



OFFICE OF THE COUNTY ADMINISTRATOR

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M E M O R A N D U M

**TO:** The Honorable Chairman and  
Members of the Board of County Commissioners

**FROM:** Barry A. Burton, County Administrator *BAB*

**DISTRIBUTION:** Executive Team  
Ken Burke, Clerk of the Court  
Jewel White, County Attorney

**SUBJECT:** COVID-19 Phase 2 Meetings

**DATE:** May 28, 2020

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The Governor's Task Force Report, [Safe. Smart. Step-by-Step: Plan for Florida's Recovery](#), recommends the following for local governments in phase 2:

In-person quorum for local government bodies should resume, allowing no more than 50 people in attendance, as long as social distancing guidelines can still be maintained. Continue to allow authorized technology and video conferencing for public participation at local government meetings.

Assuming the Governor follows this plan in Phase 2, we are ready to hold televised in-person BCC Meetings while allowing public participation in-person and via zoom. The Magnolia Room at the Cooperative Extension can accommodate social distancing with room for approximately 35 members of the public or presenters to participate in person. If we reach capacity in the Magnolia Room, we will rotate citizens in to speak from the overflow room across the hall that can hold approximately 20 people and that room will be equipped with a TV to watch the meeting. In addition to these two rooms, we can also use the lobby area to accommodate approximately another 20 people. The Magnolia Room will stay set up with all the cameras and recording equipment to allow other County Boards an opportunity to meet in-person while following the social distancing guidelines.

Attached is a layout of the room and I look forward to our discussion tomorrow.

