



Public Participation in Remote Meetings

March 26, 2020

PUBLIC MEETING ACTION PLAN

Resolution 2020-08

1. Prepare means & methods to ensure remote public participation in meetings
2. Quorum of public bodies may participate in meetings remotely
3. Town should follow recommendations of CDC re: limiting public gatherings

RESOLUTION NUMBER 2020-08

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PARADISE VALLEY, ARIZONA, AUTHORIZING A PUBLIC MEETING ACTION PLAN

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PARADISE VALLEY, ARIZONA AS FOLLOWS:

WHEREAS, on March 11, 2020 the World Health Organization officially declared a pandemic due to the COVID-19 outbreak; and

WHEREAS, COVID-19 infections have been confirmed in Arizona; and,

WHEREAS, on March 11, 2020 Governor Doug Ducey declared that a State of Emergency exists in Arizona due to the COVID-19 outbreak in Arizona;

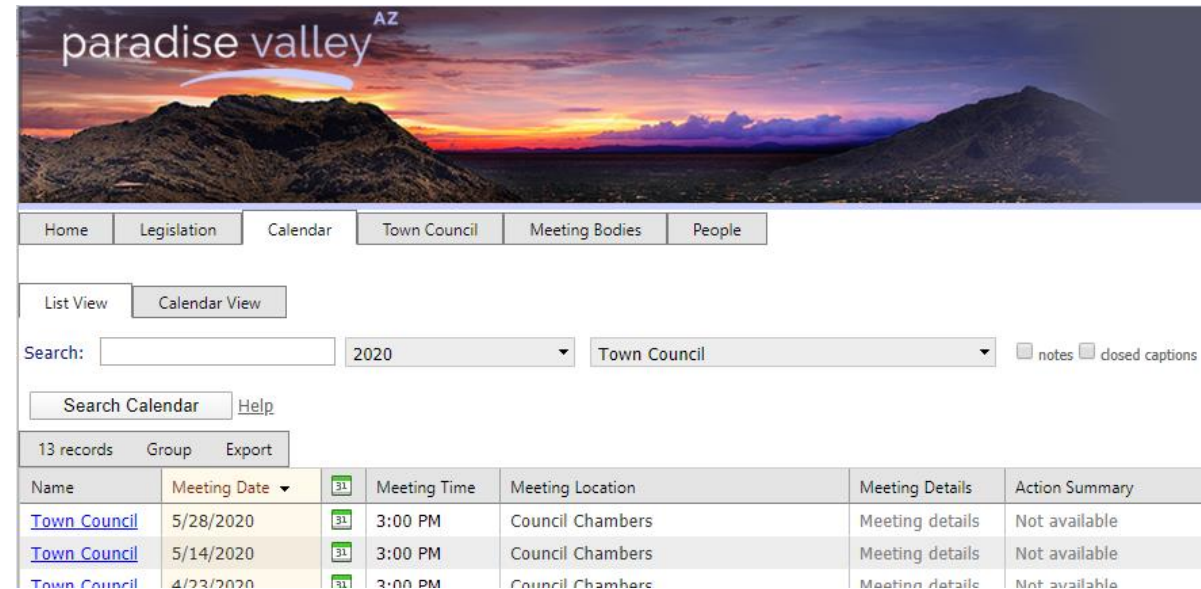
WHEREAS, it is necessary and appropriate to take actions to ensure that the spread of COVID-19 is slowed throughout the United States, Arizona, and Paradise Valley, and that the illness is prevented from spreading as much as practicable; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") has increasingly recommended smaller group gatherings and has most recently urged a nationwide halt to gatherings of more than 50 people for the next eight weeks, citing the risk of the spread of COVID-19, and as of March 16, 2020, the President of the United States of America has urged groups of no more than 10 in close proximity; and

REMOTE PARTICIPATION IN MEETINGS

Public Notice of Meetings

- AlertPV
 - www.paradisevalleyaz.gov/alertpv
 - Create an account
 - Select which notices to receive
- Town Website – Agenda/Video
 - TC, PC, BOA, & Hillside
 - <https://paradisevalleyaz.legistar.com/Calendar.aspx>
 - All other Committees
 - <https://www.paradisevalleyaz.gov/82/Boards-Commissions>



The screenshot shows the 'Calendar' page of the Paradise Valley, AZ website. The header features a scenic image of mountains at sunset with the text 'paradise valley AZ'. Below the header is a navigation bar with links: Home, Legislation, Calendar, Town Council, Meeting Bodies, and People. The 'Calendar' link is active. Below the navigation bar, there are options for 'List View' and 'Calendar View', with 'Calendar View' selected. A search bar is present with a dropdown menu set to '2020' and another dropdown set to 'Town Council'. There are checkboxes for 'notes' and 'closed captions'. Below the search bar is a 'Search Calendar' button and a 'Help' link. A table shows 13 records, with columns for Name, Meeting Date, Meeting Time, Meeting Location, Meeting Details, and Action Summary. The table lists three upcoming meetings for the Town Council.

