TORRANCECA CITY COUNCIL MEETING

**Public Telephone Call-In-Line**

**Instructions for Operators**

Official Call-in line is 310-618-2404 and the main email is [TorranceCAMeetingPublicComment@gmail.com](mailto:TorranceCAMeetingPublicComment@gmail.com)

“We are currently accepting comments on Agenda Items, please call back later to provide a comment during the Oral Communication period.”

Oral Comment

Item Comment

“Torrance City Council Meeting Public Comment Line, which item do you wish to comment on?”

“Thank you, may I please have your first and last name?”

Operator receives a call

“Thank you. You will hear the meeting but be muted until you are called on to speak. By speaking, you are agreeing to have your call recorded.

When the operator calls you by name, please begin speaking. You will have three minutes, then the call will be disconnected automatically.

Speak directly into the phone. Do not use Bluetooth or speaker devices. There is a delay between the call and the broadcast, so please turn off the volume on your TV or other viewing device.

Press “Meeting” shortcut button.

Wait for it to answer.

Enter code: \_\_\_#

Wait until you hear the Precursor say, “Please hold while we check your code,” then hang up.

**ITEM # FIRST/LAST NAME**