



“NOTICE REGARDING MEETING AND PUBLIC COMMENT RULE MODIFICATION DUE TO COVID-19”

Visitors are welcome to all City meetings; however, pursuant to Governor Pritzker’s Executive Order 2020-43 limiting gatherings of no more than 50 people (or 50% of room occupancy) and a requirement to wear a face covering in public places, physical attendance at public meetings may be limited or restricted. Meetings will be livestreamed for the public. Please see below or visit the City website at www.geneva.il.us for details on how to watch the meeting live.

Given the limitations on the size of a gathering, the public may provide comment in a variety of ways:

SUBMIT WRITTEN COMMENTS (RECOMMENDED)

Public comments may be submitted via email in advance of the meeting at publiccomment@geneva.il.us or by hard copy to the dropbox located outside the Geneva City Hall (in the alley) at 22 S. First St. Comments should be submitted by noon on the day of the meeting. Submitted written comments will not be read aloud during the meeting, but will be treated as regular correspondence and published online before the meeting under the [agenda section](#) of the City’s website.

When providing written comments, clearly identify the following:

- The date of the meeting
- The type of meeting for the written comments (e.g. Geneva City Council, Planning and Zoning Commission, Historic Preservation Commission, etc.).
- Name (required) and any other identifying information (optional, address)
- Identify General Public Comment (non-agenda items) or Agenda Item (please indicate specific agenda topic by agenda number and title)

The entire content of the comments will be subject to public release. The City of Geneva will be under no obligation to redact any information. The contents of all comments will be posted to the City’s website under the appropriate meeting for the public body to access and read.

PROVIDE COMMENTS DURING MEETING

Individuals desiring to comment during the meeting must wait outside the entrance at 109 James St. until the public hearing or public comment portion on the agenda. At the appropriate time, individuals will be granted entry one at a time to provide the opportunity to comment and will be required to leave the premise following comments. A face covering is required to be worn to gain entry into the building.

Individuals may also provide written comments during the meeting to publiccomment@geneva.il.us.

As a reminder, all are welcome to follow the progress of the City Council and other meetings LIVE on the City’s website and Geneva Broadcast Network, which can be viewed on Comcast Ch. 10, AT&T U-Verse Ch. 99 and the [City’s YouTube channel](#). Past meetings also are available to watch on YouTube.

ADDITIONAL ACCOMMODATIONS FOR JULY 13, 2020

SPECIAL CITY COUNCIL MEETING

The City of Geneva recognizes that there may be a large number of individuals planning to attend the July 13, 2020, Special City Council meeting. Governor Pritzker's Executive Order 2020-43 limits gatherings of no more than 50 people (or 50% of room occupancy) and a requirement to wear a face covering in public places, physical attendance at public meetings may be limited or restricted. A maximum of 25 members of the public will be admitted into the building at any given time.

In keeping with these restrictions, please note the following:

- The public is ***strongly encouraged*** to submit public comment in advance of the meeting either via email (publiccomment@geneva.il.us) or via dropbox located behind City Hall in the alley. All comments received by noon on Monday, July 13, 2020, will be posted to the City's website before the meeting. Comments emailed after noon on Monday (including during the meeting) will be acknowledged as received (but not read) during the meeting and made part of the record.
- Public desiring to attend the meeting in person may be restricted to enter the building only during the public comment portion of the agenda and will be limited in number based upon 50% occupancy guidelines.
 - Please wait outside the entrance of City Hall (109 James St.) before the start of the meeting. A staff member will be present to provide those wanting to attend the following:
 - A number
 - City Building Entry Questionnaire
 - Entry into the building will be by number
 - Prior to entry, individuals are required to provide the completed "City Building Entry Questionnaire" to a staff member and are required to wear a face covering (if over age 2 and medically able).
 - Please note, individuals may be asked to leave the building to allow for others to enter and provide comment.
- A **satellite meeting location** will be open to the public at the City of Geneva Public Works Department, 1800 South St. A maximum of 45 members of the public will be admitted to this location at any given time. At this location the public may:
 - View the meeting in real-time on a big screen
 - Provide public comment from this location (to be shown on screen in City Hall Council Chamber) during the appropriate time
 - Please note: "City Building Entry Questionnaire" must be completed before entry, and a face covering must be worn (if over age 2 and medically able).

The Special City Council meeting will be livestreamed for the public on Comcast Ch. 10, AT&T Channel Ch. 99, and the City's YouTube channel, enabling the public to contemporaneously hear all discussion, testimony, and roll call votes of the open meeting. Please visit the City website at www.geneva.il.us for details on how to watch the meeting live.