

# Changes to Oral Communications Sign-in

## Report of the City Manager

Kyle Stannert, Assistant City Manager  
Charmaine Arredondo, City Clerk  
City Clerk's Office

October 7, 2019



# Electronic Sign-in Kiosk

Pilot project beginning October 21

Why electronic?

- Create more accurate record
- Ability to run reports
- ADA compliant
- Universal Design
- Multiple languages (future phase)
- Consistent customer experience

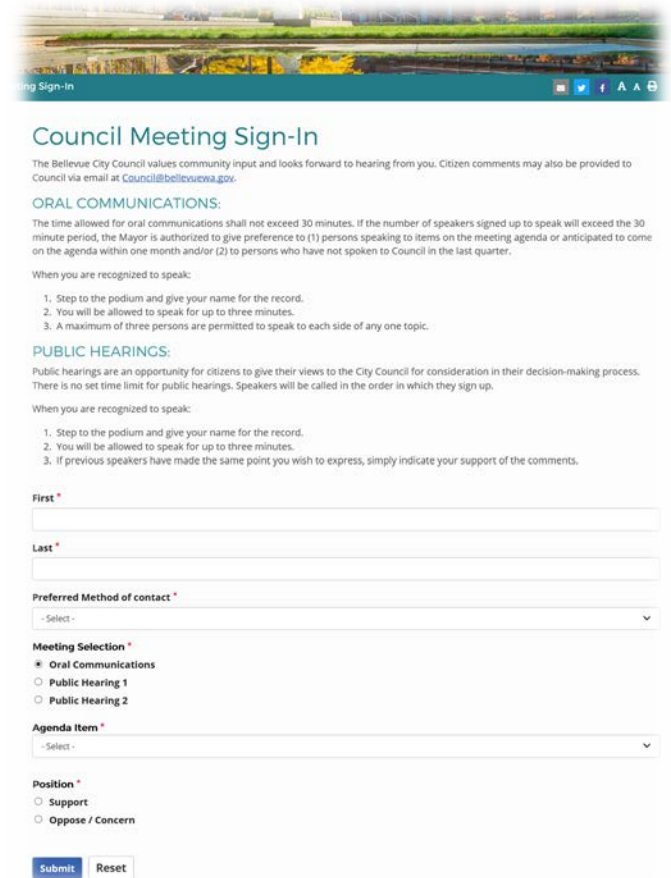


# Electronic Sign-in Kiosk

Pilot scope: Council Oral Communications and Public Hearings

Next steps:

- Current pilot through year-end
- Early 2020 roll-out to Boards and Commission meetings
- Early 2020 roll-out to Hearing Examiner and other public meetings
- Add forms for multiple languages



The screenshot shows a web browser displaying the "Council Meeting Sign-In" page. At the top is a banner image of a park with a pond. Below the banner is a teal header with the title "Council Meeting Sign-In" and social media icons. The main content area has a teal background with white text. It includes a welcome message, a link to the City of Bellevue website, and sections for "ORAL COMMUNICATIONS" and "PUBLIC HEARINGS". Each section lists rules for participation. At the bottom is a sign-in form with fields for "First", "Last", "Preferred Method of contact", "Meeting Selection", "Agenda Item", and "Position". The "Meeting Selection" field has radio buttons for "Oral Communications", "Public Hearing 1", and "Public Hearing 2". The "Position" field has radio buttons for "Support" and "Oppose / Concern". There are "Submit" and "Reset" buttons at the bottom.

Sign-In

## Council Meeting Sign-In

The Bellevue City Council values community input and looks forward to hearing from you. Citizen comments may also be provided to Council via email at [Council@bellevuewa.gov](mailto:Council@bellevuewa.gov).

**ORAL COMMUNICATIONS:**

The time allowed for oral communications shall not exceed 30 minutes. If the number of speakers signed up to speak will exceed the 30 minute period, the Mayor is authorized to give preference to (1) persons speaking to items on the meeting agenda or anticipated to come on the agenda within one month and/or (2) to persons who have not spoken to Council in the last quarter.

When you are recognized to speak:

1. Step to the podium and give your name for the record.
2. You will be allowed to speak for up to three minutes.
3. A maximum of three persons are permitted to speak to each side of any one topic.

