

## HOW TO PARTICIPATE IN VIRTUAL CITY MEETINGS

To help control the spread of the COVID-19 virus, the City of Wheat Ridge will conduct City Council, Planning Commission and other board or commission meetings virtually, encouraging public participation as usual. These efforts will keep the community, elected officials, staff and residents safe while continuing to conduct important City business.

The City will be using a virtual meeting format for the City Council and Planning Commission until further notice. This means no members of staff, Council, the Commission, or the public will be present in Council Chambers. The public may, however, participate virtually, and the instructions below are provided to describe the various ways in which the public may participate in virtual public meetings.

### TO COMMENT IN ADVANCE

- Click or follow this link: [www.wheatridgespeaks.org](http://www.wheatridgespeaks.org)
- Use Wheat Ridge Speaks to review agendas and staff reports and to submit written comment.
- For City Council meetings on Wheat Ridge Speaks:
  - You may submit comments on at any time until noon on the day of the meeting.
  - For public hearings related to development or zoning, content will be posted about 10 days in advance.
  - For all other agenda items, content will be posted about 4 days in advance.
- For Planning Commission meetings on Wheat Ridge Speaks:
  - You may submit comments until noon the day before the meeting.
  - Content will be posted about 10 days in advance.

### TO COMMENT DURING THE LIVE MEETING BY WEB OR PHONE

- Join the live meeting through the web link or phone number (with access code) provided on the calendar on the City's website and provided on the top of all meeting agendas. Find the calendar at [www.ci.wheatridge.co.us/calendar](http://www.ci.wheatridge.co.us/calendar)
- You will be joined into the meeting and automatically muted.
- When public comment is invited, all participants will be unmuted and called upon by last name. (For example, the Mayor or meeting Chair may say: "Now is the time for public comment. All members of the public will be unmuted. Please mute yourself or keep background noise to a minimum. If your last name begins with A through F you may now speak.")
- Please only join via the Zoom web or phone meeting if you intend to participate. If you wish to simply view the meeting, see below.

### TO VIEW THE MEETING LIVE OR LATER

- The meeting will be live streamed and archived for viewing at:
  - [www.wheatridgespeaks.org](http://www.wheatridgespeaks.org) (watch here to follow along with the agenda packet)
  - Channel 8 on your Comcast feed
  - YouTube Live [www.ci.wheatridge.co.us/view](http://www.ci.wheatridge.co.us/view)

## HELPFUL TIPS FOR A GOOD VIRTUAL MEETING EXPERIENCE

- If joining through the web, log on 5 minutes before the start of the meeting, since some online products require downloads and installation.
- State your name when you speak.
- Turn off nearby cell phones, if you are using a computer to connect.
- Please use a headset or earbuds.
- **Only** have the virtual meeting application open on your computer. If you are running other programs like email or have additional websites open in your browser, it will interfere with your ability to hear or see the information. Close all other applications and windows when participating.
- Please limit distractions when possible. Be aware of background noise.
- Video streaming is a relatively new technology. Some things to be mindful of when connecting with your computer/tablet or smart phone.
  - If your computer/tablet or smart phone is older than 2015 it is recommended that you use a landline/standard telephone to dial into the virtual meeting number to ensure that you can hear the meeting clearly.
  - Internet service minimum needs to be 40-50 Mbps for best results with a virtual meeting.
  - Depending on the Internet speed and service in your neighborhood, the most reliable way to participate in the meeting is to call the phone number provided, rather than joining the meeting through the web link.