## COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS PROGRAM (CDBG-CV)
## CORONAVIRUS AID, RELIEF, & ECONOMIC SECURITY ACT (CARES ACT)

## VIRTUAL MEETINGS, PUBLIC HEARINGS, & PUBLIC COMMENTS
# — INSTRUCTIONS —

To comply with limited group-size and social distancing requirements, all remaining 2020 HUD Entitlement Program Action Plan and Community Development Block Grant Coronavirus Program (CDBG-CV) meetings and Public Hearings will be conducted remotely, using the online video conferencing service provider: Zoom. Funding applicants and members of the public can join Virtual Meetings and Public Hearings by computer, smartphone, or similar device. Applicants and members of the public will need to download the Zoom software application and will have the option to register for a free Zoom account (but registering is not required to attend). Members of the public who prefer to submit comments in writing should e-mail them to: amendizabal@cityofithaca.org or cpyott@cityofithaca.org, *before* the close of the Public Comment period.

**Zoom Overview**
Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom offers video, audio, and a wireless screen-sharing across Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems. Zoom is mobile-friendly with mobile apps for both iOS and Android, allowing you to connect from anywhere with an internet connection. To register for a free Zoom account and download the meeting software, go to: https://zoom.us/download#client_4meeting.

**Live-Streamed Public Hearings**
Official Public Hearings will be live-streamed on the City of Ithaca Public Meetings YouTube Channel, at the following link: https://www.youtube.com/channel/UC7RtJN1P_RFaFW2IVCnTrDg. Alternatively, you can use an internet search engine and search for "City of Ithaca YouTube;" or go to www.youtube.com and search for "City of Ithaca Public Meetings." Refer to the schedule at the link pasted below for the schedule of meetings.

## 2020 CDBG-CV Funding Schedule

http://www.cityofithaca.org/DocumentCenter/View/11370/2020-City-of-IthacaIURA-CDBG-CV-Funding-Schedule-for-Proposed-COVID-Specific-Activities

# PUBLIC COMMENT INSTRUCTIONS

For scheduled Public Hearings, you can submit either a WRITTEN Public Comment, or provide your Public Comment VERBALLY during the virtual meeting.

**1. WRITTEN PUBLIC COMMENTS FOR PUBLIC HEARINGS**
Please take note of the following three slightly different processes for submitting written comments for either Common Council, Planning & Economic Development Committee (PEDC), or IURA Public Hearings:

**Common Council Virtual Public Hearings**
Submit written comments no later than 4:00 p.m. on the day of the meeting by using the online form at the following link: https://www.cityofithaca.org/FormCenter/Common-Council-16/Public-Comment-Form-95. Please indicate on the form which Public Hearing your comment is for. Your comment will be read into the record (and also retained on file as an official Public Comment), with a time-limit of three minutes.

Questions: Contact City Clerk Julie Conley Holcomb at (607) 274-6570 or jholcomb@cityofithaca.org before the meeting.

**IURA Virtual Public Hearings**

Submit written comments by e-mail no later than 4:00 p.m. on the day <u>before</u> the meeting to: Anisa Mendizabal, IURA Community Development Planner, amendizabal@cityofithaca.org.  Your comment will be read into the record (and also retained on file as an official Public Comment), with a time-limit of three minutes.

Questions: Contact Charles Pyott at (607) 274-6565 or cpyott@cityofithaca.org before the meeting.

**Planning & Economic Development Committee (PEDC) Virtual Public Hearings**

Submit written comments by e-mail no later than 4:00 p.m. on the day <u>of</u> the meeting to: Deborah Grunder, dgrunder@cityofithaca.org.  Please indicate in the e-mail which Public Hearing your comment is for.  Your comment will be read into the record (and also retained on file as an official Public Comment), with a time-limit of three minutes.

Questions: Contact Deborah Grunder at (607) 274-6551, dgrunder@cityofithaca.org, before the meeting.

**2. Verbal Public Comments at Public Hearings**

Please take note of the following <u>three</u> slightly different processes for submitting verbal comments for either Common Council, Planning & Economic Development Committee (PEDC), or IURA Public Hearings:

**Common Council Virtual Public Hearings**

- Go to the link provided in the Public Hearing agenda to attend by computer, smartphone, or other device.  You can also attend the meeting via telephone, by calling the number provided in the agenda and typing the Meeting ID and Password.
- After joining the Zoom meeting, you will be placed in the Waiting Room.  You will be admitted to the Zoom meeting only during the Public Hearing portion of the meeting, so please follow the meeting's progress on the YouTube channel (link on p.1), as well.  While in the Waiting Room, you will be given further instructions.  Once in the Waiting Room, you will be admitted into the meeting when it is your turn to speak.  You will be asked to leave the meeting when your three minutes have expired.

