

PUBLIC COMMENT INSTRUCTIONS AND PROCEDURES

CITY COUNCIL MEETING

Written comments must be submitted to the City Clerk by 3 PM on the Thursday preceding the City Council meeting to be included in the agenda. Written comments on items on the City Council meeting agenda may be e-mailed and/or cc'd to the City Clerk after 3 PM on Thursday up to midnight on the day of the meeting and will be added to the Communication List for this meeting. Written comments received after midnight will be added to the Communication List for the next regular City Council meeting. Written comments by members of the public that have not been forwarded to the City Clerk can be placed in a designated basket at the City Council meeting.

COMMITTEE HEARINGS

The City Clerk and/or Deputy City Clerk will make copies of written comments received relating to the topic of the committee hearing provided that they are received 3 hours prior to the start of the hearing. Written comments can be submitted at the hearing or e-mailed to the City Clerk by midnight on the day of the hearing and will be included in the committee report. Written comments received after this point will be added to the Communication List for the next regular City Council meeting.

ROUNDTABLE

Written comments will be accepted and made part of the record of the roundtable/working meeting minutes. Said comments to be forwarded to the City Clerk by midnight on the day of the roundtable meeting. Comments may be made on the topic of the roundtable after this period but will be placed on the Communication List and transmitted to the City Council.