



CITY OF SAN JOSE, CALIFORNIA

Office of the City Clerk
200 East Santa Clara Street
San José, California 95113
Telephone (408) 535-1260
FAX (408) 292-6207

Office of the City Clerk Policy for Posting/Processing Written Public Comment to the City Council, Boards, Commissions, or Committees

When members of the public, including individuals, corporations, unions, or commissions submit written comments or correspondence in hard copy or electronic form and addressed to the Office of the City Clerk ("City Clerk") or City Council, the following policy is in effect.

POLICY:

- The following items will be published to the Public Record (Item E) of the Rules and Open Government Committee (ROGC) meeting agenda unless one of the exceptions in the final bullet applies:
 - Correspondence to Mayor/Council **not related to an item on the City Council agenda** where a copy is sent to the City Clerk
 - Public Utility documents (cover letters only, attachments will be on file)
 - LAFCO letters
 - Items Transmitted from the Administration for the Public Record
 - Items submitted by the public at a ROGC meeting will not be accepted for posting to the public record. Those items will be filed as part of the agenda packet for the ROGC meeting at which they were first submitted.

- Correspondence **related to items on a City Council agenda** shall be directed to the City Clerk's Agenda Desk to be included as part of the record for the related City Council meeting.
 - Agenda Desk may redact addresses, social security numbers, email addresses, and signatures.
 - Agenda Desk will post the letter on the website where the agendas are posted.
 - If the City Clerk does not receive a copy of the correspondence, it will not be posted. If the City Clerk is aware a letter has been received by all of the Council, City Clerk staff will ask for a copy to post.
 - The full, unredacted version will be filed with the City Council Agenda.
 - Items submitted by the public at a City Council meeting will be filed as part of the agenda packet for the City Council meeting at which they were first submitted.
 - If there are prepared written statements, the City Clerk will keep the statements to be filed as part of the agenda packet for the City Council meeting.

- Correspondence through eComments through Granicus is available for each City Council agenda. The link is included on every agenda and is accessible on the electronic version of the agenda and the PDF agenda document.
 - Within the PDF agenda document and the electronic version, "File #" link views the details of the item, including attachments and eComments, if applicable.
 - The eComment period opens every Friday by 5:00 p.m. two (2) weeks before each regularly scheduled City Council meeting. The eComment period closes every Tuesday two (2) hours before each City Council meeting. Thereafter, correspondence will be accepted through hard copy or electronic form.



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- For correspondence received by the City Clerk and addressed to a particular board or commission:
 - Clerk staff will forward the communication to the board/commission secretary.

- The following items will NOT be published to the Public Record:
 - Correspondence that address complaints about areas the City has no jurisdiction over (such as complaints against the County, the State, the Federal Government, PG&E etc.)
 - Correspondence with a specific request for service such as business license inquiries, public records requests, or other similar topics shall be directed to the appropriate department for action
 - Duplicates of correspondence previously posted unless received with a cover letter
 - Correspondence related to code violations/enforcement

Correspondence to the City Clerk, City Council, Boards, Commissions, or Committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Before posting online, the following may be redacted: addresses, email addresses, social security numbers, phone numbers, and signatures. **However, please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the City Council, will become part of the public record.** If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the Office of the City Clerk for further information.

Approved by the City Clerk:



on

2/13/18