



**CITY OF SOUTH MIAMI, FLORIDA
NOTICE TO THE PUBLIC OF THE VIRTUAL MEETING OF THE
CITY COMMISSION**

In order to balance the need for the City of South Miami to function and conduct vital business during the COVID 19 pandemic and, at the same time, protect the health, safety, and welfare of our citizens and our staff, the City shall conduct its upcoming meetings, including the Planning Board and City Commission meetings during the months of May, 2020, virtually through communications media technology (CMT) as explained more particularly below.

In accordance with City of South Miami Code, Chapter 286.011, Fla. Stat, and Executive Order Number 20-69, the City will be holding its City Commission Meeting VIRTUALLY. **The meeting is scheduled to begin on Tuesday, May 5, 2020 at 7:00 p.m.**

The meeting will be held as a VIRTUAL MEETING through communication media technology with the members of the City Commission and City staff participating through video conferencing. This virtual meeting will be held on the Zoom platform used by the City Clerk for live remote participation. Members of the public may join the meeting via Zoom at (<https://zoom.us/j/3056636338>) and participate. In addition, a dedicated phone line will be available so that any individual who does not wish (or is unable) to use Zoom, may listen to and participate in the **meeting by dialing +1-786-635-1003 Meeting ID: 3056636338**. The public may merely view the meeting live on the City's website: (<https://www.southmiamifl.gov/102/Agendas-Minutes>) ("Granicus") as well as Channel 667 on Atlantic Broadband or by AT&T U-Verse.

If you intend to present a document to be live streamed at the time of the meeting, you must scan or photograph the document and send it as an attachment in an email, or by having it uploaded to a flash drive and delivered, along with your name, address, phone number, if facsimile number, if any, and email address, if any, to the City Clerk at npayne@southmiamifl.gov or mailing the flash drive to the City Clerk at 6130 Sunset Drive, South Miami, FL 33143. It must be delivered on or before 3:00 p.m. on May 1¹, 2020 so that the Clerk can upload the information.

If you plan on participating in the meeting, either in person if allowed, or through the Zoom platform or by teleconferencing, you must, on or before 4:00 p.m. one business day before the meeting, sign up for the meeting by delivering to the above addresses, or by calling the City Clerk at 305-663-6340, your Sign-up Information which is your name, physical address, phone number, facsimile number, if any, email address, if any and a description of the item on the agenda upon which you intend to present your verbal comments/evidence (Topic). If you have timely signed up for the meeting, at the appropriate time you will be called upon and you may

¹ 2 business days before the meeting, not counting the day of the meeting but counting the day the item is delivered

speak on the Topic and present your evidence (physical and testimonial) or comments through your choice of communication, either Zoom, teleconferencing or, if allowed, in person.

In addition to the foregoing, the City Commission Chambers at City Hall located at 6130 Sunset Dr. shall be open commencing at 6:30 pm on the day of the meeting in order to live stream public comment by those lacking an ability to participate and be heard through their own communication media technology. A person will be present to receive into the record materials presented by those attendees; however, if you failed to deliver your documents in advance of the meeting, as required above, your documents will be made part of the public record but will not be presented to the other participants or be made part of a quasi-judicial record. The City will strictly enforce the operative provisions of all controlling Executive Orders relating to social distancing and no one with a cough, who has a fever or who is not wearing an appropriate facial covering will be admitted. Uniform Police Officers shall be present to ensure enforcement. Persons shall be required to sit at least ten (10) feet from one another and maintain ten (10) feet of distance when standing in line to enter or exist the building, the restrooms and the Commission Chambers and when standing to speak at the podium. These rules may be amended by the City Manager and he may add additional rules.

