



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 (Hybrid)**

**February 16, 2021 – 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. Statement of Hybrid Meeting Protocols**

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

Opportunity for Public to Address Town Commission

At each meeting, the Town Commission sets aside time for the public to address issues not on the agenda.

#### **7. Reports**

A. Committee Reports

B. 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. Report and Recommendations Regarding Marine Turtle Protection Ordinance (Proposed Amendments to Town Code, Chapter 100)**

At their November 9, 2020, Regular Workshop Meeting, Town staff presented their initial recommendations based on a comprehensive review of Town Code Chapter 100, Marine Turtle Protection. This follow-up report to the Commission includes responses to Commissioner's questions at the November 9, 2020, Regular Workshop Meeting, as well as to citizen comments received during and after a December 17, 2020, public input session with citizens, stakeholder groups, and Town registered contractors.

Recommended Action: Provide direction to Manager.

### **B. Town Center Phase 3 Discussion**

At their December 14, 2020, and January 19, 2021, Regular Workshop Meetings, the Town Commission held discussions on Phase 3 planning for the Town Center property. Following staff presentations and discussion, the Commission requested this item be scheduled for additional discussion at their February 16, 2021, Regular Workshop Meeting.

Recommended Action: None, informational only.

### **C. Fund Balance Reserve Policy**

During the FY21 Budget discussions, the Commission directed staff to develop a Fund Balance Reserve Policy for consideration prior to the FY22 Budget Workshop Meetings. The Town Manager and Finance Director will present their findings and recommendations for Commission consideration.

Recommended Action: Provide direction to Manager.

### **D. 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.

A physical quorum of the Town Commission will gather in person for a Town Commission meeting and public hearing within the Town Commission Chambers at Town Hall, 501 Bay Isles Road, Longboat Key, Florida, and other members of the Town Commission may appear and utilize CMT, specifically Zoom, to participate in the public meeting and hearings. In the event a physical quorum of the Town Commission gathers at Town Hall for such meeting/hearings, then the public will also be permitted to attend the meeting/hearings in person. In person gatherings by the public at Town Hall shall be governed by applicable Gubernatorial Executive Orders in effect at the time, CDC and Health Department recommendations, Town Emergency Ordinance 2020-21, and the Town Manager's Emergency Executive Orders. The Town will require that all persons attending the public meeting/hearing within Town Hall observe and follow applicable CDC and Health Department guidelines on social distancing and public gathering size limitations. The public must also observe the face covering requirements set forth in Emergency Ordinance 2020-21 within Town Hall.

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, February 16, 2021, 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.

## Hybrid Meeting Protocols and Process

The Town Commission's February 16, 2021, Regular Workshop Meeting at 1:00 pm will be conducted both in-person and virtually with limited seating for the public and limited staff in attendance in the Commission Chamber at Town Hall.

The Town encourages public participation in its public meetings and hearings and is providing multiple options for the public to participate in the proceedings in a manner that accommodates individual needs and health concerns. In-person gatherings by the public at Town Hall shall be governed by applicable Gubernatorial Executive Orders in effect at the time, CDC and Health Department recommendations, Town Emergency Ordinance 2020-21, and the Town Manager's Executive Orders. The Town will require that all persons attending the public meeting/hearings within Town Hall observe and follow applicable CDC and Health Department guidelines on social distancing and public gathering size limitations. The public must also observe the face covering requirements set forth in Emergency Ordinance 2020-21 within Town Hall. Seating is limited to a maximum of 50 people, which includes overflow seating outside the Commission Chamber. Individuals may sign up to speak after completing a health screening upon entering the building.

In that regard, the Town is offering the public the option of participating in the Town's public meetings in-person at Town Hall, or virtually by following the login instructions below.

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/speak 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 Regular Workshop Meeting on February 16, 2021, at 1:00 pm in virtual format, 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](https://www.longboatkey.org/town-government/commission-meetings-live) 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 **February 16, 2021, at 10:00 am** at [tshinkle@longboatkey.org](mailto:tshinkle@longboatkey.org), or 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 Thursday, February 11, 2021, at 10:00 am until Tuesday, February 16, 2021, at 10:00 am. 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 am on Tuesday, February 16, 2021**, to be placed on a virtual 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 10:00 am on Tuesday, February 16, 2021**, to participate during the public comment and/or public hearing items on the agenda. The on-line form will be available from Thursday, February 11, 2021, at 10:00 am until Tuesday, February 16, 2021, at 10:00 am. All Public to be Heard comments will be taken at the beginning of the meeting for Non-Agenda items. If you are requesting to speak during the agenda item, please indicate that specific agenda item number on the Request to Speak form as your comments will be considered during that portion of the meeting when that item is considered by the Town Commission. Please indicate on the form whether you will be attending in person or through the virtual Zoom feature.

#### **Zoom instructions:**

For the February 16, 2021, meeting, please use the [meeting link](https://zoom.us/j/267390984) (<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.

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