

# Draft Electronic Public Comment Improvement Proposal

*A Recommendation of the President's Work Group To Review*

*Council Communication Tools & Processes*

9/1/20

## Goals

1. Make it easy for members of the public to comment on any legislative item - special attention should be given for people that have not been represented in the process historically
2. Ensure that electronic comments are easily accessed/viewed by BCC members
3. Allow public comment to travel with legislative items across BCCs/Common Council
4. Make it easy/efficient for BCC support & other city staff to support this process

## Expected Outcomes

1. More members of the public will provide comments on legislative items more often
2. BCC/Common Council members will have better access to all public comments received
3. A reduction in public comments received via email to alders/committee members and a streamlining of comment management duties for BCC support staff

## Request/Deliverable

- Online public comment form
  - Primary input channel would be an online form
  - Other channels could be available with a goal of redirecting people to the form or having staff assist with form completion (those without computer access could call into Council Office and staff could fill out form on behalf of caller)
  - Ideally use the same form for those wishing to register to speak (desired but not required)
- Information collected (Ensure transparent notification to registrants about how information will be shared)
  - Name
  - Address
  - District/Alder
  - Email or phone (for questions/responses)
  - For/Against/Neither
  - Lobbyist (Do we need to include lobbyist questions for e-comments like we do for registrants? What is required per ordinance?)
  - Comment (character limit?)
  - Ideally allows for submitting attachments (not a required feature)
- Comments are available for review by BCC members
  - Display all info collected in one consolidated document
  - Report/statistics available for BCC member review (# of comments, # in support or opposition)
  - Ensure that reports are real time or published/refreshed frequently
  - Need to consider standards for record keeping - when is the record downloaded/uploaded?
  - Privacy considerations - what content should be collected, stored, vs. shared publicly
    - Internal only info
    - Info share with BCC/CC members
    - Info publicly posted