



Agenda Item 9B

Approvals: _____

City Manager ES

Dept. Head _____

Attorney _____

Finance _____

AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING

Meeting Date: October 6, 2020

Department: City Clerk
Prepared By: Joanne Baade, City Clerk/Legislative Administrator *JMB*

Subject: *ESTABLISHMENT OF TEMPORARY PROCEDURES FOR RECEIPT OF PUBLIC COMMENTS DURING THE COVID-19 EMERGENCY FOR CITY COUNCIL, COMMISSION AND COMMITTEE MEETING AGENDA ITEMS*

Fiscal Impact: None.

Summary: Since the onset of the Covid-19 emergency, the City Council and City Commissions and Committees have conducted their meetings via teleconference and have invited the public to participate in their meetings by emailing comments to be read publicly at their meetings. This practice has resulted in occasional problems as a result of comments being emailed to incorrect email addresses, comments being read or not read in a manner inconsistent with the sender's intent, and interruptions of the deliberative process when comments arrived after the City body commenced its deliberations. To help facilitate the public comment process, ensure that submitters' wishes are being honored, and provide for the orderly conduct of City meetings, Staff recommends that Council authorize the use of an on-line Public Comment Submittal portal to serve as a central repository for public comments on issues appearing on City body agendas. Staff believes that the Public Comment Submittal portal will provide the following benefits:

1. Comments submitted to the City via the on-line portal will be accessible to all staff support for each City body. This functionality will help to ensure that Staff can access all comments from one central location, thereby eliminating the risk that a comment is not captured because it was sent to an email address of a Staff member who is on leave or otherwise unavailable.
2. The on-line portal will require people to indicate whether they want their comment read aloud at a City meeting or, alternatively, forwarded to the appropriate City body via email. This feature will eliminate the possibility of Staff misinterpreting the intent of the submitter with regard to how their comments should be processed.
3. The on-line portal will put the public on notice that comments will only be read if they are received prior to the commencement of City body deliberations. Comments received after deliberations begin will be emailed to the City body after the meeting.
4. The on-line portal will make it possible for all comments for each meeting to be saved on an Excel spreadsheet for efficient transport to City files. The spreadsheets will have sortability capability within each meeting date and agenda topic.

5. People submitting comments through the on-line portal will be able to request that a copy of their submission be sent to them via email.

To allow time for the public to become acclimated to the new process, Staff will continue to accept email comments, but will inform each sender of the preferred on-line submittal process for future use.

Moreover, to provide notice of the new on-line public comment submittal process, Staff proposes to amend the agenda templates for City bodies during the Covid-19 emergency to include the below statement. This statement references City Council meetings, but will be adapted appropriately for City Commission and Committee agendas:

**PUBLIC PARTICIPATION IN CITY COUNCIL MEETING DURING
CORONAVIRUS PANDEMIC**

To help prevent the spread of the coronavirus, this meeting will be held via teleconference, pursuant to the Governor’s Executive Orders N-25-20 and N-29-20. All votes taken during this teleconference meeting will be by roll call vote, and the vote will be publicly reported.

How to View the Meeting:

Citizens are invited to view the meeting via live stream from the City’s YouTube channel at www.san-clemente.org/live or live on Cox Communications Local Access Channel 854.

How to Submit Comments to Council:

The public is invited to provide comments to the City Council concerning items appearing on Council meeting agendas, as well as issues not appearing on the agenda during either Oral Communications Part 1 or Part 2. Members of the public are requested to submit their comments by completing the Public Comment Submittal portal available from the City’s website at www.san-clemente.org/CCpubliccomment. Users of the on-line portal must indicate whether they wish their comments to be read aloud at a Council meeting, or forwarded to Councilmembers via email. All comments become part of the public record. Comments to be read at Council meetings are limited to a maximum of three minutes per speaker per item and will only be read if they are received prior to the commencement of Council’s deliberations on the item to which the comment pertains. Comments received after Council deliberations begin will not be read at the meeting, but will be emailed to Councilmembers after the meeting.

A screenshot of the proposed on-line portal for submission of City Council comments is attached. The on-line portal for other City bodies will be adapted accordingly.

Recommended

Action: STAFF RECOMMENDS THAT the City Council: 1) Approve the utilization of an on-line Public Comment Submittal portal for public comments relating to City Council, Commission and Committee meeting agenda items; and 2) Approve a modification to the templates for City body agendas during the Covid-19 emergency to include language pertaining to the on-line submittal of public comments.

Attachments: Screenshot of City website page entitled “City Council Meeting – Public Comment Submittal”

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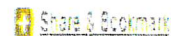
City Council Meeting - Public Comment Submittal



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The public is invited to utilize this Public Comment Submittal portal to provide comments to the City Council with regard to items appearing on Council meeting agendas, as well as issues not appearing on the agenda during either Oral Communications Part 1 or Part 2. Members of the public have the choice of having their comments forwarded to members of the City Council via email, or having their comments read aloud during the Covid-19 emergency at Council meetings. All comments become part of the public record. Comments to be read at Council meetings are limited to a maximum of three minutes per speaker per item and will only be read if they are received prior to the commencement of Council's deliberations on the item to which the comment pertains. Comments received after Council deliberations begin and will not be read at the meeting, but will be emailed to Councilmembers after the meeting. If you have questions, please contact the City Clerk's Office at (949) 361-8301.

1. Name (Optional)

2. City of Residence (Optional)

3. Phone Number (Optional)

4. Meeting Date *

5. Agenda Item Number *

6. Please check one *

- I request that my below comments be read at the City Council meeting
- I request that my below comments be emailed to Council and made a part of the public record, but NOT read at the City Council meeting

7. In the space below, please provide your comments. *

To receive a copy of your submission, please fill out your email address below and submit.

Email Address

To prevent spam we utilize a verification code system. Please enter the code as it is shown in the box below:

WKMDA  

Code:

SUBMIT

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San Clemente City Hall

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