

## **CITY STAFF**

**City Manager**  
Gordon Pedrow

**City Attorney**  
Eugene Mei

**City Clerk**  
Valeria Skitt

**Director of Community Services**  
Karen Roney

**Director of Economic Development**  
Brad Power

**Director of Finance & Support Services**  
Jim Golden

**Director of Power and Communications**  
Tom Roiniotis

**Director of Public Safety**  
Mike Butler

**Director of Public Works and Natural Resources**  
Dale Rademacher

**Assistant to the City Manager**  
Sandra Seader

**Public Information Officer**  
Rigo Leal



# **WELCOME**



## ***TO A MEETING OF THE LONGMONT CITY COUNCIL***

**MAYOR**  
Dennis Coombs

**MAYOR PRO TEM &  
AT-LARGE**  
Gabe Santos

**COUNCIL MEMBERS**  
Ward I – Brian J. Bagley  
Ward II – Katie Witt  
Ward III – Bonnie Finley  
**At-Large**  
Alex Sammoury  
Sarah Levison

IF YOU NEED SPECIAL ASSISTANCE IN ORDER TO PARTICIPATE IN A CITY COUNCIL MEETING, PLEASE CONTACT VALERIA SKITT, CITY CLERK, AT 303-651-8649 IN ADVANCE OF THE MEETING TO MAKE ARRANGEMENTS.

## **CITY COUNCIL MEETINGS**

A City Council meeting is the process of making and amending laws, developing policy and making decisions for governing your city by citizens whom you have elected to the City Council. Unless changed by motion of the City Council, the Council meets in regular session on the second and fourth Tuesdays of each month at 7 p.m. in the Council Chambers, Civic Center Complex, 350 Kimbark Street. Council study sessions are scheduled for the first, third and fifth Tuesdays of the month. Council takes official action during a regular session. The only action Council can take at a study session is to provide direction to staff.

### **The Council**

The citizens of Longmont elect all seven members of the Council. The Mayor and three of the Council members are elected at-large. The other three Council members are elected from each of the three City wards. The Mayor is the presiding officer and has the same voting privileges as all other members. The Mayor Pro Tem is elected by the Council at the first organizational meeting held after each General Municipal Election in November of odd-numbered years.

### **Speaking to the Council**

You are welcome to speak on any issue, including items not on the agenda, if you sign up in advance. A sign up sheet appears just outside the doors of the Council Chambers by 6:45 p.m., and is picked up by the City Clerk just prior to the meeting being called to order at 7:00 p.m. Every speaker needs to indicate the issue or agenda item number(s) they wish to address on the sign up sheet. The Mayor will call the names listed for those wishing to speak on Consent Agenda and General Business items during the PUBLIC INVITED TO BE HEARD part(s) of the meeting. The Mayor will call for any who want to speak on public hearing matters as Council takes up those items. Each speaker is asked to limit comments to three minutes.

### **The Agenda**

The City Council follows a regular order of business in the conduct of its meetings. The agenda is prepared and finalized by 5:00 p.m. on Friday of each week and is available, along with a packet of back-up materials, in the Longmont Public Library and on the City Website located at [www.ci.longmont.co.us](http://www.ci.longmont.co.us). The City Clerk's Office will also have copies of the agenda available for the public.

## **COUNCIL ACTION**

Four members of Council constitute a quorum and may conduct City business. Council conducts business in one of the following manners:

### **Ordinances**

An ordinance is the mechanism used to implement new local laws and requires two readings before it is enacted. At the first reading, the ordinance is introduced and, if Council desires, questions for information may be addressed to the staff. Council then votes whether or not to order the ordinance published in full, along with a notice of the public hearing, which is held at second reading of the ordinance.

On second reading, the Council may again address questions to the staff and may vote to amend the ordinance. A public hearing is then held and Council votes whether or not to adopt the ordinance. Ordinances require an affirmative vote of the majority of the Council for passage. All ordinances adopted on final reading take effect ten days after final publication, except for those containing an "emergency" clause.

### **Resolutions**

A resolution is the mechanism used to express policy of the Council or direct certain types of administrative action. A resolution is adopted by a vote of the majority of those Councilmembers seated. No public hearing is required for passage of a resolution.

### **Motions**

A motion is ordinarily used to indicate Council approval of contracts, agreements, and procedural action and may also be used to authorize administrative officials to take certain actions.

### **Referrals**

When Council is not prepared to take definite action or when further study is needed, the matter may be referred to a City administrative officer or board for research, study and subsequent action by such officer or the City Council.

IF YOU NEED SPECIAL ASSISTANCE IN ORDER TO PARTICIPATE IN A CITY COUNCIL MEETING, PLEASE CONTACT VALERIA SKITT, CITY CLERK, AT 303-651-8649, IN ADVANCE OF THE MEETING TO MAKE ARRANGEMENTS.