

CITY OF CATHEDRAL CITY ADMINISTRATIVE POLICY			HR-AP
TOPIC	HANDLING OF PUBLIC COMMENTS RECEIVED VIA EMAIL, LETTER, OR OTHER FORMS OF COMMUNICATION FOR CITY COUNCIL, COMMISSION AND COMMITTEE MEETINGS		
Approved by:		Distributed by	Original Date
Charles McClendon, City Manager		Human Resources	September 25, 2024
			Revised

PURPOSE:

The purpose of this Administrative Policy is to establish standardized procedures for the handling of 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 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 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 comments aloud.

POLICY:

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

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

- a. 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.