

## CITY OF YUBA CITY

**Public Communication – Special Virtual Meeting Procedures**

Members of the public may address the City Council on items of interest that are within the City's jurisdiction. Due to the Coronavirus, special procedures will apply. Only email comments are anticipated to be available. Individuals addressing general comments are encouraged to limit their statements.

**Procedure**

Email the City Clerk at [cityclerk@yubacity.net](mailto:cityclerk@yubacity.net) any time before the meeting but no later than the close of the specific agenda item or before the close of the public hearing. The comments will be read aloud by the City Clerk. When a matter is announced, the City Clerk will provide your comments to the Mayor. Comment should begin by providing your name and place of residence. A three minute limit is requested when addressing Council.

- For Items on the Agenda

Public comments on items on the agenda are taken during Council's consideration of each agenda item during the public comment portion. If you wish to comment on any item appearing on the agenda, please note the number of the agenda item about which you wish to comment.

- Items not listed on the Agenda

Public comments on items not listed on the agenda will be considered at this time. Members of the public submitting written requests at least 24 hours prior to the meeting will normally be allotted 5 minutes to comment. In addition to written comments, the public is welcome to submit a video presentation in electronic format to be played during public comment or during the hearing item. Due to COVID-19 staffing limitations, formatting, and video streaming related issues, presentations must be submitted to the City Clerk no later than 5:00 p.m. the day before the meeting to ensure the presentation is available for streaming at the time the Agenda item is called. Presentations submitted after 5:00 p.m. the day before the meeting may not be available to be streamed at the meeting.

**Request for additional time to address Council**

Members of the public submitting written requests at least 24 hours prior to the meeting will normally be allotted 5 minutes to speak.

**Procedure**

When requesting to comment, please indicate your name and the topic and mail to:

City of Yuba City  
Attn: City Clerk  
1201 Civic Center Blvd  
Yuba City CA 95993

Or email to:

Patricia Buckland, City Clerk

[cityclerk@yubacity.net](mailto:cityclerk@yubacity.net)