



VILLAGE OF KEY BISCAYNE VIRTUAL MEETING INSTRUCTIONS

The meeting agendas are available online at:
www.keybiscayne.fl.gov

Elected officials and Village staff will participate through video conference.
Members of the public may watch or call in to the virtual public meeting live by following these instructions:

WATCH THE VIRTUAL PUBLIC MEETING

- **Comcast/Xfinity:** Channel 77
- **ATT UVerse:** Select 99 (Government Channel) on the menu. Select “Village of Key Biscayne” on the list of municipal channels in the submenu.
- **From your computer/mobile device:** https://keybiscayne.granicus.com/MediaPlayer.php?publish_id=2

CALL IN TO THE VIRTUAL PUBLIC MEETING

Dial 305-365-7569 then input the Meeting ID: 231 627 8415, followed by #.
There is no participant ID. Press # again.

Any person requiring special accommodations to access this proceeding is asked to advise the Village at least 2 days before the proceeding by contacting the Village Clerk at calvarez@keybiscayne.fl.gov

PUBLIC COMMENTS WILL BE ACCEPTED BY THE FOLLOWING MEANS:

EMAILED COMMENTS: Members of the public may email their public comments to the Village in advance of the meeting. Please email the Village at publiccomments@keybiscayne.fl.gov by 12:00 p.m. on the day of the meeting with the subject line “PUBLIC COMMENT” and the following information in the body of the email: Your Name, Address, if you are a hired Consultant or Village Employee, and/or if you are engaged in Lobbying Activities and/or representing an organization. Please limit your comments to no more than 350 words. Public comments received via email may be read into the record during the public comment portion of the agenda, if any.

LIVE REMOTE & TELEPHONE COMMENTS: *If there is a public comment portion of the agenda or the Village Council opens a matter for public comment, live remote public comments will be accepted as follows:*

By telephone: To ask to speak during the meeting, please press *9 from your telephone. You will be called on to speak during public comments. Please be sure to be in a quiet area to avoid unnecessary noise.

During the virtual meeting, when your name is called, you will be unmuted and you may deliver your comments. Please provide the following information before delivering your comments: Your Name, Address, if you are a hired Consultant or Village Employee, and/or if you are engaged in Lobbying Activities and/or representing an organization.

A time limit may be imposed for each speaker during public comment.
Your cooperation is appreciated in observing the time limit.

PUBLIC RECORDS

The meeting will be recorded for later viewing and is a public record. The virtual chat, if any, will be saved and is a public record. Minutes of the meeting will be taken and will be made available.

NOTICE PURSUANT TO §286.0105, FLORIDA STATUTES

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY, OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

AMERICANS WITH DISABILITIES ACT

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding is asked to advise the Village at least 2 days before the proceeding by contacting the Village Clerk's Office at 305-365-5506.

LOBBYING ACTIVITIES

In accordance with Section 2-161 of the Village Code, adopting Section 2-11.1(s) of the Miami-Dade County Code, any person engaging in lobbying activities, as defined therein, must register at the Village Clerk's Office before addressing the Village Council on the agenda items or engaging in lobbying activities.

Have questions or need additional information?

Write: calvarez@keybiscayne.fl.gov

Call: 305-365-5506

Mail: 88 West McIntyre Street, Key Biscayne, FL 33149