

City of Sacramento
Budget and Audit Committee Report
915 I Street Sacramento, CA 95814
www.cityofsacramento.org

File ID: 2025-01975

2/3/2026

Councilmember Proposal Request for Committee Consideration - Illegal Dumping

File ID: 2025-01975

Location: Citywide

Recommendation: Review and provide direction on the attached councilmember proposal regarding Illegal Dumping and take one of the following actions: 1) Pass a **Motion** directing the appropriate council appointive officer to commence work on the proposal and bring it back to the committee for review and consideration; 2) Pass a **Motion** directing the appropriate council appointive officer to commence work on the proposal with committee members and forwarding the item to the city council for consideration without further review by the committee; 3) Pass a **Motion** sending the matter back to the sponsoring councilmember for additional information; 4) Pass a **Motion** deferring the request and directing the appropriate council appointive officer to bring the proposal back to the committee at a later date; or 5) Pass a **Motion** denying the proposal request.

Contact: Councilmember Roger Dickinson, Bryan DeBlonk, Chief of Staff, Xavier Cardenas, District Director, (916) 808-7002, district2@cityofsacramento.org, Office of Councilmember Roger Dickinson, District 2; Councilmember Mai Vang, Alexxiss Diaz, Public Affairs Director, Susan Khang, Director of Policy and Constituent Affairs, (916) 808-7008, district8@cityofsacramento.org, Office of Councilmember Mai Vang, District 8; Councilmember Caity Maple, Michael Benjamin, District Director, (916) 808-7005, district5@cityofsacramento.org, Office of Councilmember Caity Maple, District 5

Presenter: None, see proposal.

Attachments:

- 1-Description/Analysis
- 2-Councilmember Proposal Request Submission
- 3-Council Rules of Procedure

Description/Analysis

Issue Detail: Councilmembers may propose an item, ordinance, program, research, or initiative for council action by submitting a written request to the City Clerk. The process modulates the agenda requests of individual councilmembers by referring those requests to the relevant city council standing committee for review, as appropriate, and in so doing provides clear guidance to the council

appointees that their work demands are serving the council as a whole. It also ensures councilmember requests are duly tracked and assigned, thus promoting transparency and accountability.

The attached proposal number 2025-011 was submitted by Councilmember Roger Dickinson, Councilmember Mai Vang, and Councilmember Caity Maple was reviewed by the mayor on November 12, 2025 and is being referred to this city council standing committee for consideration.

Policy Considerations: Council Rules of Procedure, Chapter 12.

Economic Impacts: See proposal.

Environmental Considerations: This action is not a project that is subject to California Environmental Quality Act (CEQA) because it is an administrative activity and relates to government fiscal activities that do not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. (CEQA Guidelines § 15378(b)(2) and (b)(4)).

Sustainability: See proposal.

Commission/Committee Action: Committee action is required to initiate staff work on any councilmember proposal request.

Rationale for Recommendation: Committee direction will provide clear guidance to the council appointees that their work demands are serving the council as a whole and are in alignment with council priorities.

Financial Considerations: See proposal.

Local Business Enterprise (LBE): See proposal.



COUNCILMEMBER PROPOSAL REQUEST SUBMISSION

Process as outlined in the Council Rules of Procedure, Chapter 12.

Submission Date: October 22, 2025

SUBJECT (*brief summary*): Illegal dumping continues to pose a serious environmental, public health, and quality-of-life issue for the City of Sacramento. Despite ongoing efforts, current strategies lack the formal structure, enforcement consistency, and staff engagement necessary to create sustainable impact. City resources are essential to efficiently and comprehensively address the growing issue of illegal dumping and it is important that these resources are allocated appropriately and equitably to ensure a meaningful impact.

Councilmember Sponsor: Councilmember Roger Dickinson, District 2; Councilmember Mai Vang, District 8; Councilmember Caity Maple, District 5

Assigned Council Staff Member: Bryan DeBlonk, D2 Chief of Staff; Xavier Cardenas, D2 District Director; Alexxiss Diaz, D8 Public Affairs Director; Susan Khang, D8 Director of Policy and Constituent Affairs; Michael Benjamin, D5 District Director

Proposal Summary/Recommendation (*Provide a brief description of the proposal*): This proposal calls for a comprehensive **benchmark review and gap analysis** of how the City currently addresses illegal dumping. It aims to establish a more proactive, equitable, and enforceable city-wide strategy to reduce illegal dumping citywide while aligning staff responsibilities, community outreach, education, and enforcement efforts under a unified, data-informed plan. The overarching goal is to create a safer, cleaner city with a strong policy infrastructure that supports long-term environmental justice and community well-being. To achieve a cleaner, safer city, the policy must be led through a coordinated strategy centered on: Engagement, Education and, Enforcement.

The following policy infrastructure will be outline by Engagement, Education, and Enforcement.

The outcome should be a comprehensive report with clear policy recommendations, a plan to standardize reporting protocols, data on peak periods of illegal dumping, and a roadmap for funding and implementing targeted programs—especially in the most affected areas measured by the Solid & Waste Division (Attachment A)

A benchmark review and gap analysis are needed to assess the City's current approach and identify actionable improvements. This review should include:

Under Engagement the City will:

- **Form Interdepartmental Working Group: Establish** an interdepartmental working group with representation from Legal, Public Works, Code Enforcement, and other relevant departments to lead a formal benchmark review and gap analysis of the City’s current illegal dumping response framework. This team will collaborate to identify operational gaps, align departmental responsibilities, and develop unified citywide implementation recommendations.
- **Evaluate Proactive Measures:** Conduct comprehensive assessment of current prevention strategies (e.g., signage, public reporting tools, surveillance, neighborhood cleanups) and determine where efforts are lacking or not yielding measurable results (See Attachment B).
- **Standardized Staff Reporting Requirements:** Develop a codified policy that requires all City field staff (including sanitation, code enforcement, and public works) to document and report instances of illegal dumping encountered during normal duties. This policy will be supported by clear reporting procedures, training, and integration into existing reporting systems such as 311
- **Analyze Peak Activity Periods:** Identify seasonal or event-based trends when illegal dumping surges—such as multi-family dwelling move-out periods, post-holiday cleanups, or specific fiscal quarters—to better align staffing, resources and community engagement efforts with demand.
- **Explore Funding Strategies:** Explore and pursue diverse funding sources such as state and federal environmental or public works grants, regional solid waste management funds, ratepayer contributions, and enhance fine structures or penalty revenues to expand existing resources and launch pilot programs that strengthen the City’s enforcement and education efforts.

Under Education the City will:

- **Establish a Citywide Educational Campaigns:** Launch a multilingual, culturally sensitive campaign to increase awareness of legal disposal options, reporting tools, and enforcement policies. This campaign should include a billboard series showcasing existing rewards and penalties for illegal dumping and may be funded in part through ratepayer contributions, reflecting shared investment in maintaining cleaner neighborhoods and supporting citywide public education efforts that benefit all residents.
- **Host Neighborhood Education and Compliance Workshops:** Broaden existing educational outreach to encompass renters, multi-family property owners, and businesses adjacent to identified hotspots, providing clear guidance on waste disposal requirements, enforcement changes, and City-supported tools for reporting and compliance.
- **Increase Signage:** Install updated signage in illegal dumping “hotspots” (See Attachment A) to inform residents and businesses about new policy changes, penalties, and reporting procedures.

Under Enforcement the City will:

- **Implement a Hotspot-Based Enforcement Strategy:** Identify and prioritize “hotspot” areas disproportionately impacted by illegal dumping. Due to hotspot locations shifting across the City, enforcement activity and resource allocation should be reviewed and adjusted on a quarterly basis to reflect current data trends. This will ensure enforcement presence remains flexible and responsive to emerging problem areas.
- **Expand Surveillance:** Explore expanded surveillance in hotspot areas, including a pilot incentive program that supports residential homeowners, landowners, or private property owners in

purchasing security cameras connected to the City’s surveillance network to enhance reporting and deterrence.

- **Increase Fines and Rewards:** Implement increased fines for illegal dumping in hotspot areas and establish higher reward incentives — for verified reports leading to enforcement action.
- **Implement an Equity Zones Guidance:** Provide legal and policy guidance on the creating “equity zones” based on identified “hotspots” where additional resources such as signage, rewards, fines, and surveillance may be concentrated to address the disproportionate curbed faced by vulnerable neighborhoods. Ensure compliance with state and local laws, and clearly communicate the intent behind such zones to avoid misperceptions.

Rationale for Recommendation (*Identify the issue(s) that this proposal will address*): Illegal dumping disproportionately affects vulnerable neighborhoods, strains city resources, and undermines public confidence in municipal services. Despite the existing efforts of City staff, illegal dumping remains a significant issue, highlighting the need for a more cohesive and proactive strategy to effectively address it. A benchmark review and gap analysis will provide the data and insight needed to formalize staff responsibilities, identify high-impact time periods, and allocate resources more effectively. It will also enable the City to pursue new funding opportunities and explore equitable enforcement mechanisms, such as increased fines and rewards in historically burdened areas. By investing in this foundational assessment, the City positions itself to adopt a more strategic, equitable, and sustainable approach to illegal dumping prevention and enforcement.

Applicable Council Priority Goal:

Recommended Priority Level:

- 0-30 days
- 30-60 days
- Greater than 60 days

City Council Committee Review Recommended:

- Budget and Audit Committee (B&A)
- Law and Legislation Committee (L&L)
- Personnel and Public Employees Committee (P&PE)
- Racial Equity Committee (RE)
- City Board, Commission, or Committee Review Recommended (*list advisory body(ies)*):

Do any of the following Council Policy Considerations apply? If so, give a brief explanation:

- DEI: We often see illegal dumping “hotspots” in overly burdened neighborhoods throughout our City, which are home to many of our communities of color and low-income populations. The policy recommendation aims to prioritize resource allocations to enhance vital City operations, enabling a more equitable distribution of resources to effectively address illegal dumping and support these disproportionately impacted neighborhoods. It also recognizes the need to reach hard-to-reach communities, particularly renters and residents in multi-family dwellings, who may not receive direct solid waste services, ensuring that education, outreach, and resources are accessible and inclusive across all housing types.

Climate Action: Achieving these goals has the potential to reduce service-vehicle miles and associated GHG emissions and limits waste-contaminant entry into waterways, thereby advancing Sacramento's goals and enhancing ecosystem resilience.

Financial Considerations:

Given that vital City resources are required to address the City's illegal dumping issue - and that resource allocation will most likely be necessary - it is recommended for City staff to return with a comprehensive budget overview of resources and dollar amount needed to carry out Engagement, Education, and Enforcement efforts.

Recommendation: Create sufficient funding apparatus for Engagement, Education and Enforcement, at staff recommended levels.

Attachments to Support Summary/Recommendation:

(Please attach and explain council staff research that has been done on this proposal; Include all information received from outside careholders, drafts or examples compiled).

Exhibit A. Solid Waste “Hot spots”

Exhibit B. Illegal Dumping Survey results

Exhibit C. Research on illegal dumping surveillance from other cities

Mayor's Review:

Date Reviewed:

Committee Review Required:

- Budget and Audit Committee (B&A)
- Law and Legislation Committee (L&L)
- Personnel and Public Employees Committee (P&PE)
- Racial Equity Committee
- City Board, Commission, or Committee Review (*list advisory body(ies)*):

Committee Review Exception Applies:

- Urgent matter that requires quick council action.
- A matter related to a pending council matter.
- A matter that on its face falls fully outside the jurisdiction of the City.
- A matter within the City Manager's executive function that does not need council authorization.

Department(s) Collaboration Needed:

Mayor's Additional Direction:

Mayor's Signature: _____ Date: _____

City Council Standing Committee Scheduling:

Transmitted for addition to the following agenda(s) for committee review to initiate staff work on the proposal:

Standing Committee	Tentative Agenda Date
Budget and Audit Committee (B&A)	
Law and Legislation Committee (L&L)	
Personnel and Public Employees Committee (P&PE)	
Racial Equity Committee (RE)	

Proposal will also be made part of the Councilmember Proposal Tracking Log.

City Clerk's Additional Comments:

City Clerk's Signature: _____ Date: _____

South Area Illegal Dumping Hot Spots

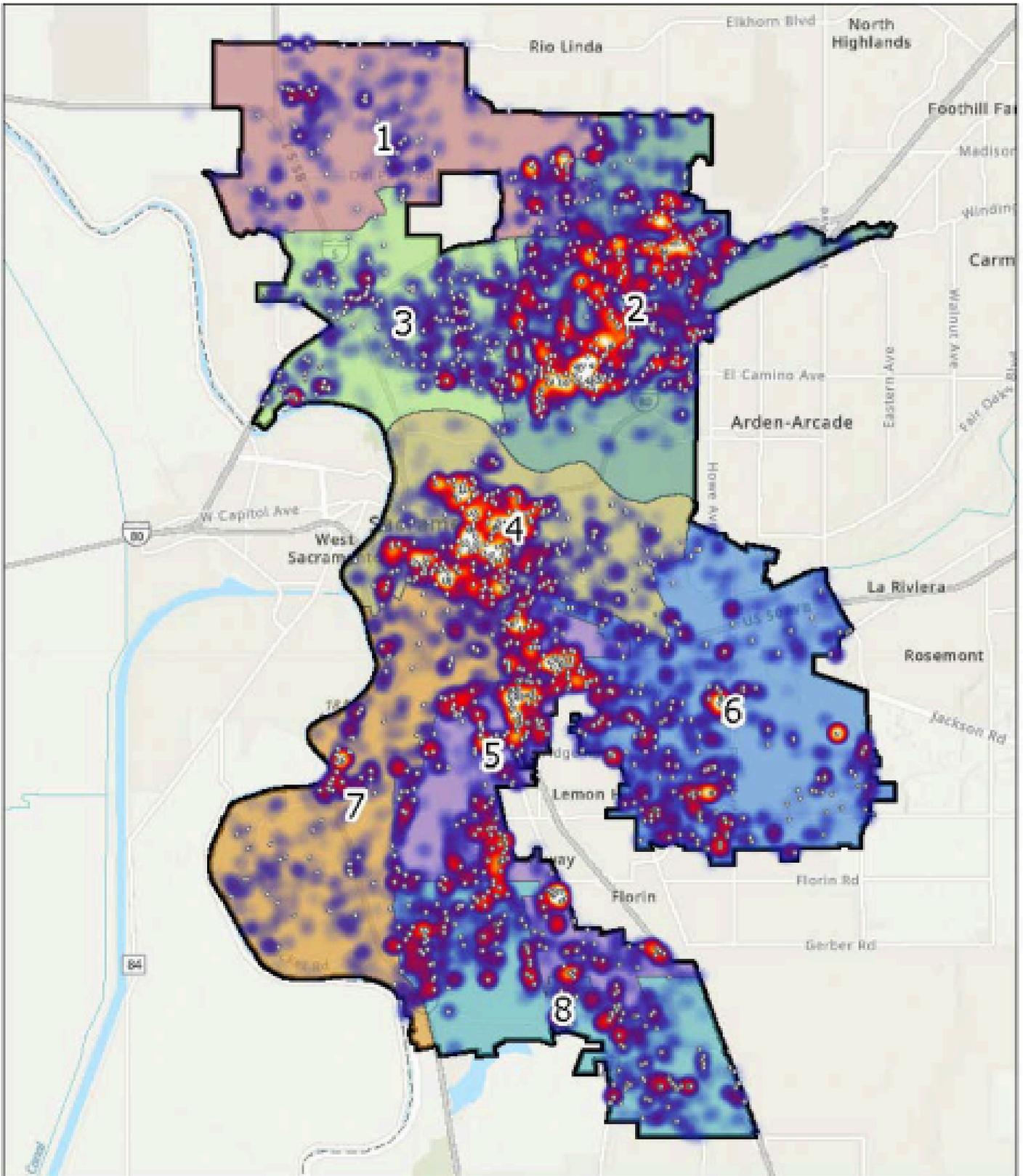
1. 24th St and Laramore Way
2. Richfield Way & Tungsten Way
3. 7500 block of Amherst St
4. Henrietta Dr & Matson Dr
5. Tamoshanter Way & 68th Ave
6. 25th Ave & Yreka Ave
7. Indian Ln & Hing Ave
8. Riverside Blvd & 35th Ave
9. 16th St & A St
10. N B Street & Bannon St
11. 83rd St and Fruitridge Rd
12. Elvas Ave (along train tracks)
13. La Riviera Dr & Howe Ave
14. Alder Ave & Hedge Ave
15. Younger Creek Dr & Sky Creek Dr
16. Rovana Cir & Florin Perkins Rd
17. Morrison Creek Dr
18. Sun River Dr & 52nd Ave
19. W Railroad Ave & 14th Ave
20. Rancho Adobe Dr & Rancho Pico Way
21. Lemon Hill Ave & Logan St
22. Dais Ave & Stockton Blvd
23. Fowler Ave & Stockton Blvd
24. 75th St & 53rd Ave
25. Young St & 53rd St
26. 5200 block of Martin Luther King Jr Blvd
27. Strawberry Ln & 27th Ave
28. 32nd St & 19th Ave
29. Sumac Ln & 16th Ave
30. 35th St & 12th Ave
31. San Rafael Ct & Broadway
32. 7th Ave & San Rafael Ct
33. Alhambra Blvd & 2nd Ave
34. Clear Sky Cir & Mack Rd

North Area Illegal Dumping Hot Spots

1. Western Ave and Traction
2. Lampasas Ave and Edgewater Rd (PG&E)
3. Eleanor Ave and Arcade Blvd (Along the park)
4. Carmelita Ct off Rio Linda Blvd.
5. Eleanor Ave from Beaumont St to Branch St.
6. Rio Linda both sides from Grand Ave to Lampasas Ave.
7. Taft St and Harris
8. Ripley St and Del Paso Blvd off Astoria St.
9. Colfax St and Traction Ave.
10. Diesel Dr and Beloit Dr.
11. South Side of Elk Horn Blvd from Hwy 99 to Sageview Dr
12. 3630 Larchwood (City Lot)

24-25 311 Illegal Dumping Calls Heatmap

2025-011



3/24/2025

- 24-25 Illegal Dumping Files
- 24-25 Illegal Dumping Heatmap
- Sparse
- Dense
- Council Districts
 - Council District 1
 - Council District 2
 - Council District 3
 - Council District 4
 - Council District 5
 - Council District 6
 - Council District 7
 - Council District 8
 - Sacramento_City_Boundary
 - World_Hitchhike



Esri, NASA, NOAA, USGS, Source: Esri, DeLorme, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Responses Overview Active

Responses

109



Average Time

10:07



Duration

84 Days



1. In what ZIP code is your primary residence?

109

Responses

Latest Responses

"95815"

"95832"

"95823"

...

