

City Government:

The City of Yreka operates under a Council/Manager form of government. The City Council, as the legislative body, represents the entire community and formulates citywide policy.

Five Council Members are elected at large by City voters and serve a four-year term. The Mayor and Mayor-Pro-tempore are selected from among the ranks of the Council and serve two-year terms.

The City Manager is appointed by the Council and serves as the chief executive officer, responsible for day-to-day administration of City affairs and implementation of Council policies.

The City Attorney, also appointed by Council, advises and represents the City and Council in all legal affairs.

The Council meets on the first and third Thursday of each and every month beginning at 6:30 pm. With few exceptions as allowed by law, all Council meetings are open to the public.

Addressing the Council:

Every effort will be made to ensure the public has ample opportunity to address Council. At the beginning of the meeting, time is set aside for public announcements of upcoming community events or programs.

At the beginning of each meeting, the public may address Council on issues or concerns not included on the agenda. Speakers are limited to five minutes and no Council discussion or action will be taken at that time. Those wishing to speak at that point of the agenda should do so from the podium, state their name and direct questions or comments to the mayor. Any necessary Council action could be placed on a future agenda for full public consideration.

The public also has the opportunity to speak on all items listed on the agenda prior to Council taking final action. Once items are opened for discussion, those wishing to speak should approach the podium, state their name and direct questions or comments to the Mayor.

Agenda:

The agenda is the official guide for Council meetings. All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Council at a regular meeting shall be delivered to the City Clerk not later than five pm on the tenth day preceding the meeting. The City Manager, City Attorney and the City Clerk may all place items on the agenda. Any Council Member may place an item on an upcoming Council agenda by (a) verbally requesting the agenda item during a council meeting, which does not require a vote by council for acceptance at that time, or (b) written request to the City Manager made no later than ten days before the scheduled council meeting. Any background information or preparation for an item placed on an agenda by a council member is the sole responsibility of that council member until such time as the full council has considered the item and directed city staff to take action. The City Manager and the City Clerk have discretion to limit reports and presentations made during council meetings and may propose a policy to Council on how best to handle these types of agenda items. The agenda shall be delivered to the Council Members on the Friday preceding the Thursday Council meeting to

which it pertains and shall be made available to the public when same is delivered to the Council Members.

Items usually are placed on the agenda at the request of Council or staff members. Members of the public who would like Council to review a particular item should submit a formal written request to the City Manager. The City Manager will review the item and the member of the public will be notified of any pending Council action or follow-up.

In compliance with the requirements of the Brown Act, agendas are posted at City Hall 72 hours in advance of the Council meetings.

All documents produced by the City which are related to an open session agenda item and distributed to the City Council are made available for public inspection in the office of the City Clerk during normal business hours.

Closed Sessions are sessions where Council specifically addresses certain confidential issues, including personnel and litigation matters. For reasons of confidentiality specified by state law, a closed session is the only Council session not open to the general public.

General Business includes all items that will be reviewed by Council at the scheduled meeting.

Motions are used to establish Council policy and procedures. It is the most common Council action for dealing with an agenda item.

Ordinances are municipal laws affecting the general health, safety and welfare of the public. Most ordinances become part of the Municipal Code. With the exception of emergency ordinances, all ordinances must go through readings or presentations at two separate City Council meetings. Most ordinances do not become effective until 30 days after adoption. The Yreka Municipal Code can be found at <http://ci.yreka.ca.us/codes/codes>.

Resolutions are formalized Council motions and are filed by number in the City Clerk's Office. Resolutions become effective upon passage.

A Quorum of three Council Members is needed to convene a meeting for formal action on agenda items.

The Consent Calendar is a list of agenda items that implements an earlier Council action or requires only routine review by Council. Only one motion is needed for the adoption of all items listed on the calendar. Any Council Member, staff, or member of the public can request that a specific item be removed from the Consent Calendar for separate discussion and action.

City Council meetings are broadcast on YCTV Channel 4, Yreka's government access television channel. Meetings are rebroadcast several times throughout the week.