

GUIDE TO CITY COUNCIL MEETINGS

Regular Bonney Lake Council meetings follow a specific agenda format. The format and order of the agenda is described below, with commentary. As you enter the Council Chambers, there is a table at which you can sign-up to speak on Specific Action Items on the Agenda. If you have signed-up prior to the Council meeting to speak with respect to a particular ordinance or resolution action item appearing on the agenda, you will be recognized to address the Council following their discussion on that item. If the Council chooses to discuss the item further after taking comments, they may restrict additional public comment before they take action. For items of general city business, see the public comments section below.]

Call to Order

Includes Flag Salute, Roll Call, Announcements, Appointments and Presentations.

Public Hearings & Citizen Comments & Correspondence

Public Hearing Speaker Sign-In. Prior to the start of a public hearing, all persons wishing to be heard are required to sign in with the city clerk or deputy city clerk giving their name and address and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. Each speaker shall be given five minutes or when presenting the official position of any organization or group 10 minutes shall be allowed. Anyone who has signed in to speak at a public hearing may relinquish his or her allotted time to any person who is also signed in to speak. If there are numerous items for public hearings on any council agenda, there will be a separate public hearing on each item. The public shall be given five minutes on each individual item that they have signed in to testify on and/or may chose to relinquish their allotted time to any person who is also signed in to speak. The chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e., proponents, opponents, etc.). Public hearing testimony sign-up forms shall be available on the table outside of the council chambers prior to the meeting for use by those wishing to address the council.

For more detailed information on the public hearing process, see the Bonney Lake Municipal Code (BLMC) starting with Section 2.04.710.

Citizen Comments

Under agenda item "Citizen Comments," citizens may address the Mayor and the Council regarding any matter relating to city business or over which the City has authority for up to five minutes per speaker, unless granted additional time by the chair or a majority of the Councilmembers present. Groups who have a designated speaker may have a total of 10 minutes to speak. Following such comments, if action is required or has been requested the chair shall refer the matter to staff or the appropriate Council committee for review or investigation and report at a future meeting. Sign-up is not required for this portion of the Council meeting. Each citizen will be allowed to speak only once during the citizen comments portion in each Council meeting. (BLMC 2.04.680 & 2.04.685)

Correspondence

Interested parties, or their authorized representatives, may address the council by written communication in regard to any matter concerning the city's business. The written communication may be submitted by direct mail or by addressing the communications to the city clerk who shall distribute copies to the councilmembers. If requested, the communication will be entered into the record as an exhibit, and the city clerk or deputy city clerk shall distribute copies to the council, mayor and appropriate staff members and the city or assistant attorney. Written communications may be distributed as part of the council agenda if it is received within agenda processing timelines.

All material presented at council meetings, except confidential material not subject to disclosure under law, shall also be presented to the city clerk to be entered as an exhibit. (BLMC 2.04.690)

Council Committee Reports

Finance Committee

Community Development Committee

Public Safety Committee

Other Committees or Reports

Minutes

A journal of proceedings of the council shall be kept by the city clerk or deputy city clerk and shall be entered in a book constituting the official record of the council (per RCW 35A.39.010).

Vouchers & Payroll

A motion will be made for approval of payment of vouchers.

Finance Committee Issues

Ordinances, Resolutions and motions reviewed and recommended for Council action by the Finance Committee.

Community Development Committee Issues

Ordinances, Resolutions and motions reviewed and recommended for Council action by the Community Development Committee.

Public Safety Committee Issues

Ordinances, Resolutions and motions reviewed and recommended for Council action by the Public Safety Committee.

Full Council Issues

Ordinances, Resolutions and that are not specific to one of the standing committees or have received prior consideration of the full Council.

Executive Sessions (if scheduled)

Executive sessions may be held in accordance with the provisions of the Washington State Open Meetings Act (RCW 42.30.110). The only parties allowed to participate in a council executive session are the Council, Mayor, city attorney or assistant city attorney, authorized staff members and/or consultants authorized by the city council.

No final action is taken during an executive session, except as allowed by RCW 42.30.110.

At the conclusion of the executive session, if appropriate, the open council meeting will reconvene and the council may take final action. If not the minutes will reflect that no final action was taken. (Ord. 890 1(3.6), 2001).

Adjournment