

TOPS Working Committee FAQ's

Q: How can I attend a meeting?

A: Meetings are held in-person on the first Wednesday of each month at 7:30 a.m. at the Parks, Recreation and Cultural Services Administration building (1401 Recreation Way, Colorado Springs, CO 80905). If you are unable to attend in-person, call-in information for the meeting is posted at the top of each month's agenda, which can be found online at <https://coloradosprings.gov/parks/page/tops-working-committee> under the "Agendas & Minutes" tab. For those calling in to the meeting, we encourage you to follow along with the agenda posted online.

Q: How can I make a comment at the meeting?

A: There are two ways that you can make a formal comment during the meeting. First, there are two items on the agenda designated for citizen comment. Citizen Comment is taken for items/matters not on the agenda. Citizens have three minutes to make comments. You will hear an alarm when the three minutes are up. Second, citizen comments are taken on action items. After an action item is presented and the Committee has asked their questions, the Chair will announce when it is time for citizen comment. You will have three minutes to make comments, and will hear an alarm when the three minutes are up.

Citizens who call in to the meeting will be called upon using the last four digits of their phone number. We encourage those who are planning to call in to the meeting to email their name and phone number to PRCS-TOPSWorkingCommittee-SMB@coloradosprings.gov ahead of the meeting so staff may make a note of their name and number to call on.

If a citizen would like more than three minutes to comment, another citizen attending the meeting may defer their time to them, for a maximum of six minutes total per citizen. When called upon, the citizen who is deferring time must state that they are deferring their time, and to whom.

Please note that the Committee and/or staff may choose whether or not to respond to your comment or question, however staff will provide additional information to the citizen should there be a need for follow-up.

Q: I want to bring materials to the meeting to give to the Committee. How can I do this?

A: During your citizen comment, you may hand your materials to the staff liaison to distribute to the Committee. If you would like to send these materials in advance of the meeting, please send them to PRCS-TOPSWorkingCommittee-SMB@coloradosprings.gov and the staff liaison will forward them to the Committee.

Q: How can I get in touch with Committee members?

A: If you would like to get in touch with the Committee, you can send an email to PRCS-TOPSWorkingCommittee-SMB@coloradosprings.gov. A staff liaison will respond that your email was received, then forward the email to the Committee and appropriate staff. Please note that Committee members may or may not choose to respond directly, or ask the staff liaison to provide you with their preferred information. Staff does not distribute the personal information of Committee members.