



January 2, 2024

CITY OF SARATOGA SPRINGS  
City Council Meeting  
474 Broadway  
Saratoga Springs, New York

7:00 PM

P.H. – Amend Various Chapters of the City Code to Remove Fees

P.H. – Amend Chapter 136 of City Code Articles IV, IVA, V, VI, and VII (Accounts Item No. 3)

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**PRESENTATION**

**CONSENT AGENDA**

1. Approve Mid-Warrant 2023, 23MWDEC3 \$30,801.58
2. Approve Mid-Warrant 2023, 23MWDEC4 \$3,500.00
3. Approve Warrant 2023 – 23DEC3 \$402,012.66
4. Approve Warrant 2024 – 24JAN1 \$156,583.30
5. Approve Payroll – 12/22/23 \$502,929.53
6. Approve Payroll - 12/29/23 \$744,835.09

**MAYOR'S DEPARTMENT**

1. Discussion and Vote: Updated Scholarship Application Approval
2. Announcement: City Council Public Comment Rules
3. Announcement: Belmont Stakes Committee
4. Discussion and Vote: Authorization for Mayor to Pay Judgment in Article 78 Case Using 2023 Funds

**ACCOUNTS DEPARTMENT**

1. Award of Bid: Legal Services for Multidistrict Litigation Number 2873 Settlement to the Law Office of Robert King, PLLC and Stag Liuzza, PLLC
2. Award of Bid: Post Closure Monitoring to CT Male
3. Award of Bid: Commercial Appraisal Services and Residential Property Data Verification with Online Assessment Database
4. Discussion and Vote: Authorization for Mayor to Sign Contract with GAR Associates, LLC

5. Discussion and Vote: Amend Chapter 136 of the City Code Article IV, IVA, V, VI, and VII
6. Discussion and Vote: Authorization for Mayor to sign Work Agreement with Sanders Fire
7. Announcement: Special Events
8. Announcement: Business Milestones

#### **FINANCE DEPARTMENT**

1. Announcement: Update on City Finances
2. Discussion and Vote: 2023 Participatory Budgeting Projects for Funding
3. Discussion and Vote: Resolution to Amend 2024 Adopted Budget
4. Discussion and Vote: 2024 Revised Tax Rates
5. Discussion and Vote: Budget Transfer – Tax Cap
6. Discussion and Vote: Budget Transfers – Contingency

#### **PUBLIC WORKS DEPARTMENT**

1. Discussion and Vote: Authorization for Mayor to Sign Contract with Core and Main for Sensus Meter Products
2. Discussion and Vote: Authorization for Mayor to Sign Contract with CT Male for Post-Closure Monitoring Services
3. Discussion and Vote: Authorization for Mayor to Sign Contract with Adirondack Cabling for Security Services
4. Discussion and Vote: Authorization for Mayor to Sign Change Order #5 with Schnable Engineering
5. Discussion and Vote: Authorization for Mayor to Sign Contract with Law Office of Robert King for Legal Services

#### **PUBLIC SAFETY DEPARTMENT**

1. Discussion and Vote: Authorization for the Mayor to sign a Contract with Ward Apparatus

#### **SUPERVISORS**

Matt Veitch

1. Board of Supervisors Organizational Meeting January 3, 2024 at 4 p.m.

Michele Madigan

1. Remarks

#### **ADJOURN**



January 2, 2024

CITY OF SARATOGA SPRINGS  
City Council Meeting  
474 Broadway  
Saratoga Springs, New York

7:00 PM

PRESENT: John Safford, Mayor  
Minita Sanghvi, Commissioner of Finance  
Dillon Moran, Commissioner of Accounts  
Jason Golub, Commissioner of Department of Public Works  
Tim Coll, Commissioner of Department of Public Safety

STAFF PRESENT: JoAnne Kiernan, Deputy Mayor  
Heather Crocker, Deputy Commissioner, Finance  
Stacy Connors, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, Department of Public Works  
Dan Charleson, Deputy Commissioner, Department of Public Safety  
  
Matthew Veitch, Supervisor  
Michele Madigan, Supervisor

**RECORDING OF PROCEEDING**

The proceedings of this meeting were taped for the benefit of the secretary. Because the minutes are not a verbatim record of the proceedings, the minutes are not a word-for-word transcript.

