



## **3<sup>rd</sup> District's Guide to City Council Meetings**

Along with voting, City Council meetings are a main avenue for members of the public to participate in the governance of our City. During these meetings, the Mayor and City Council hold discussions with City Staff and the public about items that impact our communities. While attending City Council meetings and providing your input may seem daunting, I am hopeful this document will take away some uncertainty and provide you with the knowledge and confidence to participate in the process!

This is a living document so we are open to hearing ideas for improvement that will stimulate participation in the processes of our City.

### **Regular City Council Meetings**

Regular meetings of the City Council are held at 5:00 pm on Tuesday of each week, except for the last Tuesday of each month which is referred to as the "Dark Tuesday".

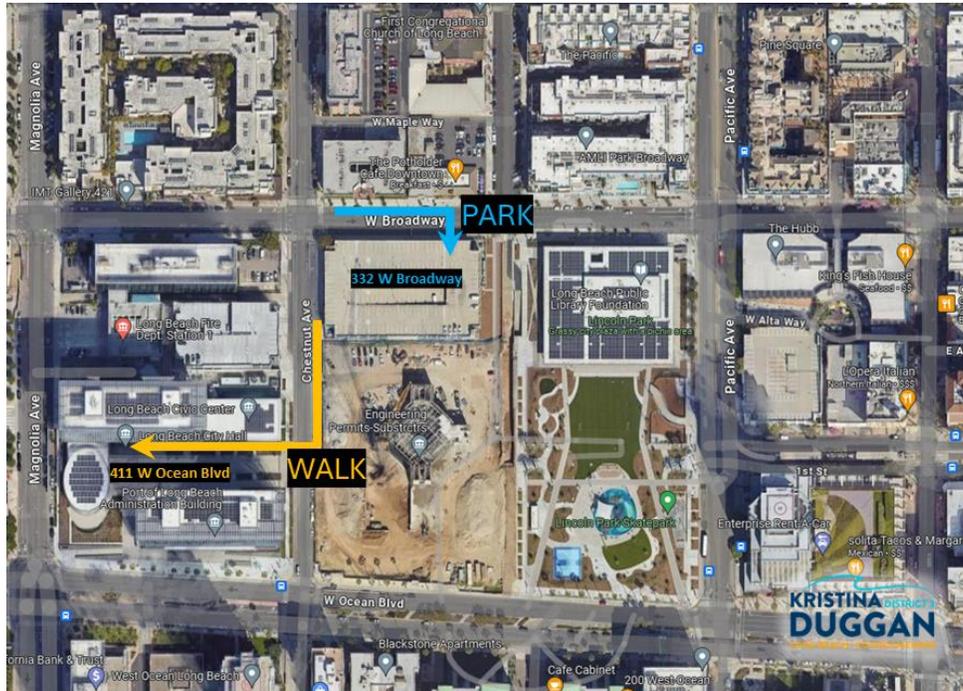
Special meetings of the City Council may be called by the Mayor or 5 members of the City Council. If a Special Meeting is called, notice will be provided to the public stating the time, place, and business to be discussed. Special meetings are used sparingly as most business is conducted at regular meetings.

## Getting to the City Council Meeting

Parking Structure Address: [332 W Broadway, Long Beach, CA 90802](#)

City Hall Address: [411 W Ocean Blvd, Long Beach, CA 90802](#)

Parking is free for City Council meetings.



## Alternative Modes of Transportation

Taking Public Transportation? [Plan your trip to City Hall here.](#)

Riding a bike, skateboard, or scooter? [Check out our Interactive Bike Route Map here.](#)

## **Security Procedures at City Council Meetings**

Residents attending the City Council meeting will be required to enter through metal detectors and bags may be searched. This helps the City of Long Beach provide a safe platform where members of the public feel their voice may be heard.

## **Decorum at City Council Meetings**

The City of Long Beach strives to make City Council meetings an inviting place for members of the public to have their voice heard. The City has established rules and guidelines to make sure the City can conduct business while having active public participation. Please see some helpful links here: [Municipal Code about Disturbing Council meetings](#) and [Best Practices from the California League of Cities](#).

