

Your Guide To: Benicia City Council Meetings



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

All members of the public are encouraged to participate in City government by attending City Council meetings. This guide provides information to help you participate more effectively.

Location: Council Chambers
250 East L Street
Benicia, CA 94591

Time: 1st, 3rd and 4th Tuesday of each month at 6:00 PM
Special meetings may occur earlier or on different days.

How to Participate in the Meetings

1. Attend in person in the Council Chambers
2. Local Government Broadcast Channel - Check with your cable provider.
3. Livestream online at www.ci.benicia.ca.us/agendas.
4. Zoom – Link provided on the Council agenda.

As a courtesy, and technology permitting, members of the public may participate remotely and provide public comment via Zoom. Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. Council meetings will not be cancelled due to technical difficulties.

How to Submit Public Comments - City Council Meetings

Besides appearing in person and offering public comments, members of the public may provide public comment via Zoom, or to the City Clerk by email at lwolfe@ci.benicia.ca.us.

Any comment submitted to the City Clerk should indicate to which item of the agenda the comment relates.

You may speak for up to five minutes.

For items not on the agenda but related to the business of the City Council, speak under the Public Comment section of the agenda.

State law prohibits the City Council from responding to or acting upon matters not listed on the agenda.

For items on the agenda, speak during the comment period for the item.

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 indicators.
(Red and green lights at the podium and five minute timer on Zoom.)

When groups wish to address the Council on one topic, a spokesperson from the group may be requested and given up to fifteen minutes to speak.

Comments/statements should be addressed to the Council, not the audience.

Regular meeting agendas are published 6 days before the meeting.

Sign up to receive Council agendas by email:

(<https://service.govdelivery.com/accounts/CABENIC/subscriber/new>)

Copies of the agenda packet are available in the City Clerk's Office and online.

Comments received by 2:00 pm on the day of the meeting will be electronically forwarded to the City Council and posted on the City's website.

Comments received after 2:00 pm, but before the start time of the meeting will be electronically forwarded to the City Council but will not be posted on the City's website.

Regular City Council Agenda Sections

Closed Session

Confidential discussion of items like litigation and negotiations.

Announcements

Brief note on any information that does not require action.

Appointments

Selection of any new committee or board members.

Presentations

Special presentations by a Council Member or staff.

Proclamations

Official recognition of events and individuals.

Public Comment

A 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.

City Manager

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, staff appointment except the City Attorney, preparation of the city budget, and implementation of the Council’s policies.

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 and Cultural Services 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
250 East L Street
Benicia, CA 94510

Steve Young, Mayor
SYoung@ci.benicia.ca.us (707) 746-4213

Terry Scott, Vice Mayor
TScott@ci.benicia.ca.us (707) 746-4213

Kari Birdseye, Council Member
KBirdseye@ci.benicia.ca.us (707) 746-4213

Tom Campbell, Council Member
TCampbell@ci.benicia.ca.us (707) 746-4213

Trevor Macenski, Council Member
TMacenski@ci.benicia.ca.us (707) 746-4213

Meeting Dates & Times

Council/Commission/Board	Date	Time
Arts and Culture Commission	2 nd Thursday	6:30 pm
Building Board of Appeals	Meet as needed	
City Council	1 st 3 rd & 4 th Tuesdays	6:00 pm
Community Sustainability Commission	3 rd Monday**	6:00 pm
Economic Development Board	4 th Wednesday**	5:30 pm
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	6:30 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

** Bi-monthly/Every other month

More information is available on the City's Website at: www.ci.benicia.ca.us or by calling 746-4200.

For disability-related accommodation, contact the City Clerk, Lisa Wolfe, at 746-4200.