

## **WELCOME TO YOUR LEMOORE CITY COUNCIL MEETING**

Whether you are attending this meeting because of general interest, or because a particular item of special interest is to be reviewed, your presence is an important means of helping to insure an informed public and responsible City Government.

### **CITY COUNCIL**

City Council, the legislative body of the City, is composed of five Councilmembers elected at large for overlapping four year terms. The Mayor is elected by the members of the Council every two years. The Council establishes laws, policies, financing and standards of municipal services necessary to efficient operation of the City.

### **CITY MANAGER**

The City Manager is employed by the City Council to administer and manage all of the daily activities and operations of the City within the policy guidelines established by the City Council.

### **PLANNING COMMISSION**

The Planning Commission has been established to advise the City Council in planning and zoning matters.

### **REGULAR COUNCIL MEETINGS**

Meetings are held at 7:30 p.m. on First and Third Tuesday of each month. Business requiring Council action is listed on the Council Meeting Agenda (yellow-colored). An agenda is prepared for each Council Meeting. In compliance with the State open meeting laws (Brown Act), only those items on the agenda may be acted upon by the City Council. There is normally a study session at 5:30 p.m. on City Council days.

### **CONDUCT AT PUBLIC MEETINGS**

Your courtesy is requested to help our meeting run smoothly. If you'll be kind enough to follow these simple rules, we can make the best possible use of time. Please silence all electronic devices. Please refrain from public displays or outbursts such as unsolicited applause, comments, cheering, foul language, or obscenities. Any disruptive activities that substantially interfere with the ability of the City to carry out its meeting or prevents/disrupts others from fully participating in the meeting will not be permitted and offenders will be requested to leave the meeting pursuant to Government Code § 54957.9.

### **PUBLIC COMMENTS**

At a City Council meeting, those who wish to be heard on matters on the agenda should indicate their desire to speak when the item is ready for discussion. If you wish to comment on an item which is not on the agenda, you may do so under "Public Comments". In order to allow time for all public comments, each individual's comments are limited to five minutes. Time shall not be shared/loaned from speaker to speaker. If you wish to request time on an upcoming Council Agenda to present a particular item or matter to the Council, you may contact the City Manager at any time before 12:00 noon on the Wednesday immediately preceding the Council meeting to so request. If the matter is within the Council's jurisdiction, and the Council has not taken action or considered the item at a recent meeting, the City Manager may place the item on the Agenda. When addressing the Council, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your presentation.

### **COUNCIL ACTION**

#### **Ordinance**

An Ordinance is the highest form of action taken by the Council. It is written law enacted to establish a general or lasting rule for the citizens. Normally, an Ordinance requires two readings at separate Council meetings after which it is adopted. It is then published in the local newspaper and becomes effective thirty days after final passage. An Ordinance can only be repealed or amended by another Ordinance.

#### **Resolution**

A Resolution is a formal written expression of a policy, opinion or desire of the City Council. It requires only one reading and becomes effective on adoption.

#### **Minute Order**

Actions of the Council recorded only in the Minutes taken in all cases where formal Resolution or Ordinance is not needed or required.

### **SUGGESTIONS, INQUIRIES OR COMPLAINTS**

While any citizen may speak directly to the Council concerning suggestions, inquiries or complaints, the City Manager or Department Head responsible for the service or work concerned, can usually provide pertinent information or handle the matter without delay if a request is made directly to him or her. If you are not sure which department to call, or whenever you feel the matter has not been properly handled, please contact the City Manager at the City Hall, 119 Fox Street, telephone 924-6700, or email [citymanager@lemoore.com](mailto:citymanager@lemoore.com).