

## INSTRUCTION FOR PUBLIC COMMENT

Wait for the Clerk to introduce the item you wish to speak on and open the Public Comment line, then call in by following the steps below:

1. **DIAL 619-541-6310**
2. Enter the **Access Code: 877861** then press '#’.
3. You will then hear **“you are now being placed into the conference. You are now muted.”**:
  - You will be able to hear the proceedings through the phone line and **WAIT for your turn to speak.**
4. You will hear a system prompt stating **“Your phone has been unmuted”**  
**THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT**  
*(This is not a question-and-answer period, this is your time to provide a statement.)*
5. When prompted by the Clerk, please state your name for the record and what item your comment is for.
6. You will have the **allotted time given by the Chair** to provide your comments. Once your time has ended, you will be moved out of the queue and the call will be ended.
7. Participants who wish to speak on other items on the Agenda or for other comment periods please call back when the Clerk introduces those items or comment periods to be placed back in the queue. **Please monitor the meeting via City TV OR ONLINE and not through the phonenumber.**

**We appreciate your patience as we aim to provide the best possible access during this public health emergency.**

### BEST PRACTICES

- Call from a quiet location
- Speak slowly and clearly
- Mute any televisions, web streams, or radios around you
- Do not use speaker phone
- Ensure you are calling from a stable line with adequate service
- Do not use profanity or hate language

### **WATCH:**

- via [web](#) stream from your laptop or mobile device
- via CityTV – Channel 24 (Cox/Time Warner) Channel 99 (AT&T)