

Virtual Meeting Instructions

The March 12, 2021 Citizens Tax Oversight Committee ("Committee") public meeting will be conducted both **in-person** and **virtually** with limited seating for the public and limited staff in attendance in the Commission Chamber at Town Hall. A physical quorum of the Committee will gather in person for the meeting within the Town Commission Chamber at Town Hall, 501 Bay Isles Road, Longboat Key, Florida and other members of the Committee may appear and utilize ZOOM, to participate in the public meeting.

The public will also be permitted to attend the meeting/hearings in person. In person gatherings by the public at Town Hall shall be governed by applicable Gubernatorial Executive Orders in effect at the time, CDC and Health Department recommendations, Town Emergency Ordinance 2020-13, and the Town Manager's Emergency Executive Orders. The Town will require that all persons attending the public meeting/hearings within Town Hall observe and follow applicable CDC and Health Department guidelines on social distancing and public gathering size limitations. The public must also observe the face covering requirements set forth in Emergency Ordinance 2020-13 within Town Hall.

To participate virtually in the Citizens Tax Oversight Committee meeting on March 12, 2021, which begins at 10:00 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 1-646-558-8656, and when the meeting ID is requested, enter 880 716 74555 and then press the # key.

2. Watch the meeting and participate during the public comment in the meeting using Zoom:

Request to Speak instructions:

To request to speak during the virtual meeting, you must send an email request to the Budget Manager at shenley@longboatkey.org on or prior to 5:00 PM on March 11, 2021, to be placed on a participant list. All Public to be Heard comments will be taken at the beginning of the meeting for both Agenda and Non-Agenda items.

Zoom instructions:

For the March 12, 2021, meeting, please use the meeting link <https://us02web.zoom.us/j/88071674555> to virtually attend and watch the meeting by computer, tablet, or smartphone. Those whom have pre-registered to speak, will be called upon and the Town's 3-minute time limit will be enforced. 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 880 716 74555. In the event you encounter difficulties in participating, please check the Town's website for any updated information.

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

1. For public comment questions: Sandi Henley, shenley@longboatkey.org or (941) 316-1999
2. For questions on connecting to the meeting: Jason Keen, Information Technology Director, jkeen@longboatkey.org or (941) 316-1999.

3. Listen to the meeting via phone or watch the meeting using Zoom without participating, and provide public comments prior to the meeting:

Please follow all of the phone or zoom instructions, as provided in #1 or 2 above. In addition to listening or watching the meetings, you may also provide written comments by e-mailing the Budget Manager at shenley@longboatkey.org no later than 5:00 PM on March 11, 2021, or by regular mail at 501 Bay Isles Road, Longboat Key, FL, 34228. If requested by the commenter within the requestor's email, timely submitted written comments will be read into the record by the Budget Manager during the public comment portion of the meeting. If not specifically requested within the written comments, all other written comments received by the deadline will be distributed to the Committee members prior to the start of the meeting. Time limits will be enforced for written comments that are read into the record, so all written comments must be limited to 3 minutes.