2. In what neighborhood is your primary residence?

108

Responses

Latest Responses

"Swanston Estates"

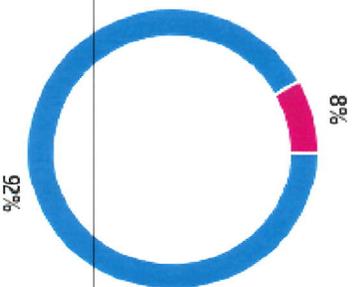
"Meadowview"

"Mesa Grande"

...

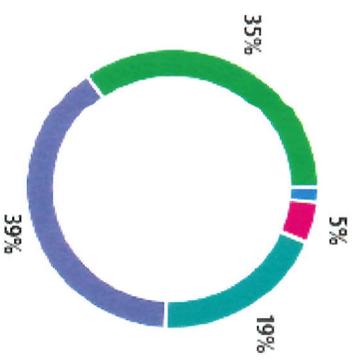
3. Do you own the property where you primarily reside?

● Yes	100
● No	9

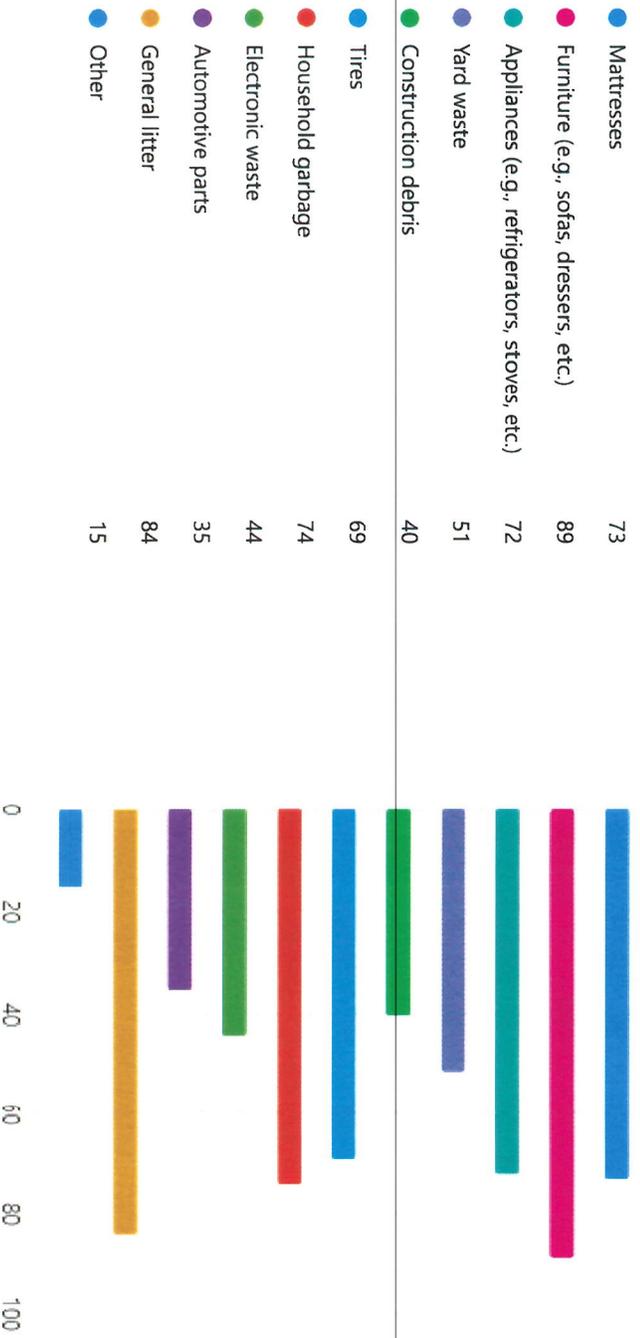


4. On a scale of 1-5, 1 being not a problem and 5 being a crisis - how severe are the impacts of illegal dumping and trash in your neighborhood? (choose one)

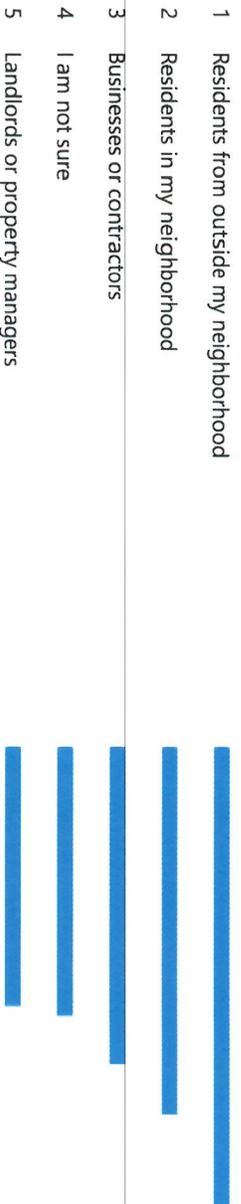
● 1 - not an issue (I never see impacts of illegal dumping)	2
● 2 - a minor issue (I rarely see impacts of illegal dumping)	5
● 3 - a moderate issue (I often see the impacts of illegal dumping)	21
● 4 - a major issue (I almost always see impacts of illegal dumping)	43
● 5 - a crisis-level issue (I always see impacts of illegal dumping)	38



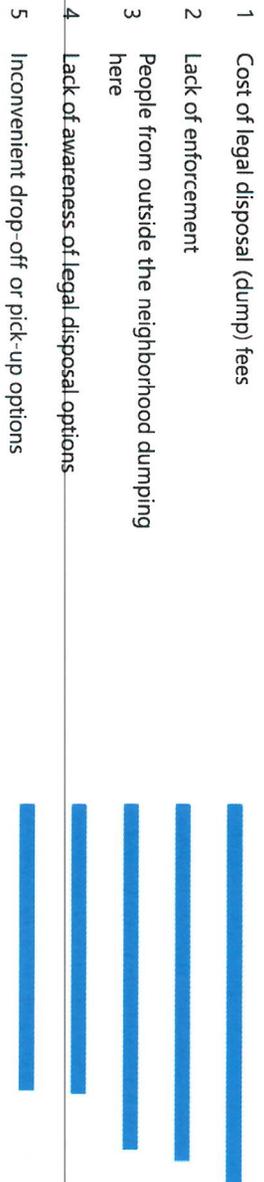
5. What types of items do you most often see illegally dumped in your neighborhood?



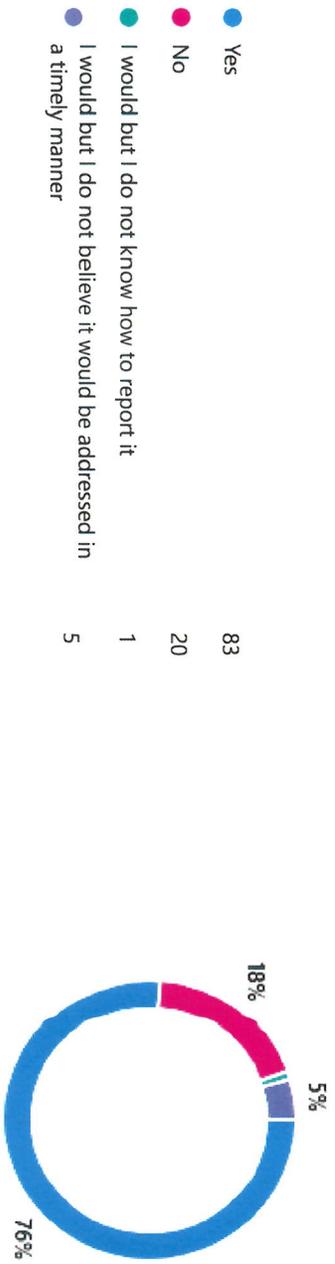
6. Who do you believe to be most responsible for illegal dumping in your neighborhood? (please rank the following options)



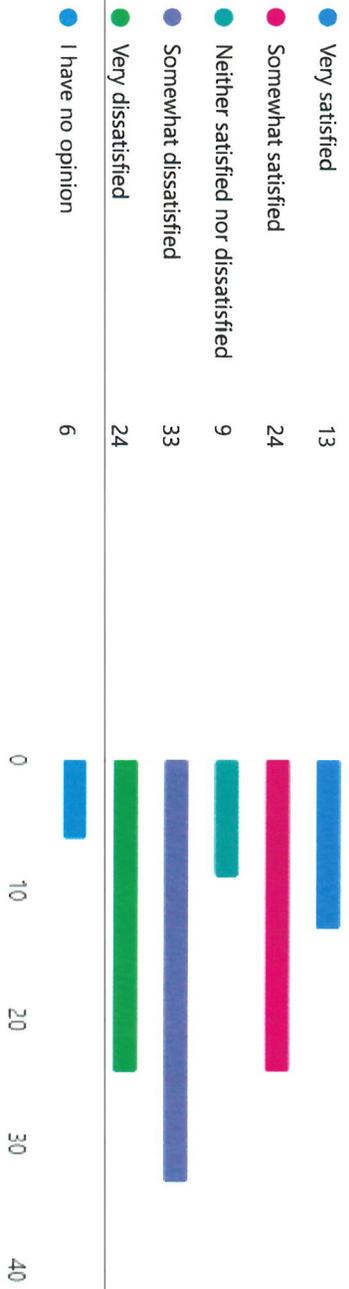
7. What are the main reasons you believe illegal dumping occurs in your neighborhood? Please rank the following causes, with # 1 being the most likely cause and #5 the least likely:



8. Have you ever used 311 to report illegal dumping in your neighborhood?

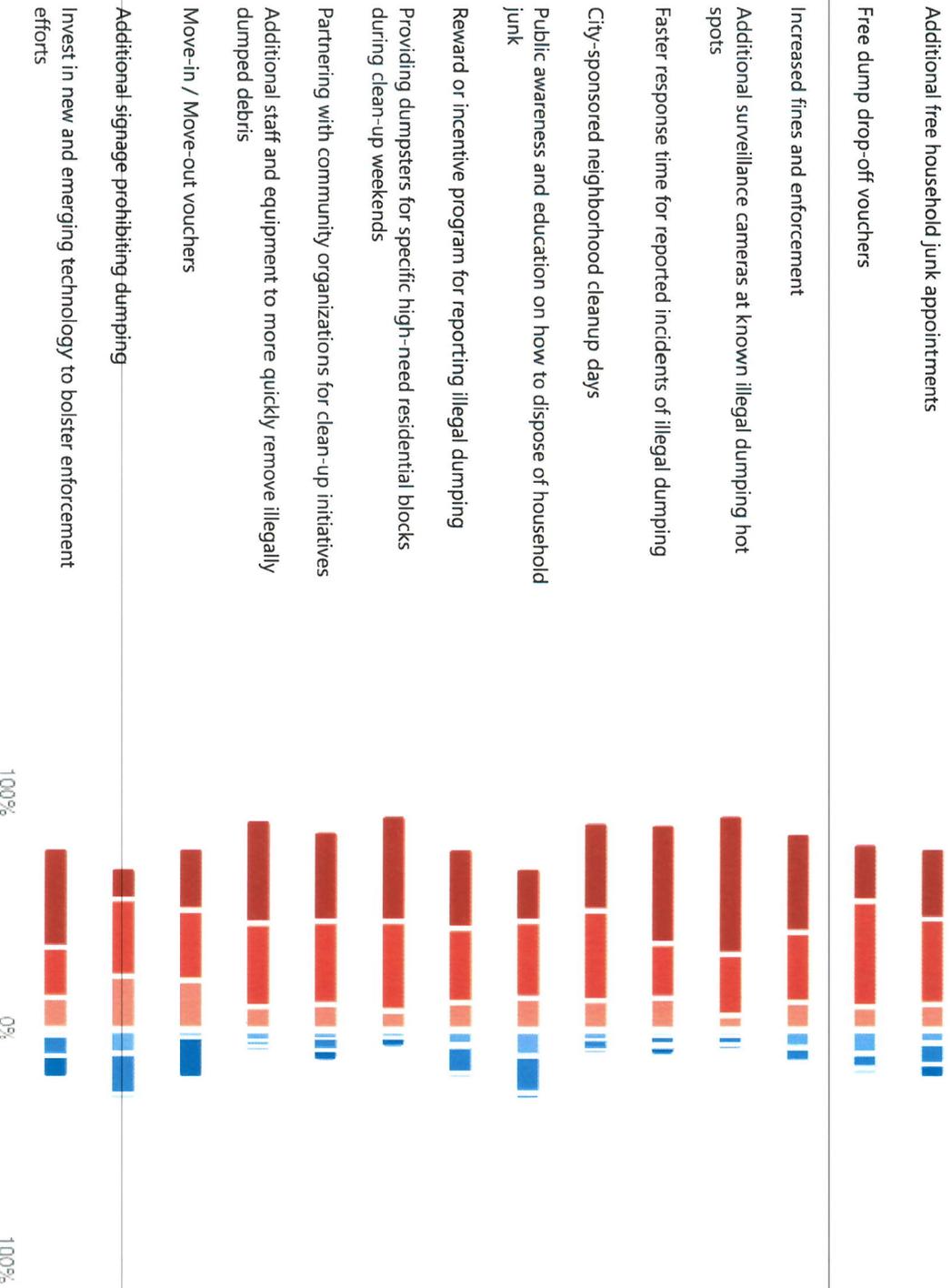


9. How satisfied are you with the City's response to illegal dumping?

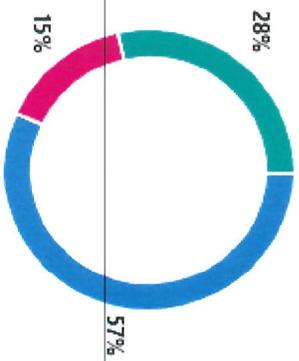


10. How effective do you believe each of the following proposals would be in reducing illegal dumping and its negative impacts? (please rate each one based on how likely you think it is to work)

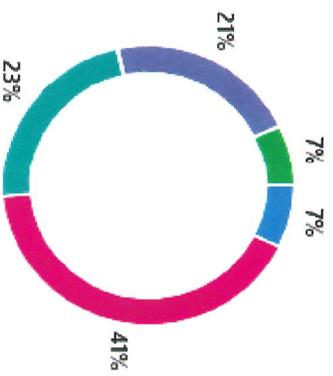
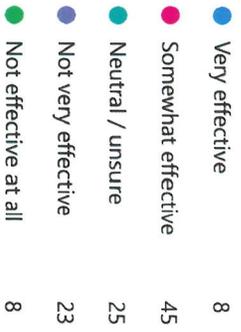
- Very likely
- Somewhat likely
- Neither likely nor unlikely
- Somewhat unlikely
- Very unlikely
- I am not sure



11. Would you or a member of your household be willing to participate in a community clean-up day, if organized by the City or a local community organization?

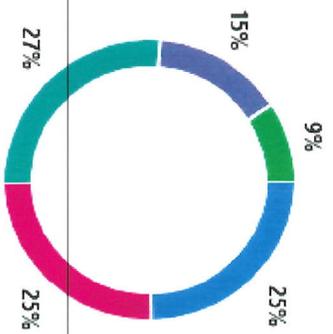


12. How effectively does the City clean up illegal dumping in your neighborhood?



13. How helpful would it be to you to receive additional information on legal ways to dispose of waste in your community?

Very helpful	27
Somewhat helpful	27
Neutral / unsure	29
Not very helpful	16
Not helpful at all	10



14. Do you have any additional suggestions or comments for how the City should address illegal dumping?

109
Responses

Latest Responses
"No"
"Catching and Prosecute"
"N/A"
...

15. If you would like further information on the City's illegal dumping mitigation efforts, please provide us your name and preferred contact information. (optional)

44

Responses

Latest Responses

"Amelida Castillo, amelida@att.net"

...

