

Sarasota City Commission Remote Meeting Protocols and Process during COVID-19 Emergency

The September 8, 2020 City of Sarasota Regular City Commission meeting will be conducted virtually utilizing video conference technology. Citizens may view and listen to the proceedings via live streaming through the City's website or on the Public Access Television Channel. A limited number of citizens may view the meeting at City Hall as described below.

This procedure will apply to the September 8, 2020 City Commission Meeting held virtually with video conference technology. To participate in the September 8, 2020 City Commission meeting, which begins at 1:30 p.m., citizens have the following options:

Options for Participating & Submitting Input:

1. Submit Written Comments (In Advance of Meeting)

Citizens can submit comments under Citizens Input Concerning City Topics (topics not on the agenda) or on specific Agenda Items in advance of the meeting, **up until the deadline of 5:00 pm on Thursday, September 3, 2020**, using the following options:

- Using the online form available on the city's website at <https://www.sarasotafl.gov/government/city-auditor-and-clerk/city-commission-public-input>, or
- By sending an email addressed to clerk@sarasotafl.gov and including the agenda item number or description of city topic

Comments received prior to the **deadline of 5:00 pm on Thursday, September 3, 2020**, will be transmitted to the City Commissioners in advance of the meeting and placed into the record of the meeting.

*For Quasi-judicial public hearings, written comments must be submitted 5 complete days prior to the hearing date in order to be provided to all parties in advance of the meeting.

2. Participate Remotely (during meeting)

Citizens who wish to participate in the meeting via video technology during the meeting, **must** pre-register to do so by emailing their request to clerk@sarasotafl.gov by the **deadline of 5:00 pm on Thursday, September 3, 2020**. Citizens will receive a link to complete an online registration form and once registered will receive further instructions and links from city staff on when and how to access the meeting online. Citizens **must** complete this process in order to participate remotely, registrations will not be accepted after 5:00 pm on Thursday, September 3, 2020.

3. Participate in Person (during meeting)

Citizens may participate in person during the meeting by coming to City Hall, SRQ Studio located in the City Hall Annex. A computer will be set up to allow citizens to participate in the video conference meeting. The computer will be monitored by a staff member and will be muted by staff when not in use. Citizens will be able to provide their comments directly to the Commission when called upon. Citizens who utilize this option will be required to wear face coverings while inside City Hall buildings. Citizens who have a medical exception and are unable to wear a face covering will be directed to Conference Room 112 to view and participate in the meeting and will enter Room 112 through the exterior door located near the fountain.

Please Note that standard time limits will be in effect – 3 minutes per person for citizen input and agenda items, 5 minutes for public hearings.

Public Viewing of Meetings

Citizens who cannot view the meeting online or by television, may view the meeting at City Hall in the SRQ Studio located in City Hall Annex. In order to adhere to CDC guidelines, entry will be restricted to no more than 32 individuals at one time and individuals will be required to wear a face covering while inside City Hall buildings. "Face covering" shall mean a uniform piece of material that securely covers a person's nose and mouth and remains affixed in place without the use of one's hands, whether store-bought or homemade, concurrent with CDC guidelines. Please Note: Citizens who have a medical exception and are unable to wear a face covering will be directed to Conference Room 112 to view and participate in the meeting and will enter Room 112 through the exterior door located near the fountain.

Please note that these procedures may be revised as necessary. For additional information or assistance please contact the City Auditor and Clerk's office by email at clerk@sarasotafl.gov or by phone at (941) 263-6222.