**PUBLIC HEARING**

Amend Carious Chapters of the City Code to Remove Fees

Mayor Safford opened the public comment period at 7:01 p.m.

No one spoke.

Mayor Safford concluded the public hearing at 7:02 p.m. and kept it open.

Amend Chapter 136 of the City Code Articles IV, IVA, V, VI, and VII

Mayor Safford opened the public comment period at 7:02 p.m.

No one spoke.

Mayor Safford closed the public hearing at 7:04 p.m.

## CALL TO ORDER

Mayor Safford called the meeting to order at 7:05 p.m.

## PUBLIC COMMENT

**Mayor Safford advised he is responsible for the safety of everyone in the room and to be fair to all who wishes to speak. The rules are attached to the agenda and posted on the website. Any member of the Council can be contacted if someone wishes to discuss the rules. In order to be fair he must be firm. He will implement a three-minute time to each person to speak and allow a total of 30 minutes for public comment section of the meeting. This is not a 'power' thing but it is democracy. This is the only time the public can speak to the entire Council at the same time. No one expects them all to agree but they all love the City and want to get the business done.**

Mayor Safford opened the public comment period at 7:10 p.m.

Rose Tait of Saratoga Springs welcomed the mayor and the new commissioner. She stated she has been coming here over a year regarding an issue on Lincoln Avenue.

Chris Mathiesen of Saratoga Springs stated he e-mailed the City Council regarding the downtown parking plan. He has concerns about the success of downtown. The removal of parking meters was to allow downtown to compete with malls, where there is free parking. The plan being proposed would charge people to park in garages, surface lots, and streets adjacent to downtown that would park at no charge. The Bow-Tie Cinema is going to open and operate the movie theatre at the mall – people can pay for parking to see a movie downtown or go to the mall and park for free to see a movie.

Oscar Schriber of Saratoga Springs stated he advised the finance commissioner in early October that the disbursement of grant funds for opioid treatment cannot go toward the homeless shelter. Funds from grants have to be used for what it was given and earmarked for. He sent a FOIL request on October 23, 2023, has not heard a word, and has not received any information.

Tracy Sangare stated she is here regarding the new rules for public comment. Traditionally it has been seen that the rules have only been enforced against people of color. Clapping allows her to show her support for something said. She is concerned how the rules will be enforced. Giving an address could put people in danger; she has no problem providing a town of residence. The rules also allow the mayor the discretion to break the rules for who the mayor deems acceptable.

Kristen Dart welcomed the new mayor and commissioner. The agenda is currently only available through a laptop and not available via phone. She stated providing an address could be dangerous as victims of domestic violence and stalking could be at risk by giving the address.

MaryBeth Delarm of Saratoga Springs agrees with not giving a full address. She suggested indicating if the person is a City resident or not a City resident. She asked the Council to consider returning the meetings to the room downstairs unless there is a huge crowd. MaryBeth asked for cameras to be able to capture the faces of the audience and to have civility returned amongst the City Council. She asked the Council to abide by the same rules given to the audience and not bully one another.

Nick Fazzioli of Saratoga Springs stated he is with the Van Dam/Church Street Neighborhood Association. He thanked the Council for the first step regarding the truck traffic. He looks forward to working with this Council and getting a broader plan in motion. They are here to work with the City on this issue.

Sam Brewer of Saratoga Springs stated he is concerned about the new parking plan in the City. Paid parking doesn't benefit people and is bad for business. He suggested tabling the paid parking until the public has adequate time to tell the Council how they feel.

Mayor Safford closed the public comment period at 7:32 p.m.