**PUBLIC HEARINGS:**

Public hearings are an opportunity for citizens to give their views to the City Council for consideration in their decision-making process. There is no set time limit for public hearings. Speakers will be called in the order in which they sign up.

When you are recognized to speak:

1. Step to the podium and give your name for the record.
2. You will be allowed to speak for up to three minutes.
3. If previous speakers have made the same point you wish to express, simply indicate your support of the comments.

**First \***

**Last \***

**Preferred Method of contact \***

- Select -

**Meeting Selection \***

☒ Oral Communications

☐ Public Hearing 1

☐ Public Hearing 2

**Agenda Item \***

- Select -

**Position \***

☐ Support

☐ Oppose / Concern

**Submit** **Reset**

# Terms & Definitions

## Project goals:

- Improve knowledge of frequent terms on agendas
- Provide better understanding of the business of the Council



City of Bellevue

450 111  
Bellevue

## Meeting Agenda

### City Council Extended Study Session

Monday, October 28, 2019

Council Conference

1. Executive Session
2. Approval of Agenda
3. Communications - Written and Oral
4. Study Session Items
5. Council Discussion of Upcoming Items
6. Continued Oral Communications

For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-7810 (voice) or email [councilcoordinators@bellevuewa.gov](mailto:councilcoordinators@bellevuewa.gov). For complaints regarding accommodations, contact City of Bellevue ADA/Title VI Administrator at 425-452-6168 (voice). If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.

**Executive Session:** Private sessions that may be held by the City Council only for the purposes specified in RCW 42.30.110. These include, but are not limited to, buying and selling real property, certain personnel issues, and litigation. The purpose and length of Executive Sessions is publicly announced prior to recessing into Executive Session.

**Study Session:** Study sessions are informal work sessions of the Council. The Council regularly meet in Study Session and utilize the time to review and determine the approach to be used on significant policy issues, to receive progress reports on current issues, or to receive information from the City Manager, staff, or other regional officials. Under some circumstances, including time sensitivity of particular agenda items, final action may be taken while in a Study Session.

**Council Discussion of Upcoming Items:** This agenda item provides an opportunity to highlight for Council matters that will be brought on the agenda for the following week's meeting.



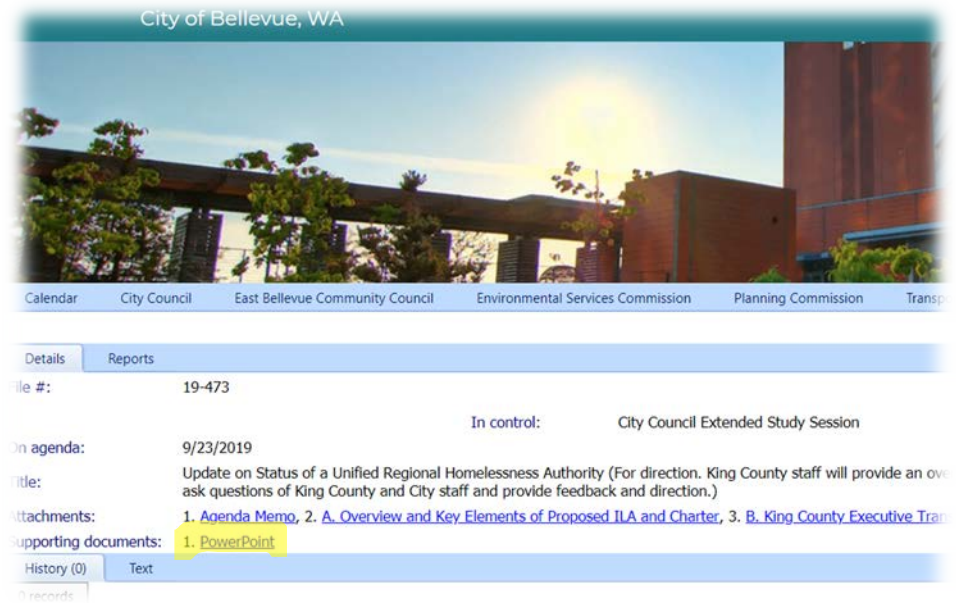
# Council Presentations

Project goals:

- Responds to public feedback requesting copies of presentations

Next steps:

- Board/Commission presentations



# Direction Needed from Council

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For information. No direction sought from Council.

