

**ADMINISTRATIVE ORDER REGARDING CITY OF LAKE MARY  
PROCEDURES FOR VIRTUAL MEETINGS DURING COVID-19**

**WHEREAS**, on March 9, 2020, Governor Ron DeSantis executed Executive Order No. 20-52, declaring a State of Emergency pursuant to COVID-19, and on March 19, 2020, the City Commission executed Resolution No. 1027, declaring a Local State of Emergency due to COVID-19; and

**WHEREAS**, on March 20, 2020, Governor Ron DeSantis issued Executive Order No. 20-69, suspending any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place, and authorizing the use of telecommunications media technology such as telephonic and video conferencing, as provided in § 120.54(5)(b)2., Florida Statutes; and

**WHEREAS**, on April 1, 2020, Governor Ron DeSantis executed Executive Order No. 20-91, directing a statewide Essential Services and Activities During COVID-19 Emergency; and

**WHEREAS**, COVID-19 continues to pose an imminent risk to healthcare workers, first responders, and emergency medical services workers caring for patients with COVID-19 and to residents in Seminole County and neighboring communities; and

**WHEREAS**, the Centers for Disease Control and Prevention (“CDC”) currently recommends mitigation measures in communities with COVID-19 cases including no meetings, events, or gatherings with ten (10) or more people, staying at home when sick, keeping away from others who are sick, and staying at home when a household member is sick with respiratory disease symptoms or if instructed to do so by public health officials or a health care provider; and

**WHEREAS**, the ability to conduct public business in accordance with Florida’s Sunshine Law at open public meetings is currently severely hampered; and

**WHEREAS**, formerly routine processes are disrupted and taking longer to accomplish due to coronavirus precautions being mandated by the federal and state governments; and

**NOW, THEREFORE, BY THE AUTHORITY VESTED IN ME, IT IS HEREBY ORDERED THAT:**

**SECTION 1. PROCEDURES FOR VIRTUAL MEETINGS.** The following procedures are recommended for the conduct of meetings and may be adjusted from time to time as technical or practical issues or problems are encountered.

A. Notice. Notice of public meetings via communications media technology (CMT) must be provided in the same manner as required for the City’s non-CMT meetings.

B. Platform and Technology. The City Manager is authorized to select whatever communications media, including telephonic or video, he deems necessary for implementation of public CMT meetings, and may authorize trials of available resources to determine what technologies best serve the City in the conduct of public meetings via CMT. The City Manager shall endeavor to implement those technologies so as to best keep the meeting open to the public while minimizing the numbers of Commissioners, board members, City staff, or the public physically present at the meeting.

C. Conduct of the Meeting. Whomever is presiding over the CMT meeting should, at the beginning of such meeting, inform the public as to what to expect during the meeting and the method by which members of the public may participate and submit their comments and concerns to the Commission or board. To prevent crosstalk, the presiding officer will be responsible for recognizing speakers in turn, and staff will provide technical assistance.

D. Identification of Speakers and Topics. Each speaker, prior to speaking or providing comment, should identify himself/herself with the understanding that persons virtually attending the meeting may not have video access and may not recognize the speaker by voice alone. Furthermore, to the extent feasible, if there is a video component to the meeting, staff should use the visual aspect of the meeting to display the topic that is currently being discussed for the benefit of all who may be watching or participating in the meeting.

E. Public Participation Procedures.

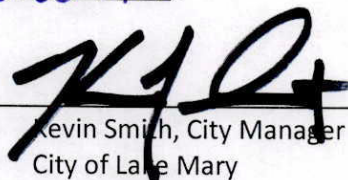
(1) City staff shall make available a public comment time for the public who wish to attend. Except for quasi-judicial matters, the public will be time limited to two minutes. The public may be allowed to participate by attendance at City Hall, or by other method, as determined by the City Manager, based on available technology. Any method chosen will be delineated in the public notice for the meeting.

(2) Comments provided prior to the meeting should be sent to mmccurdy@lakemaryfl.com. Consistent with the City's normal procedures for emails received prior to a City Commission meeting, the City Commissioners and staff will read timely and pertinent comments but such comments may not be read publicly into the record during the meeting.

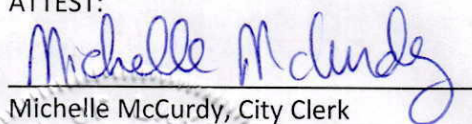
F. General Guidelines. The rules established herein are intended to provide a general framework for the conduct of public CMT meetings as authorized pursuant to the Governor's Executive Orders Nos. 20-52 and 20-69. The City Manager, Mayor, or Board Chair, as may be applicable, is authorized to make changes to these procedures as may be necessary to overcome technical difficulties or practical challenges in implementing public meetings via CMT, so long as such changes comport with Executive Order No. 20-69 and § 120.54(5)(b)2., Florida Statutes.

ORDERED this 3 day of April, 2020; at 8:00 AM.

By: \_\_\_\_\_

  
Kevin Smith, City Manager  
City of Lake Mary

ATTEST:

  
Michelle McCurdy, City Clerk

Date: 04/03/2020

(SEAL)