## **CONSENT AGENDA**

**Mayor Safford moved and Commissioner Moran seconded to approve the consent agenda as included:**

1. Approve Mid-Warrant 2023, 23MWDEC3 \$30,801.58
2. Approve Mid-Warrant 2023, 23MWDEC4 \$3,500.00
3. Approve Warrant 2023 – 23DEC3 \$402,012.66
4. Approve Warrant 2024 – 24JAN1 \$156,583.30
5. Approve Payroll – 12/22/23 \$502,929.53
6. Approve Payroll 12/29/23 \$744,835.09

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**  
**Nays - 0**

## **MAYOR'S DEPARTMENT**

Discussion and Vote: Updated Scholarship Application Approval (24-001)

**Mayor Safford moved and Commissioner Sanghvi seconded to approve the updated scholarship application as included with the agenda.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**  
**Nays – 0**

Announcement: City Council Public Comment Rules

Mayor Safford stated he spoke earlier about the rules and thanked the audience for their feedback tonight. The rules have been vetted through a number of places. He looks forward to hearing options.

Announcement: Belmont Stakes Committee

Mayor Safford announced the Belmont Stakes Committee will be a regional event working with the City.

Discussion and Vote: Authorization for Mayor to Pay Judgment in Article 78 Case Using 2023 Funds (24-002)

**Mayor Safford moved and Commissioner Golub seconded to authorize the mayor to pay a judgment in Article 78 case using 2023 funds.**

Commissioner Moran asked whom the check will be going to.

Mayor Safford stated he believed the check is going to Mike Brandi.

Commissioner Moran confirmed Mike Brandi is the GOP chair.

Mayor Safford stated that is correct.

Commissioner Moran stated that is not civil.

**Ayes – 4 (Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays – 1 (Commissioner Moran)**

**ACCOUNTS DEPARTMENT**

Award of Bid: Legal Services for Multidistrict Litigation Number 2873 Settlement to the Law Office of Robert King, PLLC and Stag Liuzza, PLLC (24-003)

**Commissioner Moran moved and Commissioner Sanghvi seconded move to award the bid for Legal Services for Multidistrict Litigation Number 2873 Settlement to Law Office of Robert King, PLLC and Stag Liuzza, PLLC according to unit bid pricing.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays - 0**

Award of Bid: Post Closure Monitoring to CT Male (24-004)

**Commissioner Moran moved and Commissioner Sanghvi seconded extend the award the bid for Post Closure Monitoring to CT Male under the same terms, conditions, and pricing as in bid 2021-29.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays - 0**

Award of Bid: Commercial Appraisal Services and Residential Property Data Verification with Online Assessment Database (24-005)

**Commissioner Moran moved and Commissioner Sanghvi seconded to award the bid for Commercial Appraisal Services and Residential Property Data Verification with Online Assessment Database to GAR Associates in the amount not to exceed \$115,000.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays - 0**

Discussion and Vote: Authorization for Mayor to Sign Contract with GAR Associates, LLC (24-006)

**Commissioner Moran moved and Commissioner Sanghvi seconded to authorize the mayor to sign a contract with GAR Associates, LLC for Residential Property Data Verification with Online Assessment Database as included with the agenda.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays - 0**

Discussion and Vote: Amend Chapter 136 of the City Code Article IV, IVA, V, VI, and VII (24-007)

**Commissioner Moran moved and Commissioner Sanghvi seconded to amend Chapter 136 of the City Code articles IV, IVA, V, VI, and VII as included with the agenda and remove all fees listed within.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays - 0**

Discussion and Vote: Authorization for Mayor to sign Work Agreement with Sanders Fire (24-008)

Commissioner Moran advised that this agreement is for the fire suppression system in the vault in the Accounts Department.

