

## General Tips

- No video or audio recording is permitted without the expressed consent of the meeting chair
- There is no minimum or maximum age for public comment
- You can bring flyers/other visual representations to be displayed under a projector. Contact [cityclerk@monterey.gov](mailto:cityclerk@monterey.gov) as far in advance as possible to arrange this.
- All remarks should be directed to the Council as a body rather than to any particular council member or any member of the staff or audience
- When making a public comment, provide statistics if necessary and be as concise as possible. Be prepared with your talking points.
- Applauding and other displays of approval or disapproval are inappropriate during City Council meetings

## Suggested Outline

### Introduction (15 - 30 sec.s)

- Greet and thank the council for the opportunity to speak
- Introduce yourself (and if any affiliation)
- Briefly establish your connection to issue

### State the purpose (1 - 2 min.s)

- Give brief statement of general concern.
- What is the impact on the community?
- Provide data, statistics, etc.

### Call to action & closing (15 - 30 sec.s)

- What is your recommendation or ask?
- Restate your request or recommendation clearly.
- End with a positive, solution-focused tone.
- Thank them again.



## Language Interpretation

Requests for language interpretation may be made by contacting the City Clerk at:

[cityclerk@monterey.gov](mailto:cityclerk@monterey.gov)

or

831-646-3935

Requests should be made as far in advance as possible



## Accessibility

If you need special assistance to participate in this meeting, contact the City Clerk at:

[cityclerk@monterey.gov](mailto:cityclerk@monterey.gov)

or

831-646-3935

Requests should be made as far in advance as possible

For text-to-speech, speech-to-speech, Spanish-language services, or a hearing amplification device to attend a meeting, dial 711 to use the California Relay Service (CRS)



## Monterey City Council

# Public Comment Guide

The Monterey City Council encourages expression of opinions by its citizens. These can be presented during Public Hearings during the following portions of the agenda:

- Public Comments
- Written Communications
- Oral Requests

Agendas for all public meetings are published in the glass case outside the Council Chamber and online at: [isearchmonterey.org](http://isearchmonterey.org)

Meetings can be attended via:

- Zoom (computer or smartphone)
- In-person
- By telephone dial

Meetings also stream live **for viewing only** on:

- [youtube.com/cityofmonterey](https://youtube.com/cityofmonterey)
- Comcast Channel 25

## Procedure

For regular City Council meetings, there are two 15-minute public comment periods: one in the afternoon and one in the evening. Speakers may only comment during one of these sessions and have up to 3 minutes.

### For those attending in person:

At the time of public comment, the Mayor will ask public commenters to line up at the podium or raise their hands

### For those telephoning in:

At the time of public comment, dial \*9

### For those on Zoom:

Click the “raise hand” button

The maximum amount of time for each person to speak will be determined based on the agenda



## Telephone Instructions

Call: 833-568-8864 (Toll Free)  
669-254-5252 (CA)  
646-828-7666 (NY)

If one number doesn't work, please try another

You will be prompted to enter a Webinar/Meeting ID. This information is provided on [isearchmonterey.org](http://isearchmonterey.org) on the first page of the Agenda Packet.

If asked for a participant ID, press #

When in session, to raise your hand dial \*9

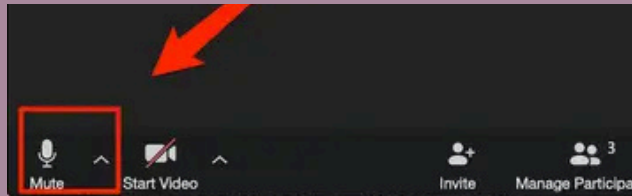
Once called upon, dial \*6 to unmute



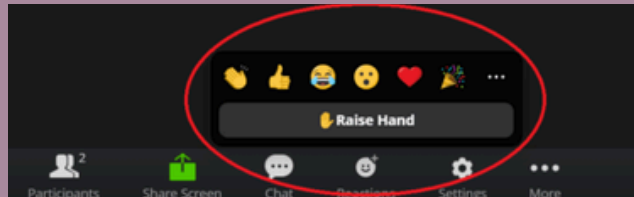
## Zoom Instructions

To join, click the ZoomGov link found on the first page of the Meeting Agenda on [isearchmonterey.org](http://isearchmonterey.org)

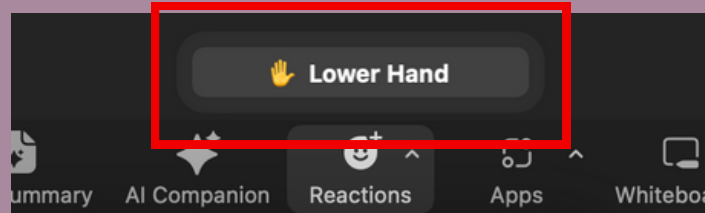
You will be prompted to open (and if necessary, download) Zoom.



Mute yourself upon entering the meeting.



To make your comment, click “Raise Hand”. A member of staff will prompt you to speak and unmute when it is your turn



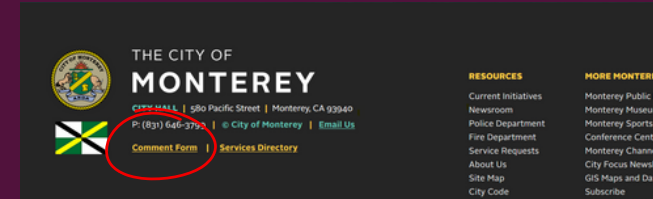
After making your comment, click “Lower Hand”



## Written Comments

Written Comments can be emailed to [cityclerk@monterey.gov](mailto:cityclerk@monterey.gov) no later than a half hour before the start of a meeting.

These are not read aloud but are made available to the Council and public at [monterey.gov/submitted-comments](http://monterey.gov/submitted-comments)



Questions, comments, and suggestions for the City of Monterey can also be submitted at [monterey.gov](http://monterey.gov) in the “Comment Form” at the bottom of the page.

If you would like a response, be sure to provide your contact information.

These submissions are not read in meetings.

## Contact Information

Council Chamber: 580 Pacific St.  
Monterey, California

City Clerk's Office: 831-646-3935  
City Manager's Office: 831-646-3735

### City Council Members

Mayor Tyller Williamson  
[twilliamson@monterey.gov](mailto:twilliamson@monterey.gov)

Gino Garcia  
[ggarcia@monterey.gov](mailto:ggarcia@monterey.gov)

Kim Barber  
[kbarber@monterey.gov](mailto:kbarber@monterey.gov)

Ed Smith  
[smith@monterey.gov](mailto:smith@monterey.gov)

Jean Rasch  
[rasch@monterey.gov](mailto:rasch@monterey.gov)