

CITY COUNCIL
Legislative (Non-Land Use) Hearing Script
(Resolution)

Tonight we will have a public hearing to consider, **Resolution No. 3256**.

1. The order of procedure for tonight's hearing is set out in detail in our City code. In brief, we will start with a staff report. Next, the public will be asked to provide testimony. I will ask everyone who signed up in advance to testify first in the order in which they signed up. Then I will ask if anyone present in Council Chambers would like to testify, and then I will ask anyone who is on the Zoom meeting who has not testified but would like to testify to do so. For those in the audience, please fill out a speaker card and provide to the City Recorder.

For those on Zoom, if you want to provide public testimony remotely during this meeting, please use the raise hand feature in Zoom or press *9 on your telephone to notify the City Recorder you wish to speak when the time for public testimony is called. If you are having difficulties with these instructions, you may call 1-669-900-6833 and, when prompted, enter Webinar ID #815 3605 6468. Both numbers are shown on the screen.

When you begin your testimony, please state your name, and address for the record. Or, you may state that your address is as provided to staff. After each person testifies, Councilors may pose questions to me to be addressed by the person who testified or to staff to clarify any information that was conveyed in the testimony.

2. Once the City Council has heard from everyone and the City Council is satisfied it has all the information it needs to render a decision, the public hearing will be closed, Council deliberates, and I will announce the result.
3. We wish to hear from everyone who wants to testify. However, we request that you refrain from repeating testimony already given by someone else. If you agree with what someone before you has said, please provide your testimony indicating that you concur with what has been previously said.
4. Public testimony will be limited to three minutes. We will time the testimony and provide you with a visual warning when there is one minute remaining.
5. The public hearing is now open *[gavel open the public hearing]*.
6. **Katherine Smith, Assistant Finance Director**, please provide staff's presentation.
7. *[Staff provides a presentation]*
8. Does any Councilor have any questions of staff at this time?
9. For public testimony, we will start with the people who signed up in advance to testify. Please remember to include your name and address for the record. Staff, if people have signed up in advance, who is our first person to testify this evening?
10. Does any Councilor need anything clarified regarding the testimony of this speaker? *[Repeat 9 and 10 until the sign-up list is completed]*

11. Is there anyone in the Council Chambers who wishes to testify on this proposal? Please indicate so by raising your hand.
12. Does any Councilor need anything clarified regarding the testimony of this speaker? ***[Repeat 11 and 12 until all in the Council Chambers have testified]***
13. Is there any one on the Zoom meeting who wishes to testify on this proposal? Please indicate your interest by raising your hand in the participant section of the zoom controls indicating that you wish to testify. We will then call on you to testify. At that time, you can unmute your audio and show your video for your testimony.
14. Does any Councilor need anything clarified regarding the testimony of this speaker? ***[Repeat 13 and 14 until all on the zoom meeting have testified]***
15. Does staff have anything further to add to the record at this time or does City Council have any additional questions for staff?
16. ***[If no further testimony forthcoming and no issues that warrant continuing the public hearing]*** Hearing no further questions and everyone having testified, I hereby declare this public hearing closed at [state time] [gavel hearing closed]. ***[Then proceed to Step 18].***
17. ***[If there is indication that Councilor(s) may want to continue the hearing]*** Does the City Council wish to continue the hearing? Please indicate by making a motion to do so. Please state the specific date and time to when the hearing will be continued.
 - a. Is there a second to the motion?
 - b. All those in favor indicate by saying aye.
 - c. All those opposed indicate by saying nay
 - d. ***[If the decision is to continue the hearing]*** This hearing is continued until _____ o'clock on the _____ ***[date].***
 - e. ***[If the motion fails]*** Since this hearing will not be continued, I hereby declare the public hearing closed at [state time] [gavel hearing closed].
18. ***[If the public hearing is closed]*** It is now time for the Council to consider **Resolution No. 3256.**
19. ***[DELIBERATION]***
20. ***[When general deliberation is concluding and if no one has made a motion yet]*** Do I have a motion on **Resolution No. 3256?**
21. Do I have a second on that Motion?
22. It has been moved by [state Councilor's name] and seconded by [state Councilor's name] to [restate motion].
23. Is there any discussion?
24. ***[Council discussion ensues]***
25. Hearing no further discussion or commentary, I will call for a vote on the motion. Those in favor? Those opposed? Those abstaining?
26. The motion passes ____ to ____.

OR

The motion fails ____ to ____.