MEMORANDUM

Date: December 19, 2012

TO: Town Commission

FROM: Dave Bullock, Town Manager

SUBJECT: Ordinance 2012-23, Amending Chapter 30, Meetings

At the November 5, 2012, Regular Meeting, the Town Commission adopted the 2013 Town Commission Meeting Schedule. Staff was directed to draft an Ordinance amending Chapter 30 to provide for the change to scheduled workshop meetings.

At the June 21, 2012, Regular Workshop, the Town Commission requested review of Code requirements relating to the procedures for the public comment portion of meetings over the summer recess. During review of Chapter 30 pertaining to the meeting schedules, procedures for addressing the Commission, and agenda preparation requirements, Ordinance 2012-23 was drafted to amend the Code.

At the November 12, 2012, Regular Workshop Meeting the Commission considered the proposed amendments and forwarded Ordinance 2012-23 to the December 3, 2012, Regular Meeting for first reading..

Following consideration of Ordinance 2012-2 on December 3, 2012, the Ordinance was forwarded to the January 7, 2013 Regular Meeting for second reading, public hearing, discussion and adoption.

Please contact me if you have any questions or need assistance.

ORDINANCE 2012-23

AN ORDINANCE OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 30, TOWN COMMISSION, BY AMENDING SECTION 30.01, MEETINGS, PARAGRAPH (D), WORKSHOP MEETINGS, TO CHANGE THE DAY AND TIME OF WORKSHOP MEETINGS; AMENDING SECTION 30.02, AGENDA, TO MODIFY PROVISIONS RELATING TO AGENDA MATERIAL DEADLINES; AMENDING SECTION 30.06, ADDRESSING THE COMMISSION, TO CLARIFY THE SPEAKER COMMENT PERIOD; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the current provisions of the Town Code, Chapter 30, provide for the Town Commission's regular workshop meetings to be held on the third Thursday of each month at 2:00 P.M.; and

WHEREAS, the Town Commission has determined that it would avoid conflicts with other regularly scheduled meetings and provide for a more efficient utilization of time to schedule the regular workshop meeting on an alternate day of the week and at an earlier time than is currently provided for in the Town Code; and

WHEREAS, the Town Commission has determined that the Town Manager shall have the authority as provided in Section 30.02 of the Code to prepare and distribute agendas for various Commission meetings and establish deadlines, as needed, to provide for timely distribution of agenda materials; and

WHEREAS, the Town Commission has provided procedures in Section 30.06 pertaining to addressing the Commission and wishes to clarify the speaker comment period outlined therein.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF LONGBOAT KEY, FLORIDA, THAT:

SECTION 1. The above WHEREAS clauses are hereby ratified and affirmed as true and correct.

SECTION 2. Chapter 30, TOWN COMMISSION, Section 30.01, Meetings, paragraph (D), Workshop Meetings, is hereby amended as follows:

(D) Workshop Meetings. The Town Commission may meet in workshop for study and discussion of the affairs of the town in the Commission chambers of the Town Hall, but no formal or binding action may be taken at these meetings. Unless the Town Commission shall determine otherwise, regular workshop meetings shall be held on the third ~~Thursday~~ Monday of each month at ~~2:00~~ 1:00 p.m. However, when the day fixed for a regular workshop meeting falls on a day designated by law as a legal holiday, the

meeting shall be held on another day as designated by the Town Commission. Special workshops may be scheduled as deemed necessary by the Town Commission.

SECTION 3. Chapter 30, TOWN COMMISSION, Section 30.02, Agenda, paragraph (A)(3), Workshop Meetings, is hereby amended as follows:

(A) The town manager shall prepare an agenda for all regular, special and workshop meetings.

(3) The town manager shall prepare the agenda for all workshop meetings~~.~~, establish submission dates for agenda materials, ~~Items for the agenda for regular workshop meetings, including all backup materials, shall be presented to the town manager no later than 5:00 p.m. of the seventh working day preceding the workshop meeting for which the item is to be scheduled. The town manager shall prepare the agenda~~ and distribute the agenda to each commissioner at least three working days in advance of the regular workshop meeting.

SECTION 4. Chapter 30, TOWN COMMISSION, Section 30.06, Addressing the Commission, paragraph (E), is hereby amended as follows:

(E) Each person recognized for the purpose of addressing the commission shall step forward to the podium, with microphone thereon, and shall give his name and address in an audible tone for the record, and unless further time is granted by the commission, shall limit his address to three minutes or such additional time as may be granted by the chairman or by action of a majority of the commission. No persons shall be permitted to transfer their available time, if not utilized, to other speakers without action of a majority of the commission. All remarks shall be addressed to the commission as a body and not to any member thereof. No person, other than a commissioner and the person having the floor shall be permitted to enter into any debate or discussion without the permission of the chair

SECTION 5. If any section, subsection, sentence, clause or provision of this Ordinance is held invalid, the remainder of the Ordinance shall not be affected.

SECTION 6. All ordinances or parts of ordinances in conflict herewith shall be and the same are hereby repealed.

Passed on the first reading the ____ day of _____, 2012.

Adopted on the second reading and public hearing the _____ day of _____, 2012.

_____
James L. Brown, Mayor

ATTEST:

_____
Trish Granger, Town Clerk

End of Agenda Item