



DATE: January 8, 2024

TO: Mayor Robinson and City Councilmembers

FROM: Charmaine Arredondo, City Clerk, 452-6466
City Clerk's Office

SUBJECT: Update on Oral Communication Registration Timing and
Board/Commission Video Recording

Tonight, staff will present an update on improvements the City Clerk's Office has been working on regarding the timing of oral communication registration for Council meetings as well as video recording of Board and Commission meetings.

Oral Communication Registration Timing

As you will recall, staff first implemented electronic registration for oral communication periods at Council meetings at the end of 2019. Initially, the form opened at 5 p.m. on the day of the meeting and the only way to communicate to the Council at the meeting was in-person. Shortly thereafter, due to the COVID pandemic and restrictions that were put in place, Council meetings shifted to 100% remote and continued that way for approximately two years.

Upon returning to in-person meetings in April of 2022, the opening time for the electronic form reverted to 5 p.m. Staff have independently researched other alternatives and have taken feedback from the community on the timing of the form opening. Staff are happy to announce that beginning at the first meeting in February, the opening of the electronic form will be 12 p.m. on the day of the Council meeting. This will be a pilot project and, if successful, will be implemented for Board and Commission meetings to ensure consistency. As a reminder, pre-registration is not required and individuals can raise their hand to speak during oral communications at the meeting, either virtually or in-person, if time allows.

The City Clerk's Office will continue looking at further improvements to the process including publishing a preliminary order of speakers and other useful information on a monitor outside of Council Chambers in the coming months.

Video Recording for Board and Commission Meetings

City Clerk's Office staff, as part of the 2023 workplan, partnered with the staff liaisons and support staff for each of the Council-appointed Boards and Commissions and the Information Technology Department to facilitate the video recording of Board and Commission meetings. The meetings will be recorded in Zoom and will begin this month. Staff will strive to have recordings posted at <https://Bellevue.Legistar.com> within 48 hours of each meeting.