



## ORDER OF BUSINESS

The Order of Business for City Council Meetings is as follows:

1. **Call Regular or Special Meeting to Order:** The Mayor, or in the Mayor's absence, the Vice Mayor, shall take the chair precisely at the hour appointed for the meeting, and shall call the City Council meeting to order.
2. **Approval of Agenda:** Council may vote to take agenda items in a different order than that listed on the agenda or add items to the Consent Calendar.
3. **Presentations:** All special presentations, proclamations, announcements, and recognitions are calendared and coordinated through the Mayor, City Clerk or City Manager.
4. **Public Comment:** An opportunity for citizens to discuss items on the agenda and to bring up issues or concerns not listed on the agenda. No formal council action will be taken on items not listed on the agenda. Council may refer speaker to staff/department for follow-up.
5. **Consent Calendar:** Composed of those items which require only routine review by Council. Only one motion is needed for the approval of all items listed on the Consent Calendar. Any Council Member may request that a specific item be removed from the Consent Calendar for separate discussion and action.
6. **Public Hearings:** Hearings on matters of importance or legal requirement. These items require the Council to review the written public record and to hear and weigh public testimony during the public hearing before taking action. Hearings are noticed according to law by publication in the local newspapers and/or by mailed notices to property owners; and can be continued to any subsequent meeting.
7. **Regular Calendar:** Composed of those items that require City Council discussion/review and a decision, but do not legally require a public hearing. City Council members may ask questions of staff and the individuals making the presentation and the Mayor invites citizen comments. The Mayor will close the item to public comment before the City Council takes action.
8. **Department Reports:** Reserved for staff to provide informational updates to the Council.

**9. City Manager Items:** The purpose of this section of the agenda is to provide the Mayor and City Council with pertinent information as well as brief comments on City business, City operations, City projects, and other items of general interest.

**10. Comments by Council Members/Item(s) Requested by Council Members/Future Agenda Items:** Reserved for Council Members to provide informational updates, discuss items of interest, and to briefly discuss future agenda items.

**11. Adjournment:** Formal closing of the meeting.