CITY OF PORTLAND, MI
CITY COUNCIL

PUBLIC NOTICE FOR VIRTUAL MEETING VIA "ZOOM"
SCHEDULED FOR
7:00 P.M. ON MONDAY, APRIL 6, 2020

To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to City of Portland residents; the City of Portland boards and commissions are conducting all essential meetings by video teleconference with no physical public access at the usual meeting location in accordance with public health gathering crowd size limitations, social distancing recommendations and Michigan Governor's Executive Order 2020-21. It is the intention of the City to be in compliance with EO 2020-21, EO 2020-15 and also the Open Meetings Act in order to promote government accountability and fostering openness in government to enhance responsible decision-making.

The **Portland City Council meeting** will be held via "Zoom" online meeting platform. City Hall is closed to the public. The meeting is open remotely to the public to follow along and participate during the public portion of the meeting. Access the electronic meeting in one of the following three ways:
1. To attend the meeting from your computer browser or tablet, please use the following URL:
   o **https://zoom.us/j/456214393**
2. To attend the meeting by phone:
   o Call: (312) 626-6799
      ▪ Use webinar ID: **456 214 393**
3. To attend the meeting via Zoom mobile app use meeting ID:
   o **456 214 393**

Public comments or questions may be submitted to the City Manager by email at any time prior to the meeting at citymanager@portland-michigan.org or to the City Clerk at cityclerk@portland-michigan.org. Comments and questions submitted will be read aloud during the public comment portion of the meeting. Email addresses in order to contact councilmembers can be found at https://www.portland-michigan.org/190/Mayor-City-Council.

ELECTRONIC COUNCIL MEETING PARTICIPATION

- To help meeting flow and organization, all public comment will be taken at the beginning of the meeting as outlined on the agenda.
    o Video conferencing audience: To make a comment, use the "raise your hand" feature or state your name and express your interest when called upon to do so.
    o Phone-in audience: To make a public comment, state your name and express your interest when called upon to do so.
- The Zoom meeting has a chat feature. Chat is considered unofficial comment—it will not be reviewed by City Council, nor will it be entered into official minutes.

As required by the Americans with Disabilities Act of 1990, access to all programs, services and activities provided by the City of Portland are available to individuals with disabilities with 48 hours' notice. Individuals who believe they are in need of an accommodation should contact the Portland City Clerk's Office by emailing cityclerk@portland-michigan.org.

City of Portland – Virtual City Council Meeting Instructions

Virtual City Council Meeting Roles

Portland City Council will be using the Zoom Webinars platform to host virtual meetings. The following outlines the roles using Zoom Webinar terminology.

- **Host:** The user who scheduled the meeting, and has controls over participants' speaking and presenting capabilities, starting/stopping of recording, and starting/stopping the meeting.
  - This role is reserved for the City Clerk or other designated user.

- **Co-Host:** Same controls as host. Must be made Co-Host by the Host.
  - Who gets advanced to a Co-Host to a Council Meeting?
    - The City Manager and/or other designated user will be advanced to Co-Host by the Host (City Clerk).

- **Attendees:** When you join a Zoom meeting hosted by another user, you are considered an attendee – all attendees will be muted upon entry. We ask that attendees mute their phones or mute their Zoom profiles to help decrease the amount of background noise that interrupts the meeting.
  - Attendees include: City Council Members, staff, members of the public.

