Date: March 23, 2020

To: Mayor and Assembly members

From: Beth McEwen, Municipal Clerk

Subject: Instructions for Public testimony during Assembly meetings re: COVID-19

CBJ has contracted with the State of Alaska Legislative Information Offices to provide telephonic participation services during the Special Assembly meeting. Public members wishing to just listen are encouraged to watch livestreams if possible, as phone lines are limited to those wishing to provide public testimony. The Assembly will be broadcasting the meetings via Facebook Live www.facebook.com/cbjuneau and over the KTOO radio 104.3 station.

Members of the public wishing to call in to testify can dial 907-463-5043 up to 15-minutes prior the beginning of the meeting.

• Callers will hear a message stating they have reached the Alaska Legislative Teleconference System and to stay on the line until they can be assisted by an operator.

• Operators will ask the caller to identify their Name and the meeting they are calling for. The caller should provide their name and state that they are calling in for the CBJ Assembly meeting.

• Public lines will be muted by default but will be unmuted by CBJ staff when it is that individual's turn to testify.

• The Mayor will determine the amount of time allotted to each person based on the number of people calling to testify. The Mayor will ask the caller to identify their name and the agenda topic for which they are providing testimony.

• The caller will then be asked to stay on the phone after their testimony to answer any questions from the Assembly.

• Once they have finished providing testimony, callers will be disconnected from the call and encouraged to watch the Facebook Live feed or KTOO radio broadcast so the phone lines can be opened for others who may wish to testify.