

Regular Workshop – March 20, 2013  
Agenda Item 11

Agenda Item: Review of Current Ad Hoc Committees

Presenter: Town Manager

Summary: Each year the Town Commission considers the continuation of various ad hoc committees that may be in place, in accordance with Resolution 2000-05.

Resolution 2011-20 established the Finance Committee, an ad hoc subcommittee of the Town Commission. On May 7, 2012, the Town Commission reconstituted the Finance Committee for the year 2012-2013 by adoption of Resolution 2012-09.

Additionally, on May 7, 2012, the Town Commission passed Resolution 2012-10, establishing a Community Center Advisory Committee (CCAC) for a one-year period (2012-2013). Subsequently, on May 24, 2012, the Town Commission elected to defer appointments to that Committee.

The Commission will need to consider reconstituting or sunsetting the Finance Committee and the Community Center Advisory Committee during the current year's review.

If the Commission elects to continue one or both of the Ad Hoc Committees, the appropriate Resolution(s), either continuing or sunsetting the Committees, will be forwarded to the April 1, 2013, Regular Meeting for formal action.

Attachments: 03-08-13 Memo, Town Clerk to Manager;  
Resolution 2011-20, Establishing the Finance Committee;  
Resolution 2012-10, Establishing the CCAC  
Excerpt from May 24, 2012 Town Commission Regular Workshop Minutes

Recommended Action: Pending discussion, provide direction to Manager.

## M E M O R A N D U M

Date: March 8, 2013

**TO:** David Bullock, Town Manager  
**FROM:** Trish Granger, Town Clerk  
**SUBJECT:** Ad Hoc Committee Review

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Each year, the Town Commission considers the continuation of various ad hoc committees that may be in place in accordance with Resolution 2000-15.

The Finance Committee was established as an ad hoc subcommittee of the Town Commission through the adoption of Resolution 2011-20 at the June 6, 2011, Regular Meeting, and reconstituted on May 7, 2012, for a one-year period. The Commission will need to consider reconstituting the Finance Committee during the current year's review.

Additionally, the Commission adopted Resolution 2012-10, on May 7, 2012, establishing the Community Center Advisory Committee (CCAC) for a one-year period (2012-2013). Subsequently on May 24, 2012, the Town Commission elected to defer appointments to that Committee.

If the Commission elects to continue or sunset either (or both) of these Committees, the appropriate Resolution(s) will be forwarded to the April 1, 2013, Regular Meeting for formal action.

Please don't hesitate to contact me if you have any questions.

**RESOLUTION 2011-20**

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, ESTABLISHING A FINANCE COMMITTEE AS AN AD HOC SUBCOMMITTEE OF THE TOWN COMMISSION UNDER ARTICLE II, SECTION 20(a) OF THE TOWN CHARTER, PROVIDING DUTIES AND RESPONSIBILITIES; PROVIDING FOR THREE MEMBERS AND TERMS OF OFFICE, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Longboat Key Town Charter Article II, Section 20(a) provides that the Town Commission may establish ad hoc committees by Resolution; and

**WHEREAS**, the Town of Longboat Key Charter Article V, Section 12, provides that the books of accounts for the Town shall be audited by an auditor chosen by the Town Commission; and

**WHEREAS**, the Town Commission has determined that it would be in the Town's best interest to have the assistance of a Finance Committee as an ad hoc subcommittee of the Town Commission to report and make recommendations to the Town Commission responsibilities as set forth below.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF LONGBOAT KEY THAT:**

**SECTION 1.** The above Whereas clauses are true and correct and are hereby ratified and confirmed.

**SECTION 2. Formation.** The Town Commission hereby establishes a Finance Committee to consist of three (3) Town Commissioners each member serving a one year term ending on April 30<sup>th</sup> of each year.

**SECTION 3. Duties and Responsibilities.** The Finance Committee shall:

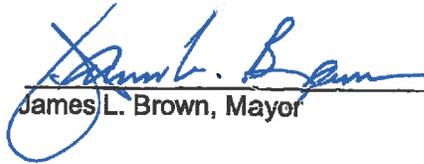
- a. Define, develop and review the Town's quarterly financial reports and forward them to the Town Commission with any comments or suggestions that it deems necessary or desirable;
- b. Develop an orderly and effective process for the selection of an auditor to be chosen by the Town Commission as set forth in Article V Section 12, of the Town's Charter;
- c. Perform all other duties that may be assigned to it by the Town Commission.

**SECTION 4.** The Town Manager shall serve as the staff liaison to the Finance Committee and may designate staff members to assist as he deems necessary.

