



**CITY OF YUCAIPA POLICY REGARDING THE
DISTRIBUTION OF WRITTEN PUBLIC COMMENTS AT
CITY COUNCIL AND COMMISSION MEETINGS**

Section 1. Purpose of Policy.

The purpose of this Policy is to establish a protocol for the distribution of written public comment submitted to the City Council and City Commissions, including general public comments on items not on a meeting agenda as well as comments on specific agenda items. The policy is intended, among other things, to strike a balance between the public's interest in access to the comments, the interests in avoiding publication of comments improperly attributed to another person, and privacy interests of individual commenters.

Section 2. Written Public Comments on Non-Agenda Items

Written public comments submitted on non-agenda items shall:

A. be submitted no later than three (3) business hours¹ prior to the City Council or Commission meeting at which the commenter seeks to provide comment.

B. be provided without redactions to the City Council members, or Commission members as the case may be, in either electronic or hard copy format, at or prior to the meeting.

C. not be read into the record at the meeting.

D. compiled into a packet available for public inspection at the meeting and posted to the City's website after the meeting, provided that the following personal information is redacted:

- i) home address
- ii) e-mail address
- iii) telephone number

[Note that first and last names will not be redacted.]

Section 3. Written Public Comments on Agenda Items

Written public comments submitted on agenda items shall:

A. be submitted no later than three (3) business hours prior to the City Council or Commission meeting at which the commenter seeks to provide comment.

B. be included in the staff report for the agenda item if the written public comments is submitted early enough to allow for staff to include the comment before publishing the meeting agenda materials, provided that the following information is redacted from the written public comment:

- i) home address
- ii) e-mail address

¹ "Business hours" means hours during which City offices are open for business.

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- iii) telephone number

[Note that first and last names will not be redacted.]

C. be provided to the City Council members, or Commission members as the case may be, in either electronic or hard copy format, at or prior to the meeting if not included in the agenda report.

D. not be read into the record at the meeting.

E. if not included in the published agenda report, compiled into a packet available for public inspection at the meeting and posted to the City's website after the meeting, provided that the following personal information is redacted:

- i) home address
- ii) e-mail address
- iii) telephone number

[Note that first and last names will not be redacted.]

Section 4. General Provisions.

The agenda for any City Council or Commission meeting at which public comment will be taken shall include a summary of this policy informing the public of the timelines for submission, and the rules regarding publication and redaction of public comments.

The City Clerk, or designee as related to comments to city Commissions, shall maintain copies of comment provided, in unredacted form, pursuant to the City's records retention schedule.

Nothing in this policy shall be construed to prohibit the disclosure of information if required to ensure due process and fair hearings are afforded, including without limitation in quasi-adjudicative matters pending before the City Council or any commission.

Individuals providing public comment should be aware that all contents of the comments provided, including personal information, is generally considered public records that may be subject to disclosure in response to a request pursuant to the California Public Records Act. Regardless of the policies of set forth herein, the provisions of the California Public Records Act shall apply to any requests for copies of written public comments. Depending on the facts of a particular case, the City may be obligated to provide personal information contained in a written comment.

