



150 W. Jefferson Street, Joliet IL 60432

Media Release

Contact: City Clerk 815-724-3780

April 2, 2020

New City Council Meeting Public Comment Procedures

As a result of COVID-19 guidelines imposed by President Trump and Executive Orders issued by Governor Pritzker, restrictions upon public gatherings in excess of ten individuals have been mandated, along with prescribed social distancing guidelines through April 30. In addition, there remains uncertainty as to when these restrictions will be lifted due to evolving data and scientific analysis. This poses a complexity for the City's ability to conduct municipal business in the normal manner.

To balance public health concerns with the need to conduct municipal business, protocols have been developed for all future meetings. The goal of the City is to implement and foster an active and comprehensive opportunity for public input, without the need for physical presence. These measures are identified in attached EXHIBIT A. The measures will be in effect for all meetings during the duration of the COVID-19 State of Emergency.

The City of Joliet is committed to conducting municipal business in a manner that minimizes the risk of spreading the COVID-19 virus. These procedures will provide a safe and convenient means of providing the public with an opportunity to communicate any thoughts, concerns or input to the City Council on matters that may appear on future meeting agendas.

Steve Jones
Interim City Manager

The City of Joliet is the third largest city in the state of Illinois and home to over 149,000 residents. Joliet sits 35 miles southwest of Chicago and is easily accessible by auto, train and bus; making it the perfect place to live, work and play. Joliet is constantly striving to promote growth and diversity. For more information on Joliet visit www.joliet.gov or call 815-724-4000. The City of Joliet's Media Releases are always available on our website.



Exhibit "A"

Second Declaration of Local State of Emergency

As stated in Gubernatorial Executive Order 2020-07 issued on March 16, 2020 and Gubernatorial Executive Order 2020-10 issued on March 20, 2020, both extended by Gubernatorial Executive Order 2020-18 issued on April 1, 2020, all public gatherings of more than ten people are prohibited. In-person public participation is not defined as an essential activity.

The City of Joliet is committed to fostering convenient and accessible opportunities for public input at all public meetings during the State of Emergency. Therefore, temporary procedures for public participation at the upcoming April 7, 2020 Council meeting and all other Joliet Commissions, Boards and Committee meetings not duly canceled are hereby implemented. The City will reasonably accommodate credentialed members of the media who wish to attend Joliet City Council, Commission, Board and Committee meetings. Members of the public may submit written comments and/or participate through a telephone call through a procedure as follows:

SUBMIT WRITTEN COMMENTS

After publication of the agenda, email comments to publiccomment@joliet.gov. When providing written comments to be included as public participation at a public meeting, clearly identify the following in the subject line:

- The date of the meeting.
- The type of meeting for the written comments (e.g. Joliet Plan Commission meeting, Zoning Board of Appeals meeting, City Council meeting, etc.).
- Name and any other identifying information the participant wishes to convey to the public body.
- The category of public participation - Citizens to be Heard on Agenda Items, Public Hearings agenda items or Public Comments (non-agenda items).
- For Citizens to be Heard on Agenda Items and Public Hearings agenda items, identify and include the specific agenda topic (e.g. issuance of a Class "A" Liquor License for AAA business) or specific Memo number (e.g. COUNCIL MEMO #200-20).

The entire content of the comments will be subject to public release. The City of Joliet will be under no obligation to redact any information.

The contents of all comments will be placed into a shared file for the public body to access and read.

It is strongly recommended that the comments are emailed not less than twenty-four (24) hours prior to the meeting so the appropriate Council members, Commissioners, Board and Committee members have adequate time to review the comments prior to the meeting (e.g. email comments for the April 7, 2020 6:30 p.m. City Council meeting prior to 6:30 p.m. on April 6, 2020).

LIVE PUBLIC PARTICIPATION/ TELEPHONE CALL:

After publication of the agenda, those wishing to participate in a live telephone call option at a public meeting must sign up not less than twenty-four (24) hours prior to the meeting. A city representative will call the participant at the relevant portion of the meeting and the participant will be allowed to participate telephonically at the meeting. To participate in a live telephone call, the request shall be made through the City's Joliet.gov website, specifically the "Meetings and Agendas" website page. There will be an embedded form to be completed by the participant requesting the following information:

- The date of the meeting.
- The type of meeting for the telephonic participation (e.g. Joliet Plan Commission meeting, Zoning Board of Appeals meeting, City Council meeting, etc.).
- Name, telephone number and (optional) email address.
- The category of public participation - Citizens to be Heard on Agenda Items, Public Hearings agenda items or Public Comments (non-agenda items).
- For Citizens to be Heard on Agenda Items and Public Hearings agenda items, identify and include the specific agenda topic (e.g. issuance of a Class "A" Liquor License for AAA business) or specific Memo number (e.g. COUNCIL MEMO #200-20).

If the participant provides an email address, the participant will receive a confirmation email that their request has been logged. If the participant provides an email address and does not receive a confirmation email or is unable to access the City's embedded form, call (815) 724-3800 during regular business hours (Monday-Friday 8:00 a.m. to 4:30 p.m. excluding holidays).

Upon successful registration, the participant's name will be placed on an internal City of Joliet list (first-come/ first-called) and during the date and relevant portion of the meeting, the participant will be called by a City representative. The City representative will call the provided telephone number and allow the phone to ring not more than 4 times/ if the call is not answered within those 4 rings, the call will be disconnected and the City representative will call the next participant on the list.

The conversation should be presented in a manner as if the participant is in attendance at the meeting. At the start of the call, the participant should provide their name and any other information the participant wishes to convey. For Citizens to be Heard on Agenda Items and Public Hearings agenda items, identify

and include the specific agenda topic (e.g. issuance of a Class "A" Liquor License for AAA business) or specific Memo number (e.g. COUNCIL MEMO #200-20). The participant should try to address all comments to the public body as a whole and not to any member thereof. Repetitive comments are discouraged. The total comment time for any one (1) participant is four (4) minutes. Further time up to an additional four (4) minutes may be granted by motion. A participant cannot give his or her allotted minutes to another participant to increase that person's allotted time.

Conduct and comments injurious to the harmony of the public body or comments that engage in a debate or makes direct threats or personal attacks or be uncivil or abusive as set forth in Sec. 2-25 (c)(2) will be called to order by the presiding officer and the telephone call may be disconnected if said comments persist.

NOTE: the calls will be made first-come/ first-called. If there is a long list of calls or if the meeting is particularly long, there may be a lengthy delay prior to being called by the City representative. Furthermore, in the event public comments are continued to a later date due to time constraints, you will be contacted on the rescheduled date. As a reminder, all are welcome to follow the progress of the City Council and other meetings LIVE on the City's Joliet.gov website and/or Channel 6 JCTV.