



City Council Policy: CP027 - Distribution of written public comments to the City Council

Effective Date: October 19, 2020

Amends:

Approved by: City Council

I. PURPOSE

To establish a consistent practice to ensure written communication from constituents is received by members of the governing body or other bodies in an appropriate, legal, and timely fashion.

II. RESPONSIBILITY

City staff and governing body

III. POLICY

A. Comments on Regular Business Meeting Agenda Items

To submit written comments on an agenda item of a regular business meeting where binding action will be taken, such as a City Council or Planning Commission meeting, residents may send an e-mail to the City Clerk at cityclerk@pvkansas.com no later than 3 p.m. on the day of the meeting. Comments received in writing will be compiled and distributed by the City Clerk for consideration and become part of the official record of the meeting.

Residents should be instructed to email comments on specific agenda items directly to the City Clerk, rather than having members of staff or applicable body forward such comments on the residents' behalf. To the extent this is not feasible or appropriate, members of the body may forward such communications to city staff.

Email recipients should be blind-carbon-copied to avoid a "reply all" or "serial meeting" KOMA violation.

B. Comments on Non-Agenda Items or General City Business

For items not appearing on a City Council meeting agenda, or for general city business, residents should be directed to email the appropriate city staff member or City Council members as a whole at councilmembers@pvkansas.com. Recipients at such email address include the Mayor, Council Members, and administrative staff.

Council Members may reply directly to the resident, but should not "reply all" or include a quorum of members of the governing body on a response to avoid a KOMA violation.