Name	Meeting Date	Meeting Time	Meeting Location	Meeting Details	Action Summary
Town Council	5/28/2020	3:00 PM	Council Chambers	Meeting details	Not available
Town Council	5/14/2020	3:00 PM	Council Chambers	Meeting details	Not available
Town Council	4/23/2020	3:00 PM	Council Chambers	Meeting details	Not available

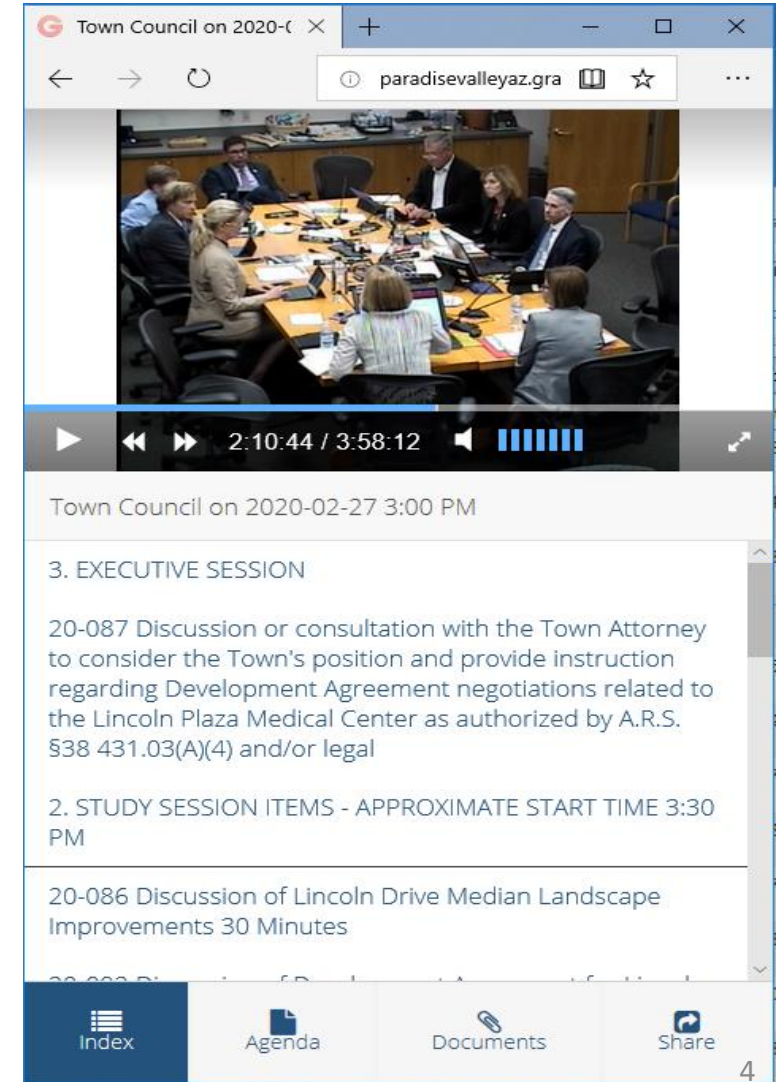
REMOTE PARTICIPATION IN MEETINGS

Public Attendance During Meetings

- TC, PC, BOA, & Hillside meetings streamed live at:
<https://paradisevalleyaz.legistar.com/Calendar.aspx>
- All public bodies (members, applicants, & public) will attend using



- AV & IT assistance for members / applicants
- Instructions to join Zoom meeting on agenda, AlertPV, website, bulletin board, front door







REMOTE PARTICIPATION IN MEETINGS

Providing Public Comments

- eComment (directly on agenda)

