

## **Instructions for City of Venice City Council Interviews for City Clerk Candidates Meeting September 15, 2021**

The September 15, 2021 meeting for interviews of City Clerk candidates will be held in council chambers at city hall. The meeting will also be simultaneously broadcast live on the City's website and through Zoom.

To participate in the meeting on September 15, 2021, which begins at 2:30 p.m., you have the following options:

**1. Attend the meeting in-person at 401 W. Venice Avenue, Venice, FL 34285.**

**2. 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 821 3751 1978 and then press the # key.

**3. 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.

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

You may provide written comments by emailing [lstelzer@venicefl.gov](mailto:lstelzer@venicefl.gov) or by regular mail to City Clerk Lori Stelzer, 401 W. Venice Avenue, Venice, FL 34285. Provide your full name and home address and if you are a city business owner, list the business name and address. All comments received by September 15, 2021 at 1:30 p.m. will be distributed to the mayor and city council members.

**5. 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 the following link:

<https://venicefl.formstack.com/forms/requesttospeak>

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

### **Zoom Instructions:**

For the September 15, 2021 meeting, please use the meeting link <https://us02web.zoom.us/j/82137511978> 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 821 3751 1978.

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

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