appoint all staff, except the City Attorney, to manage the City. The executive management team for the City includes: the City Manager, City Attorney, Police Chief, Fire Chief, Assistant City Manager, Public Works Director, Finance Director, Parks & Community Services Director, Library Director and Community Development Director. Under each of these key management executives, a team of staff members takes on the responsibility of each department.

The City Council sets the policy and the City Manager implements it. Together, the City Council works hand-in-hand with the City Manager, with support and resources from City employees and the involvement of the Benicia community.

Contacting Your Council Members

The Benicia City Council is elected to listen to your concerns. In addition to attending City Council meetings, assisting on projects, and serving on boards, commissions, and agency boards, the council members are also interested in hearing your thoughts, ideas, and comments.

While all council members have e-mail addresses, you may also contact a council member via letter or telephone. Letters may be sent or delivered to Benicia City Hall at the following address:

250 East L Street
Benicia, CA 94510

Contact Information:

Elizabeth Patterson, Mayor

Elizabeth.Patterson@ci.benicia.ca.us

(707) 746-4212

Mark Hughes, Vice Mayor

Mark.Hughes@ci.benicia.ca.us

(707) 746-4213

Tom Campbell, Council Member

Tom.Campbell@ci.benicia.ca.us

(707) 746-4213

Alan Schwartzman, Council Member

Alan.Schwartzman@ci.benicia.ca.us

(707) 746-4213

Christina Strawbridge, Council Member

Christina.Strawbridge@ci.benicia.ca.us

(707) 746-4213

Meeting Dates & Times

The public is always encouraged to attend meetings of the City Council, boards, commissions, and committees.

Council/Commission/Board	Date	Time
Arts and Culture Commission	2 nd Thursday	6:30 pm
Benicia Zoning Administrator Hearing	Meet as needed	
City Council	1 st , 3 rd & 4 th Tuesdays	7:00 pm
City Council/School Board Liaison Committee	Quarterly	8:30 am
Civil Service Commission	3 rd Tuesday of October, January, April & July	6:30 pm
Community Sustainability Commission	3 rd Monday**	6:00 pm
Economic Development Board	4 th Wednesday*	5:30 pm
Finance Committee	4 th Thursday	9:00 am
Historic Preservation Review Commission	4 th Thursday	6:30 pm
Housing Authority Board	4 th Wednesday	6:00 pm
Human Services Board	2 nd Monday	7:15 pm
Library Board of Trustees	2 nd Tuesday	6:30 pm
Open Government Commission	Quarterly	5:00 pm
Parks, Recreation & Cemetery Commission	2 nd Wednesday**	6:30 pm
Planning Commission	2 nd Thursday	7:00 pm
Sky Valley Open Space Committee	Quarterly	7:00 pm
Traffic, Pedestrian & Bicycle Safety Committee	Quarterly	7:00 pm
Youth Action Coalition	4 th Wednesday	3:30 pm
Youth Commission	Bi Weekly Wednesdays	5:00 pm
Youth Master Plan Steering Committee	1 st Wednesday	4:00 pm

** Bi-monthly

*2nd Wednesday in December

For more information, contact City Hall at 746-4200 or check the City's Website at: www.ci.benicia.ca.us.

MEETING VENUES

Commission Room:

City Hall
250 East L Street

Community Center:

370 East L Street

Conference Room 1:

City Hall
250 East L Street

Conference Room 2:

City Hall
250 East L Street

Council Chamber:

City Hall
250 East L Street

Doña Benicia Room:

Benicia Public Library
150 East L Street

Edna Clyne Room:

Benicia Public Library
150 East L Street

Fire Station II:

150 Military West

Housing Authority:

28 Riverhill Drive

Other locations may be used on occasion.
Please check the meeting agenda.

This guide has been prepared to provide helpful tips for attending City Council and other city meetings.

Please contact the City Clerk, City Manager or City Attorney's Office if you have additional questions.

If you have suggestions for improving this guide, please contact the City Attorney's Office at (707) 746-4216.



Revised May 2016