

## **Instructions for City of Venice Virtual City Council Meeting April 28, 2020**

The April 28, 2020 City Council meeting will be conducted virtually with no one in attendance in council chambers at city hall.

Please note that Governor DeSantis' Executive Order Number 20-69 suspended the requirements of Section 112.286, Florida Statutes, the Florida Sunshine Law, that a quorum be present in person and that a local government body meet at a specific public place. The Executive Order also allows local government bodies to utilize communications media technology, such as telephonic and video conferencing for local government body meetings.

To participate in the City Council meeting on April 28, 2020, which begins at 9 a.m., you have the following options:

### **1. Listen to the meeting via phone:**

You may listen to the audio only from your phone by dialing 1-929-205-6099 and when the meeting ID is requested, enter 970 6633 0378 and then press the # key.

### **2. Watch the meeting online, but not participate:**

You may access the meeting by visiting <https://venice.legistar.com/Calendar.aspx>. Click on "In Progress" to the far right of the City Council meeting on this date.

### **3. Watch the meeting online and provide public comment prior to the meeting:**

You may provide written comments by emailing [ecomment@venicegov.com](mailto:ecomment@venicegov.com), by regular mail to City Clerk Lori Stelzer, 401 W. Venice Avenue, Venice, FL 34285, or place it in the Drop Box outside the Cashier's office at city hall by April 28, 2020 at 8:00 a.m. Provide your full name and home address and if you are a city business owner, list the business name and address.

If requested by the commenter and if the required identifying information referenced in the previous paragraph has been provided, written comments will be read into the record at the appropriate time. All other written comments received by the deadline will be distributed to the mayor, city council members, and the appropriate staff prior to the start of the meeting but not read into the record during the meeting.

Written comments that are requested to be read aloud into the record must be limited to no more than 800 words for city residents and property or business owners, and no more than 300 words for non-residents.

### **4. Watch the meeting online and provide public comment during the meeting:**

To request to speak during the virtual meeting, you must complete the Request to Speak form prior to the start of audience participation or the agenda topic to be placed on a list.

You may access the form by visiting:

[https://venicefl.formstack.com/forms/request\\_to\\_speak](https://venicefl.formstack.com/forms/request_to_speak)

You must fill out all required information or the form cannot be submitted.

### **Zoom Instructions:**

For the April 28, 2020 meeting, please use the meeting link <https://zoom.us/j/97066330378> to virtually attend using a computer, tablet, or smartphone. Individuals who have pre-registered to speak will be called upon and the appropriate time limits will be enforced - comments must be limited to 5 minutes for city residents and property or business owners, and 2 minutes for non-residents.

If joining from a tablet or smartphone, you will need to download the free Zoom app from your device's app store.

If joining from a computer, your computer will automatically download and install (if needed) the Zoom program. If you currently have Zoom installed on your computer, tablet, or smartphone, you may join the meeting by entering the meeting ID 970 6633 0378.

**For additional information or assistance please contact the following prior to the meeting:**

1. For public comment questions: Lori Stelzer, City Clerk, [lstelzer@venicegov.com](mailto:lstelzer@venicegov.com) or (941) 882-7390
2. For questions on connecting to the meeting: Christophe St. Luce, Director of Information Technology, [cstluce@venicegov.com](mailto:cstluce@venicegov.com) or (941) 882-7425