



# **Public Comment ad hoc Task Force Report and Discussion**

**February 13<sup>th</sup>, 2017**



# City Council Study Session February 13, 2017

## Background

**2017 Council Retreat Appointed an ad hoc Task Force to review and discuss Public Comment Policies and Procedures:**

- Assess best practices
- Look to improve Efficiencies of the Council's Meetings

**Reviewed the Following Cities:**

- Issaquah
- Kirkland
- Mercer Island
- Bothell
- Bellevue
- Redmond



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## Overview

**Public Comment is important to both City Council and Staff**

**It is an opportunity for our Citizens to offer comments and input into a wide breadth of topics, those on the agenda and those not – but deserving of public airing.**

**Desire not to stifle comment, but manage it productively – balancing against the other work the Council is doing that night.**

### **Members of the Task Force:**

- Councilmember Tom Hornish
- Councilmember Kathy Huckabay
- City Manager, Lyman Howard



# City Council Study Session February 13, 2017

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## **New Meeting Schedule starting March 1**

- **1<sup>st</sup> Monday of Month: SS 4:30-6:30 PM**
- **1<sup>st</sup> Tuesday of Month: RM 6:30-10:00 PM**
- **2<sup>nd</sup> Tuesday of Month: SS 6:30-10:00 PM**
- **3<sup>rd</sup> Tuesday of Month: RM 6:30-10:00 PM**
- **4<sup>th</sup> Week of Month: Travel and Prep Week for Council and Staff**



# City Council Study Session

## February 13, 2017

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## **Study Sessions**

- **Sammamish is the Only City with Public Comment at Study Sessions**
- **This started recently in 2016**
- **Minimal Delay from Study Sessions to Reg. Meetings**
  - One Day
  - Two Weeks
- **Other Opportunities to contact Council and Staff**
  - Council office hours
  - Email
  - Telephone
  - Farmers' Market Booth
  - Coffee

# Regular Meetings

## Option 1 – Recommended

- **Allow for 30 min of Public Comment on the Agenda with the allowance for another 30 minutes if needed**
- **If there are additional comments allow them at the end of the meeting up to 10:00 PM**
- **Allow 3 min per speaker / 5 min for group**
- **Allow 3 speakers per topic or per side of a topic – enhance collaboration**
- **Group the topics for continuity of subjects**
- **Remove the second opportunity on a second topic**
  - **Include the second topic in first presentation**
  - **Doesn't apply to or limit public hearing comments**

## **Regular Meetings (Continued)**

### **Option 2**

- **Continue to allow public comment until all speakers are done**
- **Encourage Collaboration by speakers**
- **Encourage the Presiding Officer to proactively manage the comments**
- **Allow 3 min per speaker / 5 min for group**
- **Remove the second opportunity on a second topic**
  - **Include the second topic in first presentation**
  - **Doesn't apply to or limit public hearing comments**

## Regular Meetings (Continued)

### Option 3

- **Start Public Comment at 8:00 PM or as soon thereafter as practical**
- **Allow for 30 min of Public Comment on the Agenda with the allowance for another 30 minutes if needed**
- **If there are additional comments allow them at the end of the meeting up to 10:00 PM**
- **Allow 3 min per speaker / 5 min for group**
- **Allow 3 speakers per topic or per side of a topic – enhance collaboration**
- **Group the topics for continuity of subjects**
- **Remove the second opportunity on a second topic**
  - **Include the second topic in first presentation**
  - **Doesn't apply to or limit public hearing comments**



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## **Discussion / Comments**

- **Study Sessions**
  
- **Regular or Special Meetings**