Public Input and Viewing for Urbana City Council, Committee of the Whole, and some Boards and Commissions

Anyone can watch the meeting on streaming services, UPTV, or attend virtually via Zoom. The Zoom session will be recorded as part of the record. We will not be monitoring or using the Chat window for meetings. The Zoom meeting information is listed on the agenda.

Additional Instructions may be provided by the Chair.

Providing Public Input

Providing Public Input by e-mail:

We ask that if you possibly can, submit your public comments by email by the start of the meeting to the email address listed on the agenda. These will be read per city council rules and time limits*. Email must be received by the start of public input at the meeting and will only be taken during the public input portion of the agenda.

Providing Public Input from a computer browser or the Zoom app on a mobile device:

· The link to join by computer is listed on the agenda.

· You do not need to install software on a computer to use Zoom. You can click "Join from your browser." It appears Zoom prefers for users to download and install their meeting client software on your computer. Choose the option you are comfortable with and note, these may be browser specific. There is a Zoom app for smartphones.

· Make sure you have a microphone on your computer if you wish to speak. Please identify yourself with first and last name in Zoom for the record if you wish to speak*. FCC Guidelines will be followed.

· Please turn-off any sound from other sources such as UPTV or cable, as there will be a lag in the audio if you are also watching the meeting. You should see the meeting video stream through Zoom, see the staff presentation slides, and hear people talking.

· We will be muting participants except during public input, when they will be recognized to speak after raising their hand (see the next bullet point). Video will remain off for all members of the public, even while they are speaking.

· Per council rules you must identify yourself to provide public input with your first and last name*. During Public Input, if you wish to speak, please "Raise your hand" using the option as shown in the Participant window (if using the Phone App, this option is shown by touching your name). When called on by the chair or host, you will be un-muted and you should state your name for the record per city code*.

You can find tutorials and help information here: https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-

Providing Public Input by phone:

· Please turn-off the sound from watching the meeting on the TV or streaming service, as there will be a lag in the audio. Join by calling the phone number shown in the agenda. · Callers will then be asked to enter the Meeting ID number followed by the # key. The Meeting ID number is listed on the agenda.

· All callers are muted by default.

· If you wish to speak, please "Raise your hand" **by pressing *9 once** - this toggles the raise/lower hand option. When called on by the chair or host by your phone number, you will be un-muted and you should state your name for the record per city code*. When you are done, the host will "lower your hand" and mute you - there is no need to press any more buttons.

As a reminder, public input can be received and is encouraged before the meeting via email as listed above. The video recording will be available on UPTV's YouTube channel and via the Meetings Calendar on the city's website, usually by the following day at noon.

This is a work in progress, a learning situation for all involved, so we ask for your patience as we move forward. We are unable to provide computer and technical assistance and will move forward during the meeting as necessary. Thank you for your understanding in this difficult situation.

Two websites with some additional tips and tricks:

https://www.groovehq.com/blog/zoom-tips-and-tricks

https://www.colorado.edu/ocg/ocg-staff-resources/meeting-resources/zoom-meeting-tips-tricks

* Public Meetings **-** Ordinances No. 2011-05-033 & 2019-08-051, ILCS 120/2.06(g)