

Item D-2

Discuss revisions to Public Comment cards and amendments to the Decorum Policy relating to public comments.

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Card Redesign

- Two components: A Quick Guide to public meetings, and a Comment Card w/instructions
- Indicate intention to speak in support/opposition
- Option to indicate support/opposition without speaking
- Note the subject of a Persons to be Heard comment
- Listing of City Council and Department Head contacts (on Quick Guide)
- Bulleted Speaker Instructions/Decorum (on Comment Card)

Speaker Time Limits

- 3-Minute Individual Limits for Persons to be Heard and Public Hearings
- 10-Minute Limit for “Group Representative”
 - Representing 10 or more people present
 - Those included in the 10+ group will be asked to stand in the audience
- Clarify that time may not be yielded to others outside of the “Group Representative” system
- 30-Minute Total Cap for Persons to be Heard
- No Cap for Public Hearings

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Speaker A/V Request Policy

- Materials must be emailed (to newly created account for this purpose) for staff review*
- Materials must be received by 5 p.m. in order to be available for presenting from the podium during Persons to be Heard or a Public Hearing
- Any presentation materials or slides will be included as part of the speaker's time
- Materials received after 5 p.m. will be forwarded to City Council following staff review, but will not be available to present in Pre-Council or Council chambers
- Speakers may bring printed copies instead to distribute to City Council

*Materials/presentations from applicants will also adhere to the 5 p.m. deadline. These may be emailed to the established inbox or coordinated with appropriate staff in advance.

Newly adopted rules will be applicable to all boards/commissions as well

Upon Council approval, new procedures will be communicated to all boards, commissions and applicants through staff; and to residents through the website and other standard communication channels.

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Next Steps: March 3, 2020 City Council Meeting

- Draft Quick Guide Review
- Draft Redesigned Comment Card Review
- Consent Item for Approval

Upon Approval

- Decorum updates take effect immediately
- Updates communicated to all boards, commissions, applicants and residents
- New materials printed and available by the April 7, 2020 meeting