**Commissioner Moran moved and Commissioner Golub seconded to authorize the mayor to sign the fire suppression contract with Sanders Fire as included with the agenda.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays - 0**

Announcement: Special Events

Commissioner Moran announced the following special events:

- Saturday & Sunday, January 13<sup>th</sup> & 14<sup>th</sup> – Saratoga Youth Hockey Tournaments
- Friday, Saturday & Sunday, January 26<sup>th</sup> – 28<sup>th</sup> – Saratoga Youth Hockey Tournaments
- Friday, Saturday & Sunday, February 9<sup>th</sup> – 11<sup>th</sup> – Saratoga Youth Hockey Tournaments
- Saturday, February 10<sup>th</sup> – 11 a.m. – 4 p.m. is the 25<sup>th</sup> year of Chowderfest!

Announcement: Business Milestones

Commissioner Moran stated he has no business milestones to report.

## **FINANCE DEPARTMENT**

Announcement: Update on City Finances

Commissioner Sanghvi advised 2023 mortgage tax collected is \$1.7 million dollars; a 19.85% decrease from 2022. The sales tax is up 7.53% from 2022 and have collected approximately \$15 million dollars year to date (October numbers).

Discussion and Vote: 2023 Participatory Budgeting Projects for Funding (24-009)

Commissioner Sanghvi stated the public can suggest items of what they would like to see the City take on as a project. The Committee reviews the suggestions and makes recommendation to the City Council for approval.

**Commissioner Sanghvi moved and Commissioner Golub seconded to approve the following participatory budgeting projects: Saratoga Farmer’s Market for \$12,000; Lake Avenue Centennial Celebration for \$10,000; the solar charging bench at the public library for \$12,500; the bocce ball court at Veterans Memorial Park for \$13,000; and Opera Saratoga Family Programming for \$15,000.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays - 0**

Discussion and Vote: Resolution to Amend 2024 Adopted Budget (24-010)

Commissioner Sanghvi stated part of PILOT (payment in lieu of taxes) payments are given to the County and school district. The full amount of the PILOT was calculated and did not calculate the amount to be given to the County and school district. This resolution resolved that situation as is as follows:

A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF SARATOGA SPRINGS, NEW YORK

BE IT RESOLVED, by the City Council of the City of Saratoga Springs, New York, as follows:

- WHEREAS, On November 28, 2023 this Council adopted the 2024 Adopted Budget; and  
WHEREAS, since then, it has come to the attention of the Department of Finance that the amount stated in the adopted 2024 Adopted Budget for line # A012-41001, \$17,640,999, was based on erroneous calculations. Upon investigation, it was found that the calculations were caused entirely by human error. A summary of the erroneous calculation and the correct calculation are included with this resolution and made a part hereof; and  
WHEREAS, the City Attorney has advised that, while the City Charter is silent as to how to correct such human errors, Section 4.4.8 of the City Charter provides that the Commissioner of Finance shall report shortfalls in the budget, and that the Council "shall take such further action it deems necessary to prevent or minimize any deficit, and for that purpose may by resolution reduce one or more appropriation (sic) as allowed by law"; and  
WHEREAS, the erroneous amount currently exceeds the amount allowed under the New York State Property Tax Cap requirements, and as such is inconsistent with state law; and  
WHEREAS, the City Attorney has advised that the provisions in Charter Section 4.4.8 may be invoked to correct an adopted budget that is in error and does not comply with a state law,  
NOW, THEREFORE, BE IT RESOLVED as follows:
1. This Council, upon review of the calculations provided by the Department of Finance, hereby amends the 2024 Adopted Budget to correct the error in line # A012-41001, the General Fund Property Tax Levy, and to replace the erroneous amount of \$17,640,999 with the correct amount of \$17,553,429.
  2. This Council also amends the 2024 Tax Rates as outlined in Exhibit A to reflect the revised amount, \$17,553,429, in line # A012-41001, the General Fund Property Tax Levy.
  3. All other calculations, data and information contained in the 2024 Adopted Budget shall remain in effect as previously adopted on November 28, 2023.