Questions: Contact City Clerk Julie Conley Holcomb at (607) 274-6570 or jholcomb@cityofithaca.org before the meeting.

**IURA Virtual Public Hearings**

- Sign up to speak by providing your name to Anisa Mendizabal, IURA Community Development Planner, amendizabal@cityofithaca.org, before the Public Hearing.
- Go to the link provided in the Public Hearing agenda to attend by computer, smartphone, or other device.  You can also attend the meeting via telephone, by calling the number provided in the agenda and typing the Meeting ID and Password.
- After joining the Zoom meeting, you will be placed in the Waiting Room.  You will be admitted to the Zoom meeting only during the Public Hearing portion of the meeting, so please follow the meeting's progress on the YouTube channel (link on p.1), as well.  While in the Waiting Room, you will be given further instructions.  Once in the Waiting Room, you will be admitted into the meeting when it is your turn to speak.  You will be asked to leave the meeting when your three minutes have expired.

Questions: Contact Charles Pyott at (607) 274-6565 or cpyott@cityofithaca.org before the meeting.

**Planning & Economic Development Committee (PEDC) Virtual Public Hearings**

- Go to the link provided in the Public Hearing agenda to attend by computer, smartphone, or other device. You can also attend the meeting via telephone, by calling the number provided in the agenda and typing the Meeting ID and Password.
- After joining the Zoom meeting, you will be placed in the Waiting Room. You will be admitted to the Zoom meeting only during the Public Hearing portion of the meeting, so please follow the meeting's progress on the YouTube channel (link on p.1), as well. While in the Waiting Room, you will be given further instructions. Once in the Waiting Room, you will be admitted into the meeting when it is your turn to speak. You will be asked to leave the meeting when your three minutes have expired.

Questions: Contact Deborah Grunder at (607) 274-6551, dgrunder@cityofithaca.org, before the meeting.

**NOTE:** The first time you join a Zoom meeting, you will be prompted to download the Zoom client (if you have not already done so previously) and will have the option to create a free Zoom account (not required to attend). After downloading, click the link provided again to join the meeting.

**CALL-IN OPTION:** If you are not able to successfully join a meeting via computer or other device, or you have trouble with your microphone or other technical difficulty, you can always simply use the *call-in number* listed on the agenda. Calling into the Public Hearing will allow you to listen to the audio portion of the meeting, and participate or comment using your phone.

<u>**STEP-BY-STEP INSTRUCTIONS FOR JOINING MEETINGS**</u>

Once you have clicked on the "Join Zoom Meeting" link, enter the Meeting ID code in the appropriate field and click "Join" button.
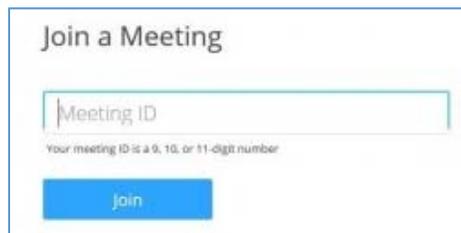


<u>**Joining from Mobile Device**</u>

If you are joining from a mobile device (e.g., Android smartphone/tablet, Apple iPhone/iPad), then it will prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

<u>**Joining from Computer**</u>

When entering a Zoom meeting for the first time from a computer, you will need to download a small application file. This process is easy to complete with all commonly used browsers. Examples below are shown using Mozilla Firefox and Google Chrome.

