

Mayor
William Siegel
Mayor Pro Tem
Lois Wynne
Council Members
John Gordon
Eddie Neal
Willard Rodarmel



**Office of the
City Manager**

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March 20, 2014

Downtown Lemoore Merchants Association
Paul Jones, Board Chairperson
c/o 300 "E" Street
Lemoore, CA 93245

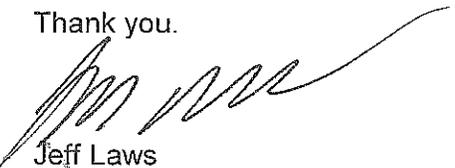
Dear Mr. Jones:

The City received a request from Judy Holwell, Ex-Officio Member, to change the day/time of the regularly scheduled Downtown Merchants Advisory Committee from the second Wednesday of the month at 8:15 a.m. to the second Thursday of the month at 6:15 p.m. Administrative Policy 2011-01 for Board and Commissions indicated that a change in meeting day/time is acceptable when the majority of the members wishes to change the date and/or time of its regular meetings. The request indicates that a majority of the members voted to approve the change in meeting day/time.

In reviewing your request and the Administrative Policy, it has been confirmed that the City Council Chamber is available at the meeting day/time requested. Therefore, your request to change the meeting day/time to 6:15 p.m. on the second Thursday of each month has been approved.

In order to adequately notify the public of the approved change to the regular meeting schedule, the Administrative Policy requests that the Board include the City Manager's approval letter on the next agenda acknowledging the change in meeting day/time. If you have any questions or concerns regarding this matter, please do not hesitate to contact my office at 924-6700.

Thank you.



Jeff Laws
City Manager

/mjv

cc: City Council