<https://paradisevalleyaz.legistar.com/Calendar.aspx>


- Comments
- Register to speak
- Email: dmiller@paradisevalleyaz.gov
 - Read during meeting, if requested, but public comments time limits still apply
- Zoom Conference
 - Chat – enter name and item to address
 - Use “raise hand” feature

Meeting details	Not available	 Agenda	Not available	Not available	eComment
Meeting details	 Action Summary	 Agenda	Not available	 Video	Not available

12. ACTION ITEMS

20-141 Consideration and Possible Adoption of Resolution 2020-06 Authorizing the Sale of Excise Tax Revenue Obligation Pursuant to a Purchase Agreement; Authorizing Agreements; Delegating Certain Authority; and Declaring an Emergency

Legislation Text 01 Resolution 2020-06 Presentation 02 Paradise Valley Excise Tax Series 2020
03 Resolution 2020-06 Approving Excise Tax Revenue Obligations 04 First Excise Tax Purchase Agreement
05 First Excise Tax Trust Agreement 06 Placement Agent Agreement

 Comment

REMOTE PARTICIPATION IN MEETINGS

Communication with the public how to participate

- AlertPV
- Agenda
- Bulletin board
- Front door
- Website
 - Video clip of this presentation
 - Screen shot video tutorial



REMOTE PARTICIPATION IN MEETINGS

Guidelines for remote meetings

- Guidelines for Video Streaming
- Guidelines for Video Conferencing



TOWN OF PARADISE VALLEY VIDEO STREAMING GUIDELINES AND BEST PRACTICES

Purpose

These guidelines provide best practices for elected and appointed officials and staff members with regard to video streaming of public meetings.

Mission Vision Values

The decision to webcast public meetings is consistent with the Town's Statement of Organizational Values: *Professionalism, High Quality Customer Service, Teamwork, Respect, Accountability, Transparency*.

Terms

Encoding is the process of preparing the audio and video for streaming. The program converts the audio and video into a format that can be streamed over the internet, without the need for a central server.

Webcast or Video Streaming is a live broadcast of a meeting over the internet.

Video On-Demand enables individuals to view a recording of a meeting on a central server for viewing on demand.

Meeting Video to Be Provided

Town Council, Planning Commission, and other public meetings held in person. The Council may deem appropriate to provide video on demand viewing.

The videos of public meetings are made available on the Town's website for at least the meeting and Public Records or by the Town's custodian of public records.



TOWN OF PARADISE VALLEY AUDIO / VIDEO CONFERENCING GUIDELINES AND BEST PRACTICES

Purpose

These guidelines provide best practices for elected and appointed officials and staff members with regard to video conferencing of public meetings.

Attendance via Video Conferencing Encouraged

Elected and appointed officials are encouraged to attend meetings by audio/video conference if they are unable to attend in person.

Resources

The Town of Paradise Valley's primary AV service provider is Zoom Communications. The Town maintains one Zoom Room license and multiple Pro licenses.

Best Practices – Meeting Setup and Meeting Management

- Instructions on how to join the Zoom conference should be provided to meeting participants in advance. A reminder email with the meeting ID should be sent the day before or day of the meeting.
- The meeting organizer should ensure microphones are unmuted and distributed appropriately to pick up all in-person attendees.
- Remote participants attending by computer, should click the Zoom meeting link several minutes before the start of the meeting to download the software.
- The meeting organizer should establish the online conference five to ten minutes prior to the meeting start time to welcome participants as they arrive and answer any questions about the software and resolves problems before the meeting.
- All PowerPoint presentations and other documents to be shared should be loaded and ready to be shared in Zoom screen share.

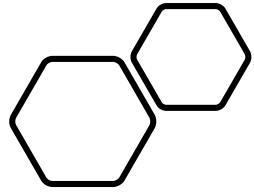
REMOTE PARTICIPATION IN MEETINGS

Dos of Video Conferencing

- ✓ Connect at least 5 minutes before start time & test audio
- ✓ Consider lighting, background, clothing (patterns blur on video), & distance from camera
- ✓ Mute audio
- ✓ Request to speak
- ✓ State name each time before speaking
- ✓ Speak clearly with measured pace
- ✓ Say “I yield” or “thank you” when done speaking
- ✓ 4 second pauses between speakers
- ✓ Reference document title / page #

Don'ts of Video Conferencing

- ✓ No rapid body movements / gestures (screen lag)
- ✓ Do not use Zoom chat feature for discussions related to items on the agenda



Questions?

