

FISCAL YEAR 2020-2021 CITY COUNCIL MEETING ATTENDANCE AND PARTICIPATION GUIDELINES FOR VIRTUAL MEETINGS DURING COVID-19



To combat the spread of COVID-19, the City proclaimed a local emergency on March 14, 2020 and issued subsequent public orders beginning March 16, 2020. In accordance with such orders, City Hall has been closed to the public and in-person meetings have been discontinued. Until further notice, City Council meetings will take place via video conference only. The following provides a summary of key changes and important reminders regarding meeting procedures, as well as additional information, including instructions and best practices, which will assist in guiding public attendance and participation in City Council meetings as the City Council continues to implement the policies of the City.

Summary of Key Changes and Important Reminders

- At the Mayor's discretion, taking into consideration the number of items on the agenda, as well as the number of speakers present, public comment for each agenda item may be limited to an aggregate amount of time per item (i.e. one hour). This is in addition to the up to three minute time limit per speaker that is established.
- Written comments for items on and off the agenda, which are received by the deadline (as discussed further below), will be received and filed by the City Council and become part of the public record, but will not be read aloud during the meeting.
- Persons wishing to make oral comments ("speak") during a City Council meeting must follow the procedures discussed below.
- The Webex Q&A and CHAT functions should not be used to make public comments. Comments made using the Q&A and CHAT functions will not be read aloud and will not become part of the public record for the meeting. Comments made in the Q&A and CHAT functions are automatically deleted from the Webex system at the end of each meeting.
- The Webex "Raise Hand" function will no longer be used for members of the public.

How to View a City Council Meeting:

- City Council meetings can be viewed live in Culver City on Channel 35 by Time Warner subscribers, on Channel 37 by Frontier FIOS subscribers and, for AT&T Uverse subscribers, by going to Channel 99.
- [Watch live on your computer, tablet or phone](#) and click on the "In Progress" meeting or by viewing on the [City of Culver City YouTube channel](#).

Information on How to Attend and Participate in a Virtual City Council Meeting:

The City Council welcomes public comment as part of the public meeting process. Please review the below information on how to register for and present oral comments during a City Council meeting.

- [Register to attend a Webex video conference meeting.](#) [Watch a video tutorial on how to register on Webex.](#) Be sure to select the Agenda Item(s) on which you wish to speak, as this will act as your virtual speaker card. Once you have registered, follow the directions sent to your email address. When you join the Webex meeting, you have a choice of how to receive audio. The preferred method is to select “call me” by submitting your phone number. Webex will call you back at the phone number you submitted to connect your audio to the meeting. This provides the best sound and lessens the bandwidth used by your computer or other electronic device.
- If you have no way to join via internet, you may join the meeting via audio only on your phone. For this option, you will need to contact the City Clerk’s Office and provide your name, phone number and the Agenda Item about which you wish to speak so that you can be identified and allowed to talk at the appropriate time. This option does not allow for you to view the meeting. You may watch via cable or online, but please remember to mute the tv or computer so there is no echo or background noise when you speak.
- When you join the meeting, please ensure that your camera is turned off. You will be joined with your microphone muted. Please see below on how to provide oral comments at a meeting.

General Information on Options for Participating in a City Council Meeting:

How to Provide Written Comments Prior to a Meeting:

- [Find the active eComment link to the right of the agenda date](#) and add the comment to the appropriate agenda item. Please note that the eComment function is disabled at 3:00 PM on the day of the meeting. [Watch a video tutorial on How to make an eComment.](#)
- Email your comments to public.comment@culvercity.org
- Mail your comments to the attention of the City Clerk’s Office at 9770 Culver Blvd, Culver City, CA 90232.
- Written comments, received by 3:00 PM on the day of the City Council meeting, will be compiled and provided to Council Members to ensure sufficient time for Council Member review. These comments will become part of the official record through a motion to receive and file correspondence. **Please be advised, written comments WILL NOT be read aloud during the City Council Meeting.**
- Written comments received by the City Clerk’s Office after 3:00 PM on the day of the meeting will not be provided to City Council prior to the meeting. Any comments received after the deadline for submittal will be sent to the City Council the following business day and will not become part of the public record for that meeting.

How to Provide Oral Comments During a Meeting

Members of the public have the following two ways in which to provide oral comments on an agenda item during the meeting: 1) registering in advance of the meeting and identifying the agenda item on which you wish to speak; or 2) registering, or determining you wish to speak, after the start of the meeting.

- **Advance Registration:** When you register you must identify the agenda item(s) on which you wish to speak by indicating the section of the agenda followed by the number (for example A-1, PH-2, C-3.). Do not list the staff report number (21-02, for example). Also, please note, the registration form is not for the purpose of making comments on an agenda item, and any such comments will not be considered received nor included as part of the public record for the meeting. Use the CHAT function to state your name and the item on which you wish to speak. At the start of each agenda item, staff will read aloud the names of those who have registered in advance and requested to speak on an agenda item.
- **After the Start of the Meeting:** If you registered after the start of the meeting, or subsequently determined that you wish to provide oral comments, you may send a request to speak via the CHAT function on that item only, by stating your name and the agenda item number. This may be done prior to the start of the public comment period for the agenda item on which you want to provide oral comments. Requests following the start of the public comment period for that agenda item will not be considered.

Webex Features and How and When to Use Them

- Q&A - Connects the public to the City Clerk and other staff who are helping to run the meeting. Do not use the Q&A function to make public comments. Comments made using the Q&A function will not be read aloud and will not become part of the public record for the meeting. Comments made in the Q&A are not saved by the Webex system and are automatically deleted at the end of the meeting.
- CHAT is to be used for troubleshooting or connecting with the City Clerk's Office to request to speak on an item. Do not use the CHAT function to make public comments. Comments made using the CHAT function will not be read aloud and will not become part of the public record for the meeting. Comments made in the Q&A are not saved by the Webex system and are automatically deleted at the end of the meeting.
- RAISE YOUR HAND function will no longer be used to identify speakers.
- Anyone with system access issues is encouraged to contact the City Clerk's Office in advance of the meeting.

Time Limits on Public Comment

- In the interest of allowing enough time to cover the business on the agenda, please be advised the Mayor has the discretion to determine how many minutes each speaker may address the City Council, up to three minutes, as well as how long public comment will be received for each agenda item.

- A speaker may cede one minute to one other speaker, only if the City Clerk's Office has been provided notice in advance via email or phone.
- **At the Mayor's discretion, there may be an allotted maximum time limit for speakers per agenda item (i.e. one hour) to allow City Council adequate time for deliberation.**

The City Clerk's Office wants to ensure that all members of the public are able to access, attend and participate in City Council meetings. If you are experiencing any problems attending a City Council meeting or accessing and navigating the Registration and eComment systems, or for other technical assistance or general information, please contact the City Clerk's Office directly by phone or email at (310) 253-5851 or city.clerk@culvercity.org.

More information on the City of Culver City response to coronavirus is available online.