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## City of Sebastopol

### INSTRUCTIONS FOR CITY COUNCIL VIDEO AND TELECONFERENCE MEETING OF March 1, 2022

The City Council special and regular meeting will be held via teleconference pursuant to AB 361.

City Council is inviting you to a scheduled Zoom meeting.

**Topic: City Council Meeting - March 1, 2022**  
**Time: Mar 1, 2022 06:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/85212309825?pwd=QUw0WTlvRjFoZEQ1cVg3aUFHb2hKQT09>

Meeting ID: 852 1230 9825

Passcode: 303119

One tap mobile

+16699006833,,85212309825#,,,,\*303119# US (San Jose)

+13462487799,,85212309825#,,,,\*303119# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

Meeting ID: 852 1230 9825

Passcode: 303119

Find your local number: <https://us02web.zoom.us/j/85212309825>

Please Note: The City of Sebastopol has scheduled a Zoom Meeting (A video communications technology platform for video and audio conferencing).

In order to minimize the spread of the COVID-19 virus, the City of Sebastopol is providing multiple alternatives to viewing Council meetings and providing comments on items on the agenda. These alternatives allow the City Council to conduct City Meetings via teleconference pursuant to AB 361. Options for observing the meeting and participating in public comment are listed below. Closed Session items are not open to the public but prior to adjournment into Closed Session, the public may speak up to 3 minutes on items to be addressed in Closed Session.

**IMPORTANT NOTICE TO PARTICIPANTS:** If you are logged onto zoom whether by computer or phone, your information (such as name or phone number) is shown publicly as a participant. If you do not wish to have this information public, please submit written comments as the City does not yet have the capability to hide names and/or phone numbers in zoom.

### **PARTICIPATING IN CITY COUNCIL MEETINGS IN CONFORMANCE WITH SOCIAL DISTANCING REQUIREMENTS**

The City Council special and regular meeting will be held via teleconference pursuant to AB 361. Options for observing the meeting and participating in public comment are attached.

## **CORONAVIRUS DISEASE (COVID-19) ADVISORY**

To protect our constituents, City officials and City staff, the City requests all members of the public to follow the California Department of Health Services' guidance and the County of Sonoma's Public Health Officer Order for the Control of COVID-19 restricting group events and gatherings and maintaining social distancing.

In order to minimize the spread of the COVID-19 virus, the City of Sebastopol is providing multiple alternatives to viewing Council meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements pursuant to AB 361.

## **VIEWING MEETINGS ONLINE**

For this meeting, the City of Sebastopol will be utilizing the Program ZOOM which allows for audio and visual participation. However, Closed Session items are not open to the public but prior to adjournment into Closed Session, the public may speak up to 3 minutes on items to be addressed in Closed Session.

## **VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING**

The City of Sebastopol is now offering the ability to view and participate in Council meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

### ***How do I join the City of Sebastopol City Council meeting via Zoom Video Conferencing?***

Please visit <https://zoom.us> and either sign-up for a free Zoom account or continue as a guest. Once you have downloaded the app on your smart phone, joined from your web browser, or downloaded the Zoom software on your computer you will be ready for the Council meeting .

If you have previously signed up for Zoom, you can enter the meeting ID to join the meeting.

### ***I do not have a computer or smart phone; can I still use Zoom?***

If you don't have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone, by calling 1-669- 900- 6833 and entering meeting ID.

### ***Public Comment While Attending Council Meeting Through Zoom Virtual Platform?***

The Mayor will request public comment during the Public Comment periods on the agenda (Consent Calendar, Informational Items, Public Hearing (if any) and Regular Calendar Item(s). Once the Mayor has announced the public comment period, please do one of the following.

#### **USING A COMPUTER OR SMART PHONE:**

- Click on the "Raise Hand" feature in the webinar controls. This will notify Meeting Host that you have raised your hand.
- Meeting Host will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted and then you will have three minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

#### **USING A REGULAR PHONE:**

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- Dial \*9 (star 9), this will notify the Meeting Host that you have “raised your hand” for public comment.
- Meeting Host will unmute your microphone when it is your turn to provide public comment.
- \*6 - Toggle mute/unmute.
- You will hear “you are unmuted” and then you will have three minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

*I don't want to provide public comment live; can I provide my public comment for the record another way?*

Of course! Please submit all public comments via email for inclusion into the public record.

You may also leave a voice mail that will be made a part of the public record (but will not be read into the record). Please call 707-823-1153 to leave a message (by recording or comments provided verbally to City staff). If recorded, your voice mail will be transcribed by the city and provided to the City Clerk as a public record but will not be read into the minutes at the City Council meeting. Comments should be received by 4:00 pm of the meeting date.

*I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?*

Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting: <https://support.zoom.us/hc/en-us/categories/201146643>

## **ATTENDING MEETINGS IN PERSON**

Consistent with AB 361, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. Remote public participation is allowed using the ZOOM program.

*Anyone using abusive, vulgar, offensive, threatening, or harassing language, personal attacks of any kind or offensive terms that target specific individuals or groups will be muted and removed from the meeting.*

*Please Note If the Council Meeting is zoom bombed or disrupted, the City will end the meeting and immediately try to restart it. In the event of a disruption in the broadcast of the meeting or a disruption within the local agency's control that prevents members of the public from offering public comments via a call-in or internet-based service option, the legislative body shall take no further action until public access via call-in or internet-based service is restored. If there is a power outage during the meeting, the meeting is considered ended and all remaining items will be continued to the next agenda. if any of our Council Members lose power at their homes and we lose a quorum, the meeting is considered ended and all remaining items will be continued to the next agenda.*