


CITY OF CATHEDRAL CITY ADMINISTRATIVE POLICY			HR-AP -20
TOPIC	HANDLING OF WRITTEN PUBLIC COMMENTS RECEIVED VIA EMAIL, LETTER, OR OTHER FORMS OF COMMUNICATION FOR CITY COUNCIL, COMMISSION AND COMMITTEE MEETINGS		
Approved by:  Charles McClendon (Oct 7, 2024 16:52 PDT) Charles McClendon, City Manager		Distributed by	Original Date
		Human Resources	October 7, 2024
			Revised

PURPOSE:

The purpose of this Administrative Policy is to establish standardized procedures for the handling of written public comments received via email, letter, or other forms of communication for the City Council and all Council-appointed Commissions and Committees. This policy’s goal is to ensure transparency in the written public comment process, provides a standardized approach for the City Council and all City Council appointed Commission and Committees, allows sufficient time for staff to process and distribute written comments before meetings, maintains a clear record of public input for future reference, aligns with common practices of other cities in the Coachella Valley and improves meeting efficiency by not reading all written comments aloud.

POLICY:

This policy applies to the City Council and all Council-appointed Commissions and Committees.

1. Written Comment Submission
 - a. Staff will accept written public comments until 2:00 p.m. on the day of the relevant meeting.
 - b. Written comments may be submitted via email, letter, or other forms of written communication.
 - c. Instructions for the submission of written comments will be provided on each agenda for the City Council, Commissions and Committees respectively.
2. Distribution of Written Comments
 - a. Hard copies of written comments will be provided to Council, Commission, and Committee members.
 - b. Copies of written comments will be made available for the general public to review.

3. Record Keeping

- a. All written comments received by the submission deadline will be made part of the official record.
- b. The meeting minutes will include:
 - The name of the individual submitting the comment.
 - A brief statement summarizing the content of the comment.

4. Reading of Written Comments

- a. Written comments will not be read into the record during the meeting.

5. Implementation and Review

- a. This policy will be signed off by the City Manager.
- b. The policy will be distributed to all relevant staff members.
- c. The policy will be made available on the city's website for public access.
- d. This policy will be reviewed periodically to ensure its continued effectiveness and alignment with city goals and legal requirements.