Participating in a Virtual Board Meeting

- **Entering the Meeting**
  - The below link, phone number, webinar ID and meeting ID number will be the same for each virtual **CITY COUNCIL MEETING**. The meeting is open remotely to the public to follow along and participate during the public portion of the meeting. Access the electronic meeting in one of the following three ways:

    1. To attend the meeting from your computer browser or tablet, please use the following URL:
       - **https://zoom.us/j/456214393**
    2. To attend the meeting by phone:
       - Call: (312) 626-6799
         - Use webinar ID: **456 214 393**
    3. To attend the meeting via Zoom mobile app use meeting ID:
       - **456 214 393**

- **Speaking or making a comment as a Council Member:**
  - Use the 'Raise Hand' function. Mouse over the Zoom screen to see the control panel and click 'Raise Hand' (see image below for location) OR
  - State your name and ask to comment – this will ensure clarity on who is speaking for the record, minutes, and any attendees who are calling in via phone.
- **Public Comment:**
  - When it comes time for Public Comment, the Mayor will ask if there are any citizens to be heard at the beginning of the meeting and at the end as outlined on the agenda. Public attendee can state their name to speak or If the attendee is muted, the Clerk or Co-host will unmute the speaker. They will now have the opportunity to speak. The individual will have to 'Raise Hand' again if they wish to comment on a later item.

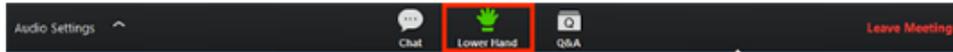# How to raise and lower your hand in Zoom

⊞ Windows | 🍎 Mac

1. Click **Raise Hand** in the Webinar Controls.

2. The host will be notified that you've raised your hand.

3. Click **Lower Hand** to lower it if needed.

Note:

- **Windows**: You can also use the **Alt+Y** keyboard shortcut to raise or lower your hand.
- **Mac**: You can also use the **Option+Y** keyboard shortcut to raise or lower your hand.

1. Tap **Raise Hand**.

3. Tap **Lower Hand** to lower it if needed.

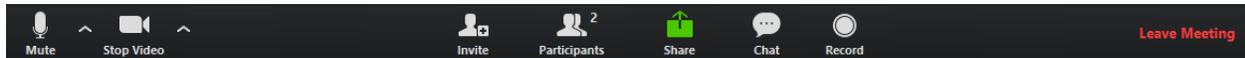2. The host will be notified that you've raised your hand.

Attendee Controls Overview

Prerequisites
- Zoom desktop client for Mac, PC, or Linux
- Zoom mobile app for iOS or Android

If you join by Windows | Mac

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.

Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone. – PLEASE KEEP MUTED UNLESS YOU NEED TO SPEAK – THIS HELPS TREMENDOUSLY WITH BACKGROUND NOISE.
Audio Controls (click the **^** arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.
- Windows: **Alt** + **A**
- Mac: **Shift** + **Command** + **A**

Start Video / Stop Video: Turns your camera on or off.
Video Controls (click the **^** arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

Invite: Invite others to join your meeting. Learn more.

Participants: See who's currently in the meeting. The Participants list also gives you access to these options:
- **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.

Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. Learn more.

Chat: Access the chat window to chat with the participants. Learn more.

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. Learn more. **Note:** The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

If you join by **Web**

The attendee controls appear at the bottom of your screen.
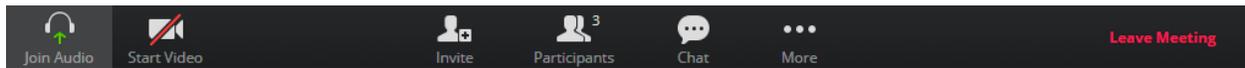
Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

Start Video / Stop Video: Turns your camera on or off.

Invite: Invite others to join your meeting. Learn more.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- **Rename**: Hover over your name to change it as it's displayed to other participants.

Chat: Access the chat window to chat with the participants. Learn more.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

If you join by **Android**

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.

Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. Learn more.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:
- Tap your name if you want to rename yourself.
- **Chats**: Chat with other participants. Learn more.
- **Invite**: Invite others to join your meeting. Learn more.

More: Non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, the hand icon places the raise hand icon beside your name and simulates a hand raise.

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.

Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. Learn more.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:
- Tap your name if you want to rename yourself.
- **Chats**: Chat with other participants. Learn more.
- **Invite**: Invite others to join your meeting. Learn more.

More: View non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.