

Pursuant to the Governor's Executive Order N-29-20, all members of the City Council as well as the City Manager, City Attorney and City Clerk will join the meeting via phone/video conference and no teleconference locations are required.

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the i) Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020 and revised on March 31, 2020, ii) the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and iii) the CDC's social distancing guidelines which discourage large public gatherings, the regular meeting location will not be open to the public during this time and will be held via Zoom.

The following guidelines were prepared to help assist members of the public to participate in the City Council meeting via Zoom.

TO OBSERVE

There are four ways to observe the City Council meeting remotely

1. **San Bruno Channel 1** - The public may view the televised video conference on San Bruno Channel 1.
2. **YouTube** - To observe the meeting online from the City's Agenda Meeting Calendar, at the noticed meeting time, please click on <https://www.youtube.com/cityofsanbruno>.
3. **Zoom** - To observe the meeting by video conference, please click on the meeting link detailed on the first page of the meeting agenda. Each meeting will have a unique meeting link, so it is recommended that viewers check each meeting for the unique link for that meeting. Instructions how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> -Joining-a-Meeting, and in the FAQs below.
4. **Personal Phone** - To listen to the meeting by phone, please call the given numbers for noticed meeting time: Dial (1-669-900-9128). The Webinar ID and Webinar Password will be a unique code detailed on the first page of each meeting agenda. Callers are advised to check each meeting agenda for that meeting's ID and Password. Detailed instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

TO COMMENT OR PARTICIPATE

Due to the suspension of certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means, public comments will be taken several times during the meeting. Public Comment will be invited for the Consent Calendar, each item under Conduct of Business, Public Hearing or Study Session. Public Comments for items not on the agenda will be taken under "Public Comment Not on the Agenda" at the beginning of the meeting. There are three ways to submit a public comment within the time allotted for public comment on an

eligible Agenda item. The standard time is 3 minutes per speaker, but this time is subject to change depending on the number of speakers per item.

1. **Email (*preferred*)** - Members of the public may participate by providing written comments by email to the City Clerk, Melissa Thurman, at mthurman@sanbruno.ca.gov, or councilsb@sanbruno.ca.gov prior to the meeting. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not listed on the agenda or is a Consent Calendar item. The length of the emailed comment should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Staff will make every effort to read emails received by 5:00 p.m. the day of the meeting, but cannot guarantee emails received after that time will be read into the record during the meeting, although any emails received after this deadline will be kept with the agenda packet in the administrative file.
2. **Zoom** - To comment by Zoom conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. During your turn you will be unmuted and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
3. **Zoom Telephone Line** - To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing *9 (star 9) to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

Frequently Asked Questions to use Zoom

How do I access Zoom?

You may access Zoom via mobile device (e.g., smart phone), computer, or telephone.

Computer or Mobile Device: Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the Download Center at <https://zoom.us/download>. Alternately, you can click the “join” a meeting link and you will be prompted to download and install Zoom. Zoom can also be used on your computer as a browser-based platform without installing the software.

Telephone: If you are joining via telephone, you will need the teleconferencing number provided in the meeting invite as indicated above. Please choose the number for your location or one that is the closest to your location. If you are calling into the meeting using

a traditional phone, please note that you will not be able to view the meeting, unless watching the meeting via the YouTube or Channel 1 livestream.

Where do I find the Zoom meeting invite?

A link to the agenda and agenda packet for the meeting date can found on the City of San Bruno City Council website at <http://sanbruno.ca.gov/councilmeetings>. For future meetings held during the time of the Shelter-In-Place Order, the Zoom meeting invite will be included on the first page of the agenda. A meeting invite is specific to the meeting date and cannot be reused. Participants are advised to check each meeting agenda for that meeting's unique meeting link and Webinar ID number.

How do I Join the meeting? What is a meeting ID?

Each meeting date will have a unique 9, 10, or 11-digit number called a Webinar ID that will be required to join a Zoom meeting. This number will be indicated in the meeting invite. Enter the Webinar ID into the Zoom App or click on the link for "Join Zoom Meeting". Please enter the Webinar ID from the meeting invite when prompted.

How do I participate in the meeting?

Opportunities for the public to speak include "Public Comment on Items Not on Agenda" and a separate public comment session for each item on the Agenda under items not on the Consent Calendar. Please review the Agenda to identify which item you wish to speak on. As noted above, correspondence may also be forwarded via email to the City Clerk by 5:00 p.m. prior to the meeting and will be read into the record at the beginning of the public comment period.

When the item you wish to make a comment on is announced, please press *9 (star 9) on your telephone to "raise your hand". When it is your turn to speak, you will be identified by the last 3 digits of the phone number you are calling from and you will be permitted to speak. The standard time is 3 minutes per speaker, but this time is subject to change depending on the number of speakers per item. At the end of your allotted time, you will be muted from speaking further. The City Council is not permitted to address your comments during the meeting, but the Mayor may direct staff to respond at a later time regarding your questions or comments.

Computer or Mobile Device: Once in the meeting, public speakers will be placed on "mute" until the oral communications and public comment sessions are opened by the Chair, as described below. To speak, please "raise your hand" in the Zoom app (not available from traditional phones). Once called upon by the Chair, speakers will be unmuted. Please note that video feed for members of the public will be disabled, and chat forums/message boards will be disabled for everyone.

Telephone: Those calling into the meeting from a traditional phone and "raise their hand" by pressing *9 (star 9) if they wish to join the queue of speakers. In addition, your phone number can be blocked by dialing *67 (star 67) prior to the phone number used to join the meeting. The host will automatically mute all callers and will unmute only during Public Comment per speaker. The City Clerk will identify telephone callers by the last 3 digits of

the number they are calling from and will unmute accordingly. Participants will be called upon in the order their hands are raised and will speak one at a time. Once called upon, first, please state your name, and your comment. Speakers will receive 3 minutes to address the City Council, although this time limit is subject to change depending on the number of speakers per item. *Note: Your phone number may display in full if you fail to dial *67 (star 67) upon calling the meeting line.*