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San Pablo (SP).....21

Kern County (KC).....22

Sacramento County Quick Facts.....23

Further Reference Material

Sources Referenced

Data

Funding Sources:

City Budget: SD, SF, SJ

Department Budget: SD,SF,STOCKTON, SJ, SP, KC, CH

CalRecycle: SD

Caltrans Clean California (unavailable): SD, OAK

Other Grants: CH (Neighborhood Network Grant, Congressional Grants)

Program Initiatives:

Code Enforcement Sweeps and Patrols: SD,SF,STOCKTON

Specialized Clean-Up Crew: SD, SF, CH

Education/Empowerment/Marketing: SF, STOCKTON, SJ, SP, CH

Three E's: OAK

Community Wide/Neighborhood Events: STOCKTON, SJ, SP

Encourage to Report: SF, CH

Specialized 311/App Platforms: SD, OAK, CH

"Adopt- Our-City/Road": SF, STOCKTON, KC

Bulky Waste/Annual Events: OAK, SF, SJ, KC

Specialized Council/Commission/Board: OAK, SF, SJ, KC

City of San Diego

Program Name: Clean San Diego Program (Clean SD Program)

Departments: Environmental Services Department – Clean SD Division

Program Description:

- Services Provided:
 - Routine litter removal, curbside community clean-ups, and sidewalk sanitation.
 - As-Needed Illegal Dumping services
 - “Roving Crews” who proactively handle illegal dumping in “Hot Spots” and on-sight basis.
 - Patrols of Code City Compliance officers who enforce solid waste codes
 - “Get It Done” illegal dumping reports which are handled Monday-Friday
 - Essentially, specialized 311 service.
 - Canyon/Creek Abatement
 - Homeless Encampment Litter Abatement
 - Incorporation of 72 hr. And 3 hr. Notification Period prior to waste abatement
 - Information on retrieval of property left on site during a 90-day period
 - Ensures quick response by minimizing bureaucracy/ “paperwork”
- “Get It Done” (GID) App and Platform Specifications:
 - Platform developed by Deloitte through Salesforce
 - Faster response 311 services and Code Compliance Officer is notified of area.
 - Removal services staffed by a contract-joint effort between the City of San Diego and Urban Corps
 - Additionally, GID provides transparency in submitted reports

Funding:

- CalTrans Clean California Grants
- CalRecycle Grant
- ESD Budget/General Fund
 - “The Fiscal Year 2026 Adopted Budget includes...\$3.5 million in personnel expenditures budget, and an additional \$6.2 million in contractual services budget in the General Fund to support these programs in ESD”

Municipal Code:

§66.0104 Transportation of Solid Waste No person shall convey or transport solid waste upon or along any public highway in the City unless such solid waste is contained and/or covered or otherwise secured so as to minimize leaking, and prevent falling, blowing or scattering from the

vehicle, container, or equipment in which it is being conveyed or transported: provided, however, that the top cover of a vehicle engaged in the collection of solid waste may expose one-third of the vehicle bed while traveling between pickup stops where said stops are separated by less than one-quarter mile. When traveling between collection routes and a disposal site, all loads of solid waste must be completely covered. All vehicles, containers and equipment used in the transportation of any form of solid waste shall be kept clean, and no person shall drain or allow to be drained the liquid from any such vehicle upon any other land in such manner as to create an unsanitary condition. Persons transporting solid waste on the public highways shall completely empty the solid waste from their vehicles and/or containers at the disposal site in order to prevent the scattering of residue on the return trip.

(Amended 10-21-1996 by O-18353 N.S.)

(Prevention Code)

“(d) Education. For multi-family residential facilities, and for single family residential facilities receiving recycling services through a homeowners’ association, the responsible person shall ensure that persons are educated about the recycling services as follows: (1) Information, including the types of recyclable materials accepted and not accepted, the location of recycling containers, the recycling requirements, and the person’s responsibility to recycle pursuant to this Division, shall be distributed to all occupants, employees, and contractors annually; (2) All new occupants shall be given information and instructions upon occupancy; and (3) All occupants shall be given information and instructions upon any change in recycling service to the facility”

(Not directly applicable, consider a collaboration with local NAs to insure consistent distribution of “Education” pamphlets.)

City of Oakland

Program Name: Keep Oakland Clean and Beautiful (KOCB)

Departments: Oakland Public Works (OPW), funds managed by Beautification Council

Program Description:

KOCB utilizes the Three E's (Education, Eradication, and Enforcement) as their framework to address illegal dumping. KOCB performs the following services in correspondence to the Three E's:

Education: *Oaktown PROUD Community Campaign*

- P.R.O.U.D.: Prevent & Report Our Unlawful Dumping
- Prevents dumping by informing residents on services and campaign goals
- Empowers community to volunteer and participate further.

Eradication: *Garbage Blitz Crew*

- Specialized team that operates in four identified clean-up zones in the city and proactively clean up litter prior to a formal complaint through services such as 311.
- Deters future dumping (Broken Window Theory)

Enforcement: *Environmental Enforcement Officers (EEOs)*

- Hold dumpers accountable through threat of surveillance and threat of consequences
- Outreach, education, removal, and enforcement services.
- Carries out investigation to identify violators
- Issues Citations
- Under General Supervision of PW Department

Beyond KOCB OPW Provides these Services for Bulky-Item Removal:

- Annual bulky-item drop-off and curbside pick-up through Oakland Recycles
- Monthly "Bulky Block Party" for free disposal of bulky items (must provide utility bill/proof of residency)

Funding (as of 5/2025):

CalTrans Clean California Grant Funds (1,280,000 over 2 years)

Internal Budget (funds managed by Beautification Council)

Municipal Code:

Note: Overall, I think this code is thorough and a good general reference material for possible edits in Sacramento Municipal Code

“Burden of Producing Evidence as to When Illegal Dumping Occurred. If the City does not have direct evidence as to when the illegal dumping occurred, in assessing administrative fines or penalties, the act of illegal dumping shall be presumed to have occurred five days prior to its discovery and the burden of producing evidence as to when it occurred shall be on the dumping violator. The presumption may be rebutted by contrary evidence.”

(Ord. No. 13195, § 1, 10-15-2013)

“A real property owner who rents commercial or residential property is responsible for the property of a tenant that was removed from the tenant's unit and illegally dumped after the tenant vacates, whether voluntarily or involuntarily pursuant to this section. If the tenant's property is removed from the tenant's unit by the real property owner or an eviction or other process, the property owner must see the property is either retained for the tenant or properly disposed of in accordance with law. To this end, the property owner must cooperate with the tenant in working with the collector to dispose of the tenant's property, which can be done at the tenant's expense for any of the collector's fees or costs. If the tenant's property is illegally dumped by the tenant on public or private property in front of the tenant's former unit or the adjacent properties, the real property owner is responsible to have the tenant's property properly disposed of. If the tenant's property is illegally dumped at a different location, the real property owner must provide the tenant's forwarding information if it is within the real property owner's knowledge.”

(Ord. No. 13195, § 1, 10-15-2013)

“A dumping violator cited with an administrative citation or civil penalty pursuant to this Chapter may request to perform community service in lieu of payment of the civil penalty or administrative citation. A dumping violator may not use community service to

offset actual costs of the City's addressing the illegal dumping incident. Community service must be performed in a program approved by the City Administrator.”

(Ord. No. 13195, § 1, 10-15-2013)

“To the extent permitted by law, an owner or operator of a motor vehicle or trailer is liable and responsible for illegal dumping for all costs, penalties and fines relating to the illegal dumping when the owner's vehicle is used with the express or implied permission of the owner or operator, irrespective of whether the owner or operator knew or should have known of the intended use of the vehicle.”

(Ord. No. 13195, § 1, 10-15-2013)

City of San Francisco

Program Names: “Don’t Leave It on the Sidewalk” Campaign & Clean Streets Initiative

Departments Involved: SF PW, Recology (collective term for City’s waste contractors), SF Environment Department (SF Environment), collaboration with Community Stakeholders and Community Organizations.

Program Description: “Don’t Leave It on the Sidewalk” Campaign

This campaign follows a two-prong approach to effectively address sidewalk litter and illegal dumping:

- Prong One
 - Intended Outcomes:
 - Reduce quantity of trash on streets and sidewalk
 - Higher landfill diversion due to recycle and reuse/proper disposal through;
 - Education:
 - “Litter/Dumping is illegal and costly”
 - Informs about quick, easy, and free ways to dispose
 - Informs about legally required refuse service and mandatory recycling.
- Prong Two:
 - Encourage residents to report illegal dumping activity
 - Information can lead to arrests and convictions as consequences

Program Description: Clean Streets Initiative

SF Public Works addresses illegal dumping as outlined in the Initiative by:

- Responding to 311 illegal dumping requests in 6 zones (i.e. Litter Patrol)
- Working with Recology in Bayview area (“Hot Spot”)
- Providing public information, outreach, and enforcement services through the Outreach and Enforcement (OnE) team
- Organizing annual volunteer clean-up events
- Managing the public garbage can sensor pilot to prevent overflowing cans.

Additional Services/Programs provided by SF Public Works:

CleanCorridorsSF

- “Special Operation”
- PW street cleaners are sent every Thursday to neighborhood commercial zones to:
 - Power Wash and Sweep Sidewalks
 - Flush Roadways
 - Wipe-Out Graffiti
 - “a coordinated deep-cleaning blitz”
- OnE is on hand during these deep cleanings to provide information to private property owners and businesses on their responsibilities regarding the sidewalks within their premises.

Adopt-A-Street:

- Private Property Owners or Individuals are provided with the necessary tools for upholding cleaning maintenance of a City street.

Funding:

- Ratepayers
 - Through fees (of refusal services) and issuance of fines (per violation)
- Public Works Department
 - General Fund
 - Street Cleaning Funding
 - Public Utilities Commission funding
 - Public Works’ Street Environmental Services Budget
 - Includes illegal dumping clean-up, not exclusive to.
- Annual Budget Allocation (in progress; between City and Recology)

Municipal Code:

- Refuse Rate Board:
 - Essentially, Board that evaluates and monitors refuse rates efficiency and provides annual recommendations to insure a rate that is accommodative of services provided (FYI rate in SF: formerly \$47.00 proposed increase: \$55.55 - rates differ per residence capacity)
 - Proposition F:
 - Regularly monitoring refuse rates and reporting before the Refuse Rates Board, including recommended rate adjustments or proposed programmatic changes.

- Providing actionable recommendations to city leaders to promote and enhance accountability and improve overall cost-effectiveness, performance and efficiency of refuse collection, processing, and remediation.
- Facilitating and helping to ensure transparency of the refuse rate-setting process and reporting, so the public can timely access and review information.
- Promote public input including comment, objection and protest procedures pursuant to San Francisco Proposition F (June 2022) as well as California Proposition 218

Fees for Enforcement of Violation Applicable Irrespective of Abatement. Whenever the Director issues a Notice of Violation pursuant to this Chapter, the Director may impose a fee to recover costs associated with inspection and related enforcement costs. These fees shall be established by the department and submitted to the Board of Supervisors for approval. The Director shall provide notice of such fees under Section 80.5 and may collect such fees according to the procedures in Section 80.8, below. The blight inspection fee charged under this section is in addition to any abatement fees authorized under Section 80.5 and Section 80.8 of this Chapter.

(1) Application. If the Department inspects a property and issues a notice of violation or summary abatement order, the owner(s) of the property may be required to pay the Department a blight inspection fee of \$250 to cover the Department's inspection costs. The Department shall rescind the blight inspection fee if a property owner successfully contests the notice of violation or summary abatement order after a public hearing pursuant to Section 80.5(g) of this Chapter. The Director may reduce the blight inspection fee upon a showing of financial hardship by affected property owners.

(2) Controller Review and Adjustment of Fee Amount. Beginning with fiscal year 2009-2010, the Controller will annually adjust the fee amount specified in this Section by the two-year average consumer price index change for the San Francisco/San Jose Primary Metropolitan Statistical Area. No later than May 15th of each year, the Controller shall file a report with the Board of Supervisors reporting the new fee schedule and certifying whether: (a) the blight inspection fee produces sufficient revenue to support the costs of providing inspection service; and whether (b) the blight inspection fee produces revenue significantly in excess of the costs of providing the services for which each inspection is conducted.

(3) Additional Costs. In instances where Department inspection costs exceed the blight inspection fee amount specified in Section 80.4. subsection (b)(1), the Director

may require the property owner to pay an additional sum in excess of the ordinary blight inspection fee. The blight inspection fee, together with any additional sum authorized under this section, shall not exceed the actual costs incurred by the Department, as calculated on a time and materials basis. The Director also may charge for any time and materials costs that other agencies, boards, commissions, or departments of the City, including but not limited to the Office of the City Attorney, incur in connection with the inspection of the blighted property. The Director shall provide property owners with written itemization of the basis for the additional fees or an estimate of the additional fees to be charged.

(3) Inspections of Private Property. Private property is subject to inspection under this Chapter whenever:

(A) There is reason to believe that a condition exists on such property that violates, a provision of the Municipal Code, or that makes a property a public nuisance, or in a blighted condition; or

(B) Such inspection is deemed necessary by staff to carry out the provisions of the Municipal Code; or

(C) There is any abatement action being performed on the property pursuant to a provision of this Chapter or any order issued pursuant thereto requiring such action; or

(D) Such inspection is conducted to determine if there has been completion of an abatement action pursuant to any abatement order.

(4) Entry onto Private Property for Inspection Authorized. Whenever it is necessary to make an inspection of property to investigate or enforce any of the provisions of this Chapter, any official authorized by the City to conduct such inspections may enter such property at all reasonable times to inspect the same provided that:

(A) If such property is occupied, the official shall first present proper credentials and request entry;

(B) If such property is unoccupied, except in emergency circumstances, the official shall make a reasonable effort to contact the owner or other persons having charge or control of the property and request entry;

(C) If such entry is not granted or the owner or other persons having charge or control of said building or structure cannot be contacted, the official seeking entry shall have recourse to every remedy provided by law to secure entry.

(5) Inspections at Discretion of the City. All inspections authorized for the purpose of investigation or enforcing the provisions of this Chapter shall be at the discretion of the City and nothing in this Chapter shall be construed as requiring the City to conduct any such inspection nor shall any actual inspection made imply a duty to conduct any other inspection. Furthermore, nothing in this Chapter shall be construed to hold the City responsible for any damage to persons or property by reason of making an inadequate or negligent inspection or by reason of any failure to make an inspection or reinspection.

(6) Obstruction or Interference with Work Prohibited. No person shall obstruct, impede or interfere or cause another to obstruct, impede or interfere with any person who is engaged in abatement actions performed pursuant to the provisions of this Chapter or who is directing or performing any act necessary or incidental to such abatement.

(8) Failure to Comply - Abatement Action by City Authorized. Whenever there is a failure to comply with an abatement notice or order within the time specified in such notice or order, or within the later time specified by the decision of an administrative hearing officer on appeal from the Director's decision, the Director is authorized to:

(A) Cause the conditions that require abatement actions to be repaired or abated to the extent necessary to remedy the conditions causing the nuisance.

(B) Extension of time permitted. Any person, firm or corporation required to take abatement action pursuant to this Chapter may apply to the Director for an extension of time in order to comply. The Director may grant an extension of time, if the Director, at his or her discretion, determines that such an extension of time is reasonable under the circumstances. The Director may require a written agreement by such person, firm or corporation that the order will be complied with, as a condition for such extension. The extension of time to complete an abatement action will not extend the time for any hearing hereunder unless the Director expressly so states

City of Stockton

Program Name: Clean City Initiative

Department: Stockton Public Works, City Manager's Office, Republic Services, Waste Management, collaboration efforts with PD, City, and Neighborhood Volunteers.

Program Description:

This initiative focuses on Clean Up Events and an "Adopt-Our-City" Program:

- Drive-Thru Recycling Events
 - 6 events annually
 - Verification of Residency required
 - Waste Accepted:
 - Appliances, Mattresses, Electronic Waste, and Yard Waste.
 - Offers shredding services for Confidential Papers
 - Compost Bag Distribution
- Community Clean-Up/Beautification Events
 - Focuses on City Parks
 - Plant trees and refurbish park appliances (like benches)
 - Collect Litter
 - City of Stockton and Volunteer Groups
- Neighborhood Services Clean-Up events

- 5 events annually
- Code Enforcement Sweeps
 - Focus on blight, shorter duration clean up days.
- Neighborhood Betterment Team (NBT) host 2 events per year that are 90 days long each to focus clean-up efforts in neighborhood.
 - Large-scale neighborhood clean-up day
- Stockton PD's Neighborhood Services Section (NSS), Waste Management, Republic Services
- Homeless Encampment Clean-Up Events:
 - Public Works and Stockton PD collaborate to remove debris regularly.
 - 28 events in 2024
- "Adopt-Our-City" is an MOU between the City and various community stakeholders, such as the Stockton Fire Department to offset the City's burden of abatement
 - (for example, FD and City MOU concerning the removal of graffiti during the creation of/in exchange for a mural from the city)
- Stockton utilizes Bye Bye Mattress to process dumped mattresses

Funding:

- Stockton Public Works Budget
 - General Fund
 - Waste and Recycling Fund
 - "Revenues for this fund are from a 5% surcharge on waste haulers' gross rate revenues. This revenue is authorized by State Assembly Bill 939 (AB 939-the Integrated Waste Management Act) and was created to fund compliance with the recycling and diversion programs required by AB 939." (QUOTE)
 - "These activities are funded by fees collected from the City's franchised and permitted haulers' gross rate revenues." (F-3)
- Significantly Volunteer/Donation Reliant
- Collaboration with City and Stockton PD

Municipal Code:

§ 8.104.090 Cost recovery.

The City shall be reimbursed for all costs, including time, services, and materials needed to abate a violation of this chapter and hold the dumping violator(s) accountable unless the City waives reimbursement in whole or in part.

A. The hourly rate used to compute time spent to investigate, document, abate a violation, and recover costs shall be the actual costs.

B. The City is entitled to recover all City costs for the voluntary and involuntary abatement of violations.

1. Voluntary abatement is the abatement of a violation by the owner after notification of the violation from the City that such violation exists and must be abated.

2. Involuntary abatement is that action that is performed by, under the direction of, or at the initial expense of the City

City of San Jose

Program Name: BeautifySJ Blight Reduction Program

Department: Community Services Division of Parks, Recreation, and Neighborhood Services

Program Description:

Key Program Areas:

- Graffiti Removal
- Neighborhood Litter Removal Program
- Neighborhood Beautification/Dumpster Day Program
- Neighborhood Association Engagement
- Removing and Preventing Illegal Dumping Program (RAPID) Illegal Dumping Program

Three E's approach to Combat Blight (defined as "graffiti, litter/trash, illegal dumping"):

- Education:
 - Environmental Stewardship Program
 - Recognizes SJ schools that commit and express efforts for beautification of campuses and adjacent neighborhood
 - Neighborhood Association Engagement Model (NAEM)
 - Through previously established model BeautifySJ activates Neighborhood participation through outreach and two-way communication.

