



## **CITY CLERK'S OFFICE**

### **CITY OF MERCER ISLAND, WASHINGTON**

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## **Appearances**

Appearances are scheduled for the May 5, 2020 Council meeting and there are three options to provide verbal comment and one option for written comment.

Individuals wishing to provide live, spoken appearances will need to register their request with the City Clerk at 206.275.7793 or email [deb.estrada@mercergov.org](mailto:deb.estrada@mercergov.org) and leave a message before 4 p.m. on the day of the Council meeting. Please reference "Appearances for May 5 Council Meeting" on your correspondence and kindly provide the email address or phone number you will use to join the meeting. The City Clerk will call on you by name or telephone number when it is your turn to speak.

**Verbal Comment** ("Appearances") may be provided as follows:

**Telephone:** Use the Zoom provided phone number (253.215.8782) and the May 5 Webinar ID 851 0273 4923 when prompted.

**Audio (no video) via Zoom Webinar:** Please click link provided in the agenda to join the Zoom Webinar as an "Attendee" with your microphone muted and no video. You will be able to view the meeting, and during the appearances portion you will be invited by the City Clerk to unmute and speak for up to 3 minutes.

**In Person Appearances in the Council Chambers:** The safety of our community members and staff is very important to the City. If Governor Inslee lifts the "Stay Home, Stay Healthy" order on Monday, May 4, careful meeting attendance guidelines and social distancing measures will be required of all attendees and strictly enforced for the safety of everyone in attendance.

- Face coverings must be worn to be admitted to City Hall.
- In person attendees will be asked to undergo a self-health check at the door.
- Appropriate 6 ft separation and social distancing must be maintained at all times while in City Hall.
- To meet social distancing requirements, no more than four (4) members of the public will be allowed into the Council Chambers at the same time and must stand or sit in pre-marked locations.
- Access to City Hall will be from the main (east) entrance. Exiting from the building will be directed to the south/Police lobby door.
- Please consider your own health and safety needs as you make a decision about whether to attend a City Council meeting in person at this time.

Please note, all Councilmembers will be participating remotely and there will be limited staff present. In person appearances will be videotaped as part of the meeting broadcast.

**Written Comments:** Written comments for the May 5, 2020 meeting may be submitted at the Mercer Island Let's Talk [Council Connects](#) page. Written comments received by 4pm on Tuesday, May 5, will be forwarded to all council members and a brief summary of the comments will be included in the minutes of the meeting.