

Online Citizen Sign-Up Process Update



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System Update

- Researched other municipalities and automated options.
- Currently building an online (mobile-friendly) app/sign-up form:
 - Will be available on website 9AM on day of meeting/Close at start of meeting
 - Also will be available via kiosk computer in the lobby outside chambers
 - System will track basic registrant info for general comment portion and public hearings, as well as enabling them to select specific agenda topic if they so choose.
 - At start of the meeting, full list will be available to all Commissioners and staff via a secure and permanent web link available via iPads and/or any web browser.
 - All registrations for each meeting will be archived for use in records requests and minutes creation

Process Considerations

- Enabling easy remote registration may increase absentee registrations
- Clerk's staff will assist with the kiosk machine at least 30 min ahead of the meeting, similar to today
- To address late arrivals, Chair can continue to do a "last call" announcement after all on the list have had a chance to speak, ensuring that all voices are heard.
- Have also established a hard-copy back-up process, just in case!
- Will provide training for Chair and all commissioners prior to roll-out

Next Steps

- Gather GG Committee process and system feedback (Sept)
- Provide GG Committee demo of new system (Oct)
- Launch and market new system (Dec?)