

# **Your Guide To: Benicia City Council Meetings**



**Benicia City Hall  
250 East L Street  
Benicia, CA 94510  
Tel: (707) 746-4200  
Fax: (707) 747-8120  
[www.ci.benicia.ca.us](http://www.ci.benicia.ca.us)**

# Participating in City Council Meetings

The City of Benicia and the City Council encourage all members of the public to participate in City government and attend City Council meetings. This guide provides information to help you participate more effectively.

**Location:** City Council meetings are currently being held with a closed Council Chamber and are not physically open to the public, consistent with Executive Orders No. 25-20 and No. 29-20 from the Executive Department of the State of California.

**Time:** 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 PM, and the 4<sup>th</sup> Tuesday of each month at 6:00 PM in the Council Chamber. Special meetings may occur earlier or on different days.

Here are some general tips for participation in meetings:

- The public may submit public comments in advance and may view the meeting from home. Members of the public may provide public comments to the City Clerk by email at [lwolfe@ci.benicia.ca.us](mailto: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 cards as indicators of how much time is remaining. A Yellow Card will be shown on the Zoom Screen when there is one minute left. A Red card will be shown when your time is up.
- 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.
- Please submit written comments or information ahead of time. This allows more time for the Council to consider your comments and your information may be included in the agenda packet. You can refer to your documents when you speak. To allow sufficient time for processing, please submit your comments to the City Clerk's Office **before 3 PM** the day of the meeting. Comments received **by 3 PM** will be posted on the City's website and sent to Council and Staff. Written comments submitted **between 3 PM and 7 PM** will be forwarded to Staff and Council, but will not be posted on the website. Written comments received after the start of the meeting (and prior to the public comment being closed on an agenda item) will be read aloud by the City Clerk.

# 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:** 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.

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, preparation of the city budget, and implementation of the Council's policies.

Another key role of the City Manager is to appoint all staff, except the City Attorney, to manage the City. 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 at the following address:

250 East L Street  
Benicia, CA 94510

## Contact Information:

### **Steve Young, Mayor**

SYoung@ci.benicia.ca.us  
(707) 746-4213

### **Tom Campbell, Vice Mayor**

TCampbell@ci.benicia.ca.us  
(707) 746-4213

### **Christina Strawbridge, Council Member**

CStrawbridge@ci.benicia.ca.us  
(707) 746-4213

### **Lionel Largaespada, Council Member**

LLargaespada@ci.benicia.ca.us  
(707) 746-4213

### **Trevor Macenski, Council Member**

TMacenski@ci.benicia.ca.us  
(707) 746-4213

## Meeting Dates & Times

The public is always encouraged to attend meetings of the City Council, boards, commissions, and committees.

<b>Council/Commission/Board</b>	<b>Date</b>	<b>Time</b>
Arts and Culture Commission	2 <sup>nd</sup> Thursday	6:30 pm
Benicia Zoning Administrator Hearing	Meet as needed	
Building Board of Appeals	Meet as needed	
City Council	1 <sup>st</sup> and 3 <sup>rd</sup> / 4 <sup>th</sup> Tuesdays	7pm/ 6pm
Civil Service Commission	Meet as needed	
Community Sustainability Commission	3 <sup>rd</sup> Monday**	6:00 pm
Economic Development Board	4 <sup>th</sup> Wednesday**	5:30 pm
Historic Preservation Review Commission	4 <sup>th</sup> Thursday	6:30 pm
Housing Authority Board	4 <sup>th</sup> Wednesday	6:00 pm
Human Services Board	2 <sup>nd</sup> Monday	6:30 pm
Library Board of Trustees	2 <sup>nd</sup> Tuesday	6:30 pm
Open Government Commission	Quarterly	5:00 pm
Parks, Recreation & Cemetery Commission	2 <sup>nd</sup> Wednesday**	6:30 pm
Planning Commission	2 <sup>nd</sup> Thursday	7:00 pm
Sky Valley Open Space Committee	Meet as needed	7:00 pm

\*\* Bi-monthly/Every other month

For more information, contact City Hall at 746-4200 or check the City's Website at: [www.ci.benicia.ca.us](http://www.ci.benicia.ca.us).

The City is committed to providing access. For disability-related accommodations, contact Assistant City Manager Alan Shear, at 746-4200.

This guide has been prepared to provide helpful tips for attending City Council and other city meetings.

Please contact the City Clerk or City Manager if you have additional questions.

If you have suggestions for improving this guide, please contact the City Manager's Office at (707) 746-4200.



***Revised January 2021***