



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; Maureen Merrigan, Vice Mayor;

Sherry Dominick, District 1; Penny Gold, District 2;

Debra Williams, District 4; Mike Haycock, At-Large;

and B.J. Bishop, At-Large

## AGENDA REGULAR MEETING November 7, 2022 - 1:00 PM

### 1. Call to Order and Pledge of Allegiance

### 2. 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."

### 3. 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.

### 4. Reports

Committee Reports

### 5. Consent Agenda

The purpose of the Consent Agenda is to expedite formal action on agenda items that are routine in nature. Any item on the Consent Agenda can be removed from the Consent Agenda and placed on the Regular Meeting Agenda by any member of the Commission without a motion, a second, or a vote. Otherwise, all items on the Consent Agenda are voted upon in their totality by one action (motion, second, and vote) and are not subject to discussion. A vote in the affirmative on the Consent Agenda provides the formal action noted for each item.

#### A. Approval of Minutes

October 3, 2022, Special Meeting (Budget); and October 17, 2022, Regular Meeting Minutes.

Recommended Action: Approve Minutes.

#### B. Approval of Alternate Special Magistrate.

The Town utilizes the services of a Special Magistrate to hear Code Enforcement related cases. The Town Commission is being asked to approve a services agreement with Trask Daigneault,

LLP who has three attorneys within their firm that could fulfill the Special Magistrate role in the event the current Special Magistrate is unavailable.

Recommended Action: Approve the Agreement for Code Enforcement Special Magistrate Services Agreement with the law firm of Trask Daigneault, LLP and authorize the Town Manager and Town Attorney to execute the Agreement.

## **6. Ordinance – First Reading**

### **A. Ordinance 2022-25, Establishing the 2023 Election Dates**

The Town Commission will consider Ordinance 2022-25 which provides for the dates of January 31, 2023, for a Preliminary Election (if required), and March 14, 2023, for the General Municipal Election. It also provides for early voting in accordance with State law, for ballot presentation, and advertising.

Recommended Action: Forward Ordinance 2022-25 to the December 5, 2022, Regular Meeting for second reading and public hearing.

### **B. Ordinance 2022-26, Providing for Referendum Language for Charter Amendment, Scheduling of July Regular Meeting**

At their October 17, 2022, Regular Meeting the Commission directed the Town Attorney and Manager to develop referendum language for a Charter Amendment related to changing the July Regular Meeting date when it falls adjacent to the July 4 holiday.

Recommended Action: Provide direction to Manager.

## **7. Ordinance – Second Reading and Public Hearing**

Ordinance 2022-07 Amending Chapter 38, Procurement Procedures

A thorough review of Chapter 38 was done approximately seven years ago. Florida Statutes, Town processes, and titles used, have changed during that period and necessitate an update to the Town Code. The amendments contained in Ordinance 2022-07 align our Code with Florida Statutes; reflect a change from the title Purchasing Manager to Procurement Manager; as well as Purchasing Procedures to Procurement Procedures; adds needed definitions; acknowledges new processes such as digital signatures; adds clarifying language; and some non-substantive changes.

Recommended Action: Adopt Ordinance 2022-07.

## **8. Resolutions and Public Hearing**

### **A. Resolution 2022-23, Amending the FY22 Budget for Year End Transfers**

Resolution 2022-23 provides for a FY22 Budget transfer as part of the required year-end adjustment to cover various unbudgeted expenses. These include Miscellaneous Grant Fund and Law Enforcement Forfeiture Fund Budgets for WCIND and Barancik Foundation Grants.

Recommended Action: Pass Resolution 2022-23.

- B. Resolution 2022-24, Providing for Interactive Electronic Media Technology (IEMT) Policy for Planning & Zoning (P&Z) Board

Resolution 2022-24 provides for an IEMT Policy that authorizes the P&Z Board to utilize evolving electronic media technology to participate in P&Z Workshops and Regular Meetings in certain limited circumstances. This is similar to the IEMT Policy adopted by the Town Commission in Resolution 2021-15.

Recommended Action: Pass Resolution 2022-24.

## **9. New Business**

- A. Consideration of Appointments to the Consolidated Retirement System Board (CRSB) of Trustees; Planning & Zoning (P&Z) Board; and Zoning Board of Adjustment (ZBA)

Appointment for the expiring or open seats on Town Boards and Committees will be considered at the November 7, 2022 Regular Meeting. There are two expiring terms on CRSB with both applicants seeking reappointment; one vacancy on the P&Z Board, and one vacancy on ZBA with four applicants.

Recommended Action: Appoint members to Town Boards and Committees.

- B. Recommendations on Comprehensive Plan Infrastructure Element Amendments

The Town's Comprehensive Plan Evaluation and Appraisal Report presented to the Commission on November 15, 2021, kicked off an update to the Comprehensive Plan. The third series of recommended amendments focus on the Infrastructure Element and has been forwarded from the Planning & Zoning Board for Commission consideration at the November 7, 2022, Regular Meeting.

Recommended Action: Provide direction to Manager.

## **10. Town Commission Comments**

## **11. Town Attorney Comments**

## **12. Town Manager Comments**

## **13. Adjournment**

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.