

Regular Workshop – November 14, 2016
Agenda Item 8

Agenda Item: Discussion Regarding Charter Review Process

Presenter: Town Manager and Town Attorney

Summary: Article II Section 20 of the Town Charter requires a review of the Town Charter no less than once in ten years. The review can be conducted in a variety of way:

- The Town Commission can appoint a Charter Review Committee
- The Town Commission can decide to conduct a Charter review itself
- Town Commission can direct staff to conduct the Charter review
- A combination of the above methods can be undertaken

The Charter is due for review under Article II Section 20 in 2017. This agenda item is provided to give the Commission the opportunity to discuss the process to be followed in conducting the required Charter review in 2017.

Attachments: 11-2-16 Memo, Manager to Commission;
PowerPoint Presentation;
Proposed Advertisement.

Recommended

Action: Pending discussion, provide direction to Manager.

MEMORANDUM

Date: November 2, 2016

TO: Town Commission
FROM: Dave Bullock, Town Manager
SUBJECT: Discussion Regarding Proposed Charter Revisions and Charter Review Process

At the October 17, 2016 Regular Workshop, the Town Commission discussed the potential methods of complying with the requirement to review the Charter. Consensus was formed to continue the item at the November 14, 2016 Regular Workshop Meeting to provide more opportunity for discussion.

Background

Article II Section 20 of the Town Charter requires a review of the Town Charter no less than once in ten years. The review can be conducted in a variety of ways:

- The Town Commission can appoint a Charter Review Committee
- The Town Commission can decide to conduct a Charter review itself
- Town Commission can direct staff to conduct the Charter review
- A combination of the above methods can be undertaken

The Town Commission has wide discretion in establishing the process utilized to review the Charter.

The Charter is due for review under Article II Section 20 in 2017. This agenda item is provided to give the Commission the opportunity to discuss the process to be followed in conducting the required Charter review in 2017.

Amendments to the Charter by referendum can occur anytime following the processes described in the attached presentation but a formal review must occur at least once every ten years.

This item is placed on the November 14, 2016 Regular Workshop Meeting for Commission consideration.

Recommendation

Staff recommends the Commission authorize the Town Clerk to place an advertisement soliciting citizen interest in serving on a Charter Review Committee. The results could be presented to the Commission at the January Regular Meeting.

TOWN OF LONGBOAT KEY



TOWN OF LONGBOAT KEY TOWN CHARTER REVISIONS

**TOWN COMMISSION WORKSHOP
NOVEMBER 14, 2016**



TOWN CHARTER

Sec. 20. - Appointment of advisory boards.

(b) The town commission, at its discretion, shall appoint a Charter Review Committee to review the Charter but in no event shall such review be less than once in a ten (10) year period from the date of adoption of this Charter.



Resolution 2007-21 Charter Review Committee

- **Each Commissioner appointed one member from their district**
- **No restrictions or formal time lines**
- **Committee reported back to the Commission and Commission selectively moved forward or dismissed recommendations**
- **Committee met weekly and their process took one month to complete**
- **Last reviewed in 1998 and 2007**



1998 - Charter Review Committee

- **By Commission direction, staff contacted Florida League of Cities for assistance with Charter review process**
- **Charter Review Committee (CRC) established January 1998**
 - **suggestion CRC be comprised of former Commissioners**
 - **suggestion Commission nominate citizens**



1998 - Charter Review Committee - Continued

- **direction to place advertisements seeking volunteers to serve**
- **15 applications were received, 7 members were appointed by Commission ballot (including one seated Commissioner). Note: 4 of the 7 had served previously on the Commission as Mayor.**
- **Timeline established for placement on 1999 March General Election Ballot for any proposed amendments.**



1989 - Charter Review Committee

- **Appointed Commissioner to review with Town Attorney and Town Clerk**
- **Proposed revisions considered by Commission, Ordinance 89-15 adopted, and proposed amendments placed on November 3, 1989 ballot for voter consideration**