## **Where to sit**

Members of the public may sit anywhere within the public seating area. There are no “sides”.



## **Where is the agenda and when is it posted**

Agendas for meetings of the City Council, and its Boards, Commissions, and Committees, will be posted on OneMeeting: [View Current and Upcoming Meetings](#). The City Council Agenda for regularly scheduled meetings will be posted on Monday eight days before the City Council meeting. This provides time for the Councilmembers and the public to review and research the Council items, engage with neighbors and constituents, and attend the Council meetings prepared to have a discussion.

On the Friday before the City Council meeting, the City Clerk will post the Supplemental Agenda which includes items of urgency that couldn't meet the submission deadline on Monday. For an item to be placed on the Supplemental Agenda, three Councilmembers must approve the item as urgent and the item must include a statement explaining why. Study Sessions or [Closed Sessions](#) meetings may be announced 24 hours prior to the meeting.

**Making a Public Comment at the Council Meeting:**

All members of the public are able and encouraged to speak at public Council meetings, but submitting a speaker card is required.

**Submitting a Speaker Card:** Speaker cards can be found with the City Clerk team outside of the City Council Chambers as you are walking in and at the City Clerk desk inside the Chambers (front left). Speaker cards can be submitted at the City Clerk desk inside the Chambers. You may also indicate if interpretation services will be needed during your public comment.

 **OFFICE OF THE  
CITY CLERK**  
SERVING LONG BEACH SINCE 1897

**CITY OF LONG BEACH SPEAKER CARD ON AGENDA ITEMS  
SUBMIT TO CITY CLERK PRIOR TO THE ITEM BEING READ**

Spanish interpretation required/necesita interpretación en español

Khmer interpretation required/ត្រូវការការបកស្រាយភាសាខ្មែរ

Item No(s): \_\_\_\_\_

Name (Optional): \_\_\_\_\_

**NOTE:** This is a public document subject to posting on the City's website.



Scan above for more information on the City Council Order of Business.

**Items On the Agenda:** For agenda items, the cutoff time to submit a Speaker Card is once the City Clerk has read the item. There is no limit to how many people can speak. If less than 10 speakers sign up for the item, each speaker will receive 3 minutes to speak. If 10 or more speakers sign up, the time is limited to 90 seconds.

**Items Not On The Agenda:** At any Council meeting, the public may speak about items not on the agenda during the open public comment period. Near the beginning of each meeting, the City of Long Beach provides an opportunity to 10 members of the public to speak on non-agenda items in the beginning of the meeting, and the remaining people who want to speak on non-agenda items will have the opportunity to speak at the end of the meeting. Starting 15 minutes prior to the scheduled start of the meeting, the City Clerk will hand out 10 speaker cards for the first 10 speakers and these cards must be submitted before the scheduled start of

the meeting. The 10 speakers will get 3 minutes to speak each. The speakers towards the end of the meeting will also get 3 minutes to speak.

### ***Tips for Public Comment***

Please speak into the microphone at the podium to allow for the best sound volume. If necessary, the podium can be raised or lowered using the arrow button on the right-hand side. If you intend to distribute handouts please make sure to bring at least 14 copies.

**When to go speak:** The Mayor will typically ask for Public Comment after the item is read by the City Clerk. If you have submitted a Speaker Card to the City Clerk, the Mayor will call your name when it is your turn to queue up.

