



This meeting will be live-streamed via the Town's website.

## **Town of Longboat Key Town Commission**

**Town Hall, 501 Bay Isles Road**

**Longboat Key, FL 34228**

[www.longboatkey.org](http://www.longboatkey.org)

Ken Schneier, Mayor; Mike Haycock, Vice Mayor; Sherry Dominick, District 1  
George Spoll, District 2; Jack Daly, District 4;  
Ed Zunz, District 5; and B.J. Bishop, At-Large

### **AGENDA**

## **REGULAR WORKSHOP MEETING (Virtual)**

**September 29, 2020 – 1:00 PM**

#### **1. Call to Order**

#### **2. Roll Call**

#### **3. Pledge of Allegiance**

#### **4. Pledge of Public Conduct**

- We may disagree, but we will be respectful of one another.
- We will direct all comments to issues.
- We will avoid personal attacks.
- Audience members wishing to speak must be recognized by the Chair.
- Speaking without being recognized will be considered as "Out of Order."

#### **5. Approval of Virtual Meeting Protocols and Process**

#### **6. Public to be Heard**

Opportunity for Public to Address Town Commission

- A. At each meeting, the Town Commission sets aside time for the public to address issues not on the agenda.
- B. All other agenda items except public hearings.

#### **7. Reports**

COVID-19 Update

The Town Manager will brief Commissioners on the Town's response to the COVID-19 pandemic.

Recommended Action: None, informational only.

#### **8. Discussion Items**

A. Proposed Ordinance 2020-09, Amending Chapter 74, Parking Schedules, Providing for Residents' Parking Permit Program for Longbeach Village

Proposed Ordinance 2020-09, proposed to amend Chapter 74, Parking Schedules to add Schedule IV to establish an area where only residents of Longbeach Village could park.

Recommended Action: Provide direction to Manager on proposed Ordinance 2020-09 and forward to the November 2, 2020 Regular Meeting for first reading.

B. Proposed Ordinance 2020-11, Establishing a Master Water and Wastewater Bond Ordinance

Proposed Ordinance 2020-11, establishes a base document for future borrowings and authorizing the issuance of \$3,100,000 Wastewater Refunding Revenue Notes to refinance the State Revolving Fund (SRF) loan agreements.

Recommended Action: Forward Ordinance 2020-11 to the October 5, 2020 Regular Meeting for first reading and public hearing.

C. Utilities Undergrounding Project Update

At each Regular Workshop Meeting the Town Manager and staff provide an update on various components of the Utilities Undergrounding Project.

Recommended Action: None, informational only.

## 9. Town Commission Comments

## 10. Town Attorney Comments

## 11. Town Manager Comments

## 12. Adjournment

Please be advised that the Florida Governor's Office has declared a State of Emergency due to the Coronavirus (COVID-19) pandemic. As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus. Those with weakened immune systems may want to avoid the Town Commission's meeting in order to avoid a potential exposure to the virus.

While it is necessary to hold the above referenced meeting of the Town Commission despite the current public health emergency, the Town Commission fully encourages public participation in a safe and efficient manner. Toward that end, anyone [wishing to listen to the meeting can do so](#) at <https://www.longboatkey.org/town-government/commission-meetings-live>. Additionally, the public can submit comments on agenda items to the Town Clerk in advance at [tshinkle@longboatkey.org](mailto:tshinkle@longboatkey.org). Please submit comments on agenda items to the Town Clerk no later than Tuesday, September 29, 2020 at 10:00 am, to facilitate the Town Commission's consideration of such questions and comments during the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Fla. Stat.).

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing a special accommodation to participate in this proceeding should contact the Town Clerk's office at 941-316-1999 seventy-two (72) hours in advance of this proceeding. If you are hearing impaired, please call 941-316-8719.

## Virtual Meeting Protocols and Process

The September 29, 2020, Town Commission meetings will be conducted virtually with limited staff in attendance in the Commission Chamber at Town Hall.

