



CITY OF NEWARK CITY COUNCIL

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City Administration Building
7:30 p.m.
City Council Chambers

Agenda Guide

The following information will help you understand the City Council Agenda and what occurs during a City Council meeting. Your participation in your City government is encouraged, and we hope this information will enable you to become more involved.

The City Council meets regularly on the second and fourth Thursday of each month at 7:30 p.m. in the Council Chambers at City Hall, 37101 Newark Boulevard, Sixth Floor. Special meetings are called as necessary by the Mayor and noticed at least 24 hours in advance. The Order of Business for Council meetings is as follows:

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|------------------------------------|-------------------------|
| A. ROLL CALL | I. ECONOMIC DEVELOPMENT |
| B. MINUTES | CORPORATION |
| C. PRESENTATIONS AND PROCLAMATIONS | J. COUNCIL MATTERS |
| D. WRITTEN COMMUNICATIONS | K. ORAL COMMUNICATIONS |
| E. PUBLIC HEARINGS | L. APPROPRIATIONS |
| F. CITY MANAGER REPORTS | M. CLOSED SESSION |
| G. CITY ATTORNEY REPORTS | N. ADJOURNMENT |
| H. REDEVELOPMENT AGENCY | |

Items listed on the agenda may be approved, disapproved, or continued to a future meeting. Many items require an action by motion or the adoption of a resolution or an ordinance. When this is required, the words **MOTION**, **RESOLUTION**, or **ORDINANCE** appear in parenthesis at the end of the item. If one of these words does not appear, the item is an informational item. The reading of the full text of ordinances and resolutions will be waived unless a Councilmember requests otherwise.

The **Agenda** lists the items coming before the Council for consideration. A City staff report is prepared and gives the **Background/Discussion** of agenda items. Following this section is the word **Attachment**. Unless "none" follows **Attachment**, there is more documentation which is available for public review at the Newark Library, 6300 Civic Terrace Drive on the city website www.newark.org or the City Clerk's office, 5th floor at City Hall. Those items on the Agenda which are coming from the Planning Commission will also include a section entitled **Update**, which will state what the Planning Commission's action was on that particular item. **Action** indicates what staff's recommendation is and what action(s) the Council may take.

City Council Members act as Board Members of the **Redevelopment Agency** and the **Economic Development Corporation**. When there is business to discuss, the Council

will adjourn and then reconvene as the Redevelopment Agency or the Economic Development Corporation.

Addressing the City Council: You may speak on any listed item at the appropriate time. You may speak on any item **not** on the agenda during ***Oral Communications***. To address the Council, please seek the recognition of the Mayor by raising your hand. Once recognized, come forward to the lectern and state your name and address for the record. If a number of persons wish to speak, a time limit may be imposed. Matters brought before the Council which require an action will be either referred to staff or placed on a future Council agenda.

City Council Meetings are cablecast live on Government Access Channel 26. The City Council meeting tapes are made solely for facilitating the preparation of the minutes of the meetings. The tapes are available to members of the public during regular office hours in the City Clerk's Office and are recycled as necessary. A videotape copy of the meeting is also available at the City Library for checkout the week after a Council meeting.

Americans with Disabilities Anyone who is planning to attend a City Council meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the City Clerk's Office at 510-578-4266 at least 48 hours in advance of the Council meeting to arrange for assistance.

Vocabulary List

Closed Sessions: These are meetings held to discuss confidential matters such as litigation, personnel, or real property. Per the Brown Act, these are the only meetings closed to the public and the press.

Consent Calendar: A listing of routine business items which are adopted with one motion, without discussion. Any Councilmember, citizen, or staff member may request that an item be pulled from the Consent Calendar for separate discussion and action. The item is then considered after the Consent Calendar items are voted upon.

Minutes: The written record of prior actions presented to the Council for approval at the following meeting. Minutes are not considered official until approved by the City Council.

Motions: The least formal of actions. A motion is a proposal that the City Council takes action on.

The **Newark Economic Development Corporation** was created by the City Council in 1996 to encourage economic development through various means. The Corporation is organized under the California Non-Profit Public Benefit Corporation Law for public purposes. The City Council serves as the governing board for the Corporation; however, the Council and the Corporation are two separate, distinct legal entities.

The **Newark Redevelopment Agency** was created by the City Council in 1975 to revitalize designated areas of the City. The Redevelopment Agency is able to use special legal and financial mechanisms to eliminate blight and improve economic and physical conditions in designated areas of the City. This authority is conferred on the Agency through the State of California's Health and Safety Code (Section 33000-et.seq.). The City Council serves as the governing board for the Redevelopment Agency; however, the Council and the Agency are two separate, distinct legal entities.

Oral Communications: The time during which citizens may address the Council on any matter not on the agenda. The Brown Act generally prohibits the City Council from taking immediate actions on items not listed on the agenda. The City Council may refer topics brought up under Oral Communications to the appropriate staff member for follow up.

Ordinances: Formal written documents enacting laws which can be enforced by the City. With few exceptions, ordinances become part of the City Code. Except for urgency ordinances, all ordinances require action at two separate meetings: At one meeting for the first reading and discussion, and at a second meeting for the second reading and adoption. In order to forego the verbal reading of ordinances, a motion is typically passed to waive reading. Most ordinances become effective 30 days after adoption.

Public Hearings: The formal process of getting opinion on major legislative matters as required by the City Code or Government Code. Examples include conditional use permits, rezoning, building code amendments, etc.

Quorum: Requirement that three Councilmembers be present to conduct a meeting.

Resolutions: Formal written motions acted upon by the Council.

Study/Work Sessions: These are public meetings which the Council sets periodically for a detailed review of important matters. They are sometimes held jointly with another City commission or governmental agency. No formal action may be taken at this time.

Questions? Contact the City Clerk at 510-578-4266 or via email city.clerk@Newark.org