



# Welcome to your Danville Town Council Meeting

## Understanding the Town Council Agenda

This document was prepared to help you understand and participate in Danville’s decision-making process. It describes the types of Town Council actions, and opportunities available to the public to address the Town Council at meetings. The meeting agendas and staff reports are available for review on the Town website [www.danville.ca.gov](http://www.danville.ca.gov) and at the Danville Town Offices, 510 La Gonda Way, beginning on Friday, preceding each meeting.

In addition, all meeting notices and agendas are posted in the kiosk outside of the Town Offices.

## Town Council Meetings

**Regular Town Council Meetings** are held at 5:00 p.m. on the first and third Tuesday of each month at the Town Meeting Hall, 201 Front Street, Danville, and on Zoom.

**Study Sessions** provide an opportunity for Town staff to report to the Town Council on a variety of items and issues. No formal action is taken and these meetings are open to the public.

**Special Meetings** are held when needed.

**Closed Sessions** are held only under limited circumstances, as provided for by State law, such as litigation or personnel matters. Closed sessions are not open to the public. Public comment is invited on any closed session item, prior to the start of the meeting.

## Public Participation

The Town Council welcomes your participation at Town Council meetings. The public may comment on any item listed on the agenda. For items that are not listed on the agenda, the public may address the Town Council during the section titled “For the Good of the Town.” For items that are listed on the agenda, the Mayor will call for speakers after the staff report is presented and prior to Town Council discussion.

There are several ways to address the Town Council. Instructions are provided on every agenda ([www.danville.ca.gov/agenda](http://www.danville.ca.gov/agenda)).

**In-person:** Attend the meeting at the location listed on each agenda. Complete the yellow “Request to Speak” form at the meeting.

**Zoom:** Join the meeting via the link on the agenda. Use the “Raise Hand” feature.

**Email:** Provide written comments by emailing the City Clerk prior to the deadline indicated on the agenda.

Due to the number of items on the agenda and the length of Town Council meetings, speakers are asked to limit their remarks to three minutes. Spokespersons for a larger group may request more time.

### **Visual presentations by the public**

Presentations must be reviewed for agenda relevance and formatting in advance of the meeting. Contact the City Clerk a minimum of 24 hours prior to the Council meeting.

## **Agenda Items**

**Presentations and Proclamations** is a time allotted to formally recognize individuals or community organizations for their contributions or achievements.

**Consent Calendar** matters are considered to be routine in nature and will be acted upon in one motion. There will be no separate discussion of these items unless requested by a member of the Town Council or the public, prior to the time the Town Council votes on the motion to adopt.

**Communications and Council Reports** are portions of the agenda reserved for staff, Commissioners or Councilmembers to provide informational updates to the Town Council.

**Public Hearings** are held on matters required by law or ordinance or on items of significance. The Mayor begins a public hearing by asking for a staff presentation and a presentation by the proponent or applicant involved in the matter being discussed. Town Councilmembers may ask questions of staff and individuals making presentations, before the Mayor invites citizens to comment. The Mayor will close the hearing before the Town Council takes action.

**Administrative Staff Reports** are those items that require Town Council discussion and/or decision but do not legally require a public hearing. Town Council members may ask questions of staff and the individuals make presentations before the Mayor invites citizens to comment. The Mayor will close the item to public comment before the Town Council takes action.

## **Town Council Actions**

The Town Council takes actions in three ways:

**Resolutions** usually establish Town Council policy or direct certain types of administrative action. They require a majority vote and are usually effective immediately. Unlike an ordinance, a resolution requires only one reading and may be changed by a subsequent resolution.

**Ordinances** are laws adopted by the Town Council which usually amend the Municipal Code or modify zoning designations. Most ordinances require votes at two separate Town Council meetings – introduction at the first meeting followed by adoption at the second meeting. Most ordinances become effective 30 days after adoption.

Under certain circumstances, the Town Council may pass an urgency ordinance which becomes effective immediately and must have 4/5 vote of the Town Council. An ordinance can be repealed only by another ordinance.

**Motions** are used to approve policy, establish procedures or provide direction to staff.

For additional information regarding Town Council meetings or agendas,  
contact the City Clerk (925) 314-3401 or [cityclerk@danville.ca.gov](mailto:cityclerk@danville.ca.gov)



TOWN OF DANVILLE  
TOWN OFFICES  
510 La Gonda Way  
Danville, California 94526  
(925) 314-3388

[www.danville.ca.gov](http://www.danville.ca.gov)