

Welcome to Your CITY COUNCIL MEETING

CITY OF CARLSBAD

 City of
Carlsbad

How to Watch



In person: Come to the City Council Chamber, 1200 Carlsbad Village Drive, to see a City Council meeting in person. Meetings are publicly noticed at least 72 hours in advance. Check the city website for the next meeting date.



City Channel: City Council meetings are broadcast on the city's cable channel (Spectrum 24 and AT&T 99) live and replayed throughout the week.



Webcast: Watch meetings on the city's website, streaming live or anytime.



E-subscriptions: Sign up on the city's website to receive City Council agendas via email. Sign up for e-news to get the city's "How They Voted" meeting summaries and articles about City Council decisions.



City Council Actions

Resolutions

A resolution is an official statement of City Council policy that directs administrative or legal action or embodies a public City Council statement.

Once adopted, it remains City Council policy until changed by subsequent City Council resolution.

Ordinances

Ordinances are city laws contained in the Carlsbad Municipal Code. Enacting a new city law or changing an existing one is a two-step process. First, the ordinance is “introduced” by city staff to the City Council. If the City Council votes in favor of the introduction, the ordinance will be placed on a subsequent City Council meeting agenda for “adoption.” If the City Council votes to adopt the ordinance, it will usually go into effect 30 days later.

Motion

A motion is used to propose City Council direction related to an item on the agenda. Any City Council member may make a motion. A motion must receive a “second” from another City Council member to be eligible for a City Council vote.



**Your guide to
understanding
what happens
at City Council
meetings and
how you can
participate.**

Your City Council

The Carlsbad City Council consists of four City Council members and a mayor. City Council members are elected “by district,” meaning voters in a geographic area called a district elect a City Council member who also lives in that district. The mayor is elected “at large,” which means all Carlsbad voters elect the mayor. The City Council and mayor serve staggered four year terms, and the positions are non-partisan.

Meeting Schedule

City Council meetings are generally held on Tuesdays at Carlsbad City Hall, 1200 Carlsbad Village Drive. The agenda for regular meetings is always available at least 72 hours in advance on the city website and posted outside the City Council Chamber. You can sign up to get agendas emailed to you by visiting the city website.

Public Participation

All City Council meetings are open to the public with the exception of those covering topics identified by law, such as litigation and personnel issues, which are held in “closed session.”

City Council Agenda

The City Council follows a regular order of business that is specified in the Carlsbad Municipal Code. The City Council may only make decisions about topics listed on the agenda.

Presentations

The City Council often recognizes individuals and groups for achievements and contributions to the community. Well wishers often fill the chamber during presentations to show their support and perhaps get a photo. If you don't see an open seat when you arrive, there will likely be one once the presentations are over.

Consent Items

Consent items are considered routine and may be enacted together by one motion and vote. Any City Council member may remove or “pull” an item from the “consent calendar” for a separate vote. Members of the public may pull an item from the consent calendar by requesting to speak about that item. A speaker request form must be submitted to the clerk prior to the start of the consent portion of the agenda.

Non-Agenda Public Comment

This area of the regular agenda is for members of the public to address the City Council on topics not listed on the agenda. Fifteen minutes* is set aside at the beginning of the meetings, and speakers have three minutes each. If more time is needed, the remaining speakers will address the City Council at the end of the meeting. Speakers may not give their time to another speaker, and group presentations are not allowed during non-agenda public comment.

Public Comment on Agenda Items

Members of the public may speak up to three minutes on agenda topics. Remarks must relate to the agenda item. Speakers may not give their time to others, although a representative of a group may have up to 10 minutes to speak. To request a group presentation, at least four people must be listed on the request to speak slip (including the speaker), and all must be present during the presentation.

Visual materials, such as pictures, charts, maps or slides, are permitted during comments on agenda items. Please contact the City Manager’s Office at 442-339-2821 or manager@carlsbadca.gov to make arrangements in advance. All materials must be received by the City Manager’s Office no later than noon the day before the meeting. The time spent presenting visual materials is included in the maximum time limit provided to speakers. All materials exhibited to the City Council during the meeting are part of the public record. Please note that video presentations are not permitted.

*All speaking times may be changed under certain circumstances. Changes are announced at the beginning of the agenda item.

Public Hearing

Certain actions by the City Council require a “public hearing,” which is a time within the regular meeting that has been set aside and noticed according to different rules.

Departmental Reports

This part of the agenda is for items that are not considered routine and do not require a public hearing. These items are usually presented to the City Council by city staff and can be informational in nature or require action. The staff report about each item indicates the purpose of the item and whether or not action is requested.



Meeting Decorum

All participants are expected to conduct themselves with mutual respect. Loud, boisterous and unruly behavior can interfere with the ability of the City Council to conduct the people’s business. That’s why it is illegal to disrupt a City Council meeting.

Following a warning from the presiding officer, those engaging in disruptive behavior are subject to law enforcement action.

Speaking at a City Council Meeting

To address the City Council, please fill out a request to speak form, available at the building entrance, and give it to the clerk prior to the start of the section of the agenda pertaining to your remarks. When it's your turn to speak, you will be asked to come to the podium and state your name for the record. Speakers have three minutes, unless the presiding officer, usually the mayor, specifies a different amount of time.

Americans With Disabilities Act

Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting.

Please contact the City Manager's Office at:

- 📞 442-339-2821 (voice), 711
(free relay service for TTY users)
- 📠 760-720-9461 (fax)
- ✉️ manager@carlsbadca.gov (email)

by noon on the Monday preceding the meeting to make arrangements.

Contact Information

City Hall

1200 Carlsbad Village Drive Carlsbad, CA 92008
www.carlsbadca.gov

Business Hours

Monday – Friday 8 a.m. – 5 p.m.