SECTION 5. The Finance Committee shall present its recommendations to the Town Commission for its consideration. The Town Commission may accept, reject, or modify the recommendations of the Finance Committee as it deems appropriate.

SECTION 6. This Resolution shall become effective immediately upon its adoption and shall be reviewed annually pursuant to Resolution 2000-05.

PASSED at a meeting of the Town Commission of the Town of Longboat Key, Florida, on the 6<sup>th</sup> day of June, 2011.

  
James L. Brown, Mayor

ATTEST:  
  
Trish Granger, Town Clerk

RESOLUTION 2012-10

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, ESTABLISHING A COMMUNITY CENTER ADVISORY COMMITTEE FOR 2012-2013; PROVIDING FOR A PURPOSE; PROVIDING FOR APPOINTMENT OF MEMBERS AND TERMS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Charter, Article II, Section 20, provides that the Town Commission may appoint by resolution such ad hoc committees for such terms as it deems necessary and desirable; and

**WHEREAS**, the Town Commission determined on April 19, 2012 that it wishes to establish a Community Center Advisory Committee (CCAC) for 2012-2013; and

**WHEREAS**, the Town Commission wishes to appoint five (5) Longboat Key residents to serve on the CCAC for 2012-2013.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LONGBOAT KEY, FLORIDA, THAT:**

**SECTION 1.** The Community Center Advisory Committee (CCAC) is established for 2012-2013 for the purpose of assisting the Town Commission as a steering committee to investigate the programming and potential utilization of a public community center for the Town of Longboat Key.

**SECTION 2.** The Town Commission will appoint five Longboat Key residents to serve as members of the CCAC for 2012-2013 with the term to begin immediately upon appointment and expire on May 6, 2013 in accordance with Resolution 2000-05.

**SECTION 3.** Those appointed to the CCAC shall hold an organizational meeting and elect a Chairman, Vice-Chairman, and Secretary, and establish procedures for holding meetings, in accordance with State law.

**SECTION 4.** The Town Manager shall provide a staff liaison to the CCAC and may designate staff members for resource purposes.

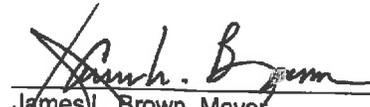
**SECTION 5.** The Town Commission will provide the CCAC with a Scope of Work. The CCAC shall present its recommendations for Town Commission consideration and approval.

**SECTION 6.** This Resolution shall take effect immediately upon adoption.

Passed by the Town Commission of the Town of Longboat Key on the 17<sup>th</sup> day of May, 2012.

ATTEST:

  
Trish Granger, Town Clerk

  
James L. Brown, Mayor

**TOWN COMMISSION COMMENTS**

**A. Government Agencies/Town Commission**

Commr. Younger suggested that a Joint Meeting be pursued with Manatee County to be hosted on Longboat Key.

**B. Insurance**

Commr. Zunz requested that a discussion item be placed on a future Workshop agenda relating to Wind Insurance requirements.

**There was consensus to schedule discussion of the issue on a future agenda.**

**C. Boards/Committees**

Vice Mayor Brenner noted attendance at the Sarasota Council of Governments and the Manatee Economic Development Council meetings earlier this month.

**TOWN ATTORNEY COMMENTS** - No items were presented.

**TOWN MANAGER COMMENTS**

**A. Public Works**

Town Manager Dave Bullock noted distribution of a report on the adjustments made to the permeable adjustable groins.

**B. Boards/Committees**

Town Manager Dave Bullock advised that the deadline for application on the Community Center Advisory Committee had passed and that four applications were received.

Mayor Brown noted the discussions regarding residency requirements and the intent of the Committee to collect and interpret data relating to the needs of the community for events held throughout the Town by various organizations.

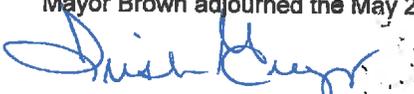
**There was consensus to direct Staff to begin the effort for the collection of data relating to the community needs and postpone appointments at the current time.**

Mr. George Spoll, Harbourside Drive, suggested that the Commission increase the membership of the committee and require that a majority be residents.

**PRESS TO BE HEARD** - No items were presented.

**ADJOURNMENT**

Mayor Brown adjourned the May 24, 2012, Regular Workshop Meeting at 6:44 p.m.

  
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Trish Granger, Town Clerk

  
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James L. Brown, Mayor

Minutes Approved: 7/2/12



**End of Agenda Item**