A TESTIFIER’S GUIDE TO
CITY COUNCIL COMMENTS

A NOTE ON 2ND & LAST MONDAY PUBLIC HEARINGS
Agenda items can always be commented on during the second reading, but time is only set aside at the end of the hearing on the 2nd and last Mondays of the month for additional matters to be discussed. The process for both remains the same for testifiers.

PUBLIC HEARING BEGINS IN ROOM 112
Wait to hear your agenda item or the public comment period called by the chair person.

THE COUNCIL CHAIRPERSON DIRECTS THE CLERK TO CALL (READ) THE ITEMS SCHEDULED FOR PUBLIC HEARING.
Clerk calls the agenda item and gives the introducer the chance to testify and ask questions of the city attorney or any relevant department heads/staff.

FOR AN ITEM ON THE AGENDA, THE CHAIR OF COUNCIL OPENS UP THE PUBLIC HEARING & CALLS FOR TESTIMONY. TESTIFIERS MAY BE DIVIDED INTO SUPPORT, OPPOSITION, & NEUTRAL GROUPS.
This is your time to shine! Walk up to the microphone and state/spell your name and address. Sign in on the sheet at the podium with your name and address for the record.

DURING THE 2ND & LAST MONDAYS OF THE MONTH, THE COUNCIL OPENS THE FLOOR FOR PUBLIC COMMENT. COMMUNITY MEMBERS CAN COMMENT ON ANYTHING NOT IN THE CURRENT AGENDA OR NOT SCHEDULED FOR A FUTURE AGENDA.
You can say anything in the allotted time (5 min). Colored lights give time cues:
Green = go,
Yellow = 1 minute,
Red = time is up.

THE CHAIR OF COUNCIL THANKS YOU FOR YOUR COMMENTS & ASKS THE COUNCIL IF ANYONE HAS ANY QUESTIONS FOR THE TESTIFIER.
You are welcome to answer questions, but if the you don’t have the information or aren’t confident, you do NOT have to answer or feel compelled to say anything. The council will thank you for your time, regardless. Make sure you fill out the testifier sign-up sheet if you hadn’t earlier.