

## SUBMITTING materials or documents

If you have an item for City Council discussion, your written request may be submitted to the City Manager or City Clerk's Office. If appropriate, the letter will be referred to staff for a report to be on a future Agenda. The letter writer will be notified when the item will be on the Agenda with a copy of the staff report, if any. Fax numbers are helpful in getting information quickly. If your item is an appeal of a staff or Commission decision, a fee is charged for preparation of the record that would accompany the appeal and any noticing and publishing requirements.

## COUNCIL Advisory Meetings

Informal Advisory Meetings may be held on City Council Meeting days in City Hall, 5<sup>th</sup> Floor Conference Room. Call the City Council Office concerning the Advisory Meeting schedule 619-441-1788.

## Obtaining INFORMATION

City Council and Housing Authority Agendas are available at the City Clerk's Office, First Floor of City Hall, and on the City's Website, at [www.cityofelcajon.us](http://www.cityofelcajon.us), after 4:00 p.m. Thursday before the Tuesday City Council Meeting. Approved City Council Minutes are also available on the City's Website.

## VISITOR participation

The City Council believes it is important for residents, business owners, property owners and visitors to participate in local government. Your involvement can help to form policy and provide direction in support of efficient and responsible decision making. All meetings are open to the Public.

Formal procedures are followed to ensure that business is conducted in an orderly manner. Agendas are available in the lobby of the Council Chambers and at the speaker's podium. Staff reports are in the podium binder.

## to speak on an item or under public comment

*Please complete a **SPEAKER'S CARD** and give it to the City Clerk.*

- ✓ When the Mayor introduces an item, the City Clerk will announce your name.
- ✓ Come to the podium and, when recognized by the Mayor, please state your name and continue with your comments (three minutes unless more time is granted by the Council).
- ✓ If you represent an organized group or organization, designate an individual to speak.
- ✓ All remarks are addressed to the Council as a body rather than individual members.
- ✓ All questions are addressed to the Mayor.

## Public comment

Public Comment is reserved for the public to speak on any City-related item NOT on the Agenda. State law prohibits discussion or action on items not listed on the Agenda. Items may be referred to staff or placed on a future Agenda.



## CONSENT items

Items at the beginning of the Agenda listed as CONSENT ITEMS are routine matters that are considered in one motion according to the RECOMMENDATION listed.

These items are not discussed unless the City Council approves discussion of a specific item.

## Public hearings

Public Hearings are an opportunity for the general public to voice an opinion and / or express concerns regarding the specific topic of discussion. Special noticing requirements must be met for Public Hearings.

Many Public Hearings are items from the Planning Commission and any comments offered at the Planning Commission meeting are part of the record provided to the City Council / Housing Authority.

Public Hearings are open to anyone who wants to participate. Notices are published in the newspaper and properties within the subject matter area are notified.

The City of El Cajon encourages participation of physically challenged individuals in the services, activities and programs provided by the City. Individuals who require reasonable accommodation in order to participate in the City Council meetings can contact the City Clerk's Office at 619-441-1763.

# City Council & Housing Authority MEETINGS

The City Council and Housing Authority hold joint meetings in the City Council Chambers at 200 Civic Center Way, typically on the second and fourth Tuesdays of the month at 3:00 p.m. Public Hearing items may be heard at 3:00 p.m. or 7:00 p.m. Dates for meetings in November and December may vary due to holiday observances.

Meetings are televised on Wednesday nights at 7:00 p.m. within the City limits of El Cajon on Cox Channel 24.

## El Cajon CITY GOVERNMENT

El Cajon incorporated as a General Law City on November 12, 1912. The legal authority for the City's acts originates with laws of the State of California. The City Council is comprised of a Mayor and four Council Members,

who are elected for four-year terms on the first Tuesday in November of even-numbered years. The terms are staggered so that three Council members are elected in one year and two years later, the Mayor and one Council Member are elected. Council/Mayoral elections are non-partisan and members are elected to represent all residents of El Cajon.

The City does not have Council Districts or Numbered Council Seats. Each year, on the second Tuesday in December, the City Council selects a Council Member to serve as Mayor Pro Tempore, to act in the absence of the Mayor.



## EL CAJON CITY COUNCIL

Mayor: Mark Lewis  
Mayor Pro Tempore: Jillian Hanson-Cox  
Councilmembers:  
Gary Kendrick, Bob McClellan, Bill Wells

## DEPARTMENTAL LISTING

City Manager - Kathi Henry 619-441-1716  
City Attorney - Morgan Foley 619-441-1798  
City Clerk - Kathie Rutledge 619-441-1763  
Director of Community Development - Melissa Ayres 619-441-1741  
Deputy CM/Director of Public Works - Rob Turner 619-441-1653  
Deputy City Manager/Dir.of Finance - Nancy Palm 619-441-1718  
Director of Human Resources - Jim Lynch 619-441-1736  
Director of Recreation - Sara Ramirez 619-441-1754  
Fire Chief - Mike Scott 619-441-1600  
Police Chief - Jim Redman 619-579-3311

## BOARDS AND COMMISSIONS

### **PLANNING COMMISSION**

Meets two Mondays a month at 7:00 p.m. in City Council Chambers  
Contact: Community Development Department 619-441-1741

### **PERSONNEL COMMISSION**

Meets "As Needed" at 6:00 p.m. in City Council Chambers  
Contact: Human Resources Department 619-441-1736

## EL CAJON CITY HALL

### **CITY CLERK'S OFFICE**

200 Civic Center Way, El Cajon, California 92020-3916  
**TELEPHONE:** 619-441-1763

City Hall Telecommunications Device (TDD) to answer inquiries of callers with hearing impairments 619-441-1542

**WEBSITE:** [www.cityofelcajon.us](http://www.cityofelcajon.us)

# El Cajon CITY COUNCIL Meeting Guide

