



City of Centennial Guidelines

For Public Participation in Virtual Public Hearings

During a City Council meeting, the City Council will conduct an individual public hearing on each agenda item that requires a hearing. Members of the public are invited to submit their comments and testimony to the City Council. Due to practical limitations imposed by conducting virtual hearings, these Guidelines are needed to provide multiple opportunities to the public to testify and provide the City staff a reasonable opportunity to assemble the testimony for timely presentation to the City Council. These Guidelines are intended to address challenges in the conduct of virtual public hearings during a declared emergency and to afford citizens opportunities for public comment. The City necessarily reserves the right to cease or alter the use of a method of receiving public comment described in these Guidelines for any future public hearing should the method prove unworkable, inefficient, or impracticable.

TO SUBMIT YOUR TESTIMONY IN ADVANCE:

Email testimony to CouncilComments@centennialco.gov

- Send your written testimony no later than 1:00pm the day of the public hearing
- Please include your full name and address for the record
- Your email testimony will be distributed before the Public Hearing to the Mayor and Council Members for their review and added to the official record of the Public Hearing

Leave a recorded message to be played during the Public Hearing:

- Call 303-325-8087 by no later than 1:00pm on the day of the public hearing
- After the tone, state your full name and address for the record
- Please state your comments; recorded messages are limited to 3 minutes. There are no time warnings and the call will end after the 3 minute limit has expired
- You may only submit one phone recorded message per Public Hearing

TO GIVE YOUR TESTIMONY DURING THE LIVE VIRTUAL MEETING

- Sign up to speak through the City Clerk's Office by emailing the City Clerk's Office at bsetterlind@centennialco.gov by no later than 5:00pm on the day of the Public Hearing.
- Provide your full name and address
- A web link / phone call-in number will be provided to you prior to 6:00pm.
- You must have the ability to log into the virtual meeting using your own computer equipment and/or phone
- Once you join the meeting, you will be automatically muted
- During the Public Hearing, the Mayor will call on each person who signed up in order

- When your name is called, you will be unmuted and may proceed to give your testimony
- If you experience technical difficulties when you are called to speak and you are unable to give live testimony:
 - To have your comments included as part of the official record, immediately call (303) 325-8087 to leave a recorded message of your testimony
 - This testimony will be played back before the close of the Public Hearing