

## **PROCESS FOR CITY COUNCIL AGENDA**

(Due to length of agendas, the Agenda Review Committee can re-order agendas as necessary)

The Agenda Review Committee sets the agendas and is comprised of the Mayor, Vice Mayor, City Manager/Attorney and Assistant City Manager/City Clerk.

Process:

- Mayor calls the meeting to order.
- City Clerk takes roll call/attendance of Councilmembers
- Mayor or Designate will lead salute to the flag
- Mayor will read any Proclamations or Presentations
- Mayor will open for Public Comment for items that are **NOT** on the regular agenda. At this time, a member of the public, when recognized by the Mayor, may speak for up to three minutes on items not on the agenda. During COVID 19 Virtual City Council Meetings, members of the public may submit written emails/comments for items not on the agenda either by email as a public record or by public comment during the public comment period of the virtual City Council meeting. All written emails/comments will be provided to the entire City Council as a public record but will not be read into the minutes at the City Council meeting. Written emails/comments should be received by 5:00 pm of the Council Meeting Date for submission to the entire City Council prior to the meeting and will be included as a part of the record of the meeting. Please submit your comments via email for this meeting to [mgourley@cityofsebastopol.org](mailto:mgourley@cityofsebastopol.org). Under State Law, unless otherwise permitted under the Ralph M. Brown Act, the merits of the matters presented under this item cannot be discussed or acted upon by the City Council at this time.

**For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Council consideration.**

- Mayor will call for statements of conflicts of interest. This is the time for the Mayor or City Councilmembers to indicate any statements of conflicts of interests for any item listed on this agenda.
- Consent Calendar: The consent agenda consists of items that are routine in nature and do not require additional discussion by the City Council or have been reviewed by the City Council previously. These items may be approved by one motion without discussion unless a member of the City Council requests that the item be taken off the consent calendar.
  - The Mayor will read the consent calendar items; ask if a Councilmember wishes to remove one or more items from the consent calendar; and then open public comment to the members of the public in attendance on the virtual meeting. At this time, a member of the public may speak for up to three minutes on the entire consent calendar and/or request at that time that an agenda item or items be removed for discussion.
  - If an item or items are removed from the consent calendar, the item shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor or Mayor Pro Tern.
  - Council Members may comment on Consent Calendar items or ask for minor clarifications without the need for pulling the item for separate consideration. Items requiring deliberation should be pulled for separate consideration and shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor or Mayor Pro Tern/Vice Mayor.
- Mayor opens for informational items or presentations. Although informational/presentations items are routinely informational in nature, some informational items may contain request for actions such as support, direction to staff, follow up, or receipt of item based on the presentation/information provided.
- Mayor opens public hearings.
- Mayor opens regular agenda items.

Listed below is the process for ALL items on the agenda:

- Mayor opens the item
- Council receives Report from the Responsible Department / Councilmember/or Requestor of Item
- Council asked Questions of Staff or Councilmember

- Mayor Opens for Public Comment/or Public Hearing. This is the time for members of the community to speak on the agenda item.
- Mayor Closes Public Comment/or Public Hearing but reserves the right to re-open the public hearing
- Item returns to the Council for deliberation and action (voting on item)
- After item is closed, Mayor moves to next agenda item.

If there are no further items Mayor asked for informational updates/reports from staff and Council. Mayor then adjourns the meeting.

For copies or to review all written documents relating to items listed on the agenda, please visit the City Clerk's office during regular business hours. The City Clerk's Office is located in the lobby of City Hall, 7120 Bodega Avenue, Sebastopol, Ca 95472 or call 707-823-1153.

The Sebastopol City Council welcomes you to its meetings that are scheduled for the 1st and 3rd Tuesday of every month. Your interest and participation are encouraged and appreciated.

City Council Agenda, Minutes and staff reports without attachments can be viewed at the City's website: [www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us). Click on the City Council tab.

SB 343 - Any writings or documents provided to a majority of the City Council after distribution of the agenda packet regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public inspection at the City Clerk's Office, Sebastopol City Hall located at 7120 Bodega Avenue during normal business hours.

If supplemental materials are made available to the members of the City Council at the meeting, a copy will be available for public review at the City Hall City Clerk's Office, 7120 Bodega Avenue during normal business hours. These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.

To receive the City Council Agenda by e-mail, provide your e-mail address to the City Clerk's office, or e-mail your request to [mgourley@cityofsebastopol.org](mailto:mgourley@cityofsebastopol.org)