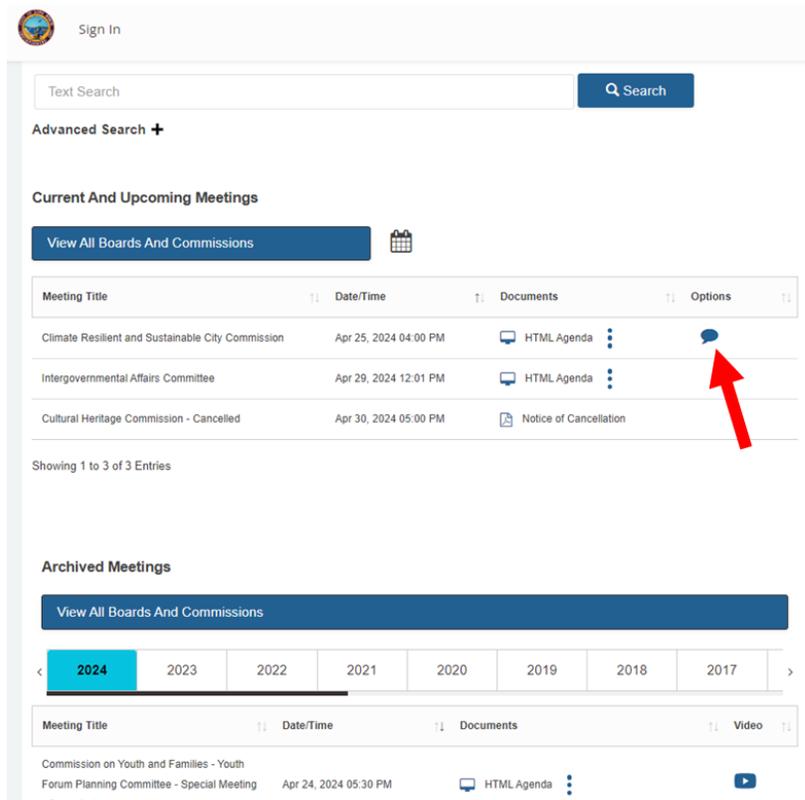
**Interpretation Services:** If oral language interpretation for non-English speaking persons is desired or if a special accommodation is desired pursuant to the Americans with Disabilities Act, please make your request by phone to the Office of the City Clerk at (562) 570-6101, 72 business hours prior to the City Council meeting. Spanish translation services are provided at every Council meeting, and audio headsets can be found at the translation table located at the back of the Chamber.

### **Submitting Written Public Comment for a Council Meeting**

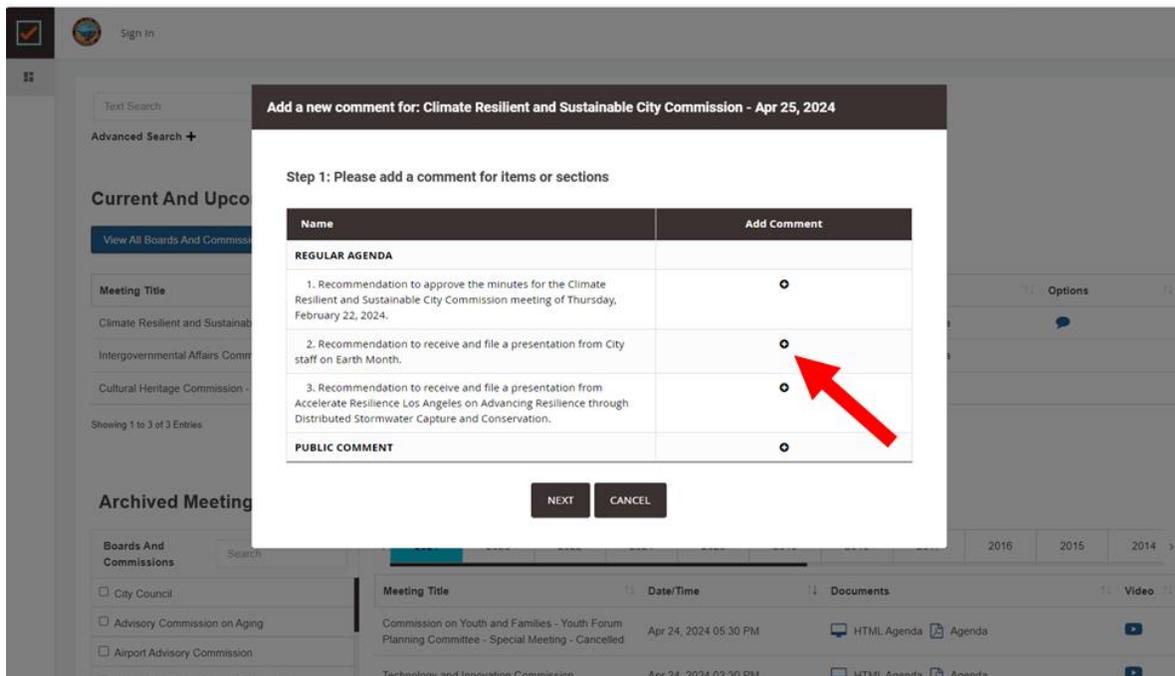
The comment period for each regular meeting agenda will begin once the agenda is posted. The comment period will close one hour before the regular 5:00 p.m. starting time of the following Tuesday meeting, however, you may still email a comment to the City Clerk via the [cityclerk@longbeach.gov](mailto:cityclerk@longbeach.gov) address. Although eComments and emails will be distributed electronically to the City Council at the beginning of the regular Council meeting, or shortly thereafter depending on the volume of comments received, eComment users should not expect responses to their comments.