**Commissioner Sanghvi moved and Commissioner Moran seconded to approve the resolution to amend the 2024 adopted budget.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)  
Nays - 0**

Discussion and Vote: 2024 Revised Tax Rates (24-011)

Commissioner Sanghvi advised the 2024 tax rate will decrease approximately \$0.02 per \$1,000 of assessed value. The inside district will go from \$5.2685 to \$5.2424 per \$1,000 of assessed value and the outside district will go from \$5.202 to \$5.1762 per \$1,000 of assessed value. Rates for the capital budget and the downtown special assessment district remain the same.

**Commissioner Sanghvi moved and Commissioner Moran seconded to approve the revised tax rates as attached to the agenda.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)  
Nays – 0**

Discussion and Vote: Budget Transfer – Tax Cap (24-012)

**Commissioner Sanghvi moved and Commissioner Moran seconded to approve budget transfers – tax cap.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)  
Nays – 0**

Discussion and Vote: Budget Transfers – Contingency (24-013)

Commissioner Sanghvi advised the starting balance of contingency is \$400,000 and \$312,840 will remain after the transfer.



**Commissioner Sanghvi moved and Commissioner Moran seconded to approve the budget transfer – contingency.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)  
Nays – 0**

## **PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contract with Core and Main for Sensus Meter Products (24-014)

**Commissioner Golub moved and Commissioner Moran seconded to authorize the mayor to sign a contract with Core and Main for Sensus meter products valid until 12/31/24 not to exceed unit bid prices.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)  
Nays – 0**

Discussion and Vote: Authorization for Mayor to Sign Contract with CT Male for Post-Closure Monitoring Services (24-015)

**Commissioner Golub moved and Commissioner Sanghvi seconded to authorize the mayor to sign a contract with CT Male for post-closure monitoring services valid until 12/31/24 not to exceed unit bid prices.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)  
Nays – 0**

Discussion and Vote: Authorization for Mayor to Sign Contract with Adirondack Cabling for Security Services (24-016)

**Commissioner Golub moved and Commissioner Moran seconded to authorize the mayor to sign a contract with Adirondack Cabling for security services valid until August 25, 2024 not to exceed unit bid prices.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)  
Nays – 0**

Discussion and Vote: Authorization for Mayor to Sign Change Order #5 with Schnable Engineering (24-017)

**Commissioner Golub moved and Commissioner Moran seconded to authorize the mayor to sign change order #5 with Schnable Engineering to extend the completion date to 12/31/24.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)  
Nays – 0**

Discussion and Vote: Authorization for Mayor to Sign Contract with Law Office of Robert King for Legal Services (24-018)

**Commissioner Golub moved and Commissioner Sanghvi seconded to authorize the mayor to sign a contract with the Law Office of Robert King for legal services valid until 12/31/24.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays – 0**

Commissioner Golub responded to one of the public speakers to advise no decisions have been made regarding parking. There will be public hearings.

## **PUBLIC SAFETY DEPARTMENT**

Discussion and Vote: Authorization for the Mayor to Sign a Contract with Ward Apparatus (24-019)

Commissioner Coll advised the purchase of the vehicle will come from the 2023 budget line.

**Commissioner Coll moved and Commissioner Moran seconded to authorize the mayor to sign a contract with Ward Apparatus.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**

**Nays – 0**

## **SUPERVISORS**

Matt Veitch

Board of Supervisors Organizational Meeting January 3, 2024 at 4 p.m.

Supervisor Veitch reported the organizational meeting will be held tomorrow at 4 p.m. The Board will elect the chair and the vice-chair as well as each supervisor will receive their committee assignments. He will report to the City Council his assignments at the next City Council meeting.

Michele Madigan

Remarks

Supervisor Madigan congratulated the re-elected officials and the two new officials. She is happy to see the City Council meetings return to the 7 p.m. start time and rules of conduct are in place. She will report to the City Council of her committee assignments at the next City Council meeting.

