

# **AGENDA AND PUBLIC NOTICE CITIZEN TAX OVERSIGHT COMMITTEE**

THERE WILL BE A PUBLIC MEETING OF THE  
CITIZEN TAX OVERSIGHT COMMITTEE IN PERSON AND VIRTUAL  
AT 501 BAY ISLES RD, LONGBOAT KEY FLORIDA  
ON MARCH 12, 2021 AT 10:00 AM at

## **VIRTUAL MEETING ATTENDANCE DIAL IN INSTRUCTIONS PROVIDED IN THE ATTACHMENT TO THIS AGENDA**

1. Call to Order, Roll Call, and Overview of Hybrid Meeting Process.
2. Swearing in New Appointees
3. Opportunity for Public to be heard.
4. Approve Minutes (April 14, 2020).
5. Finance Presentation and Discussion
  - a. Role of the Committee.
  - b. Review Town process and compliance
  - c. Forecasting of Revenue
  - d. Review of Budget and Uses of Infrastructure Surtax Funds
  - e. Audited Financial Reports of Infrastructure Surtax for the Fiscal Year Ended Sept 30, 2016 (FY16) through 2020 (FY20)
  - f. Project Commitments FY21
6. Review Draft of Memo to Town Commission
7. Committee Comments
8. Adjourn

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.

It is required that a physical quorum of the Citizens Tax Oversight Committee will gather in person for the meeting within the Town Commission Chamber at Town Hall, 501 Bay Isles Road, Longboat Key, Florida, and other members of the Citizens Tax Oversight Committee "Committee" may appear and utilize CMT, specifically Zoom, to participate in the public meeting. When a physical quorum of the Committee gathers at Town Hall for such meetings, then the public will also be permitted to attend the meeting 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.

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 forty-eight (48) hours in advance of this proceeding. If you are hearing impaired, please call 941-316-8719. 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 forty-eight (48) hours in advance of this proceeding. If you are hearing impaired, please call 941-373-7002.

## Virtual Meeting Instructions

The March 12, 2021 Citizens Tax Oversight Committee (“Committee”) public meeting 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. A physical quorum of the Committee will gather in person for the meeting within the Town Commission Chamber at Town Hall, 501 Bay Isles Road, Longboat Key, Florida and other members of the Committee may appear and utilize ZOOM, to participate in the public meeting.

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 2020-13, and the Town Manager’s Emergency 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 2020-13 within Town Hall.

To participate virtually in the Citizens Tax Oversight Committee meeting on March 12, 2021, which begins at 10:00 a.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 880 716 74555 and then press the # key.

### **2. Watch the meeting and participate during the public comment in the meeting using Zoom:**

Request to Speak instructions:

To request to speak during the virtual meeting, you must send an email request to the Budget Manager at [shenley@longboatkey.org](mailto:shenley@longboatkey.org) on or prior to 5:00 PM on March 11, 2021, to be placed on a participant list. All Public to be Heard comments will be taken at the beginning of the meeting for both Agenda and Non-Agenda items.

Zoom instructions:

For the March 12, 2021, meeting, please use the meeting link <https://us02web.zoom.us/j/88071674555> 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 880 716 74555. In the event you encounter difficulties in participating, please check the Town’s website for any updated information.

For additional information or assistance please contact the following prior to the meeting:

1. For public comment questions: Sandi Henley, [shenley@longboatkey.org](mailto:shenley@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.

**3. Listen to the meeting via phone or watch the meeting using Zoom without participating, and provide public comments prior to the meeting:**

Please follow all of the phone or zoom instructions, as provided in #1 or 2 above. In addition to listening or watching the meetings, you may also provide written comments by e-mailing the Budget Manager at [shenley@longboatkey.org](mailto:shenley@longboatkey.org) no later than 5:00 PM on March 11, 2021, or by regular mail at 501 Bay Isles Road, Longboat Key, FL, 34228. If requested by the commenter within the requestor's email, timely submitted written comments will be read into the record by the Budget Manager during the public comment portion of the meeting. If not specifically requested within the written comments, all other written comments received by the deadline will be distributed to the Committee members prior to the start of the meeting. Time limits will be enforced for written comments that are read into the record, so all written comments must be limited to 3 minutes.

## Virtual Meeting Instructions

The March 12, 2021 Citizens Tax Oversight Committee (“Committee”) public meeting 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. A physical quorum of the Committee will gather in person for the meeting within the Town Commission Chamber at Town Hall, 501 Bay Isles Road, Longboat Key, Florida and other members of the Committee may appear and utilize ZOOM, to participate in the public meeting.

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 2020-13, and the Town Manager’s Emergency 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 2020-13 within Town Hall.

To participate virtually in the Citizens Tax Oversight Committee meeting on March 12, 2021, which begins at 10:00 a.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 880 716 74555 and then press the # key.

### **2. Watch the meeting and participate during the public comment in the meeting using Zoom:**

Request to Speak instructions:

To request to speak during the virtual meeting, you must send an email request to the Budget Manager at [shenley@longboatkey.org](mailto:shenley@longboatkey.org) on or prior to 5:00 PM on March 11, 2021, to be placed on a participant list. All Public to be Heard comments will be taken at the beginning of the meeting for both Agenda and Non-Agenda items.

Zoom instructions:

For the March 12, 2021, meeting, please use the meeting link <https://us02web.zoom.us/j/88071674555> 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 880 716 74555. In the event you encounter difficulties in participating, please check the Town’s website for any updated information.

For additional information or assistance please contact the following prior to the meeting:

1. For public comment questions: Sandi Henley, [shenley@longboatkey.org](mailto:shenley@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.

**3. Listen to the meeting via phone or watch the meeting using Zoom without participating, and provide public comments prior to the meeting:**

Please follow all of the phone or zoom instructions, as provided in #1 or 2 above. In addition to listening or watching the meetings, you may also provide written comments by e-mailing the Budget Manager at [shenley@longboatkey.org](mailto:shenley@longboatkey.org) no later than 5:00 PM on March 11, 2021, or by regular mail at 501 Bay Isles Road, Longboat Key, FL, 34228. If requested by the commenter within the requestor's email, timely submitted written comments will be read into the record by the Budget Manager during the public comment portion of the meeting. If not specifically requested within the written comments, all other written comments received by the deadline will be distributed to the Committee members prior to the start of the meeting. Time limits will be enforced for written comments that are read into the record, so all written comments must be limited to 3 minutes.