

Welcome to a Vacaville City Council Meeting

The Vacaville City Council holds meetings at 7 p.m. on the second and fourth Tuesday of each month in the Council Chambers of City Hall at 650 Merchant Street.

Your participation at these meetings is encouraged. Your City Council can do a more effective job if citizens attend meetings and make their opinions known on the issues before the City Council.

This guide will assist you in participating more fully in City Council meetings.

Your City Government

Vacaville was incorporated in 1892. It is a General Law City, governed by a five-member Council with the Mayor serving as presiding officer. Vacaville's Mayor is directly elected by the people, and the Vice Mayor is selected by the Council from among its members.

Copies of agendas, minutes, resolutions, staff reports and ordinances are available for review in the City Clerk's office.

The City Manager is appointed by the Council to interpret and carry out Council policy. The City Manager is responsible for coordinating the many activities of the City departments and staff.

The City Council also appoints the City

Attorney. The City Clerk and Treasurer are elected positions.

The City Council

Mayor	Len Augustine
Vice Mayor	Pauline Clancy
Councilmember	Steve Hardy
Councilmember	Steve Wilkins
Councilmember	Chuck Dimmick

City Manager	David Van Kirk
City Attorney	Gerald Hobrecht
City Clerk	Michelle Thornbrugh
City Treasurer	Garland Porter

What to Expect at a Council Meeting

A copy of the agenda is posted at the entrance to Council Chambers at least 72 hours before each City Council meeting. Copies of the agenda are also available in the lobby of the Council Chambers prior to meetings, or you may call the City's InfoLine at 454-5701 for a recording of the current agenda. Council meeting agendas and minutes are also posted on the City's web page, www.cityofvacaville.com.

The City Council is also the governing body of the Redevelopment Agency and the Housing Authority. California's Community Redevelopment Law allows the City to set up a Redevelopment Agency which identifies an area of the community that can be described as "blighted" under the law. This means it is characterized by defective physical character of structures, deterioration, lack of proper utilization, or unproductive condition of potentially useful land.

The agenda format used at City Council meetings is shown below:

- 1-5. *Roll Call, Invocation and Pledge of Allegiance, Approval of Agenda, Approval of Minutes, Special Presentations.*
6. *Consent Calendar.* Items under the Consent calendar require little or no discussion and can be acted upon in one motion. Anyone who wishes to discuss a specific item can request that the item be pulled from the Consent Calendar to be considered.
7. *Business from the floor.* Anyone who cares to state his/her opinion or make the City Council aware of an issue that is not already on the agenda may speak at this time. Comments should be limited to 5 minutes.
8. *Public Hearings.* Generally the process for public hearings is as follows:
 - a. Staff makes a presentation on the issues.
 - b. Council members ask questions and clarifications of staff.
 - c. Hearing is opened. Members of the public address the Council on the issue.
 - d. Hearing is closed. Council discussion and decision.
9. *Business.* At this time, the City Council discusses staff reports on a variety of business items. Action is taken on each item.
10. *Reports of City Manager.* The City Manager makes the Council aware of matters not requiring detailed staff reports.
11. *Reports of City Council.* Members of the City Council use this time to bring up issues for discussion.
12. *Payment of Claims.* Council must approve payment of all City bills.
13. *Closed Session.* State law permits closed discussion among the City Council members for matters involving personnel actions, labor relations, real property negotiations, litigation, and public safety.
14. *Adjournment*

How to Make Your Views Known

The City Council encourages expression of views by its citizens on matters of concern. Making an oral presentation during the appropriate section of the meeting is one way you can express your opinion. Another method is to write a letter to the City Council. A complete agenda packet with background information is distributed to each Council member the Thursday afternoon before the Council meeting. A copy is available for public review in the City Clerk's Office in City Hall at 650 Merchant Street. Copies of agenda items may be purchased for \$.25 per page.

Meetings are televised live on cable television channel 8 and recorded on videotape for showing at 9 a.m. the following Thursday. Each Council meeting is also recorded on audiotape for the Clerk's records.

If you wish to address the Council, please step to the podium during the public hearing portion of your agenda item. If you wish to comment on a subject not on the agenda, the opportunity to do so is during the "Business from the Floor."

The City Council Chambers is equipped with an Assistive Listening System. Accommodations are also available to those who are unable to access the podium. Please contact the City Clerk at 449-5110 prior to the meeting.

Ways to Improve Your Council Meeting

To make sure you are heard and to help increase effectiveness of City Council meetings, remember the following tips:

- ◆ Speak directly into the microphone and begin by giving your name for the record.
- ◆ Address all statements and questions to the Mayor.
- ◆ Please make your comments brief, to the point, and try to avoid repeating what previous speakers have said.
- ◆ The public's business is best done in an environment that respects everyone's right to be heard.

City Commissions

The City Council is served by several advisory groups. These commissions are composed of residents appointed by the Council. Most actions taken by a commission are then heard and acted upon by the City Council.

The Commission on Aging meets at 1:30 p.m. on the 2nd Wednesday of the month. For more information and location please call 449-5632.

The Community Services Commission meets at 7 p.m. on the 1st Wednesday of the month, and a subcommittee, The Arts Advisory Committee, meets at 7 p.m. on the 2nd Wednesday of the month. For more information please call 449-5654.

The Planning Commission meets at 7:30 p.m. on the 1st and 3rd Tuesdays of the month in the City Hall Council Chambers. For more information please call 449-5140.

The Housing and Redevelopment Commission meets at 5:45 p.m. on the 3rd Wednesday of the month in City Hall Conference Room A/B. For more information please call 449-5660.