

## REMOTE PUBLIC ACCESS & PARTICIPATION AT COUNCIL MEETING OF November 10, 2020

Despite the current public health emergency, the Loma Linda City Council will continue conducting official meetings to ensure City government continues to function and adapt to ever-changing challenges. However, to comply with the Governor's [Executive Order N-33-20](#) requiring residents to stay at home, and to ensure the public's health by avoiding gatherings and practicing safe social distancing, the City will provide ways for the public to easily view and participate in City Council meetings from their homes.

The public will not be permitted to physically attend the November, 10 2020 City Council meeting.

TO VIEW ONLY LIVE MEETING: <https://www.youtube.com/channel/UCSOe1mP-1lw9W8ZeX3CUS0Q>

- Click **LIVE NOW**

TO PARTICIPATE REMOTELY: See Remote Public Access to Live Meetings below.

Public Comments may be submitted via email to [ask@lomalinda-ca.gov](mailto:ask@lomalinda-ca.gov); are limited to 250 words and may be submitted until 5:30 p.m. the day of the meeting.

To streamline public participation during the meeting, only those who wish to provide comments or speak at the meeting should use the Zoom access and are requested to notify the City Clerk in advance at least one hour prior to the meeting. Please review the below information for complete instructions.

### VIEW OR DOWNLOAD MEETING AGENDAS

Agendas for all meetings can be accessed on the page for Meetings, Agendas, and Minutes using any of the following methods:

- By [clicking here](#) if viewing this information online.
- By entering the web address [www.lomalinda-ca.gov](http://www.lomalinda-ca.gov) and clicking the title that says "City Council Agenda and Information"

### REMOTE PUBLIC ACCESS TO LIVE MEETINGS

The public may view or listen only to Loma Linda City Council meetings via live streaming through the City's YouTube channel at <https://www.youtube.com/channel/UCSOe1mP-1lw9W8ZeX3CUS0Q>

The public may comment during the public comment portion of the meeting or on a particular agenda item via Zoom's virtual meeting platform.

- Computer or smart device via ZOOM meeting platform: You may join via ZOOM with a computer or via an app using a smart device (Android phone, iPhone, iPad, tablet, etc.). Participants using a computer or smart device will be able to see visual presentations provided during the meeting, if any.
  - Computer: Visit the ZOOM website at <http://www.zoom.us> and click "JOIN A MEETING" located at the top right corner of the page. Enter the "Meeting ID"

number provided on the meeting's agenda and you will be prompted to register with your name and your email address.

- Note: If you do not have speakers or a microphone and will be using a phone to listen to and/or speak during the meeting, you will also use the call-in number and, when prompted on the phone, enter the "Meeting ID" number provided when you entered the meeting on the computer.
- Smart Device: Download the "ZOOM Cloud Meetings" app in Google Play (Android devices) or the App Store (Apple devices). This method should not require a separate phone for listening and speaking capabilities. When you start the app, you will need to enter the "Meeting ID" provided on the meeting's agenda, then you will be prompted to register with your name and email address.
- Telephone Only: Interested parties can call using a cell phone or landline telephone to listen to and participate in meetings live over the phone at the scheduled meeting times. Call the "Call-In Number" and enter the "Meeting ID" number, provided below. If asked for a Participant ID number, press #.

***All callers and ZOOM users will be placed on mute by default and for the duration of the meeting, until called on for comment. Please mute yourself during the meeting until the Mayor requests comments from those who wish to speak.***

***Remote Meeting Access information for public participation at the September 8, 2020 City Council meeting:***

- a) Go to <https://us02web.zoom.us/j/8616208259>
  - b) Or call 1(408) 638-0968
- Input Meeting ID: 861 620 8259.** No participant ID is necessary. Dial the # key as prompted.

## **REMOTE PUBLIC PARTICIPATION**

**VERBAL COMMENTS** - Provide comments verbally during the meeting over the phone or using the ZOOM meeting platform.

ZOOM participants may use the "raise hand" function to indicate they wish to speak, and those participants will be unmuted by the Meeting Host to speak. The Meeting Host will then unmute all telephone participants and ask if anyone else wishes to speak. At this time, those who wish to speak may unmute themselves to be heard. If you're unable to locate the "raise hand" button, use the meeting's "chat" function to inform the moderator you wish to speak.

**WRITTEN COMMENTS** - Submit written comments via e-mail to [ask@lomalinda-ca.gov](mailto:ask@lomalinda-ca.gov), or send your comments to the City Clerk via U.S. Mail. *Any information, including email addresses, submitted to the City via the public comment email system may become subject to disclosure under the Public Records Act.*

All written comments must be received via email, or mail by 5:30 p.m. the day of the meeting. Written comments and testimony for the public comment portion of the meeting will be read aloud by the City Clerk during the meeting at the appropriate time. Comments on specific agenda items will be printed and provided to your City Council Members prior to the start of the meeting. The regular meeting begins at 7:00 p.m.

Those who wish to submit written comments may send their comments and testimony of up to **250 words per item** to the Loma Linda City Clerk via email to [ask@lomalinda-ca.gov](mailto:ask@lomalinda-ca.gov) or via U.S. Mail. If sending using email or U.S. Mail, please include with your comments your name, the date and time of the meeting, and the general subject(s) and/or the agenda item(s) you are addressing.

Comments may be submitted in writing via U.S. Mail to:

City of Loma Linda  
Attn: City Clerk  
Re: Public Comment  
25541 Barton Road  
Loma Linda, Ca 92354

The City of Loma Linda cannot be held responsible for U.S. Mail that does not arrive on time prior to the subject meeting.

### **NEED HELP?**

If you have any questions or need further assistance to participate in this meeting, please call the City Clerk at (909) 799-2819 during business hours (Monday through Thursday, 7:00 a.m. to 5:30 p.m.).