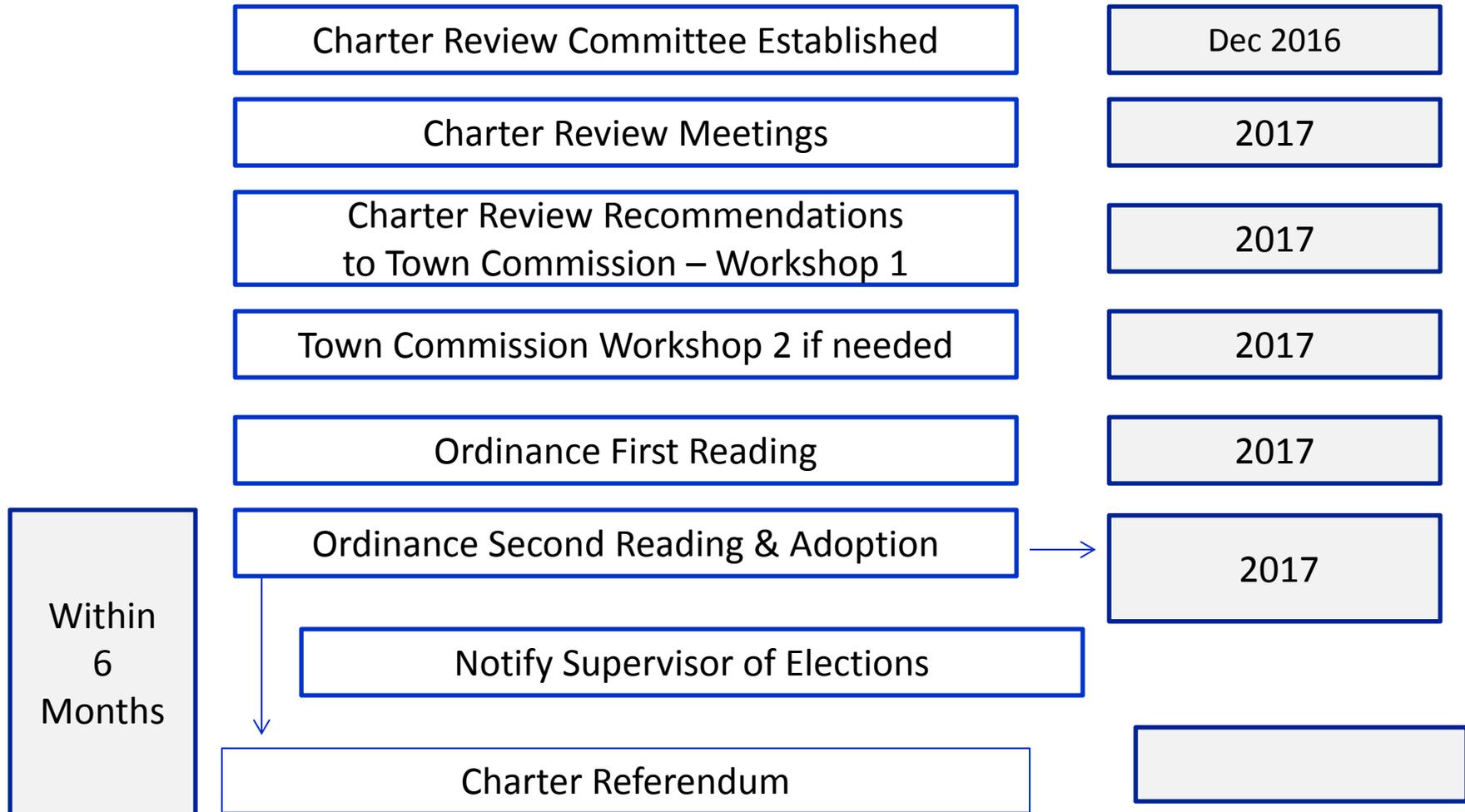
OPTIONS

Per Article VII, options:

- **Commission appoints a Charter Review Committee**
- Or
- **Commission and Town staff can research and prepare Ordinances in areas needing an update**



PROPOSED TIMING





Town of Longboat Key **ATTENTION VOLUNTEERS**

The Longboat Key Town Commission will be accepting applications for appointment to the Charter Review Committee.

Article II, Section 20(b) of the Town Charter states:

The town commission, at its discretion, shall appoint a Charter Review Committee to review the Charter but in no event shall such review be less than once in a ten (10) year period from the date of adoption of this Charter.

Members selected to serve on the Charter Review Committee will be responsible for review of the Charter and will provide recommendations to the Town Commission of any proposed amendments to the Charter. Individuals appointed to this Committee are subject to Florida's Sunshine Law as provided for in Chapter 286, Florida Statutes, and Florida's Public Records Law as provided for in Chapter 119, Florida Statutes.

All applications must be submitted to the Office of the Town Clerk **by NOON on December 29, 2016**, for consideration by the Town Commission at the **January 9, 2017, Regular Meeting**. The Town Commission will host a **Meet and Greet at 6:00 p.m.**, prior to the **January 9, 2017, Regular Meeting** to meet with the applicants.

All applicants must be registered voters of the Town of Longboat Key. Late applications may not be accepted.

Applications are available at the Office of the Town Clerk or can be downloaded from the Town's website at www.longboatkey.org.

If you have any questions on the application process, please call the Office of the Town Clerk at 941-316-1999. Applications may be sent via e-mail to Trish Granger, Town Clerk at tgranger@longboatkey.org or Jo Ann Mixon, Deputy Town Clerk at jmixon@longboatkey.org, or submitted in person or by mail to:

Town of Longboat Key, Office of the Town Clerk
501 Bay Isles Road
Longboat Key FL 34228



End of Agenda Item