The members of the City Commission, the applicant, the applicant's attorney and witnesses and City staff will participate by video conferencing through the Zoom platform and members of the public may join the meeting via Zoom at (<https://zoom.us/j/3056636338>) and participate. If you desire to present evidence or you are unable to use Zoom, there are procedures to follow and other options available including a dedicated phone line to listen and participate in the meeting and limited public attendance, all of which is set forth in the meeting notice posted at City Hall and at <http://www.southmiamifl.gov/580/Public-Meetings-Notices>. Anyone who wishes to review pending applications and supporting documentation in person must make an appointment by calling 305-663-6340.

Please note that Governor DeSantis' Executive Order Number 20-69 suspended the requirements of Section 166.045, Fla. Stat., that a quorum to be present in person, and that a local government body meet at a specific public place. The Executive Order also allows local government bodies to utilize communications media technology, such as telephonic and video conferencing such as Zoom for meetings of local government bodies. Note that pursuant to Florida Statutes 286.0105, a person who decides to appeal any decision made by a Board, Agency or Commission with respect to any matter considered at its meeting or hearing, a record of the proceedings will be required for said appeal and such person will be required to have a verbatim transcript of the proceedings including the testimony and evidence upon which the appeal is to be based. ADA: To request a modification to a policy, practice or procedure or to request an auxiliary aide or service in order to participate in a City program, activity or event, you must on or before 4:00 p.m./a.m. on May 1, 2020,² deliver your request to the City Clerk by telephone: 305-722-8686 (voice) or 305-442-1600 (TTY/TDD) or by mail at 6130 Sunset Drive, South Miami, Florida or email at npayne@southmiamifl.gov.

² 4 days business days before the meeting.

ZOOM WEB-BASED VIRTUAL CITY MEETING PROCEEDURE

Live Remote Public Comment Process

The City of South Miami is providing the ability to submit Live Remote Public Comments to its virtual Meetings.

The person wishing to submit a live remote public comment through the Zoom process, will appear live on the TV screens in Commission Chambers as well on the computer screen of the other participants, including members of the applicable board, committee or commission during the meeting and will be afforded three (3) minutes to speak.

You can test your connection to Zoom by clicking on the following link: <http://zoom.us/test>

Please make sure that your computer has a working speaker, microphone and, preferably, a working webcam so that you can hear and be heard and see and be seen on the City Hall monitors and by the other Zoom participants in the live streaming of the meeting. Some computers and/or smartphones have both features. Should it be impossible or undesirable for you to attend virtually by computer or smartphone, you may participate in the meeting by telephone by dialing: +1-786-635-1003 and entering Meeting ID: 3056636338 or join the meeting using the system set up at City Hall and as explained in the notice of the meeting that is posted at City Hall and also at <http://www.southmiamifl.gov/580/Public-Meetings-Notices>.

Each virtual participant in the Zoom virtual meeting will be automatically muted upon joining the meeting and only the Chair may unmute a participant. Members of the public who wish to speak will be allowed to do so at the appropriate time. When on the Zoom platform, if you wish to speak to an item that is a public hearing item, you can **raise your virtual hand**, which is located in the lower right hand of the bar to the right of the main screen below the list of participants.

YOU MUST ACTIVATE "PARTICIPANTS" FROM THE SYMBOLS ON THE BOTTOM OF THE ZOOM WINDOW



TO "RAISE YOUR HAND" TO INDICATE YOUR INTEREST IN SPEAKING.

If you are participating via telephone, please dial *9 to "raise your hand" to indicate your interest in speaking.

When you raise your virtual hand, the meeting host will be aware of this and at the appropriate time indicate your interest in speaking to the Mayor, or Chair. The Mayor, or Chair, will call on you at the appropriate time and the meeting host will unmute your microphone and you will be allotted your time to make your remarks public.

We thank you for participating in this service and ask you to please wait patiently for your turn to speak.

If you wish to be part of the scheduled Zoom meeting, please join the meeting by clicking on the following URL link: <https://zoom.us/j/3056636338> or dialing: +1-786-635-1003 and entering Meeting ID: 3056636338.