- Marketing and Outreach
 - Multilingual
 - 25 Transit Shelter Ads (Nov. 2024-Jan. 2025)
 - 50 Bus Back Ads (Nov. 2024-Jan.2025)
 - 2 Long Term Digital Ads at Eastridge Mall (Aug. 2024-Aug. 2025)
 - Based on yearly evaluation, 630 more website visitors.
- Junk Pick Up Outreach
 - Environmental Services Department
 - Unlimited and No-Cost Junk Pick Up Service
 - Tri-Lingual Outreach
 - Collaboration with multi-family waste haulers for further outreach
- Eradication:
 - Graffiti Removal Program
 - Collaboration with Graffiti Protective Coatings (GPC, City's vendor)
 - Reported Graffiti is removed within 3 days, with gang-related tagging removed in a day.
 - Toolkit and resources for self removal provided to private property owners (specifically small business)
 - RAPID
 - Notified through 311 and "Self-Discoveries"
 - Collaboration with Neighborhood Association Engagement Program
 - In Hot-Spot areas targeted outreach consisting of information and resources is provided to residents.
 - Separate Reporting Number for In Progress Illegal Dumping
 - Neighborhood Litter Program
 - Volunteer-reliant
 - 14,000+ resident volunteers, 20,000+ hours spent in a year in community-led events.
 - BeautifySJ hosts two events per year
 - School District MOUs to present at.
 - Neighborhood Beautification Program/ Dumpster Day Program
 - Informs residents about weekly to annually waste disposal events/Dumpster Day Programs
 - Encourages proper disposal

Funding:

- PRNS Budget

- Reimbursements provided by the Mattress Recycling Council for each mattress recycled (\$15 max) is reinvested to support illegal dumping programs (Illegal Dumping Compensation Program).
- Enforcement is funded by residential, commercial, and multi-family franchise fees which is defined in City Allocated budget

Municipal Code:

9.10.1710 - Franchise fees.

A. Each person engaging in the business of collecting, transporting or disposing of Commercial Solid Waste, Organic Materials, or Recyclable Material kept, accumulated or generated in the City shall pay a franchise fee to the City. The franchise fee shall be in an amount as set forth in a resolution adopted by the City Council.

B. Franchise fees shall be payable on a monthly basis, and shall be due and payable on the last day of the month immediately following the month in which collection services were provided. Each payment shall be calculated in accordance with the provisions of the resolution adopted by the City Council pursuant to subsection A. above.

C. The required franchise fee shall be paid to the City's Director of Finance. Each payment shall be accompanied by a written statement, verified by the person making the payment, or a duly authorized representative of the person, showing the calculation of the franchise fee payable in such form and detail as the Director of Finance may require and such other information as the Director of Finance may determine is material to a determination of the amount due.

E. The payment of franchise fees to the City pursuant to this Part shall be in addition to any license fee or business tax prescribed by the City for the same period.

(Ords. 24315, 24684, 24718, 25835, 27725, 29070, 30684.)

9.10.1120 - Residential source reduction and recycling fee.

A. Each Residential Solid Waste Generator in the City shall pay a Source Reduction and Recycling Fee as set forth in the Schedule of Fees adopted by resolution of the City Council. Such fee shall be used to pay the costs incurred by the City in: (i) preparing, adopting and

implementing the Integrated Waste Management Plan required under Division 30 of the California Public Resources Code; and (ii) implementing Organic Material and Recyclable Materials diversion programs and services for compliance with current and future applicable law, including, but not limited to, AB 341, AB 1826, and SB 1383. However, the City shall retain the sole right to set priorities for the use of its Source Reduction and Recycling Fee.

D. For the purposes of this Section, the Solid Waste Generator at Multi-Family Dwellings shall be deemed to be the Owner of the Multi-Family Dwelling.

E. For the purposes of this Section, the Solid Waste Generator at a mobilehome park shall be deemed to be the Owner of the mobilehome park.

City of San Pablo

Program Name: San Pablo Shine (“Together We Make, San Pablo Shine”)

Departments: PW Environment

Program Description:

To reduce litter, prevent illegal dumping, and encourage local action through community partnership and resident involvement:

- Neighborhood Champions
 - Paid Community-Driven Initiative (\$2,000 Stipend for 10-Month Service) in which Selected Applicants (“Neighborhood Champions”) act as community liaisons for San Pablo Shines beautification campaign to achieve:
 - *Reduced Illegal Dumping* (through raising awareness and implementing measures so Enforcement)
 - *Increased Awareness on City Free Waste Disposal Program* (Education, monthly outreach requirement utilized)
 - *Fostering of Civic Pride* (inspire residents to personally maintain cleanliness)

- Neighborhood Champions are tasked with:
 - Community Outreach for SP Shines Beautification Campaign
 - Organizing Clean Up Events
 - Attending Trainings and Community Events
- Volunteer Clean-Up Events
- Information on How To Report
- Information on City-Wide services (compost drop-off, bulky pick ups, e-waste pick up)

Funding:

- Internal Public Works budget
 - Volunteer/Constituent-Reliant

Municipal Code:

Municipal Code 8.02.020 requires property owners to maintain their properties, including alleys, sidewalks, or parkways abutting a parcel. Maintenance of the property includes the removal of dumped or illegally dumped items.

§ 8.12.090 Education and outreach requirements.

All commercial business owners are required to:

- A. Excluding multifamily residential dwellings, to the extent practical through education, training, inspection, and/or other measures, prohibit employees from placing materials in a container not designated for those materials per the recycling container, organics container, and garbage container collection service.
- B. Excluding multifamily residential dwellings, periodically inspect recycling containers, organics containers, and garbage containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers.
- C. Including multifamily residential dwellings, annually provide information to employees, contractors, tenants, building residents, and customers about organic waste recovery requirements and about proper sorting of organic waste and recyclable materials. A copy of such instructions shall be provided to the public works director or designee, upon request.

D. Including multifamily residential dwellings, provide information before or within fourteen days of new occupation of the premises to new tenants and no less than fourteen days before tenants move out of the premises, unless a tenant does not provide fourteen or more days' notice to before moving out, that describes requirements to keep organics container organic waste and recyclable materials separate from each other and from garbage, the location of containers, and the rules governing their use at the premises.

E. Including multifamily residential dwellings, prominently post and maintain one or more signs where recyclable materials and/or organic waste are collected and/or stored that set forth what materials are required to be source separated, in addition to collection procedures for such materials.

(Ord. 2021-005 § 2 (Exh. A), 2021)

Kern County

Program Name: Keep Kern Beautiful (KKB), Adopt-A-Road

Departments: Public Works

Program Description:

- KKB Commision (no compensation) addresses:
 - Prevention of Litter and Illegal Dumping
 - Reduction of Waste
 - Promotion of Recycling
 - Coordination of Clean-Up Events
 - Education
- Adopt-A-Road Program

- Businesses and individuals adopt 2 miles of road for regular clean-up/maintenance
- Clean-ups must be made at least 4 times a year
- County provides clean-up tools and permits
- Curbside Large Item Collection
 - City of Bakersfield and Unincorporated Bakersfield

Funding:

- Public Works budget
- Commission has no compensation and Adopt-A-Road relies on community participation

Municipal Code:

8.28.070 - Transportation—Loads must be covered.

A.It is unlawful for any person to transport in or upon any vehicle, over any public thoroughfare within the unincorporated area of the county, any solid waste, unless the solid waste is completely covered or secured in a manner preventing it from falling or blowing away from the transporting vehicle.

B.It is unlawful for any person that owns a vehicle to knowingly permit any other person to transport solid waste in or upon that vehicle, over any public thoroughfare within the unincorporated area of the county, unless the solid waste is completely covered or secured in a manner preventing it from falling or blowing away from the transporting vehicle.

C.Any person who violates this section is subject to an administrative penalty under Chapter 8.54 of this code. (Ord. G-6530 § 3 (part), 1998)

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C.For purposes of subsection (A) of this section, the presence of at least two (2) pieces of addressed mail or other identifying information in the dumped material shall be deemed to create a rebuttable presumption that the person so identified is responsible for the dumped material and is subject to the penalties and remedies provided for in this section.

(Ord. G-6697 § 4, 2000; Ord. G-6530 § 3 (part), 1998) , (Ord. No. G-8985, § 3, 1-5-21; Ord. No. G-9091, § 18, 3-15-22)

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8.28.081 - Universal collection areas—Established. The board of supervisors may, by resolution, establish universal collection areas for the disposal of discarded materials. The boundaries of such areas shall be reviewed periodically and amended as necessary to provide universal discarded material collection service to areas deemed by the board of supervisors, in its discretion, to require such service. Some universal collection areas may be established to provide transfer station services for the disposal of discarded materials. Such areas will be referred to as alternate universal collection areas.

(Ord. G-6697 § 5, 2000), (Ord. No. G-8129, § 2, 3-15-11; Ord. No. G-9091, § 19, 3-15-22)

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8.28.090 - County resource management facilities—Dumping. It is unlawful for any person to place, deposit or dump or cause to be placed, deposited or dumped any material at any county resource management facility:

A. Without first paying the fees prescribed by the board of supervisors. B. In violation of the rules and regulations prescribed by the board of supervisors for the operation of the county resource management facility. A copy of the fee schedule and the rules and regulations governing the county resource management facility shall be on file at the public works department and the clerk of the board and shall be open to inspection by the public. The director of the public works department may preclude use of a facility by member(s) of the public for violation of the rules and regulations prescribed by the board of supervisors for the operation of that county resource management facility.
(Ord. G-7066 § 3, 2004; Ord. G-6530 § 3 (part), 1998)

(Ord. No. G-9091, § 23, 3-15-22)

City of Citrus Heights

Program Name: Citrus Heights Cares: Beautifying Our City Together

Departments: General Services Department

Program Description:

“Toolbox” that consists of:

- A Proactive Beautification Crew
 - Two-person crew, fully-stocked truck
 - responsible for patrolling to provide abatement services that consist of: illegal camp encampments, shopping cart removal, weeding, illegal dumping/litter removal, illegal sign removals.
- Chronic Nuisance Offender Program
 - CHPD directed, collaboration with District and City Attorneys
 - Rolling 12-month period
 - Severe cases have the opportunity for community prosecution.
- Shopping Cart Ordinance
- Working with Our Neighbors
 - Collaboration with Private Property jurisdictions (caltrans, etc) to increase maintenance
- Accessible and Responsive Reporting Measures
 - SeeClickFix App ([Citrus Heights, CA - Report potholes, graffiti, street light out, and other community issues. - SeeClickFix - Web and Mobile Government 311](#))
- Citrus Heights Cares:
 - Beautification and Community Empowerment Campaign

- Pilot Initiative regarding Business Signage
 - First Come First Serve Basis
 - Businesses can receive up to two signs that provide information on the City's Ordinance regarding illegal dumping and the CHPD's phone number to encourage reporting.

Funding:

Internal Grants Distribution:

Reallocation of leftover funds in the Non-Profit Community Support Funds to the Neighborhood Improvement Partnership Funding

Neighborhood Network Grant

Federal Pandemic Recovery Funds (American Rescue Plan Act) (\$47,000 – 2023)

Capital Investment Funds -

Note: These funds are not specified to address illegal dumping, but are general federal and congressional funds that are directed to the maintenance of road quality (pollution, maintenance, etc.)--potential starting point for securing Non-City Funds.

Community Development Block Grant Funds (CDBG)

Annual Federal Funds—approx. 670,000 per year.

funds are used to support capital projects such as park improvements and sidewalks. Other projects the City has used the funds for include: loans to modest income families for rehabilitation, Habitat for Humanity projects and public services such as senior nutrition. ☐

Community Project Funding Grant Allocation Community Project Funding (CPF)

Congressional-directed grants

appropriated and allocated from the Federal General Fund to support various transportation, safety and community enhancing projects.

Municipal Code:

“No owner, tenant or occupant of any premises in the city, whether vacant or improved, shall allow any accumulation of solid waste to remain thereon for longer than two weeks if such solid waste is within 400 feet of any dwelling unit or commercial building, for more than four weeks

if beyond such distance, nor for any period of time if such solid waste is determined by the department to constitute a nuisance and is directed to be removed.”

(Ord. No. 2007-09, § 2, 7-19-2007; Ord. No. 2020-008, § 15, 9-10-2020)

Sacramento County Quick Facts

Education Pamphlet:

<https://docs.google.com/document/d/10RfeFgRiPyYEOoNh0cOTo-puevIV82f/edit?tab=t.0>

County Certified Sorting Center:

[Recycling Program | L and D Landfill](#)

County Trash Collection Service Fees: \$36.63-\$49.85

“July 1, 2025, the total monthly rate for the standard level of service will range from \$36.63 to \$49.85”

(<https://wmr.saccounty.gov/Pages/ResidentialCurbSideCollection.aspx>)

Further Reference Material:

City of Wichita, Stegmeier Consulting Group Case Study on Community Outreach Oriented Illegal Dumping:

[Take Pride Wichita: A Case Study on Fighting Illegal Dumping Through Community-Centered Communication and Services - Stegmeier Consulting Group](#)

City of Alhambra Social Media Toolkit and Brochure:

[Be Green, #KeepAlhambraClean | Alhambra, CA](#)

City of Martinez—County Funding from State and Approaches:

[Martinez New Gazette County Cracking Down on Illegal Dumping--Article \(2019\)](#)

1) County received \$325,00 from AB 74 (California Budget Act of 2019) for Illegal Dumping Pilot Project to enforce dumping laws.

2) Martinez coordinated an “Illegal Dumping Think Tank”

3) Collaboration with California Highway Patrol for access to security cameras on highways to track where trucks unload/illegally dump (record full trucks, and from where/when they become empty)

Calrecycle Grant:

<https://calrecycle.ca.gov/lea/grantsloans/solidwaste/lea/>

Grant tentatively to open Summer 2025

- \$1,000,000 available for each fiscal year.
- Up to \$500,000 is the maximum available per applicant per fiscal year (FY).

CalTrans Clean California Local Grant Program (terminated)

<https://cleancalifornia.dot.ca.gov/-/media/cleancalifornia-media/documents/local-grant-program/cclgp-cycle2-fact-sheet-updated-10132023-a11y.pdf>

Caltrans Clean California Local Grant program is expected to conclude after Cycle 2, so no grant opportunity unless something changes.

LitterBug.Org (outdated website to report illegal dumping, still active):

[Report Littering in California](#)

Sources Referenced

San Diego:

[Over 4,000 Tons of Trash Removed Citywide Through 'Clean SD' Initiative | City of San Diego Official Website](#)

[About Urban Corps - Urban Corps of San Diego County](#)

[CalRecycle Illegal Dumping Technical Advisory Committee Meeting 2019](#)

[Municipal Code - Chapter 6 | City of San Diego Official Website](#)

Oakland:

<https://www.eastbaytimes.com/2020/01/14/oakland-launches-city-community-effort-to-combat-illegal-dumping/>

[Oakland adds to 'Garbage Blitz Crews' in renewed effort to halt illegal dumping - Local News Matters](#)

<https://www.sfchronicle.com/bayarea/article/Oakland-s-streets-are-getting-trashier-but-new-13518791.php>

[Class Specifications | Environmental Enforcement Officer | Class Spec Details](#)

<https://www.governmentjobs.com/careers/oaklandca/classspecs?keywords=environmental%20enf&pagetype=classSpecifications&specId=835651>

https://library.municode.com/ca/oakland/codes/code_of_ordinances?nodeId=TIT8HESA_CH8.11ILDULI_ARTIIILDULIUNPUNU_8.11.310ILDULIUN

<https://fiaeastbay.org/event/bulky-block-party-14/>

San Francisco:

[CleanCorridorsSF | Public Works](#)

https://media.api.sf.gov/documents/2025_Refuse_Rate_Order_Resolution_-_Final_Signed.pdf

San Jose:

[CC 24-325 - Memorandum](#)

[25-907 - Memorandum](#)

“Each year the Mattress Recycling Council allocates \$1 million to fund the initiative to support the maximum payout of up to \$15 per mattress. Last fiscal year, the BeautifySJ Program collected 8,582 mattresses from city streets and neighborhoods resulting in the reimbursement of \$122,475 which is reinvested to support the illegal dumping program.”

Stockton:

[City of Stockton, CA ILLEGAL DUMPING](#)

San Pablo:

[Neighborhood Champions Program | San Pablo, CA - Official Website](#)

[San Pablo Shines | San Pablo, CA - Official Website](#)

Council Rules of Procedure

Resolution No. 2025-0075 Adopted on March 25, 2025



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Chapter I – Authority/Administration

A. General Authorities and Applicability

1. The Charter of the City of Sacramento provides that the city council shall determine its own rules and order of business ([Sacramento City Charter, § 30](#)). These Council Rules of Procedure (“Rules”) apply when not in conflict with the [Charter of the City of Sacramento](#), [Sacramento City Code](#), the Constitution, or laws of the State of California, including the Ralph M. Brown Act ([Government Code, § 54950 et seq.](#)) (Brown Act). Until such time as they are amended or new rules are adopted by resolution, these Rules govern the order and conduct of business of the city council, legislative bodies that meet concurrently with the council, council committees, and council-established boards, commissions, and committees (collectively, “legislative bodies”).
2. These rules are applicable to council-established boards, commissions, and committees, as well as to the persons sitting on those boards, commissions, and committees. Those council-established boards, commissions, and committees that are authorized to adopt rules of procedure shall adopt rules that are consistent with these Rules and may not be in conflict with the Charter of the City of Sacramento, Sacramento City Code, the Constitution, or laws of the State of California.
3. In the absence of council-adopted administrative policies, council staff shall abide by the administrative policies approved by all charter officers.