The Town encourages public participation in its virtual meetings. If you do not plan on participating in the meeting but only wish to view, please consider viewing the meeting via the Town's online streaming option as described in option #2 so that there can be more available bandwidth for individuals who wish to participate in the virtual meeting using the Zoom medium as described in option #4.

Please be advised that there is a 45 second delay due to closed captioning when the Town Commission meeting is viewed using the online option.

Further, should you encounter difficulties in viewing or participating in the meeting with the option you choose, please consider using an alternate form of participation from the options listed below.

To participate in the Town Commission virtual meeting on September 29, 2020, which begins at 1 p.m., you have the following options:

### **1. Listen to the meeting via phone:**

You may listen to the audio only from your phone by dialing 1-646-558-8656 and when the meeting ID is requested, enter 267390984 and then press the # key.

### **2. Watch the meeting online, but not participate:**

You may access the meeting by visiting <https://www.longboatkey.org/town-government/commission-meetings-live>. As noted above, there is a 45 second delay when viewing and streaming the meeting through this online option.

### **3. Watch the meeting online and provide public comment prior to the meeting:**

Please follow all of the instructions provided for in #2 above. You may also provide written comments by e-mailing Town Clerk Trish Shinkle by **September 28, 2020, at 10:00 a.m.** at [tshinkle@longboatkey.org](mailto:tshinkle@longboatkey.org), by regular mail at 501 Bay Isles Road, Longboat Key, FL, 34228, or submit the on-line form available on the Town's website ([www.longboatkey.org](http://www.longboatkey.org)). The on-line form will be available from Friday, September 25, 2020, at 12:00 p.m. (noon) until 10:00 a.m. on Monday, September 28, 2020. If you do not wish to speak during the meeting, you may request that your written comments be read into the record at the appropriate time. All other written comments received by the deadline will be distributed to the Commission and the appropriate staff prior to the start of the meeting. Time limits will be enforced so written comments that are read into the record must be limited to 3 minutes.

### **4. Watch the meeting and participate during the public comment and/or public hearing in the meeting using Zoom:**

Request to Speak instructions:

To request to speak during the virtual meeting or public hearing, you must complete the Request to Speak form **no later than 10:00 a.m. on September 28, 2020**, to be placed on a participant list. You may access the Request to Speak form by visiting [www.longboatkey.org](http://www.longboatkey.org), select the "Agendas & Meetings" tab, and then select "Virtual Meeting Information" link. You must fill out and submit all required information on the form no later than **no later than 10:00 a.m. on September 28, 2020**, to participate during the public comment and/or public hearing items on the agenda. The on-line form will be available from Friday, September 25, 2020, at 12:00 p.m. (noon) until 10:00 a.m. on Monday,

September 28, 2020. Except for the public hearing agenda item(s), all Public to be Heard comments will be taken at the beginning of the meeting for both Agenda and Non-Agenda items. If you are requesting to speak during the public hearing agenda item, please indicate that specific agenda item number on the Request to Speak form as your comments will be considered during the public hearing portion of the meeting when that public hearing item is considered by the Town Commission.

Zoom instructions:

For the September 29, 2020, meeting, please use the meeting link <https://zoom.us/j/267390984> to virtually attend and watch the meeting by computer, tablet, or smartphone. Those whom have pre-registered to speak, will be called upon and the Town's 3-minute time limit will be enforced. If joining from a tablet or smartphone, you will need to download the free Zoom app from your device's app store. If joining from a computer, your computer will automatically download and install (if needed) the Zoom program. If you currently have Zoom installed on your computer, tablet, or smartphone, you may join the meeting by entering the meeting ID 267390984. **In the event you encounter difficulties in participating with this option, an alternate option should be selected to continue participation.**

For additional information or assistance please contact one of the following staff members prior to the meeting:

1. For public comment questions: Trish Shinkle, Town Clerk, [tshinkle@longboatkey.org](mailto:tshinkle@longboatkey.org) or (941) 316-1999
2. For questions on connecting to the meeting: Jason Keen, Information Technology Director, [jkeen@longboatkey.org](mailto:jkeen@longboatkey.org) or (941) 316-1999.