



## Legislation Text

File #: ID#17-3924, Version: 2

### SUBJECT/RECOMMENDATION:

Amend City Council Rule 6, Order of Business, to require individuals addressing the Council to submit a completed Citizen Comment Card with the City Clerk and adopt Resolution 17-37.

### SUMMARY:

In response to a citizen's concern with providing their address verbally before addressing Council, staff was directed to amend the public comment process.

The current process requiring individuals to state their name and address before speaking has been in place since October 1996.

Staff recommends requiring all individuals to submit a completed comment card that includes their name, address, agenda item to which they wish to speak, telephone number, email address and position on the item. Comment cards will be available for a representatives of a group who may speak for three minutes plus an additional minute for each person in the audience who waives their right to speak, up to a maximum of ten minutes, for items on the agenda (other than citizens to be heard).

Staff recommends amending Rule 6, Order of Business, as follows:

- (1) E. Citizens to be heard regarding items not on the agenda. Each person who wishes to address the Council shall complete a comment card and submit the card to the City Clerk (right-hand side of dais). ~~speaker will be asked to give their name and address and to~~ Individuals will limit their comments to a maximum of three minutes.

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- (3) Public comments in support or opposition of items before the Council shall be limited to a total of 60 minutes, which can be extended upon Council approval. Unless otherwise specified, persons speaking before the City Council shall submit a completed comment card and be limited to three minutes per speaker. Representatives of a group may speak for three minutes plus an additional minute for each person in the audience that waives their right to speak, up to a maximum of ten minutes. A ~~form~~ comment card will be provided to document the request for additional time and those agreeing to waive their right to speak. No person shall speak more than once on the same subject at the same meeting unless granted permission by the City Council. When time limits are set for speakers, unused time cannot be passed from one speaker to another. Extensions of time limits can be given if approved by the Chair.

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**APPROPRIATION CODE AND AMOUNT: N/A**

**USE OF RESERVE FUNDS: N/A**