

## WELCOME

THE ANAHEIM CITY COUNCIL WELCOMES AND THANKS YOU FOR ATTENDING AN ANAHEIM CITY COUNCIL MEETING.

This pamphlet has been created to provide you with a general summary regarding the order of business during a City Council meeting and most importantly, how to participate in a meeting.

### AUDIENCE PARTICIPATION

**PUBLIC COMMENTS:** This portion of the agenda is the opportunity for the public to address the City Council on any agenda items, except public hearings, or any other matter within the jurisdiction of the City.

**PROCESS:** The city uses speaker cards during public comments and also public hearings (see public hearing section). Cards should be completed and submitted to the City Clerk prior to the start of the public comment portion of the agenda. **Filling out a speaker card is not required to participate; everybody will have an opportunity to address the Council.** Public comments are limited to three (3) minutes per speaker, unless a different time is announced.

1. The Mayor will open public comments prior to the business portion of the agenda (see agenda for sequence).
2. The City Clerk will call speakers who submitted a card to the podium first, either by name or designated card number, if such speaker declined to submit their name.
3. Next, the City Clerk will invite speakers who declined to submit a card to the podium.
4. The Mayor will close public comments.

The City Council may not take action or discuss any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or refer such matter to a future meeting, pursuant to the Brown Act. Speakers shall refrain from profane language and other disruptive remarks or behavior which disrupts or disturbs the meeting, or risk being removed (AMC 1.12.017).

### REMOTE ACCESS TO MEETINGS

- **INTERNET BROADCAST:** "Live" streaming video of Council meetings is available at [www.anaheim.net](http://www.anaheim.net). Past meetings are also available online
- **CABLE BROADCAST:** Council meetings are recorded and aired on the City's local Cable Channel 3 at 12:00 p.m. on M/W/F/Sun and at 5:00 p.m. on T/Th/Sat
- **E-SUBSCRIPTION:** Sign up on the city's website to receive email notifications of published Council meeting agendas, city news, and more.

### ASSISTANCE/ACCOMMODATIONS

Upon request, the agenda and backup materials will be made available in alternative formats. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid, or service by contacting the City Clerk's Office either in person or by telephone no later than 10:00 AM on the day preceding the scheduled meeting.

### CITY STRUCTURE

The City of Anaheim is a Charter city that provides for a Council-Manager form of government. The City Council's role is that of a legislative policy-making body which determines not only the local laws that guide the City and community life, but also determines public policy and directs the City Manager to administer the policies and affairs of the city.

The City Council is made up of five directly-elected members. The Mayor and Council Members are elected, at large, to four year terms, serving a maximum of two consecutive terms. Terms are staggered and elections are held in November of each even-numbered year.



[WWW.ANAHEIM.NET](http://WWW.ANAHEIM.NET)

CITY OF

# ANAHEIM



## WELCOME TO YOUR CITY COUNCIL MEETING



### CITY COUNCIL

Tom Tait, Mayor  
Kris Murray, Mayor Pro Tem  
Jordan Brandman, Council Member  
Lucille Kring, Council Member  
James Vanderbilt, Council Member

## CITY COUNCIL MEETINGS

The City Council adopts a council meeting calendar each year setting at least two regular meetings per month, subject to change. City Council Meetings are held on **Tuesdays**, with the public session beginning at 5:00 p.m.; closed session or workshops begin at 3:00 p.m., or such other time as noted in the agenda; noticed public hearings begin at 5:30 p.m., unless otherwise noted. Meetings are held at: **Anaheim City Hall, Council Chambers, 200 S. Anaheim Blvd.**, or such other location as noted on the agenda.

## AGENDAS

The City Council agenda is prepared by the City Clerk's Office and posted at least 72 hours before any "regular" meeting; agenda for a "special" meeting is posted with at least 24 hours notice. The purpose of the agenda is to inform the public, in advance, about items under consideration. The agenda and staff reports, with the exception of closed session items, are available for public review during regular business hours at the City Clerk's office and Central Library. It is also published online at [www.anaheim.net](http://www.anaheim.net), on the Friday preceding a regularly scheduled meeting.

*"This is the opportunity for the public to address the City Council on any agenda items, except public hearings, or any other matter within the jurisdiction of the City."*



## ORDER OF BUSINESS

The City Council follows a regular order of business at each meeting. The business agenda sequence for a Council meeting is typically as follows:

- **PRESENTATIONS/RECOGNITIONS:** At various times throughout the year, the City Council recognizes individuals and groups for their achievements and contributions.
- **PUBLIC COMMENTS:** This is the opportunity for individuals to address the City Council on any agenda items, except public hearings, or any other matter within the jurisdiction of the City. Comments are limited to three (3) minutes per speaker; refer to the "Audience Participation/Public Comments" section of this brochure for the city's process; the city uses speaker cards.
- **COUNCIL COMMUNICATIONS:** This is an opportunity for City Council to respond to any public comments as well as provide information on any other topic of interest.
- **CITY MANAGER UPDATE:** This is an opportunity for the City Manager to highlight City projects and provide city updates on any matter.
- **CONSENT CALENDAR:** Considered to be routine in nature and may be acted on by one motion and vote, unless a member of the Council requests separate discussion and action prior to the time that the council votes on the motion to adopt.
- **END OF CONSENT CALENDAR:** Generally, those items that may require a separate report by staff or separate discussion and/or action by Council, but do not legally require a public hearing.
- **PUBLIC HEARING:** Public hearing items are publicly noticed for a specific Council meeting date, as required by law, and are designed to receive separate public input on a specific matter. Speakers should complete speaker cards; however a speaker card is not required in order to speak. The order of the meeting is as follows: the Mayor calls for staff presentation, questions from Council, presentation by the moving party, comments from the public, and a rebuttal, if necessary, by the moving party. After comments are received, the Mayor closes the hearing and Council discusses and takes action on the matter.

## TRANSLATION SERVICES

Full Spanish interpretation services are provided at all City Council meetings, through the use of headsets. The Assistant City Clerk is available to interpret for those speakers requiring services to address the Council. Speakers should state their request at the podium. Interpretation services in other languages are also available upon request, at least 48 hours prior to any scheduled meeting.

## TYPES OF COUNCIL ACTION

- **RESOLUTIONS:** Represents a legislative or other type of action providing for the disposition of a particular item of business. Resolutions take effect upon passage by a majority vote of the Council unless other law imposes a later effective date.
- **ORDINANCE:** A city law that generally requires two separate meetings and typically becomes effective thirty days after adoption.
- **MOTION:** Used with a vote to indicate approval or denial, adoption or direction.



## OFFICE OF THE CITY CLERK

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