## **ADJOURNMENT**

**Commissioner Sanghvi moved and Commissioner Golub seconded to adjourn the meeting at 8:14 p.m.**

**Ayes – All (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll, and Mayor Safford)**  
**Nays – 0**

Respectfully submitted,

Lisa Ribis  
Secretary to the City Council

Approved: 5 - 0  
Vote: 1/16/2024

## **Public Meeting Expectations and Rules Saratoga Springs City Council**

Whereas, the people of Saratoga Springs are entitled to attend public meetings of their City Council and to oversee the conducting of public business in a civil and safe environment, the following rules and procedures will be followed at meetings of the Saratoga Springs City Council.

Whereas, public meetings are considered limited public forums under the First Amendment to the United States Constitution, meaning that the government may regulate the time, place, and manner of speech at public meetings through the adoption of rules of procedure and conduct.

1. The Mayor, as presiding officer shall have, to the fullest extent allowed by New York State Law, the sole authority to regulate public comment and participation at any meeting, as they in their sole discretion see fit, including but not limited to, the authority to declare any person to be out of order for failure to follow their directives in this regard and/or the rules detailed herein.
2. Rules of Decorum and Order:
  - a. Members of the public shall not engage in behaviors which disrupt the conduct of the meeting. Prohibited conduct includes disorderly, disruptive, disturbing, delaying, or boisterous conduct which may include, but is not limited to, handclapping, stomping of feet, whistling, making noise, use of profane language or obscene gestures, yelling or similar demonstrations, which conduct interrupts, delays, or disturbs the peace and good order of the proceedings of the council.
  - b. Signs, placards, and distribution of literature are prohibited within the meeting room during a meeting.
3. Sergeant-at-Arms: The Saratoga Springs Police Department (SSPD), or any member of the SSPD, is designated as the Sergeant of Arms for the purpose of maintaining order at the Saratoga Springs City Council meetings.
4. Enforcement of Rules of Decorum:
  - a. Upon a violation of the rules of decorum, the presiding officer shall verbally request the person or persons violating a rule or rules to cease the conduct giving rise to the violation.
  - b. If the violation continues, the presiding officer shall verbally warn the person(s) that they may be required to leave the meeting room if the violation continues.
  - c. If the person(s) does not cease the violation the presiding officer shall declare the person to be out of order at which time the Sergeant-at-Arms may take steps to

remove the person(s) from the meeting room. If applicable, such person may be subject to civil and/or criminal penalties that may apply to their conduct.

## 5. Public Input

- a. Each Regular Meeting of the City Council will have thirty (30) minutes set aside for public input, to allow members of the public to address the City Council on matters relating to City of Saratoga Springs business.
- b. The Mayor shall have the sole discretion to extend the 30-minute time limit to accommodate a larger number of people who may wish to address the Council at a given meeting.
- c. Any person wishing to speak during Public Comment must sign their own name and address on a sign-up sheet for speakers prior to the commencement of the Meeting. At the commencement of the meeting the Clerk of the Board shall gather the sign-up sheet and deliver it to the presiding officer.
- d. The Mayor shall recognize speakers to speak based on the order on which they appear on the sign in sheet.
- e. Members of the public may submit written public comments to the Clerk of the Board at any time by mail or electronic mail. The Clerk of the Board shall circulate any submitted written public comments to the members of the City Council and such comments shall be entered as part of the official record of such meeting.
- f. Speakers will be limited to three (3) minutes unless their time is extended by the Mayor. All remarks shall be directed to the City Council as a body and not at specific individual, staff, or member of the public.
- g. Speakers who violate the rules may be held to have forfeited the remainder of their time. Speakers may not transfer their time to other speakers, or reserve unused time.
- h. The Mayor shall have the right to establish other rules and reasonable time limits governing the appearance of persons before the City Council and to make such orders as may be necessary in order to ensure that the business of the City Council can proceed.