

**COUNCIL POLICY NO. A-7**

**TITLE:** COMMUNITY FORUMS

**POLICY:** See attachment.

**REFERENCE:** January 22, 1996 Council Agenda Item 9.2.r.

## **RESPONSIBILITIES**

- A. It shall be the responsibility of the individual council member to request council sponsorship of a community forum and to apprise the council of the subject of any such forum prior to its inception. Council sponsorship would require the consent of a simple majority of council present. That request will be embodied in a report describing the nature and scope of the forum and such other particulars as are known at the time respecting participants, content and format.

It shall also be the responsibility of the council member, or forum participants, to provide to the city council a follow-up report on any forum approved and staged. That report should provide information respecting final format and content of the forum, as well as number of speakers, participants and attendees.

The council member, of forum participants, will determine the nature, format and content of any forum as well as the speakers or principals from the public who will be involved.

The council member or forum participants will prepare all publicity materials for the forum. The cost of any paid publicity will be the responsibility of the forum, not the city.

Examples of unpaid publicity are public service announcements on the radio, notices to the press, items in the neighborhood newsletters and handbills in city utility billings.

All publicity material shall include the following statement:

“This forum is intended to enhance public understanding and awareness on the subject of \_\_\_\_\_. This Forum is not part of the priority setting process for city programs and budget.”

## **B. CITY STAFF**

City staff shall provide liaison service to the council member and participants in an approved forum to facilitate the planning and organizational process for the forum.

City staff shall also provide advice and information to forum organizers respecting city facility reservations; the timing and physical limits of neighborhood newsletters and city utility billings, and the channels available to secure public service announcements on radio and to seek press coverage.

City staff will also coordinate the logistics of an approved forum in terms of the furniture and audiovisual equipment needed for that forum.

The City Manager will arrange for appropriate staff representation as resource persons to an approved forum as requested . Resource persons will provide desired information on current city programs and activities relevant to the subject of the forum and will respond to related technical questions.