

CITY HALL SPEAKING GUIDELINE

Purpose: Describe a brief process for Speaking at a City Council or Planning Commission Meeting.

Both meetings are held in the Council Chambers in building 22 Civic Center Plaza. See map on next page

City Council Arrival Time: Meeting starts around 5:45 p.m. The first hour or so is spent going over routine ceremonies and business. Public speaking is at the end of the meeting. **(Except on the day our item is on the agenda.)**

1. Be advised that security of City Council meetings requires you to go thru a metal detector
2. Agenda and green speaking cards are available in the lobby. If you are there to speak [2 minutes], fill out the green card [non-agenda item] and turn it in to the city clerk (seated in front).
3. Our opportunity to speak is listed on the agenda as: PUBLIC COMMENTS. This appears right before the numbered listing for CITY MANAGER'S COMMENTS (90A)
4. Don't forget to obtain a parking voucher from the clerk for free parking,

Planning Commission Arrival Time: Meeting starts promptly at 5:30 p.m. Public speaking on is at the beginning of the meeting. **Be on Time!**

1. No security screening.
2. Obtain the green speaking cards either in the lobby or in the front of the council area are available in the lobby. If you are there to speak [3 minutes], fill out the green card [non-agenda item] and turn it in to the city clerk (seated in front).
3. Don't forget to obtain a parking voucher from the clerk for free parking.

CITY HALL SPEAKING GUIDELINE

Directions to City Hall

1. **Take Main Street South.**
2. **Turn RIGHT on Santa Ana Blvd (one way street).**
3. **GO past Ross St.**
4. **Turn RIGHT into first driveway past Ross.**
5. **Obtain parking ticket and park.**
6. **Exit on Flower St.**

