

## City Council

Mayor Una Glass  
Vice Mayor Sarah Glade Gurney  
Diana Gardner Rich  
Neysa Hinton  
Patrick Slayter



## City Manager

Larry McLaughlin  
lmclaughlin@cityofsebastopol.org  
Assistant City Manager/City Clerk, MMC  
Mary Gourley  
mgourley@cityofsebastopol.org

## City of Sebastopol

### COVID 19 NOTICING FOR CITY COUNCIL MEETINGS

The City has postponed many non-essential meetings until further notice. We appreciate your patience and willingness to protect the health and wellness of our community. If you have any questions regarding this meeting, please contact the City at Email: [info@cityofsebastopol.org](mailto:info@cityofsebastopol.org) or please call: 707-823-1153.

\*\*\*GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*  
\*\*RE CORONAVIRUS COVID-19\*\*

#### CORONAVIRUS DISEASE (COVID-19) ADVISORY

CITY COUNCIL MEETINGS WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

In accordance with Executive Orders N-25-20 and N-29-20, City Council meetings will be held virtually.

#### **MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON BY ORDER OF THE SHELTER IN PLACE DIRECTIVE.**

To protect our constituents, City officials and City staff, the City requests all members of the public to follow the California Department of Health Services' guidance and the County of Sonoma's Public Health Officer Order for the Control of COVID-19 restricting group events and gatherings and maintaining social distancing.

The City Council Meetings will be conducted virtually in accordance with Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak, Executive Order N-29-20, and the Guidance for Gatherings issued by the California Department of Public Health and Sonoma County Public Health Officer. City Councilmembers and staff will participate in the meeting virtually, while practicing social distancing, from individual remote locations.

Consistent with Executive Order N-29-20, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available.

#### **PUBLIC PARTICIPATION LISTED BELOW APPLIES TO ALL ITEMS ON THE AGENDA.**

- Speakers are allowed to speak for a maximum of three minutes so that all speakers have an opportunity to address the City Council. Power point or visual presentations for public comment shall not be permitted unless approved by the Agenda Review Committee two weeks prior to the requested meeting date.
- Yielding Time: Speakers may not "yield" a portion of their allotted time to others.
- The Mayor has the authority to limit or extend the time allowed for speakers dependent on the number of speakers in attendance.
- The Mayor can poll the members of the public for an indication of the number of people wishing to speak.
- It is the goal of the Council to conclude the public comments portion of the agenda within 20 minutes. If the public comment period exceeds twenty minutes, the presiding officer, typically the Mayor, reserves the right to reduce the time per speaker or carry over public comments to after all business items are completed.
- The City Clerk will monitor the time for public comments and inform the speakers when the time limitation has been reached.
- The Mayor could survey the members of the public, as appropriate, to move agenda items up or back to address the members of the public items of concern.
- Public participation is encouraged on all public agenda items.
- Council and staff will treat participants and each other with courtesy. Derogatory or sarcastic comments are inappropriate.

- The public will likewise be encouraged by the Mayor to maintain meeting decorum.

**For Items Not on the Agenda:** Members of the public may submit written emails/comments for items not on the agenda either by email as a public record or by public comment during the public comment period of the virtual City Council meeting. All written emails/comments will be provided to the entire City Council as a public record but will not be read into the minutes at the City Council meeting. Written emails/comments should be received by 4:00 pm of the Council Meeting Date for submission to the entire City Council prior to the meeting and will be included as a part of the public record of the meeting. Please submit your comments via email for this meeting to [mgourley@cityofsebastopol.org](mailto:mgourley@cityofsebastopol.org)

**For Items Listed on the Agenda:** Members of the public may submit written emails/comments for items listed on the agenda either by email as a public record or by public comment during the public comment period of the agenda item during the virtual City Council meeting. **Email comments must identify the Agenda Item Number in the subject line of the email.** All written emails/comments will be provided to the entire City Council as a public record but will not be read into the minutes at the City Council meeting. Written emails/comments should be received by 4:00 pm of the Council Meeting Date for submission to the entire City Council prior to the meeting and will be included as a part of the public record of the meeting. Please submit your comments via email for this meeting to [mgourley@cityofsebastopol.org](mailto:mgourley@cityofsebastopol.org)

You may also leave a voice mail that will be made a part of the public record. Please call 707-823-1153 to leave a message (by recording or comments provided verbally to City staff). If recorded, your voice mail will be transcribed by the city and provided to the City Clerk as a public record. Comments provided will be placed into the public record but will not be read into the minutes at the City Council meeting. Comments should be received by 4:00 pm of the meeting date.

***Public Comment While Attending Council Meeting Through Zoom Virtual Platform?***

The Mayor will request public comment during the Public Comment periods on the agenda (Consent Calendar, Informational Items, Public Hearing (if any) and Regular Calendar Item(s)). Once the Mayor has announced the public comment period, please do one of the following.

**USING A COMPUTER OR SMART PHONE:**

- Click on the “Raise Hand” feature in the webinar controls. This will notify Meeting Host that you have raised your hand.
- Meeting Host will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted and then you will have three minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

**USING A REGULAR PHONE:**

- Dial \*9 (star 9), this will notify the Meeting Host that you have “raised your hand” for public comment.
- Meeting Host will unmute your microphone when it is your turn to provide public comment.
- You will hear “you are unmuted” and then you will have three minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

Consistent with Executive Order N-29-20, teleconference locations utilized by City Council Members shall not be accessible to the public and are not subject to special posting requirements.

- No physical location of the meeting will be open to the public; meeting will only be held by teleconference
- Consistent with Executive Orders No.-25-20 and No. N-29-20 from the Executive Department of the State of California and the Sonoma County Health Official’s March 17, 2020 Shelter in Place Order, the City Council will not be physically open to the public and City Councilmembers will be teleconferencing into the meeting via Zoom Teleconference and/or Video Communications.

Please visit the City of Sebastopol website at [www.CityOfSebastopol.org](http://www.CityOfSebastopol.org) for the most up-to-date local information on the coronavirus crisis. There are two pages dedicated entirely to the crisis (type "coronavirus" or "shelter in place" in the search bar) where you will find specific resources and answers to many questions that you may have. The City of Sebastopol is also on Facebook, Twitter, and NextDoor.

**The City of Sebastopol thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.**

*Anyone using abusive, vulgar, offensive, threatening, or harassing language, personal attacks of any kind or offensive terms that target specific individuals or groups will be muted and removed from the meeting.*

*Please Note If the Council Meeting is zoom bombed or disrupted, the City will end the meeting and immediately try to restart it. If that does happen then all remaining items will be continued to the next agenda. If there is a power outage during the meeting, the meeting is considered ended and all remaining items will be continued to the next agenda. if any of our Council Members lose power at their homes and we lose a quorum, the meeting is considered ended and all remaining items will be continued to the next agenda.*