



## WELCOME

*Your participation at City Council meetings is sincerely appreciated. This information is provided by the City Clerk's office to assist you in understanding the order and conduct of business at a City Council meeting.*

The **Agenda** is the official order of business at City Council meetings. Items placed on the agenda, except under special circumstances, have been analyzed by the City staff prior to submission to the City Council for consideration. Councilmembers receive the agenda and related staff reports prior to City Council meetings to study the matters to be considered at the public meeting. Copies of the agenda are available to the public at the Clerk's Office and online at <http://www.cityofnorthlasvegas.com/sirepub/>



The agenda includes the date, time and location of the meeting and brief descriptions of the items to be considered at the meeting. For regular Council meetings the agenda may contain the following types of agenda items: public forum, public hearings, consent agenda, business, ordinances introduction, ordinances final action, and appointments. A brief description of each item follows.

### Addressing the City Council

Any person has the right to address the Council at the meeting about items within the jurisdiction of the City and about items on the agenda. If you wish to speak, please complete one of the blue cards which are located on the table outside the main entrance of the Council Chamber or at the podium rail. Indicate on the blue card if you want to speak at one of the public forums or want to speak about a specific item on public hearing or the business agenda.



**Public Forums** - There are two Public Forums set aside for public comments to speak on items on the agenda and not on the agenda, one public forum at the beginning of the meeting and one at the end. Please note that according to the Nevada Open Meeting Law the City Council may hear items on public forum, but Council may not take action on any item that is not on the agenda.



**Time Limits** - When the Mayor calls upon the public to speak at the meeting, the public must limit comments to no more than three minutes and avoid repetition.

**Public Hearings** are designed to protect personal and public interests by permitting citizens to voice their approval or disapproval of the issue at hand. By law, the date and time of public hearings must be advertised and posted well in advance of the meeting so that interested parties can be present to address the issue.

**Consent agenda** items are routine in nature and are usually approved by a single vote. Prior to action, a member of the public or a Council member may request that a consent item be placed on the business agenda for discussion.

**Business** items are reports on non-routine issues that might stimulate public discussion and require Council action, but that do not require formal noticing as public hearings.

### **Office of the City Clerk (702) 633-1030**

**Monday-Thursday 8:00 a.m.-5:45 p.m.**

**Appeals**—To file an appeal to the City Council of a Planning Commission decision [Download form](#) and file with the City Clerk's Office within seven calendar days of the Planning Commission Meeting.

## Contacting the City Council

Routine matters are handled most quickly and efficiently by directing your questions or concerns to departmental staff or the City Manager at (702) 633-1002 before submission to City Council.

Any person wishing to present a matter directly to the City Council is urged to put information in writing. Material may be sent in care of the City Manager, 2250 Las Vegas Blvd North, Suite 900, North Las Vegas, NV 89030. Copies of the communication will be made and distributed to the Mayor and Councilmembers as well as appropriate departmental staff. Parties may be contacted for additional information or notified if the issue will be included on a subsequent agenda.

### **KCLV CHANNEL 2**

Council proceedings are video recorded for future viewings on KCLV, Cable Channel 2. Proceedings are rebroadcasted on KCLV Channel 2 the Friday after the meeting at 4:00 P.M., the following Tuesday at 12:00 P.M. and Thursday at 6:00 A.M. Customers of CenturyLink can view this program in high definition on Channel 1002 and some customers of Cox Communications who do not have a cable box can view this meeting on digital Channel 89.5. The Council Meeting can be viewed on the internet site at [www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com).

Complete City Council agendas are available for review at City Hall in the City Clerk's Office and online at <http://www.cityofnorthlasvegas.com/sirepub>.

Regular Meeting agendas are posted five (5) business days in advance of the meeting on notice boards at five (5) City locations and online.

Copies of agendas and staff reports are available in the City Clerk's office during normal business hours.

Contact the City Clerk's Office if you would like to receive the City Council agenda on a subscription basis.