B. General Administration

1. The council shall review and revise these Rules annually, or as needed.
2. During council discussions, deliberations, and proceedings, the presiding officer has the primary responsibility to ensure that the council, staff, and members of the public adhere to these Rules.
3. Any member who thinks the Rules are being violated may make a “point of order” to call for the presiding officer to enforce the Rules.

C. Amendment

Any rule may be adopted, altered, amended, or repealed by resolution at any time by a majority vote of the council, provided that at least a 120-hour notice of such proposed rule change is given to the councilmembers.

D. Suspension

1. Any rule may be temporarily suspended by a two-thirds vote of all councilmembers present, being not less than five votes.

E. Rosenberg's Rules of Order

To the extent these Rules do not address an issue of parliamentary procedure for legislative body meetings, [Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century](#) shall apply.

Chapter 2 – Duties

A. Duties of Members and Staff

- I. Members and city staff shall conduct the business of the City of Sacramento:
 - a. Recognizing that stewardship of the public interest is of primary concern;
 - b. Working for the common good of the people of Sacramento; and
 - c. Assuring fair and equal treatment of all persons, claims, and transactions coming before the council, council committees, and council-established boards, commissions, and committees.

B. Duties of Mayor and Vice Mayor

- I. The mayor is:
 - a. The presiding officer of the city and of all meetings of the council;
 - b. The official head of the city for performance of duties lawfully delegated to the mayor by the charter;
 - c. Referred to as “chair” or “chairperson” when acting as presiding officer of legislative body meetings other than the council;
 - d. Considered a member of the council;
 - e. Entitled to make and second motions on matters before the council and vote on actions, but possesses no veto power over actions of the council;
 - f. The primary, but not the only, person responsible for interpreting the policies, programs, and needs of city government to the people; and for informing the people of any major change in policies or programs; and
 - g. Empowered, but not exclusively empowered, to make recommendations to the council on all policies and programs that require council decisions; and to perform such other duties as prescribed by the charter.
2. The vice mayor and mayor pro tem shall be elected annually from among the members of the council, other than the mayor, by a majority vote at the council’s first meeting in January.
 - a. In the absence of the mayor from the city or a council meeting, the vice mayor shall possess all powers of the office of the mayor and be subject to all prescribed duties for that office.
 - b. In the absence of the mayor and vice mayor from the city or a council meeting, the mayor pro tem shall possess all powers of the office of the mayor and be subject to all prescribed duties for that office.

Chapter 3 – Conduct of Members

A. Norms and Expectations

I. Members shall:

- a. Put constituents first at all times;
- b. Treat each other, staff, and members of the public with dignity, courtesy, and respect;
- c. Value all opinions, be tolerant of new and different ideas, and encourage creativity and innovation;
- d. Follow through on commitments and be accountable to each other;
- e. Clarify when items are discussed in confidence and maintain appropriate confidentiality;
- f. Be attentive to others, limiting interruptions and distractions;
- g. Encourage dissent in debate while being mindful not to prolong discourse or block consensus;
- h. Be candid with each other about ideas and feelings, and resolve conflicts directly;
- i. Keep comments clear, concise, and on-topic to maximize opportunities for all to express themselves;
- j. Continuously strive to improve how members work as a team;
- k. Place clear and realistic demands on staff resources and time when requesting action;
- l. Start and end meetings on time, work from an agenda, and be present, attentive, and prepared;
- m. Present problems in a way that promotes discussion and resolution; and
- n. Continually work to build trust in each other.

B. General Conduct

I. Members shall:

- a. Treat each other and everyone with courtesy and refrain from inappropriate behavior and derogatory comments;
- b. Be fair, impartial, and unbiased when voting on quasi-judicial actions;

- c. Use the speaker sequencing system to inform the presiding officer of their wish to speak and wait to be acknowledged by the presiding officer before speaking, and abide the following for orderly and courteous discussion:
 - (i) Members should permit the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate the discussion, while fully participating in the process;
 - (ii) The presiding officer may give preferential speaking order to the councilmember who represents the district of the agenda item;
 - (iii) In the interest of time, the presiding officer may limit the time allotted to speakers, including members of the body;
 - (iv) Members are encouraged to hear comments from other members prior to speaking a second time; and
 - (v) It is usual courtesy for the presiding officer to play a less active role in the debate and discussion and to make a summary or final comments on any item.
- d. Move to require the presiding officer to enforce this chapter, and the presiding officer shall do so upon an affirmative vote of a majority of the members present;
- e. Preserve order and decorum during the meeting;
- f. Not delay or interrupt the proceedings or the peace of the council, nor disturb any member while speaking, by conversation or otherwise, nor disobey the orders of the council, or the presiding officer, except as otherwise herein provided;
- g. Abide by the Confidential Information Policy (Resolution No. 2010-0108) prohibiting disclosure of confidential communications and authorizing public censure for failure to comply with the policy;
- h. Support the laws established by the council; and
- i. Abide by this chapter in conducting the business of the City of Sacramento.

C. Conduct with Members

- I. Members shall:
 - a. Value each other's time;
 - b. Attempt to build consensus on an item through an opportunity for dialogue; but when this is not possible, the majority vote shall prevail, and the majority shall show respect for the opinion of the minority;

- c. Have the right to dissent from, protest, or comment upon any action of the council;
- d. Respect each other's opportunity to speak and, if necessary, agree to disagree;
- e. Avoid offensive negative comments and practice civility and decorum during discussions and debate; and
- f. Assist the presiding officer's exercise of the affirmative duty to maintain order.

D. Conduct with City Manager and Staff

I. Members of the city council shall:

- a. Speak to the city manager directly on issues and concerns;
- b. Direct the city manager to implement council's policy decisions through the administrative functions of the city;
- c. Treat staff professionally and refrain from publicly criticizing individual employees;
- d. Avoid involvement in personnel issues except during council closed sessions regarding council-appointed staff, including but not limited to the city attorney, city auditor, city clerk, city manager, city treasurer, or director of the office of public safety accountability;
- e. Discuss directly with the city attorney, city auditor, city clerk, city manager, city treasurer, or director of the office of public safety accountability as appropriate, any displeasure with their department or staff; and
- f. Request answers to questions on council agenda items from the city attorney, city auditor, city clerk, city manager, city treasurer, or director of the office of public safety accountability, department directors, or division managers prior to the meeting whenever possible.

2. General Direction

- a. Council requests that deal with policy issues and council requests that may be construed as direction must be directed to the city manager, except for general inquiries or questions, in which case the council may go to the department directors or key staff in the City Manager's Office. Members may also deal directly with the city attorney, city clerk, city treasurer, city auditor, or other staff appointed by the council.

E. Conduct with the Public

I. Members shall:

- a. Make the public feel welcome;
- b. Be impartial, respectful, and without prejudice toward the public;
- c. Listen courteously and attentively to public comment;
- d. Not argue back and forth with members of the public; and
- e. Make no promises to the public on behalf of the legislative body.

F. Conduct with Other Agencies

I. Members shall:

- a. Project a positive image of the city when dealing with other agencies;
- b. Show tolerance and respect for other agencies' opinions and issues and, if necessary, agree to disagree;
- c. Represent official policies or positions of the council when designated as delegates of a legislative body;
- d. Explicitly state when their opinions and positions do not represent the legislative body when representing their individual opinions and positions, and not allow the inference that they do (see also Rule 13.A.1.c); and
- e. Have the ability to lobby or discuss issues that have been adopted by legislative bodies or are standing policies of the legislative bodies with other legislators, government officials, applicants, or other interested persons.

G. Conduct with Boards and Commissions

I. Councilmembers shall:

- a. Treat all members of boards, commissions, and committees with appreciation and respect; and
 - b. Refrain from participation at board, commission, and committee meetings with the purpose of influencing the outcome of those meetings.
2. Rule 3.G.1.b does not apply to the Compensation Commission, Sacramento Ethics Commission, or Independent Redistricting Commission.

H. Conduct with the Media

1. Members shall not discuss – or go "off the record" with the media to discuss – confidential or privileged information pertaining to closed sessions, or attorney-client privileged or attorney work product communications, including personnel, litigation, or real property negotiations.
2. Providing non-confidential, non-privileged background information is acceptable.

I. Ethical Conduct

1. Members shall conduct themselves in accordance with the Sacramento City Code of Ethics ([Sacramento City Code § 4.02](#)) including but not limited to:
 - a. Members shall comply with the citywide nepotism policy adopted or approved by city council resolution.
 - b. Members shall comply with the citywide whistleblower protection policy adopted or approved by city council resolution.
 - c. Members shall receive ethics training material, as required by Assembly Bill 1234 within 30 days of taking office and at least every two years.
 - d. Members shall receive sexual harassment training material, as required by Assembly Bills 1825 and 1661 within 30 days of taking office and at least every two years.
 - e. Members shall follow the Political Reform Act and Fair Political Practices Commission regulations.
 - f. Members shall conduct themselves in accordance with such policies and training.

Chapter 4 – Conduct of City Staff

A. General Conduct

- I. Staff shall:
 - a. Prepare well-written staff reports and provide accompanying documents on all agenda items in accordance with the agenda format and preparation schedule;
 - b. Be available for questions from members in accordance with the [Brown Act](#) prior to and during meetings;
 - c. Respond to questions from the public during meetings only when requested to do so by members or the city manager;
 - d. Refrain from arguing with the public or members; and
 - e. Switch electronic equipment such as cellular telephones to silent or off mode during council meetings.
2. Staff shall remain objective on issues and not be advocates for issues unless so directed by the legislative body.
3. To the extent permitted by the [Brown Act](#), the city manager and staff shall, as soon as possible, inform the mayor and members representing the districts affected of controversial, significant-impact issues that are coming before the legislative body.
4. The city manager shall advise management staff of potentially political or controversial issues coming before the legislative body and direct staff to be present and appropriately prepared.
5. The city manager shall make available an informational briefing for members' staff for items affecting the city and items on, or potentially on, the council agenda. Briefings shall include necessary department staff and shall take place as soon as possible.

Chapter 5 – Conduct of the Public

A. General Conduct

I. Decorum.

- a. Members of the public attending council meetings shall observe the same rules and decorum applicable to the members and staff as noted in chapters 3 and 4 of these Rules.
- b. No person shall engage in conduct that is intended to or is likely to provoke violent or riotous behavior, nor shall any person engage in conduct that disturbs the orderly conduct of the council meeting. Examples of disorderly conduct include:
 - (i) Feet-stamping.
 - (ii) Whistling or other abrupt noises.
 - (iii) Yelling or shouting or interrupting a speaker who is addressing the council.
 - (iv) Organized silent demonstrations and other demonstrations intended to disturb the progress of the meeting.
 - (v) Physically threatening conduct.
 - (vi) Verbal threats.
 - (vii) Banging, slamming, or throwing objects.
 - (viii) Interfering with other attendees' ability to participate or address the council.
 - (ix) Entering areas of the chamber not intended for the public.
 - (x) Incitement to commit unlawful or disturbing acts or disrupt proceedings.
 - (xi) Refusing to abide speaker time limits and leave the podium when directed.
 - (xii) Placing physical objects in a manner that creates a disturbance or disrupts proceedings.
 - (xiii) Interjection when not at the podium.
 - (xiv) Refusing to heed the presiding officer's call for order.

- (xv) Approaching the podium or dais without permission of the presiding officer.
 - (xvi) Signs may not be mounted to any solid item that would facilitate holding or waving and may not impede the view of other attendees.
- c. Enforcement. In addition to the presiding officer, the decorum officer and the sergeant-at-arms shall have primary responsibility for enforcing council meeting decorum. Additionally, any member may at any time call for a point of order, to request the timely enforcement of these rules of decorum.
- (i) The presiding officer shall request that a person who is breaching the rules of decorum cease the conduct. If the person does not cease the conduct immediately, the presiding officer may order the person to leave the council meeting or order the sergeant-at-arms to remove the person.
 - (ii) The decorum officer, who shall be a council-selected person who sits on the dais, may also exercise the duties of the presiding officer in Rule 5.A.1.c.(i) above.
 - (iii) The sergeant-at-arms shall assist in enforcing the rules of decorum, including removing disorderly persons upon order of the presiding officer or decorum officer.
 - (iv) If decorum cannot be maintained in council chambers, the presiding officer may take a recess so that decorum can be established.
 - a. If any meeting is willfully interrupted by any person or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be maintained by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. ([Government Code, § 54957.9](#)).

The presiding officer shall direct the sergeant-at-arms to allow the following to attend the remaining session:

- i. Once decorum is restored, allow all participants back into council chambers; or
- ii. Once decorum is restored, allow all persons, with the exception of any individuals identified by the presiding officer or decorum officer who were willfully interrupting the meeting or participating in the disturbance, back into council chambers; or

iii. Once decorum is restored, allow only credentialed representatives of the press or other news media, except those participating in the disturbance, back into council chambers.

(v) If it is infeasible to continue the orderly conduct of the meeting in the council chambers the council will continue the meeting in another room at the City Hall Complex and only city staff, credentialed members of the press or other news media, except those participating in the disturbance, will be allowed into the meeting.

2. Lobbyists shall identify themselves and the client(s), business, or organization they represent before speaking to the council ([Sacramento City Code, § 2.15.160](#)).

B. Addressing the City Council

1. Purpose of public comment. During regular meetings, the city provides opportunities for the public to address the council as a whole in order to listen to the public's opinions regarding agenda items and unagenda matters within the subject matter jurisdiction of the city. At all other (special) meetings, public comment is limited to agenda items.

a. Public comments should not be addressed to individual members nor to city officials, but rather to the council as a whole regarding city business. Comments should be directed to the council and not the audience.

b. While members of the public may speak their opinions on city business, personal attacks on members and city officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the council.

c. Consistent with the [Brown Act](#), the public comment periods on the agenda are not intended to be "question and answer" periods or conversations with the council and city officials. The limited circumstances under which members may respond to public comments are set out in Rule 8.D.2.

d. Members of the public with questions concerning consent calendar items may contact the staff person or the member whose district is identified on the report prior to the meeting to reduce the need for discussion of consent calendar items and to better respond to the public's questions.

e. The presiding officer may stop a member of the public whose comments are not confined to the agenda item being heard. During the public comment portion of the agenda, the presiding officer may stop a member of the public whose comments are not within the subject matter jurisdiction of the city.

2. Speaker time limits. In the interest of facilitating the council's conduct of the city's business, the following time limits apply to members of the public (speakers) who wish to address the council during the meeting.

- a. Matters not on the agenda: two minutes per speaker.
 - b. Consent calendar items. The consent calendar is considered a single item and speakers are therefore subject to the two-minute time limit for the entire consent calendar. Consent calendar items can be pulled at a member's request and will be considered individually, with up to two minutes of public comment per speaker.
 - c. Discussion calendar items: two minutes per speaker.
 - d. Time limits per meeting. In addition to the above time limits per item, the total amount of time any one speaker may address the legislative body at a meeting is eight minutes.
 - (i) Each speaker shall limit their remarks to the specified time allotment.
 - (ii) The presiding officer shall consistently utilize the timing system, which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear on the screen behind the dais.
 - (iii) In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group, but with no increase in time.
 - (iv) Speakers shall not concede any part of their allotted time to another speaker.
 - (v) The presiding officer may further limit, or expand, the time allotted for public comments per speaker or in total for the orderly conduct of the meeting; such limits shall be fairly applied.
2. Speaker slips. Members of the public in chambers wishing to speak to the legislative body must submit to the city clerk a completed speaker's slip indicating the agenda item or matters not on the agenda item that they wish to address before the item is called.

C. Electronic Devices

1. Members of the public shall turn their electronic devices that are capable of emitting sound – including cellular telephones, personal data devices, digital tablets, laptop computers, etc. – to the off- or silent-mode during council meetings.
2. Cameras. Cameras and recording equipment may be used during council meetings only if:
 - a. The devices are silent during use;
 - b. The devices are used in a manner and at locations that do not impede walkways or others views of the meeting or disrupt the conduct of the meeting;
 - c. Continual lighting may not be used with video recording; and
 - d. Flash photography is not allowed.

D. Speaker Location and Documents

1. Members of the public shall not approach the dais without the express consent of the presiding officer or city clerk.
2. Members of the public wishing to address the legislative body must approach the podium when recognized by the presiding officer or city clerk and speak only from the podium.
3. Members of the public may make oral communications but may not display any content on the overhead screens or otherwise. Members of the public wishing to provide documents to the council shall comply with Rule 7.D.

Chapter 6 – Meeting Types and Schedules

A. Regular Meetings

1. The city council shall hold regular meetings and provide the time, place, and manner of holding its meetings by annual resolution. A majority of regular council meetings must be held after 5:00 p.m. All meetings of the council must be open to the public, except as permitted by state law ([Sacramento City Charter, § 31](#)).
2. The city council shall generally meet on Tuesdays at either 2:00 p.m. or 5:00 p.m. in the City Hall Council Chamber, 915 I Street, First Floor, Sacramento, California, except as otherwise stipulated in the adopted meeting schedule.
3. City council standing committees shall generally meet on Tuesdays at 11:00 a.m. in the City Hall Council Chamber, 915 I Street, First Floor, Sacramento, California, except as otherwise stipulated in the adopted meeting schedule.
4. City boards, commissions, and committees shall hold regular meetings and provide the time, place, and manner of holding its meetings, according to the council-adopted meeting schedule. All meetings of the city's legislative bodies must be open to the public, except as permitted by state law. The city council shall annually, and as needed, adopt a meeting schedule for all city legislative bodies.
5. City boards, commission, and committees shall generally meet at either 11:00 a.m., 1:00 p.m., or 5:30 p.m. at the City Hall Complex, 915 I Street, Sacramento, California, except as otherwise stipulated in the council-adopted meeting schedule.

