

## CITY OF SAINT PAUL OFFICE OF THE CITY COUNCIL

Office of the City Council 310 City Hall 15 Kellogg Blvd., West Saint Paul MN 55102 www.stpaul.gov/council

**Public Hearings.** The City Council holds its public hearings on the 1 and 3 Wednesdays of the month. Hearings start at 5:30 PM and are held in the Council Chambers, Room 300 at City Hall. Public hearings are required for ordinances, public improvements, property acquisitions and zoning actions, assessments, utility charges, budget matters, licensing, and receiving recommendations from the Legislative Hearing Officer.

**Testifying at a Hearing.** Through the public hearing process, interested persons have an opportunity to comment to the City Council before it makes a decision on certain topics. The opportunity to be heard comes when the Council President announces that the hearing has begun.

If you wish to testify:

- Make comments only from the podium after the Council President recognizes you
- Begin by telling the Council your name and address
- Comments should be addressed to the Council President first and then the Councilmembers.
- Respect the time limit; when the timer flashes yellow, you have 45 seconds to sum up your remarks and when the light flashes red, you must leave the podium

**Sign-In Sheet.** Please complete the sign-in sheet after you testify. This information is needed for the public record.

**Testimony.** To ensure that public hearings are conducted in a fair and equitable manner, the City Council provides each side in a disputed matter the same amount of time to present verbal testimony and arguments. The Council President determines the total amount of time for public testimony based on the topics, number of speakers, and the volume of the Council's agenda. Parties may use this time before the City Council in whatever manner they believe most effectively presents their case. If there is more than one interested party on any side of a disputed matter, these parties may either agree to a division of the time or select a spokesperson to represent all of their interests.

The typical time allotted for testimony for public hearings issues is:

Legislative Hearing
 License Matters
 Zoning Matters
 Complex and Controversial Matters
 5 minutes
 5 minutes
 15 minutes

**Decisions of the City Council.** Almost all items before the Council require a vote. Councilmembers vote when there is a roll call on a motion. On a roll call vote, those in favor vote yes aye or are silent and if opposed to the motion, Councilmembers vote no or nay. When the voting is complete, the Council's reader will indicate if the motion passed or failed, and the vote tally.