



MEMORANDUM

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**DATE:** March 20, 2023  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** Public Inquiry Language Update

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

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**For Council Consideration**

Council should consider providing direction on the Public Inquiry portion of agendas.

**Background**

At a previous work session, the City Council discussed the Public Inquiry wording on the Council agendas; that memo is attached for background (see Attachment A). Following that discussion, Staff was directed to review the language and provide a condensed version that still generally meets the guidelines of decorum and time. The language below was drafted and reviewed by the Mayor and City Attorney. Barring any changes, Staff will utilize this language on future agendas.

**Proposed:**

This is an opportunity for citizens to respectfully bring to the Council’s attention any items which are relevant to the City. In addressing the Council, you must first state your name and address for the record. Comments shall be limited to three (3) minutes or less. Written documents may be distributed to the Council prior to the start of the meeting to allow a more timely presentation. Council will generally not respond at the same meeting where an issue is initially raised by a member of the public but the Council may refer the issue to staff for further research and possible report or action at a future Council meeting.

**For reference, below is the existing language:**

This is an opportunity for citizens to bring to the Council’s attention any items 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. To facilitate a timely meeting, a speaker that is repeating, or agreeing with, a previous comment should simply state such and forego a longer comment. If a large number of citizens wish to speak, the Mayor may shorten the individual comment period.

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**

Attachment A: January 17, 2023 Memo on Public Inquiry Language