Please see the instructions below. You may also watch the instructional video here: [Online Public Comment \(longbeach.gov\)](#).

To submit an eComment, access the City's [OneMeeting portal here](#) and select the "Thought Bubble" for the appropriate meeting.



Select the desired item and follow its instructions to submit the eComment.



## **Emailing Written Public Comment for a Council Meeting**

Written public comments can be submitted via email to the City Clerk at [CityClerk@longbeach.gov](mailto:CityClerk@longbeach.gov). Please include the item number and topic in the subject line of the email.

### ***Tips for Written Public Comment***

Written public comments may be submitted by anyone with access to the internet allowing for widespread participation. Because of this, it is more powerful for commentators to provide their personal experience or thoughts avoiding scripted “form letters” or petitions.

## **Watching a Meeting Online**

The City Council meetings may be watched online through [OneMeeting](#) and YouTube. To watch City Council meetings via [OneMeeting](#), please find the desired meeting and click on the “play” icon (pictured below). The meeting must be currently happening or happened previously for this link to be available.

The screenshot displays the 'Current And Upcoming Meetings' section of the City of Long Beach website. It features a search bar at the top and a table of meetings. A red arrow points to a play icon in the 'Options' column for the 'Climate Resilient and Sustainable City Commission' meeting. Below this, the 'Archived Meetings' section is visible, with a year selector set to 2024. A second red arrow points to a play icon in the 'Video' column for the 'Commission on Youth and Families - Youth Forum Planning Committee - Special Meeting - Cancelled' entry.

Meeting Title	Date/Time	Documents	Options
Climate Resilient and Sustainable City Commission	Apr 25, 2024 04:00 PM	HTML Agenda, Agenda	Options (with play icon)
Intergovernmental Affairs Committee	Apr 29, 2024 12:01 PM	HTML Agenda, Agenda	Options
Cultural Heritage Commission - Cancelled	Apr 30, 2024 05:00 PM	Notice of Cancellation	Options

Meeting Title	Date/Time	Documents	Video
Commission on Youth and Families - Youth Forum Planning Committee - Special Meeting - Cancelled	Apr 24, 2024 05:30 PM	HTML Agenda, Agenda	Video (with play icon)
Technology and Innovation Commission	Apr 24, 2024 03:30 PM	HTML Agenda, Agenda	Video
Civil Service Commission	Apr 24, 2024 09:00 AM	HTML Agenda, Agenda	Video
Civil Service Commission - Special Meeting	Apr 24, 2024 08:30 AM	HTML Agenda, Agenda	Video
City Council - Revised	Apr 23, 2024 05:00 PM	HTML Agenda, Agenda	Video

To watch a City Council meeting via YouTube, please visit this link: [City of Long Beach City Council Meetings](#).

You can also view Council Meetings on LBTV Spectrum cable channel 3, Frontier cable channel 21, AT&T U-verse channel 99, or streaming live online at [LBTV3.com](http://LBTV3.com)