

City of Wilton Manors

2020 Wilton Drive • Wilton Manors, Florida 33305 • (954) 390-2120 • FAX (954) 390-2199



Life's Just Better Here

CITY OF WILTON MANORS

EMERGENCY ORDER 2020-005

PUBLIC MEETING PROCEDURES

(Communications Media Technology)

Tom Green
Vice Mayor

On March 9, 2020, Governor Ron DeSantis signed Executive Order No. 20-52, thereby declaring a public health emergency in the State of Florida due to public health threat resulting from the spread of the Novel Coronavirus Disease 2019 ("COVID-19"); and

Julie A. Carson
Commissioner

Gary Resnick
Commissioner

On March 10, 2020, Broward County Administrator Bertha Henry declared a state of emergency in Broward County; and

Paul Rolli
Commissioner

Leigh Ann Henderson
City Manager

On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic; and

Kerry Ezrol
City Attorney

On March 11, 2020, Vice Mayor Tom Green declared a state of emergency in the City of Wilton Manors at the request of City Manager Leigh Ann Henderson; and

On March 17, 2020, the City Commission issued Emergency Order 2020-001 which, among other things, delegated to City Manager Leigh Ann Henderson the authority to issue further emergency orders; and

Since the outbreak of COVID-19 numerous local governments and multiple states have adopted various versions of "stay at home" and "safer at home" orders. These orders are designed to protect the health and well-being of the community, to create social distancing, and to minimize contact in an effort to limit community spread of COVID-19; and

On March 27, 2020, City Manager Leigh Ann Henderson issued Emergency Order 2020-03 –Safer At Home Order; and

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On March 30, 2020, Governor Ron DeSantis issued Executive Order No. 20-89 restricting public access to businesses and facilities deemed non-essential in Miami-Dade County, Broward County, and Palm Beach County; and

On April 1, 2020, Governor Ron DeSantis issued Executive Order No. 20-91 imposing a statewide Safer at Home Order; and

On March 20, 2020, Governor Ron DeSantis signed Executive Order No. 20-69 (the “Order”), thereby suspending any statutory requirement that a physical quorum be present in order to conduct a meeting of a local government body, including the City Commission.

The Order further authorizes the City Commission to utilize communications media technology (“CMT”), such as telephonic and video conferencing, as provided in Section 120.54(5)(b)(2), F.S., to conduct a public meeting.

The City of Wilton Manors should conduct any meeting utilizing CMT consistent with the Order and fully compliant with the Sunshine Law, and provide the utmost transparency and opportunity for public access and participation while ensuring that all necessary and appropriate steps are taken to protect the health, safety and welfare of the citizens and residents of the City.

In accordance with section 4. D. of Governor Ron DeSantis’ Executive Order No. 20-52, the City of Wilton Manors is authorized to waive the procedures and formalities otherwise required by law.

Pursuant to the City Charter, Section 252.46, *Florida Statutes*, Chapter 19 of the City’s code of ordinances, the Order, the delegation of authority from the City Commission, and all other applicable laws, the City Manager has the authority to issue emergency orders with the force of law.

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IT IS HEREBY ORDERED:

Section 1. The City of Wilton Manors hereby adopts the following procedures for public meetings, including but not limited to meetings of the City Commission, Boards, Committees, and staff meetings required being public pursuant to section 286.011 F.S. utilizing communications media technology:

- 1) Notice for all “virtual” meetings shall be prepared and posted in accordance with Section 120.54(5)(b)(2), F.S., and Ch. 28-109, F.A.C., along with the City’s Code of Ordinances and other applicable local and state law.
- 2) The Members of the City Commission, Board, Committee, and City staff may attend meetings remotely utilizing CMT. The City’s IT Department shall assist to ensure that the City Manager and all members of the City Commission Board, Committee, and necessary City staff, as determined by the City Manager, have access to the public meeting. Pursuant to the Order, a physical quorum of the City Commission, Board or Committee is not required to hold a meeting and conduct official business. In the event that a physical quorum is not present, a virtual quorum shall be required in order to hold a meeting and conduct official business.
- 3) City Hall, and other City buildings, at the discretion of the City Manager, may be closed to the public. In the event that City Hall or other City buildings are closed to the public, the public shall not be permitted to physically attend meetings of the City Commission, Board, Committee, or City staff. This restriction is intended to ensure compliance with the CDC recommendations and City of Wilton Manors Emergency Order 2020-03 prohibiting gatherings of more than four (4) people.

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4) PUBLIC COMMENT PROCEDURES:

Any member of the public wishing to comment publicly on any matter may participate by:

- a) Submitting Public Comment via email: Prior to the start of the meeting, submit comments by email to publiccomment@wiltonmanors.com. Please include your name and address in the email. All comments submitted by email comment length shall be, if read orally, three (3) minutes or less. Public comments received at least one hour prior to the start of the meeting will be read into the record by the Clerk, or the City Clerk's designee. All other comments submitted by email prior to the start of the meeting shall be made a part of the public record.
- b) Participating in Meeting: Log-in to Zoom via browser, app or phone. During the public comment portion of the agenda use Raise Hand feature to be called on. Raise Hand feature can be activated by selecting the icon. If you are on an app on a phone, the icon is on the bottom of the screen. If you are on a tablet, the icon is on the top right of the screen. If you are on a PC or laptop, the icon is on the bottom of the screen. If you are calling in to the meeting, Dial *9.
- c) Any member of the public that does not have access, or needs accommodations, should contact the Clerk's Office at 954-390-2123.
- d) If any member of the public requires additional information about any public meeting using CMT or has any questions about how to submit a public comment at the meeting, please contact:

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Faith Lombardo, City Clerk
2200 Wilton Drive
Wilton Manors, FL 33305
954-390-2123
CityClerk@wiltonmanors.com

- 5) QUASI-JUDICIAL PROCEDURES (to be determined at a later date pursuant to a subsequent emergency order).
- 6) All actions of the City Commission, Board, Committee, or City staff meetings required to be public pursuant to section 286.011 F.S. utilizing communications media technology shall be taken by a roll call vote. If during any virtual public meeting, the technology utilized by the City fails or if such technology is insufficient to permit all interested members of the public to attend and participate, the virtual public meeting shall cease immediately until such problems have been resolved.

Section 2. Notwithstanding anything contained to the contrary in the City of Wilton Manors' Charter, Code of Ordinances, uncodified ordinances, rules, regulations or policies, any requirement that a physical quorum be present for public meetings of the City Commission, Boards, Committees, and staff required to be public pursuant to section 286.011 F.S. utilizing communications media technology is hereby suspended.

Section 3. This Emergency Order is effective immediately and shall remain in full force and effect as long as Governor Ron DeSantis' Executive Order No. 20-69 is in effect, as may be amended and extended.

ORDERED ON AND FILED WITH THE CLERK OF THE CITY OF WILTON MANORS ON APRIL 24, 2020.



Leigh Ann Henderson, City Manager