



PUBLIC SUBMITTAL OF WRITTEN AND AUDIOVISUAL MATERIALS FOR CITY COUNCIL MEETINGS

POLICY

Written Materials

The public may submit written materials to be considered in the discussion of scheduled City Council Agenda items. The procedure is for members of the public to submit their materials by 12 noon on the Wednesday prior to the City Council meeting. The information will be copied and included in the Agenda packets commencing on the Friday afternoon preceding the Tuesday City Council meeting. A schedule of meetings can be obtained from the City Clerk's Office or is found on the City's website.

After Wednesday at 12 noon, and until 5 p.m. on the day of the Council meeting, members of the public may still bring materials related to a specific Agenda item to the City Clerk's Office. Those materials will be copied and distributed to the City Council and City staff for the Council meeting.

If materials are not available until after 5 p.m. on the day of the Council meeting, the submitting individual should make at least fifteen copies of the materials and provide those to the City Clerk at the meeting for distribution.

Audiovisual Materials

To ensure technical compatibility with the master display system in the City Council Chambers, those members of the public who wish to utilize audiovisual materials as part of their public comment on an item on the City Council Agenda, must present the audiovisual materials to the City Clerk's Office no later than 10 a.m. on the day of the meeting, along with a contact telephone number where they may be reached. The Clerk's Office will work with City audiovisual staff to confirm if the materials can be viewed through the City's system. If there are problems with the materials, the quality does not permit satisfactory display on the Council Chambers system, or technical compatibility issues cannot be resolved by 5 p.m. on the day of the meeting, the submitting individual will be notified and the materials will not be shown.

Audiovisual materials should be compatible with Microsoft software, and should be provided in one of the following formats:

- VHS, SVHS or DVD on CD with any media format. No HDTV.



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- Items including three-dimensional objects can be displayed on the master display system's document camera overhead projection system; landscape format is preferred; a minimum letter font size of one half inch should be utilized for handwritten materials to optimize readability.
- Individual slides can be shown.
- For PowerPoint presentations, the individual should bring a diskette or CD containing the PPT file that has been saved in Windows compatible format, with a 24-point font or better to optimize readability.
- Personal laptops, computers or other equipment may not be linked to the Council Chambers master display system.

If audiovisual compatibility or other issues as specified above cannot be resolved, members of the public may still deliver written comments (letter, petition or other materials) to the City Clerk's Office by 5 p.m. on the day of the meeting, as specified in this policy.

Written or audiovisual materials should be directly related to a specific item listed on the City Council Agenda. Materials should adhere to generally accepted broadcast standards. Nothing in this policy supersedes the Mayor or meeting Chair suspending or further limiting a presentation based on specific meeting length, needs or other criteria at the Chair's discretion.

PROCEDURE

1. Members of the public may deliver written materials (letter, petition or other materials) to the City Clerk's Office by 12 noon on the Wednesday prior to the City Council meeting, and the information will be copied by normal means (black and white copies, generally 8 ½" x 11") and included in Agenda packets that are distributed to the City Council and City staff, made available at the City Clerk's Office and both City libraries for public review, and are scanned for posting online, are available usually late on the Friday preceding the following Tuesday City Council meeting.
2. If written materials are not available until after Wednesday at 12 noon, members of the public may still bring materials to the City Clerk's Office until 5 p.m. on the day of the Council meeting, and those materials will



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- be copied and distributed to the City Council and City staff for the meeting.
3. After 5 p.m. on the day of the meeting, members of the public may still submit written materials for consideration at the meeting. The submitting individual should make at least fifteen (15) copies of their materials, and provide those to the City Clerk as soon as they arrive at the meeting, so that copies can be distributed to Council and staff.
 4. As an alternative to the submission of written materials, or in addition, members of the public who wish to utilize a PowerPoint presentation, videotape, DVD, audio tape, or other audiovisual materials as part of their presentation at a Council meeting, should present those materials to the City Clerk's Office no later than 10 a.m. on the day of the meeting, along with a contact telephone number where they may be reached for the remainder of the day, up to the start of the meeting at which the materials will be shown.
 5. The Clerk's Office will work with the City's audiovisual staff to confirm if the materials can be viewed through the City's system and adhere to generally accepted broadcast standards, and will work with the audiovisual staff to have the materials ready for the appropriate Agenda item.
 6. If the audiovisual materials cannot be viewed through the City's system, or if questions cannot be resolved by 5 p.m. on the day of the meeting, the submitting individual will be notified as soon as possible at the telephone number they have provided, and the materials will not be shown.
 7. Unless prior arrangements have been made by the member of the public, the City Clerk's Office will keep the master of the item(s) that have been submitted for presentation at the Council Meeting, in keeping with the normal retention schedule.
 8. Public testimony for or against an item is limited by City Council policy; time limits may be set or amended at Council's discretion. Time utilized by a member of the public would include both their public testimony as well as time to show audiovisual material(s), if any. For



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current guidelines on time limits, please check with the City Clerk's Office and *Time Limits for Speakers at Council Meetings* (P&P 029). Time guidelines for public testimony are to ensure fairness to all parties, on all sides of an issue, and to help ensure the efficiency of meetings.

Nothing in this policy supersedes the Mayor or meeting Chair suspending or further limiting a presentation based on specific meeting length, needs or other criteria at the Chair's discretion.

Reference:

Council Approved Policy 1/24/06

City Manager's Directive No. 23

Time Limits for Speakers at Council Meetings Policy and Procedure dated July 2003