

Department Source: City Clerk

To: City Council

From: City Manager & Staff

Council Meeting Date: January 5, 2026

Re: Update to R101-14A which discusses procedures and guidelines relating to scheduled public comments

Impacted Ward: Citywide

Executive Summary

At the December 15, 2025 Council Meeting, the Council authorized staff to come forward with changes to the policies associated with scheduled public comments.

Discussion

The significant changes between the existing resolution and the proposed policy resolution are as follows:

- This will be a policy resolution going forward as that is more appropriate.
- The way the request can be submitted has been updated to incorporate current practices and remove outdated practices/technology, such as submission by fax.
- The time limit (five minutes) per speaker based on current practices has been incorporated.
- The deadline for when the request must be received has been updated. This change was not discussed at the December 15, 2025 Council Meeting, but due to Council's desire to change the council meeting agenda publication/posting day from the Thursday before the Monday Council Meeting day to the Wednesday before the Monday Council Meeting day, and because a few holidays can fall on the Wednesdays before the Monday Council Meeting day, such as Veterans Day in 2026, it is appropriate to change the day by which the request should be received. The suggestion is to change it to the Monday, one week prior to the council meeting at which the person wishes to speak.

Once this policy resolution is adopted, the City Manager's Office will update the website as well as any other appropriate documents to make it clear that the deadline date has changed.

Fiscal Impact

Short-Term Impact: N/A

Long-Term Impact: N/A

Strategic & Comprehensive Plan Impact[Strategic Plan Impacts:](#)

Primary Impact: Inclusive and Equitable Community, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
May 6, 1996	R64-96 established the procedures and guidelines for scheduled public comments.
April 5, 2010	R70-10A, which updated R64-96, was adopted. The updates included the location where the request should be submitted, a change to the deadline date of Wednesday (instead of Thursday) preceding the meeting, and limiting any single topic to two speakers.
May 19, 2014	R110-14A, which updated R70-10A, was adopted. The update allowed for scheduled public comments on reports.
October 20, 2025	Pre-Council meeting: The potential changes to this resolution along with others was discussed.
December 15, 2025	REP59-25: Council asked staff to bring forward legislation incorporating the changes discussed.

Suggested Council Action

Adopt the proposed policy resolution.