



# CITY OF CLOVIS

CITY HALL • 1033 FIFTH STREET • CLOVIS, CA 93612

Citizens of Clovis:

For your convenience the City of Clovis has begun posting the City Council Agenda Packets to the City Website ([www.cityofclovis.com](http://www.cityofclovis.com)). The Agenda Packet includes the agenda and all staff reports for each City Council Meeting.

Please find attached a copy of the Agenda Packet for the upcoming City Council Meeting. It is a preliminary draft of the agenda packet, meaning that it is subject to change until 6:00 P.M. the Friday before the meeting. Please feel free to contact the City Clerk's office at 559-324-2060 to confirm if any changes have been made to the agenda after it has been posted to the city website.

A final copy of the Agenda Packet will be available for viewing in the City Clerk's office at 1033 Fifth Street between the hours of 8 A.M. and 3 P.M.

If you have any questions, please feel free to call the City Manager's Office at (559) 324-2060.

Sincerely,

/s/ John Holt  
Assistant City Manager / City Clerk

City Council Meeting Agenda  
**Clovis' City Council Welcomes You!**  
Your Presence and Participation Contribute to Good City Government

## Procedures for Addressing Council

Thank you for attending Clovis' City Council meeting. We comply with the state law governing public meetings, also known as the Brown Act, which includes these provisions:

- All items on the agenda are open to public comment before final action is taken.
- Speakers are to restrict comments to items as they appear on the agenda.
- "Public Comment" gives you an opportunity to speak to the Council about an issue that is not on the agenda; however, your comments must be on a subject that is within the jurisdiction of the Clovis City Council. The Brown Act does not permit the Council to discuss or take action on items that are not on the agenda.
- Time limits may be observed to conduct city business effectively and efficiently. The City of Clovis has established a five-minute time limit for individual speakers. The mayor has the discretion of limiting total discussion time or extending the time limit for a group spokesperson. The City Clerk will monitor the time and let you know when you have one minute left to conclude your comments.

When you address the Council, please come to the podium and clearly state your name and address.

### Help Us Help You

The City of Clovis strives to make reasonable accommodation in all of its programs, services and activities for all qualified individuals with disabilities. Notification at (559-324-2060) 48-hours in advance will enable the City to make arrangements to ensure meeting accessibility.



**City of Clovis**  
**1033 Fifth Street**  
**Clovis, CA 93612**  
**(559) 324-2060**

## Clovis City Council

Mayor – Jose Flores  
Mayor Pro Tem – Lynne Ashbeck  
Councilmember – Harry Armstrong  
Councilmember – Nathan Magsig  
Councilmember - Bob Whalen

## City of Clovis Staff

City Manager – Robert Woolley  
Assistant City Manager – John Holt  
City Attorney – David Wolfe, Lozano Smith  
City Clerk – John Holt

## Audio and Visual Materials

If you plan to use audio/visual materials during your presentation, they must be submitted to the City 24-hours in advance (559)324-2060.

## City Council Agenda Information

Clovis' City Clerk's Department is your source of information about:

- City Council agendas and staff reports, which discuss background issues and recommendation for council consideration. Staff reports often include charts, diagrams and maps that will help you understand council discussions and decisions. You may pick up a free copy of the agenda on the Friday before a council meeting. A free synopsis is available within two days after each meeting. For information about copies of staff reports, please contact the City Clerk's Department at (559) 324-2060.

## **City Council Agenda Packets are Available Online:**

[www.cityofclovis.com](http://www.cityofclovis.com)

Complete Agenda Packets are also available at:

- The Administration Department, 1033 Fifth Street Clovis, CA 93612

# Making Your Point – Making it Count

Government decision-making takes time – time for public input, time for analysis, time for weighing both sides of the issue before making and informed decision.



People sometimes complain that the process takes too long, delays progress, costs extra money and is frustrating for discussion participants. Others say that the process does not give people enough time to comment and that decisions are made too quickly without enough consideration for all sides of the issue.

The foundation for democracy in America is our constitutional right to tell our elected leaders what we think about the issues that affect us; all citizens regardless of education, background or experience enjoy this right. Clovis welcomes you to public meetings and encourages you to participate in discussions that affect you.

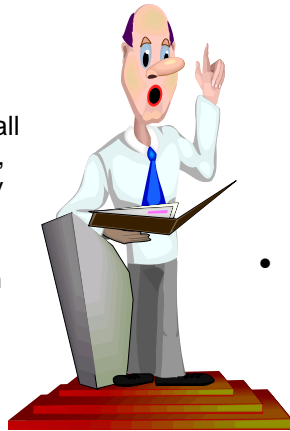
The way you present your message at the podium can help or hurt your ability to persuade your audience. It can either facilitate or obstruct the public participation process. Whether you are an experienced public speaker or speaking at the podium for the first time, it may be helpful to remember these tips

- **Identify your main points.** Writing them down will help you organize your thoughts and remember them when you are at the podium.
- **Check your facts.** Accuracy improves your credibility and helps you make a positive impression
- **Handouts summarizing your position may be distributed** to policy



makers and staff before or after your presentation. Busy leaders appreciate clear, concise information (one or two pages) that helps them identify your key points and remember your presentation.

- **Don't be nervous.** If you are, do not apologize for it. Public officials see many citizens who are nervous when speaking in front of an audience. It may help to take a deep breath and exhale slowly just before you approach the podium.
- As you begin to speak, **state your name and address clearly,** for the record. If you represent a group or organization, please state that information too.
- **Make your position known** at the beginning then present your supporting

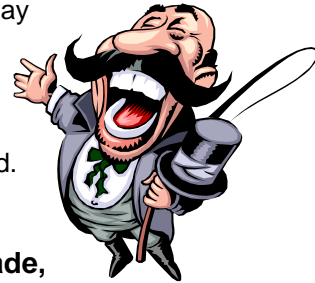


information. You will sound well organized, which helps people understand your position.

- **Keep your presentation short and simple.** Attention spans are brief and people will remember a short presentation better than they will one that rambles and includes too much information.
- **Don't repeat yourself.** It uses valuable time and people tire when they hear the same thing over and over. If a previous speaker has

already made the point you planned to make, simply refer to that speaker and emphasize your support for that position.

- **Be cautious about using humor,** which is very subjective. While some may laugh, others may be offended.



- **Persuade, don't badger your audience.** Compelling presentations can be very persuasive to both policy makers and public meeting audiences; however, insulting or degrading language can make you appear belligerent, reducing your credibility as well as the power of your message.
- **Close your comments with an action statement** such as "Please don't adopt this resolution" or "I urge you to vote 'no' on this ordinance".

Clovis city leaders appreciate your interest in issues that affect the Clovis community. We hope these tips will help you prepare and present your remarks so they will be clear, concise, accurate and credible. If you do this, your audience is likely to listen, pay attention and maybe even agree with you.

Remember, Clovis city government is not the City Council, City staff or Clovis citizens. It is all of us working together to understand each other's opinions so we can make the best decisions for our community.

**Thanks for participating!**