B. Adjourned Meetings

As permitted by law, the legislative body may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the motion of adjournment.

C. Special Meetings

1. The mayor or a majority of the members of the City Council may direct the city clerk to call a special meeting by providing notice 24-hours in advance of the meeting to the mayor, to all members, and to all media outlets and persons having requested in writing notification of such meetings pursuant to state law.
2. Whenever practicable, special meetings must take place in the council chamber and be video streamed live and recorded for viewing later.

D. City Council Emergency Meetings

1. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities or services, the City Council may hold an emergency meeting without complying with either the 120-hour (regular meeting) or 24-hour (special meeting) notice and

posting requirements but shall otherwise comply with the [Sacramento City Code § 4.04](#) and [Brown Act](#) procedures generally stated below.

2. Each local newspaper of general circulation and radio or television station that has requested notice of emergency meetings pursuant to the [Brown Act](#) shall be notified by the City Clerk, or designee thereof, at least one hour prior to the emergency meeting, or in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the emergency meeting.
3. This notice shall be given by telephone call or text message to the numbers provided in the most recent request for notification.
4. In the event that telephone services are not functioning, the notice requirements of this section are deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.
5. During an emergency meeting, the legislative body may meet in closed session pursuant to the [Brown Act](#) if agreed to by a two-thirds vote of the members present, being not less than five votes of the council.
6. All special meeting requirements in the [Brown Act](#) are applicable to an emergency meeting, except for the 24-hour notice and posting requirement.
7. The minutes of an emergency meeting; a list of persons who the presiding officer of the legislative body, or designee of the council, notified or attempted to notify; a copy of the roll call vote; and any actions taken at the meeting, shall be posted for a minimum of ten days in a public place as soon after the meeting as possible.

E. Closed Sessions

1. Closed sessions generally shall be special meetings held immediately prior to regular meetings.
2. In accordance with the [Brown Act](#), the public may speak regarding any closed session item prior to the closed session.
3. All closed session information, verbal or written, is privileged and confidential and shall not be shared with any person not at the closed session. Any member sharing information in violation of this rule may be subject to censure by the council consistent with the council's confidentiality policy then in effect.
4. The city attorney shall report out in public session any reportable actions that were taken by council and the vote on such actions in accordance with the [Brown Act](#).
5. For closed sessions related to appointive-officer performance evaluations and compensation, see Chapter 18.

F. Public Hearings

1. The city clerk shall set council hearing dates and notify the council via the preliminary draft agenda on all matters that require a notice and public hearing before the council, such as matters received from the planning division and appeals to the council.
2. Public hearings will not be withdrawn or continued without the full knowledge and concurrence of the councilmembers within whose districts/jurisdiction the issue resides.
3. The council may refuse to grant a continuance of any hearing unless there is a valid legal reason why the hearing must be continued.
4. Continuances.
 - a. Any person (applicant, appellant, or designated representative) scheduled for a public hearing before the legislative body:
 - (i) May obtain one continuance for a period not to exceed the second regular meeting after the original scheduled hearing date, as a matter of right, without personally appearing on the scheduled hearing date, provided a written request for the continuance must be delivered to the city clerk by noon on the day prior to the scheduled public hearing. Any person who has once obtained a continuance by any procedure may not obtain a subsequent continuance under this Rule 6.F.4.a(i).
 - (ii) Who wants to obtain a continuance of the hearing beyond the second regular meeting after the original scheduled hearing date, or who has not notified the city clerk as provided in Rule 6.F.4.a(i), may obtain a continuance only by appearing before the legislative body at the time the original hearing is scheduled and requesting a continuance. This continuance is not a matter of right and will not be granted unless the legislative body is satisfied that good cause exists for the continuance and that a substantial number of people will not be inconvenienced by such continuance.
 - (iii) Who has once obtained a continuance of a hearing either by notice to the city clerk under Rule 6.F.4.a(i) or by personal appearance under Rule 6.F.4.a(ii) may obtain a further continuance only by appearing before the legislative body at the scheduled hearing and satisfying the legislative body that extraordinary circumstances exist that would justify this second continuance.

- (iv) Who has twice obtained a continuance of a hearing may obtain an additional continuance only by appearing before the legislative body at the scheduled hearing and satisfying the legislative body that a miscarriage of justice would result from the refusal of the legislative body to grant a continuance.
- b. City staff may obtain a continuance based on the need of the originating department or on behalf of a member. Department staff may request, via the city clerk, as many continuances as needed to complete and ready the project or appeal for the hearing process; however, staff may not serve as a requestor on behalf of an applicant or appellant.
- c. Any organized group of residents or neighborhood associations not recognized as an applicant or appellant may contact their councilmember and request a continuance as needed to complete and ready the project or appeal for the hearing process. The member, in their sole discretion, may request the legislative body approve the continuance for good cause.
- d. At the meeting when the hearing is scheduled, but before the hearing starts, any member may request the council approve a continuance.
- e. Disputes regarding the length of a continuance will be decided by the council at the scheduled hearing if city staff or the city clerk cannot obtain mutual agreement between the parties beforehand.

G. Teleconference Meetings

- a. Members of the City Council may participate via a teleconference platform only in accordance with the [Brown Act](#).

H. Televised Meetings

- a. City Council meetings held in the council chambers are generally telecast via local television and available live via video streaming on the city's official [website](#) and recorded for viewing later.
- b. Standing committee and city established board, committee, and commission meetings held in the council chambers or historic hearing room are available live via video streaming on the city's official [website](#) and recorded for viewing later.

Chapter 7 – Meeting Agendas

A. Requirements for Agenda Item Submission

1. The city manager and city clerk shall develop the agenda for council meetings in consultation with the mayor and/or vice mayor, with the exception of agenda items involving the compensation of charter officers or any personnel that report to the council, which may only be brought forward with the initial approval of the mayor, or recommendation by a majority of the Personnel and Public Employees (P&PE) Committee.
2. Charter officers, the director of the office of public safety accountability, and the Sacramento Housing and Redevelopment Agency executive director may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda.
3. Department directors, subject to the discretion of the city manager, may submit staff reports, including oral reports, to the city clerk for placement on the agenda.
4. Outside agencies and advisory bodies, and city boards, committees, and commissions may submit agenda items in accordance with the following:
 - a. Items must be sponsored for agenda placement by the mayor, charter officers, or department staff; and
 - a. All agenda items must be submitted in accordance with the agenda packet submission and preparation requirements.
5. Prior to an agenda item being brought to the city council, it should be brought to any relevant city board, committee, or commission and the staff report should include the board, committee, or commission recommendation.

B. Declaration of Policy

1. No ordinance, resolution, motion, or item of business may be introduced or acted upon at a meeting of a legislative body of the city without it appearing on a duly noticed and posted agenda in accordance with [Sacramento City Code § 4.04](#) and the [Brown Act](#). Exceptions to this rule are limited to those provided by state law.
2. No ordinance, resolution, motion, or item of business will be considered that:
 - a. Does not affect the conduct of the business of the City of Sacramento or its powers or duties as a municipal corporation, or
 - b. Supports or disapproves of any legislation or action
 - (i) Of the State of California;
 - (ii) Of the President or Congress of the United States; or

(iii) Before any officer or agency of the state or nation, unless the proposed legislation or action, if adopted, will affect the conduct of the municipal business or the powers or duties of the City of Sacramento or its officers or employees.

c. Rule 7.B.2 may be invoked only before public comment or council deliberation on the matter and by five affirmative votes on the question: "Shall the council consider this matter?"

C. Procedures for Submission of Reports

1. A written staff report should be prepared and submitted in accordance with the agenda review procedure and reviewed by the relevant departments including but not limited to finance, city manager, and city attorney.
2. Continued items do not require a new report if there are no changes other than the agenda date. If there is any other change, a new report meeting all applicable requirements must be submitted.
3. Staff reports should include sufficient information for members of the council and the public to understand the action being considered, including any board, commission, or committee recommendation, and the appropriate legislative history.

D. Written Communications from the City and the Public

1. The city clerk shall manage communications to members regarding meeting topics to ensure compliance with the [Brown Act](#).
 - a. Except for records exempt from disclosure under the California Public Records Act ([Government Code, § 54957.5](#), subd. (b)) and otherwise by law, agendas and any other writings distributed to all or a majority of the members of a legislative body for discussion or consideration at a public meeting are disclosable to the public and shall be made available upon request without delay.
 - b. Materials distributed to the members during the meeting shall be available for viewing by the public during the meeting if the materials were prepared by the city or a member, or at the conclusion of the meeting if prepared by another person ([Government Code, § 54957.5](#), subd. (b)).
2. Interested parties or their authorized representatives may address the council by written communications regarding agenda items.
 - a. Written communications received by the city clerk will be delivered to members as soon as possible or at the city council meeting if related to an item on that meeting agenda.

- b. Members of the public may submit comments via the agenda “e-comment” function on the city’s [website](#). E-comments can be submitted and viewed on the city’s website agenda page once an agenda is posted and until adjournment of that meeting. The full e-comment package will be available in the city’s online records library after the conclusion of a meeting.
- c. Documents (20 copies recommended) that members of the public submit to the legislative body at the meeting shall be given directly to the city clerk for distribution and shall not be given directly to the members. The documents will be made available to the public.

E. Preparation of the Agenda Packet

- 1. No later than 120-hours prior to each regularly scheduled meeting, the city clerk shall finalize the agenda packet.
- 2. Agenda Packet Contents.
 - a. The agenda packet will include the agenda, the staff reports, draft resolutions and ordinances, contracts, and other attachments. Items noted as “To Be Delivered” on the agenda will be delivered and published to the city’s [website](#) upon receipt by the city clerk. No item is required to be considered by the legislative body if the applicable written material is not delivered to the members before the meeting and made available to the public at the same time.
 - b. Corrections or supplements to a staff report or other written materials already included in the agenda packet may be delivered separately.
 - c. All agreements on the agenda must be available for review by the council and the public prior to the meeting, or at the meeting location during the meeting, unless determined otherwise by the city attorney.
 - d. Unless waived by a two-thirds vote of council, all city labor agreements and all agreements greater than \$1,000,000 must be posted on the city’s website and be made available to the public at least ten days prior to council action as required by [Sacramento City Code section 4.04.020](#).

F. Distribution of the Packet

- 1. The city clerk shall make available the agenda packet to the councilmembers and post it to the website no later than 120 hours prior to a regularly scheduled meeting.

G. Posting of Agenda

- 1. The city clerk shall post the agenda of each regular meeting of the legislative body at least 120-hours in advance of the meeting in a location that is freely accessible to members of the public, as required by the [Brown Act](#).

2. The city clerk shall maintain an affidavit indicating the location, date, and time of posting each agenda.
3. If technical difficulties occur, the agenda and reports will be published on the city's [website](#) as soon as those difficulties are resolved.

H. Failure to Meet Agenda Deadlines

1. The city clerk shall not, without the concurrence of the city manager and city attorney, accept any agenda item or revised agenda item after the deadlines established and noted in these Rules.
2. Any agenda items or revised agenda items will be reviewed by relevant departments as identified by the agenda workflow approval process.

I. Exceptions to the Agenda Requirement

1. Matters not included on the published agenda may be discussed and acted upon by the legislative body only in the following situations:
 - a. At a meeting during which a majority of the members determine in open session that the matter in question constitutes an "emergency" ([Government Code, § 54956.5](#)); or
 - b. Upon a determination by two-thirds of the members, or if less than two-thirds are present by unanimous vote of the members present, that:
 - (i) There is a need to take immediate action; and
 - (ii) The need for action came to the attention of the city after the agenda had been posted.

J. Order of Business and Types of Agenda Items

The order of business should be carried out as listed on the agenda in the order as set out below; however, the presiding officer may reorder the items at the meeting, unless members object. Members may request items be reordered by motion.

1. Closed Session: confidential discussions with the legislative body as permitted by the [Brown Act](#).
2. Special Presentations/General Communications: the presentation and receipt of ceremonial resolutions and recognitions not requiring formal legislative body action. Special presentations are limited to two per meeting and no more than five minutes each.
3. Consent Calendar: considered one item, consisting of matters routine in nature and not likely to be subject to debate or inquiry by the members or the public; typically adopted in one motion.

4. Public Hearings: duly noticed hearings as mandated by local, state, or federal law, providing an opportunity for public review and comment of a proposed action by the council.
5. Discussion Calendar: non-routine items requiring an oral presentation and discussion before action is taken.
6. Information Items: items when staff is required by federal or state law or city code to inform council of an issue when authority has been delegated to a person, position, board, or commission.
7. Council Comments – Ideas, Questions, and ABI234 Reports:
 - a. Brief oral or written reports summarizing meeting or conference attendance at city expense, as required by Assembly Bill 1234 ([Government Code, § 53232.3](#));
 - b. Requests for the city manager or staff to report on various issues;
 - c. Requests to place items on a future council meeting agenda;
 - d. Requests to refer preparation or review of non-binding resolutions or ordinances to the Law and Legislation Committee; and
 - e. Reports on district and citywide activities or news.
8. City Manager’s Report
 - a. Brief oral report from the City Manager or designee.
9. Public Comment-Matters Not on the Agenda: oral communications from the audience regarding matters not on the agenda but within the subject matter jurisdiction of the city.

K. Ordinances and Non-Binding Resolutions

1. Ordinance and non-binding resolution preparation must be referred to the Law and Legislation Committee (L&L) before coming to council, as described in Rule 13. However, ceremonial city council resolutions (see Rule 7.L, below) need not be referred to the Law and Legislation Committee.
2. Ordinances on the agenda may be passed for publication or adopted in accordance with the procedures in [Sacramento City Charter § 32](#).
3. Ordinance changes during the review and adoption process.
 - a. The text of an ordinance as approved by the L&L Committee, receiving the necessary votes to bring the matter to council under Rule 13, must be the text that is included in the published agenda as pass-for-publication.

- b. If an ordinance is brought to council under Rule 13, the text of the ordinance brought to council must be the same text as was submitted to the L&L Committee.
 - c. The text of an ordinance passed for publication must be the text that is included in the published agenda for the meeting at which the adoption of the ordinance is discussed.
 - d. Notwithstanding subsections a, b, and c, typographical and clerical errors may be corrected at any time during the ordinance review and adoption process.
 - e. If a member intends to make a substantive (i.e., anything not typographical or clerical) change to an ordinance after it is included in a published agenda, at or before the time the ordinance adoption item is called on the agenda, the member shall distribute sufficient written copies of the proposed change so that all other members, the charter officers, relevant city staff, and the public audience have copies.
 - f. If the legislative body's motion to adopt a resolution or ordinance includes a change to the resolution or ordinance text from that published in the agenda, prior to the vote the city clerk shall repeat verbatim the proposed change or otherwise indicate the change is reflected in the circulated written copy of the change.
 - g. Ordinances bypassing the pass-for-publication requirement under Sacramento City Charter § 32 are subject to this Rule 7.K.3, as applicable.
4. Except as set forth in section (a) below, council can consider adoption of non-binding resolutions. Non-binding resolutions are those within which the council declares its position and opinions on an issue, policy, or other matter that falls outside of the jurisdiction of the city and the council lacks legal authority to establish or regulate. The council may act on such a non-binding resolution if it determines that the matter is of such importance that the council should make the symbolic gesture of adopting a resolution declarative of council's position.
- a. The city council shall not act or take a position on matters concerning foreign policy, except upon a 2/3 vote of the Council determining that those matters directly affect the City of Sacramento.

L. Ceremonial City Council Resolutions

1. A ceremonial city council resolution is non-binding and has no authority.
 - a. The city council may recognize and celebrate community members, organizations, and events for their contributions to the City of Sacramento and raise awareness surrounding important issues that affect the greater community.
 - b. Ceremonial city council resolutions are not intended for political, commercial, or narrow individual purposes, and should be consistent with the overall policies of the city council. These resolutions shall not inhibit, benefit, or promote religious activities, shall be non-discriminatory, and may not promote political advocacy activities.
2. Requests for ceremonial city council resolutions should be directed to the city clerk, who will work in collaboration with the mayor to finalize language and schedule for presentation at an upcoming city council meeting.
 - (i) A ceremonial city council resolution is the highest council honor reserved for individuals and organizations who have made extraordinary, lasting, or significant contributions to the City of Sacramento and its residents and who should be held in high esteem.
 - (ii) This type of recognition should be awarded to City of Sacramento residents, organizations, businesses, dignitaries, and other similar entities who have made significant contributions to the community; non-profit corporations, sports teams, or individuals who have won state, regional, or national titles; acts of heroism, including those as defined by police, fire, and other public safety departments; and individuals deserving exceptional commendation for their contribution to the City as a whole and its residents.
 - (iii) An Obituary Resolution may be issued to the family in honor of a deceased community member in memoriam of an individual who has made a significant contribution to the City of Sacramento and is generally presented in the community and not at a city council meeting.
3. Individual councilmembers may also create and present ceremonial council-district recognitions in their specific community. An individual councilmember recognition may be issued to individuals, organizations, or groups who have made significant contributions within a specific council district or districts or in support of programs or organizations of interest to the residents of the district.

