



MEMORANDUM

DATE: August 16, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Public Inquiries/Informational Discussion

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

For Council Consideration

Council may provide further direction on how the Public Inquiries/Informational section of Regular Council Agenda is handled.

Background

The City Council provides the public the opportunity to address the City Council at each regular meeting about items not listed on the agenda. This portion of the meeting is not required by-law; and each city is different in how it addresses public comments, some cities do not have this section at all. For cities that do allow a general comment period during meetings, the City is allowed to define the scope of comments that will be taken, for example, limiting comments to items not on the agenda. Again, this will vary by city to city. The language regarding items not on the agenda that the City currently uses for this portion of the agenda can be found below and dates back to approximately 1996.

This is an opportunity for citizens to bring to the Council’s attention any items not currently on the agenda which are relevant to the City. In addressing the Council, you must first state your name and address for the record. To allow adequate time for each person wishing to address the Council, speakers must limit their comments to three (3) minutes. Written documents may be distributed to the Council prior to the start of the meeting to allow a more timely presentation. Speakers should not use obscene, profane, or threatening language, or make personal attacks. Matters of litigation involving the City shall not be discussed during Public Inquiry by citizens or Council. The Council may not respond to speaker comments, engage in a debate, or take any action on the issues raised by citizens, but may direct City staff to research or follow up on an issue, if desired by Council. If Council directs further review by staff, the results of that review will be presented at a following regular Council Meeting.

Budget Impact

N/A

Attachment

N/A