

Pursuant to the Charter of the City of St. Augustine and Resolution 2019-21, as modified and amended by Resolution 2020-23 and Resolution 2020-25. The procedures adopted provide for the use of Communications Media Technology (CMT) under the authority granted by the Governor of the State of Florida pursuant to Executive Order 20-69, as amended.

The Alcazar Room at City Hall will be open for attendance with limited capacity consistent with the public health, and life safety requirements as promulgated by the CDC. These include mandated capacity and distancing requirements.

Physical attendance will be prioritized as follows until maximum capacity is reached:

1. Commission Members
2. City Attorney
3. City Manager
4. City Clerk
5. Required staff for public records and multi-media operation
6. Public participants

#### HOW TO VIEW THE MEETING:

- The meeting will be broadcast live at: [www.CityStAugTV.com](http://www.CityStAugTV.com)
- Government Comcast Channel 3
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#### FOR ITEMS REQUIRING A SEPARATE PUBLIC HEARING:

These items include quasi-judicial hearings, second readings of ordinances, and resolutions or other matters identified in the agenda as requiring separate public hearings pursuant to law.

#### HOW TO PROVIDE PUBLIC COMMENT:

##### EMAIL/WRITTEN

Members of the public wishing to provide public comment prior to the meeting may submit comments via email at [cityclerk@citystaug.com](mailto:cityclerk@citystaug.com) for City Commission meetings, [pzb@citystaug.com](mailto:pzb@citystaug.com) for Planning and Zoning Board meetings, and [harb@citystaug.com](mailto:harb@citystaug.com) for Historic Architectural Review Board meetings, or via drop box or U.S. Mail addressed to the City Clerk and identified as public comment for the particular item on the Agenda. All comments must be received by (5:00pm ONE BUSINESS DAY PRIOR TO MEETING). All public comment will be limited to three (3) minutes. City staff will forward all written public comments to each City Commissioner or each Board Member, and preserve all written comment consistent with Florida Public Records law, but will only read into the record the equivalent of three (3) minutes or 400 words. Any public comments received after the deadline will be forwarded to the City Commissioners or Board Members as soon as reasonably possible.

## PHYSICALLY PRESENT

Members of the public physically present in chambers may make public comment consistent with adopted administrative rules and rules of decorum.

## PHONE

Members of the public who wish to participate utilizing CMT are requested to dial in 904-293-4330 only when prompted for the specific item on the agenda or at open public comment. The callers will be placed on hold and queued for each agenda item public comment period.

All other Rules of Decorum shall apply to the extent they do not conflict or are not applicable. The meeting moderator will monitor adherence to the Rules of Decorum and may mute any persons determined to be in violation.

## FOR REGULAR BUSINESS ITEMS ON THE AGENDA:

These items include first readings of ordinances, most resolutions or other matters identified in the agenda as requiring a vote or decision of the City Commission, but not requiring a separate public hearing.

## HOW TO PROVIDE PUBLIC COMMENT:

### EMAIL/WRITTEN

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## PHYSICALLY PRESENT

Members of the public physically present in chambers may make public comment consistent with adopted administrative rules and rules of decorum.

## FOR GENERAL PUBLIC COMMENT:

This comment period is for items not on the agenda, nor anticipated for a vote or decision of the City Commission.

## HOW TO PROVIDE PUBLIC COMMENT:

### EMAIL/WRITTEN

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### PHYSICALLY PRESENT

Members of the public physically present in chambers may make public comment consistent with adopted administrative rules and rules of decorum.

## NOTICES:

- In accordance with Florida Statute 286.0105: "if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, 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."
- In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than one (1) day prior to the proceeding at the address given on the notice. Telephone 904-825-1007; 1-800-955-8771 (TDB) or 1-800-955-8770 (V) via Florida Relay Services.