Chapter 8 – Conduct of Meeting

A. Call to Order – Presiding Officer

1. The mayor, or in the mayor's absence the vice mayor, shall take the chair at the hour appointed for the meeting and shall immediately call the meeting of the council to order.
2. In the absence of the mayor and vice mayor, the mayor pro tem shall preside over the meeting.
3. Upon the arrival of the mayor, the vice mayor shall immediately relinquish the chair at the conclusion of the business then before the council.
4. For council standing committees the chair shall call to order and preside over the meeting. In the absence of the chair, the vice chair shall perform the duties and obligations of the chair.
5. For all other city established legislative bodies the chair shall call to order and preside over the meeting. In the absence of the chair, the vice chair shall perform the duties and obligations of the chair. In the absence of chair and vice chair, the city clerk shall call the meeting to order, and a temporary chairperson shall be elected from among the members present. Upon arrival of the chair or vice chair, the temporary chairperson shall relinquish the position upon conclusion of the item then before the legislative body.

B. Roll Call/Attendance

1. A majority of the members of the council then in office constitutes a quorum ([Sacramento City Charter § 30](#)).
2. A majority of members of the council established legislative body constitutes a quorum.
3. Before the legislative body proceeds with the business before it, the city clerk shall note the members present for the minutes. The late arrival and early departure of members will be entered into the action minutes.
4. A councilmember is considered present at a meeting if the member is either physically in the council chamber or is participating in the meeting through teleconference in accordance with the [Brown Act](#). Meeting attendance of the mayor or councilmembers through teleconference is permitted only in extraordinary circumstances.
5. Members must be physically present at the council chamber dais or teleconference location to vote. Proxy or absentee voting is not permitted.

C. Order of Discussion

The order of business must be carried out as listed on the agenda as set out below; however, the presiding officer may reorder the items at the meeting, unless members object. Members may request items be reordered by motion.

- I. Consent calendar, and any items removed for discussion.
 - a. Mayor, members, or charter officers may request that any matter be removed from the consent calendar and a separate vote taken.
 - b. All matters remaining on the consent calendar shall be approved by a single action, such single action to have the legal effect of individual action on each matter.
 - c. If consent calendar items are removed, they shall be discussed immediately after adoption of the balance of the consent calendar.
2. Public Hearings
 - a. The order of public hearings will generally be as follows:
 - (i) **Open the public hearing.**
 - (ii) Member report of ex parte communications.
 - (iii) Staff comments, information, and reports, followed by member questions.
 - (iv) Proponent, if applicable, speaks, followed by member questions.
 - (v) Opponent, if applicable, speaks, followed by member questions.
 - (vi) If the public hearing is on an appeal that does not require council de novo review, then the appellant (opponent) speaks before the applicant (proponent) in accordance with the allotted time.
 - (vii) Public comments.
 - (viii) If the public hearing is a de novo review appeal, the applicant speaks in rebuttal, but if not a de novo review appeal, the appellant speaks in rebuttal.
 - (ix) Closure of public comment period.
 - (x) Further member discussion.
 - (xi) **Motion to close public hearing and take action.**

- b. The presiding officer may direct speakers to avoid repetition in order to permit maximum information to be provided the legislative body within the time allotted for the hearing.
 - c. The appellant and applicant shall be allocated sufficient time to address the legislative body. However, reasonable time limits on persons addressing the legislative body, including applicants, proponents, and opponents may be imposed if necessary for the orderly conduct of the hearing and the limits are fairly applied.
3. Discussion Calendar
- a. The order of discussion after introduction of an item will generally be as follows:
 - (i) Staff comments, information, and reports, followed by questions from the members.
 - (ii) Public comments and information, followed by questions from the members.
 - (iii) Member discussion, motion, and action.
 - b. Once the item is placed before the council for discussion, motion, or action, no member of staff or the public is allowed to address the council without the consent of the mayor or members.
4. Council Comments – Ideas, Questions, and ABI234 Reports
- a. Brief oral or written reports summarizing meeting or conference attendance at city expense, as required by Assembly Bill 1234 ([Government Code, § 53232.3](#));
 - b. Requests for the city manager or staff to report on various issues;
 - c. Requests to place items on a future council meeting agenda; or
 - d. Reports on district and citywide activities or news.
5. City Manager’s Report
- a. Brief oral report from the City Manager or their designee.
6. Public Comment for Matters Not on the Agenda
- a. As required by the Brown Act, a portion of each council meeting agenda will provide an opportunity for members of the public to address the council on any agenda item, including closed session and consent calendar items. Regular meeting agendas also will provide for public comment on any unagenda item that is within the subject matter jurisdiction of the city.

- b. In response to public comment on unagendized items, the members may individually:
 - (i) Briefly respond to statements made or questions posed by members of the public;
 - (ii) Ask questions for clarification;
 - (iii) Provide a reference to staff or other resources for factual information or response;
 - (iv) Request staff to report to the council at a subsequent meeting; or
 - (v) Request staff to place a matter of business on a future agenda as needed.

D. Quorum Call

1. During the course of the meeting, should the presiding officer note a quorum is lacking, the presiding officer shall call this fact to the attention of the city clerk.
2. The presiding officer then shall issue a quorum call. If a quorum has not been restored within two minutes of a quorum call, the presiding officer may declare a recess for a reasonable period of time in order to reestablish a quorum.
3. If no quorum is reestablished within a reasonable time, the presiding officer shall adjourn the meeting.
4. Continuation of a council meeting extending past 9:30 p.m. requires a majority vote of the councilmembers present.
5. Continuation of a Housing Code Advisory and Appeals Board, Planning and Design Commission, or Preservation Commission meeting extending past 9:30 p.m. requires a majority vote of the commissioners present.
6. A meeting of any other city established legislative body shall automatically adjourn after two hours, unless extended by a 2/3 vote of the members present; but in no case shall an advisory body meeting exceed three hours.

E. Obtaining the Floor

1. Any member wishing to speak must first obtain the floor by being recognized by the presiding officer. The presiding officer shall recognize any member who seeks the floor when appropriately entitled to do so.
2. With the concurrence of the presiding officer, a member holding the floor may address a question to another member and that member may respond while the floor is still held by the member asking the question. A member may opt not to answer a question while another member has the floor.

F. Motions

- I. [*Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century*](#) governs the management of motions.

G. Voting

I. Requirements for Action.

- a. Unless a higher vote is required by the city charter, the city code, or otherwise by law, the affirmative votes of at least five members of the council shall be required:
 - (i) For the council to take action on an item of business;
 - (ii) To pass any ordinance, resolution, or motion; or
 - (iii) To make or approve any order for the payment of money requiring council approval.
- b. Any ordinance declared by the council to be necessary as an emergency measure and containing a statement of the facts constituting such emergency as provided in the city charter may be introduced and adopted at the same meeting if passed by at least six affirmative votes ([Sacramento City Charter, § 32](#)).

2. Voting Disqualification.

- a. A member shall not vote upon a matter if the member is disqualified from voting on that matter due to a conflict of interest. Nor shall any member vote on a quasi-judicial matter if the member is biased regarding that matter.
- b. A member shall openly state an abstention due to a conflict of interest or bias. A member shall only abstain when there is an actual (or reasonably perceived) financial conflict of interest or bias, and the member is prohibited from voting on the item.
- c. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
- d. Under SB 1439, an officer who is abstaining (Government Code, § 84308, the “Levine Act”) shall disclose that fact on the record of the proceeding. Under SB 1439, an officer of an agency shall not make, participate in making, or in any way attempt to use the officer’s official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or a party’s agent, or from any participant or a participant’s agent if the officer knows or has reason to know that the participant has a financial interest in the decision.
- e. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.

- f.** A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter. However, the member may remain on the dais for Consent Calendar items if the member states the abstention from the vote due to the described conflict of interest before the Consent Calendar is voted on in one motion.

Chapter 9 – Council Vacancies

A. Procedures

1. As provided in the Sacramento City Charter, absence from five consecutive regular meetings of the council, unless excused by resolution of the council, operates to vacate the seat of the mayor or councilmember so absent. (Sacramento City Charter, §§ [28](#) and [46](#).)
2. A vacancy in the office of councilmember or mayor shall be filled by special election called by the council as provided in [Sacramento City Charter § 154](#), unless the vacancy occurs within one year of the next general election at which that office would normally be filled, in which case the vacancy shall be filled by appointment. The city clerk shall take the necessary actions to accomplish the recruitment and appointment of candidates as provided in [Sacramento City Code § 1.14](#).

Chapter 10 - Facilities

A. Meeting Locations

1. Whenever practical, legislative body meetings shall be held at the City Hall Complex, located at 915 I Street, Sacramento, CA 95814 to facilitate video streaming to the city's [website](#) and archiving for future access.

B. Meeting Capacity

1. Council chamber and historic hearing room attendance is limited to the posted seating capacity. The maximum occupancy of council chambers is 230 and historic hearing room is 70. The city manager shall appropriately regulate entrance to the council chamber when the council chamber capacity is likely to be exceeded. When legislative bodies are in session, members of the public shall not remain standing in the seating area or aisles of the council chamber. Sitting on the floor is not permitted. The sergeant-at-arms shall enforce this chapter.
2. In compliance with the Americans with Disabilities Act, meeting locations are accessible to the public. If a member of the public needs special assistance, a disability-related modification or accommodation, agenda materials in an alternative format, or auxiliary aids to participate in this meeting, they should contact the Office of the City Clerk at 916-808-7200 or clerk@cityofsacramento.org as soon as possible. Providing at least 72 hours' notice will help ensure that reasonable arrangements can be made.

Chapter 11 - City Council Committees and Regional Organizations

A. General

1. The mayor shall make all appointments to council standing committees, subject to the approval of the council. The mayor shall make all appointments to council ad hoc committees.
2. A standing committee is a permanent committee of the council established to consider subjects of a particular class, with regularly scheduled meeting dates and times.
3. An ad hoc committee is a temporary committee of the council established for a special purpose and of limited duration.
4. Standing and ad hoc committees have fact-finding, informative, and recommendatory powers only, and such other powers delegated by the council.
5. The council intends that council committees, to the extent possible, conduct a full hearing on any matter referred to that committee before the committee refers the matter back to the council.
6. The city clerk shall maintain and keep on file a list of the standing committees, ad hoc committees, regional organizations, and joint powers agencies to which councilmembers are appointed.

B. Council Standing Committees

I. General Guidelines

- a. Standing committee appointments shall be made by the mayor each at the beginning of each calendar year or as necessary.
- b. Standing committees shall meet at the city hall complex.
- c. Standing committees are subject to the [Brown Act](#) and the Sacramento Sunshine Ordinance ([Sacramento City Code § 4.04](#)). Standing committee agendas shall be prepared, posted, and distributed in accordance with the Brown Act and the Sacramento Sunshine Ordinance (Sacramento City Code Chapter 4.04), stating the time and place of the meeting and the subject matters to be discussed.
- d. A councilmember who is not a member of the standing committee may attend a standing committee meeting, provided the member attends only as an observer, does not testify or otherwise participate in any discussion, and sits amongst the public.
- e. Except as provided in subsection f, all items on a standing committee's agenda must first be referred to the committee by the council for review, with a recommendation returned to the council within 120 days, subject to the exceptions set forth below or as otherwise modified by the council.

- f. With approval of the city clerk, city manager, or committee chair, an item may be sent directly to a standing committee without council referral. If a matter is so referred to a standing committee, the committee agenda must note that fact on the face of the agenda and the committee chair shall notify the council. Such referrals are not required to be forwarded to the council unless council action is recommended by the standing committee.
- g. The city clerk shall assign staff to assist the committee chair with the operation of the committee.

C. Council Ad Hoc Committees

1. Establishment.

- a. The mayor or a majority of the council may request the creation of an ad hoc committee.
- b. The city manager or a department director, together with the city attorney, shall work with the appropriate supporting department(s) and determine the scope and approximate duration the ad hoc committee.
- c. The department director shall submit a request to the mayor, with a copy to the city clerk, requesting the creation of and appointment of up to four members to an ad hoc committee.

2. Scheduling Ad Hoc Committee Meetings.

- a. Once an ad hoc committee has been established, the city clerk shall schedule the first meeting. Once confirmed, the city clerk shall notify the members, mayor's office, city manager (or designee), and the city attorney (or designee) of the meeting details. A regular meeting calendar will be established and adopted by the ad hoc committee.
- b. A councilmember who is not a member of the ad hoc committee may attend an ad hoc committee meeting, provided the member attends only as an observer, does not testify or otherwise participate in any discussion, and sits amongst the public.
- c. Ad hoc committees are subject to the [Brown Act](#) and the Sacramento Sunshine Ordinance ([Sacramento City Code § 4.04](#)).

3. Dissolution

- a. Once an ad hoc committee has completed its task, the supporting department shall submit a report to the mayor, with a copy to the city clerk, stating completion of the ad hoc committee tasks and request the dissolution of the ad hoc committee.
- b. An ad hoc committee is automatically dissolved one year after its first meeting, unless it is dissolved earlier under Rule 12.C.3.a.
- c. The city clerk will provide a periodic report to council announcing the dissolution of ad hoc committees.

D. Regional Organizations

The mayor shall appoint council representatives to regional organizations and joint powers agencies listed in the documents maintained by the city clerk, subject to council approval. Appointments shall be made at the beginning of each calendar year or as necessary.

Chapter 12 – Councilmember Proposal Requests

A. General

- I. This chapter outlines the process for councilmembers to propose an idea for council action. It modulates the agenda requests of individual councilmembers by referring those requests to the relevant city council standing committee for review, as appropriate, and in so doing provides clear guidance to the council appointees that their work demands are serving the council as a whole. It also ensures councilmember requests are duly tracked and assigned, thus promoting transparency and accountability.

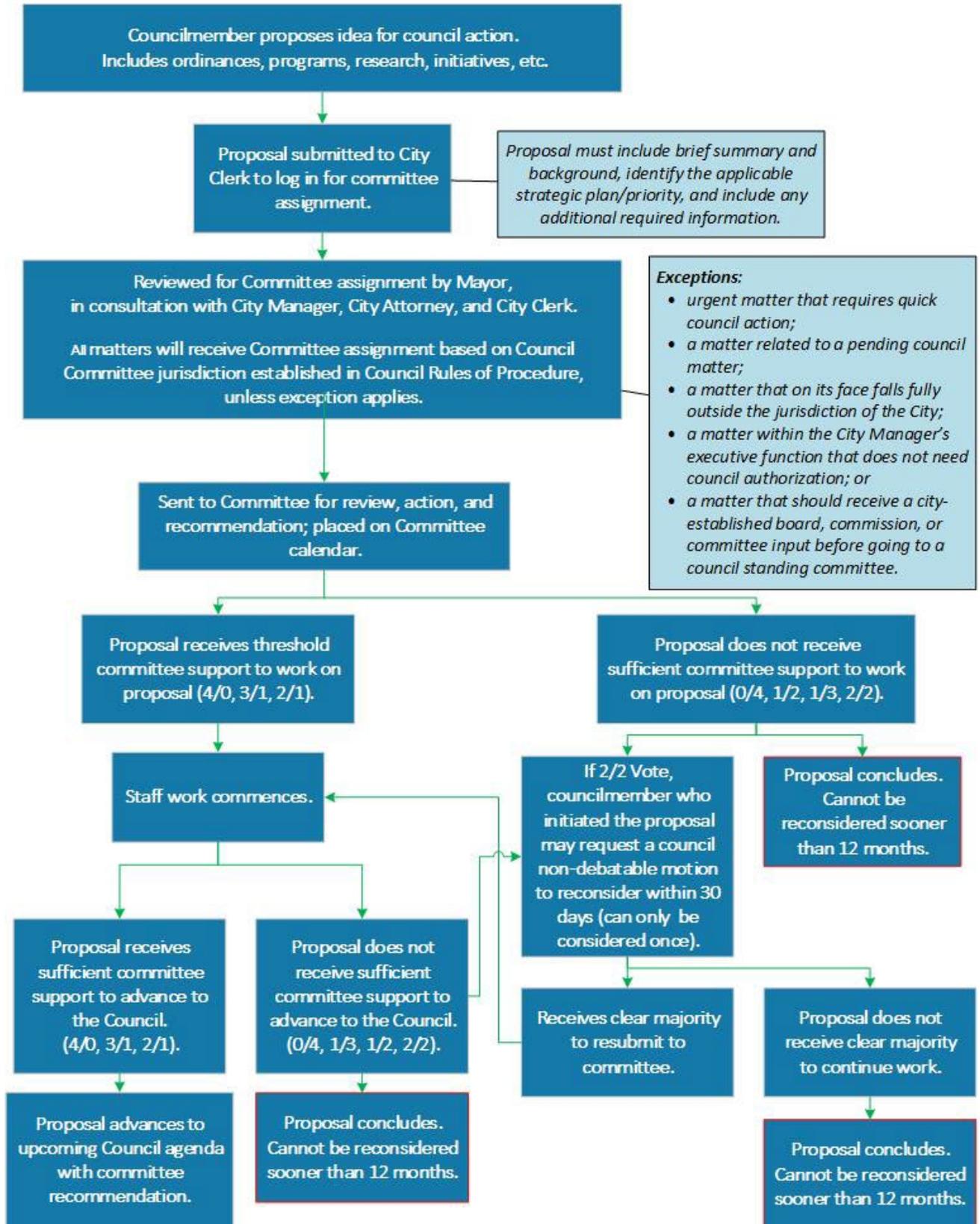
B. Procedures

- I. Councilmember proposal requests must be submitted in writing to the city clerk. The proposal must include a brief summary and background, identify the applicable strategic plan/priority, estimate any budget adjustment or impact, and include additional information sufficient for committee deliberation.
2. The mayor, in consultation with the city manager, city attorney, and city clerk, shall review all requests and will assign each proposal to a committee based on committee jurisdiction, unless an exception applies.
 - a. Exceptions:
 - i. Urgent matter that requires quick council action;
 - ii. A matter related to a pending council matter;
 - iii. A matter that on its face falls fully outside the jurisdiction of the City;
 - iv. A matter within the City Manager’s executive function that does not need council authorization; or
 - v. A matter that should receive a city-established board, commission, or committee input before going to a city council standing committee.

