



## **ALTERNATIVE CITIZEN/PUBLIC PARTICIPATION GUIDELINES (Due to COVID-10 Pandemic Disaster Declaration)**

***Despite the necessity to restrict public access to Economic Improvement Corporation meetings in the interest of public health during the COVID-19 pandemic, citizens and visitor are welcome to participate in EIC meetings in several alternative ways as outlined below.***

### **Instructions for callers:**

Dial one of the following numbers:

877 853 5247 (Toll Free) or

888 788 0099 (Toll Free)

If you cannot get through on one of the numbers due to network congestion, please try the other number.)

When your call is answered you will hear "Welcome to Zoom, enter your Meeting ID followed by pound." Enter in the Meeting ID below followed by the pound sign (#).

The Meeting ID is **578-788-855#**

If the moderator has not started the meeting yet, you will hear "The meeting has not started yet, please hold or call back later." If you decide to call back later, please do so before 2:45 p.m.

Once you have called into the meeting, your microphone will be placed on mute and your call will be placed in the call queue. At this point, you will hear silence on the phone. Please do not hang up. The moderator will unmute your microphone as he/she is going down the list. Once the meeting has started, you will be able to listen to proceedings even if your microphone is muted.

The moderator will be accepting calls starting at 2pm. Please place your call before the 2:45 p.m. deadline to participate in order to allow time for calls to be loaded and queued. Calls made after this time will not be answered.

### **Instructions for written comments:**

Written comments will be read into record, and can be provided in two different ways:

**OPTION 1 by hard copy** – Comments may be dropped off at the City Hall Utility Payments Drop-Box on the north side of City Hall by 2:45 p.m. the afternoon of the EIC Meeting. You are required to provide your first and last name, address, and identify the item you wish to comment on.

**OPTION 2 by email** - Comments can be emailed to **kayla.mcinturff@kerrvilletx.gov** and must be received by 2:45 p.m. the afternoon of the EIC Meeting. You are required to provide your first and last name, address, and identify the item you wish to comments on.

For either option, please provide **all required information** in order for your comments to be accepted. Thank you for your participation!



**AGENDA FOR SPECIAL-CALLED MEETING**  
**OF THE CITY OF KERRVILLE, TEXAS**  
**ECONOMIC IMPROVEMENT CORPORATION**  
**FRIDAY, APRIL 3, 2020, 3:00 P.M.**  
**KERRVILLE CITY HALL COUNCIL CHAMBERS**  
**701 MAIN STREET, KERRVILLE, TEXAS**

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***Meeting Procedures during Disaster Period***

COVID-19 (Coronavirus) provides a unique concern in that gathering members of the public, Economic Improvement Corporation, and City staff within a physical setting constitutes a public health risk. The Texas Open Meetings Act (Ch. 552, Tx. Gov't Code) does not contemplate an instance where a governing body meeting might be completely virtual to avoid further spread of COVID-19. However, on March 16, 2020, the Texas Governor suspended certain requirements of the Open Meetings Act to permit open meetings to occur in a fully virtual setting (e.g., telephonic or videoconference meeting).

Pursuant to the City's Declaration of Disaster, as issued by the Mayor and approved by City Council and which may be found on the City's website, the City recommended that that any public gatherings of 10 or more people in a single indoor location be canceled or postponed until further notice. Based upon this information and the Governor's most recent order, the City plans to hold meetings only as necessary. When it is necessary for EIC to hold a meeting, the City will convene in a virtual forum (e.g., webinar and/or teleconference) to avoid and mitigate the public health risks.

Based upon the above stated concerns and actions from the federal, state, and local governments:

1. Please be patient as the City implements the process and technology involved;
2. Understand that the process may change moving forward. If it does, the City will post such changes to its website and on the agendas; and
3. Should you wish to participate in a meeting, the earlier the better. For example, you may wish to email Economic Improvement Corporation prior to the meeting. Should you wish to speak to EIC, the earlier that you can call and line-up to speak the better.

Here then is the process that Economic Improvement Corporation will use for its meeting:

1. Citizens may view and hear the Economic Improvement Corporation meetings on Spectrum Channel 2 or by live-streaming via the City's website ([www.kerrvilletx.gov](http://www.kerrvilletx.gov)).
2. Economic Improvement Corporation meetings are recorded and recordings are posted on the City's website.
3. Should the EIC meeting stop broadcasting, the City will attempt to solve the issue and restart the broadcast. If unable to fix the issue after a reasonable period of time (e.g., 5 minutes), EIC will adjourn the meeting. The City will provide notice of such on its website.
4. Any person who wishes to speak to Economic Improvement Corporation on an agenda item must call in to the City by telephone between 2:00 p.m. and 2:45 p.m. A speaker must provide his/her first and last name, an address, and identify the item to address. Anyone calling after 2:45 p.m. will not be registered to speak. After registering, the speaker must remain on hold and the call will be muted until the appropriate time. The speaker will be able to hear the meeting. At some point, the speaker will be prompted to enter the discussion by stating his or her full name and address. The speaker may then speak to EIC for up to four minutes. Should the speaker get disconnected, it is the speaker's responsibility to call back.
5. A person may also submit a written comment on an agenda item, which comments will be read into the meeting record. Comments must include a name, address, and a reference to the relevant item. Comments that do not include such information will not be read and the City must receive all comments by 2:45 p.m.
  - a. Comments may be dropped off at the City Hall Utility Payments Drop-Box; or
  - b. Comments may be emailed to [kayla.mcinturff@kerrvilletx.gov](mailto:kayla.mcinturff@kerrvilletx.gov).

## **CALL TO ORDER**

### **1. EXECUTIVE SESSION:**

The Economic Improvement Corporation may, as permitted by law, adjourn into executive session at any time to discuss any matter listed above including if they meet the qualifications in Section 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Texas Government Code, including the following matters:

1A. Deliberation regarding economic development negotiations in accordance with the Texas Open Meetings Act; discussion regarding commercial or financial information received from a business prospect(s), and/or to deliberate the offer of a financial or other incentive to a business prospect(s). (Section 551.087, TX Government Code):

- Sky Master Business Development Project (551.072 and 551.087)

### **2. ADJOURNMENT**

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The facility is wheelchair accessible, and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-257-8000 for further information.

I hereby certify that this agenda was posted as notice of the meeting on the bulletin board at the City Hall of the City of Kerrville, Texas, and on the City's website on the following date and time: March 31, 2020 at 3:00PM . and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Kayla McInturff

Kayla McInturff, Deputy City Secretary, City of Kerrville, Texas

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