**Mozilla Firefox:** Click "Save File" and follow the instruction in orange box.
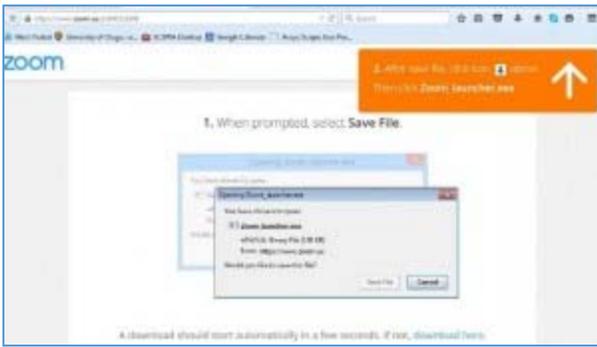
**Google Chrome:** Google Chrome should automatically download the file and point to it, as shown below.
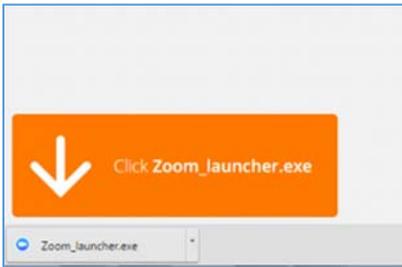


Clicking on the "Zoom_launcher.exe" file will install Zoom. There will be a short pause before a blue progress bar appears showing the installation. If an "Application Launcher" or "External Protocol Request" pop-up box appears, simply check the "Remember my choice" option box and then click "OK."
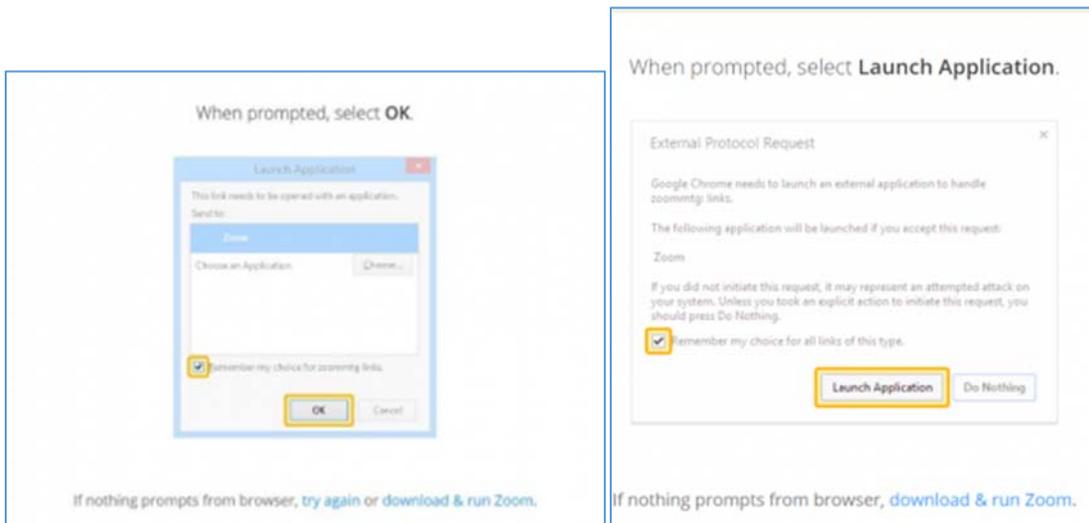


Before entering the meeting, you will be prompted to enter a display name. This name is simply to identify you in the meeting and is not connected to your username.

**Join Audio via Computer**

You will then be prompted *how* you wish to listen to the audio portion of the meeting. If you wish to join audio via telephone, follow the instructions on the next page. Otherwise, select "Join Audio by Computer." Note: If you first check the "Automatically join audio by computer…" checkbox, you won't get prompted again in the future.
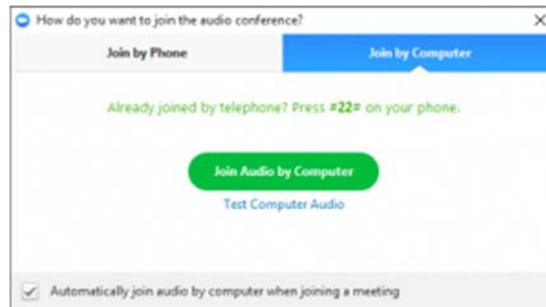
**Join via Telephone**

If you are unable to join the full Zoom video conference using a computer or mobile device, you can join the audio portion of the meeting via a telephone instead, using the *call-in number* listed on the agenda. Calling into the virtual Public Hearing will allow you to listen to the audio portion of the meeting, and participate or comment using your phone.

**Join Video via Computer & Audio via Telephone**

You can also use a *combination* of computer for video and phone for audio. If you use this option, then enter meeting by computer first and select the "Join by Phone" tab when the audio pop-up window appears (see example below). This will display the dial-in number for you, as well as the Meeting ID. Dial in to the number provided and then enter the Meeting ID using your phone's keypad.