3. Standing committees shall review each proposal and vote whether to approve staff work.
 - a. If the proposal receives threshold committee support to work on the proposal (i.e., a vote of 4/0, 3/1, or 2/1), staff work commences.
 - b. If the proposal receives a 2/2 vote, within 30 days thereafter the city councilmember who initiated the proposal may ask that the city council vote on a non-debatable motion to reconsider, which motion will be placed on the next available city council agenda. If the motion receives five or more “aye” votes, the item will be resubmitted to the committee. If the motion fails, the proposal concludes. The non-debatable motion to consider may only be considered once. Once a proposal concludes, it cannot be reconsidered sooner than 12 months.
 - c. If the proposal does not receive sufficient committee support (i.e., a 0/4, 1/3, or 1/2 vote) for further work on the proposal, the proposal concludes.
4. If directed by the standing committee to commence work, staff will bring back to the committee a report for its consideration.
 - a. If the proposal receives a vote of 4/0, 3/1, or 2/1, the proposal advances to the city council with a committee recommendation.
 - b. If the proposal receives a 2/2 vote, within 30 days thereafter the city councilmember who initiated the proposal may ask that the city council vote on a non-debatable motion to reconsider, which motion will be placed on the next available city council agenda. If the motion receives five or more “aye” votes, the item will be resubmitted to the committee. If the motion fails, the proposal concludes. The non-debatable motion to consider may only be considered once. Once a proposal concludes, it cannot be reconsidered sooner than 12 months.
 - c. If the proposal does not receive sufficient committee support (i.e., a 0/4, 1/3, or 1/2 vote) to advance to the city council, the proposal concludes and cannot be reconsidered sooner than 12 months.

C. Councilmember Proposal Request Flowchart (following page)

COUNCILMEMBER PROPOSAL REQUEST FLOWCHART



Chapter 13 – Law and Legislation Committee

A. Authority; Purposes

I. Authority to Represent City Positions.

- a. The Law and Legislation (L&L) Committee has the authority to take positions on behalf of the city on state and federal legislation as outlined in the city's legislative platform.
 - b. The mayor or the chair of the L&L Committee has the authority to take positions, consistent with the adopted legislative platform, on behalf of the city when the need to react quickly does not allow for a matter to be considered by the L&L Committee.
 - c. Except as provided in subsections a and b, no person or committee has authority to represent the council on policy matters, unless that authority has been granted by the council or the information is limited to a factually accurate statement of the council's publicly-adopted position.
2. Purposes. The purposes of the L&L Committee are to consider, evaluate, conduct fact-finding, and recommend to council positions on proposed city ordinances and non-binding resolutions.

B. Procedures

I. Ordinances and Non-Binding Resolutions.

a. Origination.

- (i) Requests to prepare, amend, draft, or process ordinances and non-binding resolutions shall be made in one of the following ways:
 - (A) In writing to the city clerk; or
 - (B) By the city manager or other city staff.
- (ii) All non-binding resolution requests must be referred to the L&L Committee. Except as provided in subsection b below, all ordinance requests must be referred to the L&L Committee.
- (iii) The requesting member(s), city manager, or staff is considered the sponsor. City staff shall work directly with the sponsor in developing the proposed ordinance language.

- b. Ordinances not requiring L&L Committee review prior to council review and adoption are those that are:
 - (i) Deemed urgent by the mayor or city manager;
 - (ii) Voted on by the majority of council to bypass the L&L Committee;
 - (iii) Voted on by the majority of the L&L Committee to go to council without full L&L Committee review;
 - (iv) Zoning code amendments for specific development projects;
 - (v) Listings on, or deletions from, the Sacramento register under Sacramento City Code chapter 17.604, article II;
 - (vi) Adopting property-related fees or fee increases that require public notice before the Utilities Rate Advisory Commission;
 - (vii) Authorizing the execution of a development agreement;
 - (viii) Establishing or adjusting parking meter rates
 - (ix) The biennial update for campaign contribution limits, as required by Sacramento City Code section 2.13.120; or
 - (x) Levying a special tax on land within a community facilities district.
 - (xi) Those reviewed by the P&PE Committee related to a city advisory body's creating authority.
- c. After passing the threshold vote required by the councilmember proposal request flowchart in Chapter 12, ordinances and non-binding resolutions referred to the L&L Committee shall be placed on the legislation log, with new items placed at the end of the log, to establish a priority order; provided, the L&L Committee or council may reorder the priority.
- d. The log will be scheduled for the consent agenda at every L&L Committee meeting. Any committee member may pull an item from consent for discussion.
- e. Items on the log may be removed at the request of the sponsor. Staff shall note the removal request on the log and remove the item after the log has been approved by the committee.
- f. The process for advancing an item to the city council is outlined in Chapter 12.

C. Requirements for Agenda Item Submission

- I. The city manager and city clerk shall develop the agenda for the L&L Committee meetings in consultation with the chair of the committee.
 - a. The chair shall have the right to make recommendations to the committee on matters of policy and programs that require committee decisions.
 - b. Charter officers, the director of the office of public safety accountability, and the Sacramento Housing and Redevelopment Agency executive director may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda.
 - c. Department directors, subject to the discretion of the city manager, may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda.

Chapter 14 – Personnel and Public Employees Committee

A. Purposes

The purposes of the Personnel and Public Employees (P&PE) Committee are to:

1. Review applications received for membership to various city boards, commissions, and committees;
2. Conduct interviews for such membership appointment;
3. Make recommendations to the mayor concerning such appointments;
4. Review advisory body reports and recommendations, as provided in Rule 17.C;
5. Review ordinances related to an advisory body's creating authority prior to council review and adoption;
6. Lead the recruitment process for council-appointed officers; and
7. Develop and lead annual performance metrics and evaluations for council-appointed officers, as provided in Rule 18.

B. Procedures

1. Applications for seats on city boards, commissions, and committees will be reviewed by the P&PE Committee.
2. The P&PE Committee shall conduct interviews of qualified applicants.
3. Recommendations by the P&PE Committee shall be submitted to the city clerk for distribution to the mayor to consider appointment.
4. After the mayor's appointment, the city clerk shall submit a report for a council agenda requesting confirmation of the mayor's appointment.

C. Requirements for Agenda Item Submission

1. The city manager and city clerk shall develop the agenda for the P&PE Committee meetings in consultation with the chair of the committee.
 - a. The chair shall have the right to make recommendations to the committee on matters of policy and programs that require committee decisions.
 - b. Charter officers, the director of the office of public safety accountability, and the Sacramento Housing and Redevelopment Agency executive director may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda.
 - c. Department directors, subject to the discretion of the city manager, may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda.

Chapter 15 – Budget and Audit Committee

A. Purposes

The purposes of the Budget and Audit Committee (B&A) are to:

1. Assist the council in overseeing and supervising the city auditor;
2. Assist the council in evaluating the proposed budget, including a mid-year report, and any amendments thereto;
3. Assist the council in understanding the budget impacts resulting from council's actions; and
4. Assist the council in reviewing and evaluating the Innovation and Growth Fund.
5. Assist the council in enhancing the city's ability to:
 - a. Improve the effectiveness and efficiency of city operations;
 - b. Improve the city's fiscal operations;
 - c. Adopt and adhere to a balanced budget; and
 - d. Comply with city policies, procedures, and regulatory requirements.
6. Review councilmember proposals for funding allocations that fall outside of the budget process.

B. Procedures

1. The B&A Committee shall receive, review, and forward to the council as appropriate, reports, recommendations, and updates from the city auditor.
2. The B&A Committee shall receive and review the proposed budget and any material amendments thereto.
3. The B&A Committee shall receive and review any key budget policy issues, including but not limited to, Annual Comprehensive Financial Report (ACFR) results, use of any year-end surplus, the mid-year report, budget priorities, use of unanticipated revenue, or proposed budget issues such as fee increases, prior to bringing forward to council.
4. The B&A Committee may:
 - a. Receive, review, and forward to the council, when relevant to city audits, any reports from the city treasurer, the department of finance, other city offices, or external auditors;

- b. Receive, review, and forward to the city council any reports and recommendations from the economic development department or city manager regarding the Innovation and Growth Fund; and
 - c. Propose that the council adopt ordinances, resolutions, or take other actions, provided that such ordinances, resolutions, or actions are within the jurisdiction of the B&A Committee.
5. The process for advancing an item to the city council is outlined in Chapter 12.

C. Requirements for Agenda Item Submission

- I. The city manager, city auditor, and city clerk shall develop the agenda for the B&A Committee meetings in consultation with the chair of the committee.
 - a. The chair shall have the right to make recommendations to the committee on matters of policy and programs that require committee decisions.
 - b. Charter officers, the director of the office of public safety accountability, and the Sacramento Housing and Redevelopment Agency executive director may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda.
 - c. Department directors, subject to the discretion of the city manager, may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda.

Chapter 16 – Racial Equity Committee

A. Purposes

The purposes of the Racial Equity Committee are to:

1. Help the council align its advancement of racial equity in city decision-making with the impacts resulting from city policy, budget, and service-delivery decisions;
2. Provide a space to help coordinate the various city racial equity initiatives, efforts, metrics, and best practices into a holistic citywide informed approach (rather than a case-by-case approach); and
3. Increase engagement, transparency, and accountability for the City's ongoing racial equity work.

B. Procedures

1. The Racial Equity Committee shall receive, review, and forward to the council as appropriate, reports, recommendations, policy proposals, and updates regarding racial equity issues. Review and approval of ordinances and adoption of positions on state and federal legislation shall be undertaken by the Law and Legislation Committee, unless an ordinance or legislation is referred directly to the Racial Equity Committee by the council.
2. The process for advancing an item to the city council is outlined in Chapter 12.

C. Requirements for Agenda Item Submission

1. The city manager and city clerk shall develop the agenda for the Racial Equity Committee meetings in consultation with the chair of the committee.
 - a. The chair shall have the right to make recommendations to the committee on matters of policy and programs that require committee decisions.
 - b. Charter officers, the director of the office of public safety accountability, and the Sacramento Housing and Redevelopment Agency executive director may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda.
 - c. Department directors, subject to the discretion of the city manager, may submit staff reports or descriptions of oral reports to the city clerk for placement on the agenda.

Chapter 17 – City Advisory Bodies

A. Vacancies and Appointments

1. When any vacancy occurs on a board, commission, or committee (advisory body) the city clerk shall announce that vacancy pursuant to the standard outreach procedures. The city clerk's office maintains the board and commission files and performs all clerical and administrative support tasks related to the application process.
2. At the close of the application period, all applications received for the vacancy are referred by the city clerk to the appropriate nominating body or person for review and recommendation.
3. If the recommending body is the Personnel and Public Employees Committee (P&PE) the applicant will be invited to interview in person before P&PE at the next available meeting. Following review and recommendation by P&PE, the city clerk shall forward to the mayor for review.
4. If the recommending body is a councilmember, following review, the member shall send the board and commission recommendation(s) to the city clerk who will forward to the mayor for review.
5. After reviewing the submitted recommendation(s) made by P&PE or a member, the mayor shall direct the city clerk to prepare a staff report with the mayor's appointment to fill the vacancy at the next council meeting. Concurrence in an appointment for a seat on a city board, commission or committee shall be by vote of the city council.
6. If the council does not approve the appointment, then the mayor shall make another appointment, and at the soonest regular meeting following the meeting at which the subsequent appointment was made, the council shall vote whether to confirm the new appointment.
7. This procedure shall be followed until an appointment has been approved by the council. No request by a member to delay the appointment or approval will be allowed unless approved by a majority vote of the council.
8. At the direction of the council, all vacancies, application periods, and close of application periods for boards and commissions shall be monitored and maintained by the city clerk.

9. In making nominations and appointments to city boards and commissions, the mayor, P&PE Committee, and members should consider persons of various ethnicities, ages, genders, education, and occupational experience as reflected in the general population of the city; and should, as appropriate for the vacancy, consider persons from all districts of the city.

B. Requests for Future Agenda Items

- I. Members may submit items under the purview of the advisory body for inclusion on a future agenda by orally making the request under Ideas, Comments, and Questions.
 - a. The department staff shall add a member's requests to a chronologically-ordered log that contains all pending requests, i.e., those not having been heard as an agenda item or not otherwise having been removed from the log.
 - b. The log shall appear on the Consent Calendar of each regular meeting and include estimated agenda date or disposition.

C. Advisory Body Reports

- I. Advisory body recommendations and reports to the city council shall follow the procedure set forth in this Rule 17.C.
2. Annual report preparation.
 - a. Each advisory body shall provide an annual report for review by the Personnel and Public Employees (P&PE) Committee.
 - b. The annual report shall be provided in a format established by the city clerk and should include highlights and accomplishments from the prior year's work; proposed projects, priorities, and recommendations for the upcoming year; and any other information required of the advisory body according to the Sacramento City Code.
 - c. The city clerk shall manage an advisory body annual report calendar so that city staff can gather input to prepare a proposed report to the advisory body in a timely manner.
 - d. Each advisory body must approve its annual report before presentation to the P&PE Committee. When presenting proposed reports to advisory bodies, staff should include information on the feasibility of any recommendations therein.

3. Review by P&PE Committee.
 - a. Annual reports approved by advisory bodies shall be placed on an upcoming P&PE Committee meeting agenda.
 - a. The city clerk shall act as a liaison and collaborate with city staff to collect any additional information that may be helpful to the committee's evaluation of advisory body annual reports.
 - b. The P&PE Committee shall review advisory body annual reports and give staff direction on those reports' stated projects, priorities, and recommendations. Before forwarding the report to the city council, the committee may request supplemental information from staff or the advisory body.
4. Other recommendations. If an advisory body has recommendations outside the annual review process, the city clerk shall coordinate with the advisory body to have those recommendations brought before the P&PE Committee, which may consider and act on those recommendations in the same way it does advisory body annual reports.

Chapter 18 – Annual Review of City Council Appointive Officers

A. Purposes

1. The city council is committed to performing regular annual reviews of its appointive officers, which include the following positions: city attorney, city auditor, city clerk, city manager, city treasurer, director of the office of public safety accountability, and executive director of the Sacramento Housing and Redevelopment Agency. These positions report directly to the city council.
2. Clear communication and performance metrics are at the core of the work of the council and the city. To evaluate council appointive officers on a consistent basis, the P&PE Committee will assume the role and responsibility of developing and leading annual performance metrics and evaluations.

B. Procedures

1. With direction from the P&PE Committee, the city clerk shall coordinate and schedule appointive officer annual reviews.
2. Annually, appointive officers shall present their annual report, including past year accomplishments and strategic goals and objectives for the upcoming year, to the P&PE Committee. Once approved by the P&PE Committee the report will be forwarded to the city council for approval.
3. Performance Evaluations: The city council shall meet in closed session to conduct a performance evaluation of an appointive officer.
 - a. The city council may hold closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an appointive officer or to hear complaints or charges brought against the appointive officer by another person or employee unless the appointive officer requests a public session ([Government Code § 54957](#) (b)).
 - b. As a condition to holding a closed session on specific complaints or charges brought against an appointive officer by another person or employee, the appointive officer shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the appointive officer personally or by mail at least 24 hours before the time for holding the session.
 - c. The city council also may exclude from the public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the city council.
 - d. Closed sessions held pursuant to this rule shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

4. Salary and Benefit Negotiations: The city council may meet in closed session with the city's designated representative to discuss salaries, salary schedules, or compensation paid in the form of fringe benefits of an appointive officer. ([Government Code § 54957.6](#))
 - a. The agenda for a closed session under this rule must identify the city's designated representatives. Unless specifically directed otherwise by the mayor, the designated representatives shall be personnel from the Human Resources Department.
 - b. Closed sessions of the city council under this rule shall be for the purpose of reviewing its position and instructing the designated representatives.
 - c. Closed sessions held pursuant to this rule shall not include final action on the proposed compensation or benefits.
5. Final approval of compensation adjustments, by resolution or contract, shall be made at an open meeting of the city council. See Rule 7.A.1 for agendaizing such an item.

Glossary

Decorum Officer

The decorum officer is a council-selected person who sits on the dais and has responsibility for enforcing council meeting decorum.

et seq

et seq means “and the following one or ones”.

Ex Parte Communications

An ex parte communication is a written or oral communication between a decisionmaker and an interested person concerning any issue in a formal proceeding, other than procedural matters that does not occur in a public forum established in the proceeding or on the record of the proceeding.

Members shall disclose the substance of all ex parte communications at the beginning of a public hearing for any item brought before the legislative body for hearing, consideration, or action.

Non-Binding Resolution

A non-binding resolution is a resolution in which the council declares its position and opinions on an issue, policy, or other matter that the council lacks legal authority to establish or regulate, but that the council determines is of such importance that the council should make the symbolic gesture of adopting a resolution declarative of council’s position.

Presiding Officer

The Presiding Officer is the person who presides over a meeting and is charged with maintaining order and decorum, recognizing members to speak, and interpreting the rules, practices, and precedents. In the city council the presiding officer is the Mayor. In advisory bodies established by the city council the presiding officer is the Chair. In the absence of Mayor or Chair, the Vice Mayor or Vice Chair shall preside.

Quasi-judicial

Quasi-judicial action means any council action that implicates constitutionally protected property or liberty interests, such as issuance or denial of discretionary land use permits, subdivision maps, business licenses, and other similar action in which a property interest is at stake and the council is charged with applying legal standards to a specific factual situation.

Sergeant-at-Arms

The sergeant-at-arms is the principal law enforcement official of the legislative body and is charged with maintaining security within the chamber (meeting location) and surrounding areas. The sergeant-at-arms also enforces protocol and ensures public decorum is followed as noted in the body’s rules of procedure.

Teleconference

A meeting conducted among participants in different locations via telecommunications equipment such as telephones, computers, or other devices.