

MEMORANDUM

TO: Claire Powell, City Manager

FROM: Jennifer Malone-Ippolito, City Secretary

DATE: May 4, 2026

SUBJECT: **Approval of Revised Policy Statement 1.0 Administration - Section II - City Council Meeting Speaker Protocol to Update Language Relating to Procedure, Time Limits, and Use of Audio Visual System.**

BACKGROUND

Policy Statement 1.0 - Administration - Section II - City Council Meeting Speaker Protocol has been revised to provide clearer guidance on public participation and to enhance the overall effectiveness of City Council meetings. Staff presented information during workshops on September 15, 2025, and February 2, 2026, and City Council provided input on the proposed updates.

ANALYSIS

The following revisions are intended to ensure meeting efficiency, streamline the flow of proceedings, and establish consistent expectations for all speakers.

Procedure:

A change was made requiring speakers before the City Council to state their name and city of residence for the record, replacing the previous requirement to state their name and address.

Time Limits:

Time limits and speaker procedures were updated to ensure meeting efficiency and consistency, as follows:

- A provision was added to allow twice the amount of enumerated speaking time if a group of five or more selects a spokesperson.
- A revision was made to allow the presiding officer to extend or reduce the established time limits based on item complexity or the number of speakers; previously, only time reductions were addressed.
- An explanation of Public Comment was added to the policy to clarify when and how the public may address the City Council, when Public Comment appears on an agenda.

A revision was made to establish speaker time limits for Visitors Forum, Public Hearings, and Regular agenda items:

- Visitors Forum – 3 minutes per speaker to address the City Council on non-agenda items
- Public Hearings – 10 minutes for the applicant’s initial presentation with an additional 5 minutes for rebuttal, and 5 minutes for all other speaker
- Regular Hearings – 3 minutes per speaker to provide comments on items listed under the Regular Hearing agenda section

Use of Audio-Visual System:

An addition to the policy permits the use of the City’s audio-visual equipment for presentations by applicants and developers for Regular and Public Hearing items, and by members of the public for Public Hearing items. Presentations must be in PDF format, contain no audio, video, or external links, and be submitted to the City Secretary by 10:00 a.m. on the Thursday preceding the City Council meeting.

CITY STAFF’S RECOMMENDATION

That the City Council approve the revised policy as set forth in the caption above.