

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR MEETING
DECEMBER 2, 2013 - 7:00 P.M.**

Present: Mayor Jim Brown, Vice Mayor David Brenner, Commrs. Jack Duncan, Terry Gans, Lynn Larson, Phill Younger, Pat Zunz

Also: Town Manager Dave Bullock, Town Attorney David Persson,
Present: Town Clerk Trish Granger

CALL TO ORDER

Mayor Brown called the Regular Meeting to order at 7:00 p.m. in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida, and Commr. Gans led the Pledge of Allegiance.

Mayor Brown noted the attendance of Manatee County Commissioner John Chappie.

PROCLAMATIONS AND SPECIAL PRESENTATIONS

1. Sarasota Bay Estuary Program Update on RESTORE Act

Mr. Mark Alderson, Executive Director of the Sarasota Bay Estuary Program, gave a PowerPoint presentation on the RESTORE (Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies) Act. Discussions were held on the following topics/issues:

- financial analysis of BP Oil Company/method of payments
- amount of criminal fines assessed
- estimated timing for resolution of outstanding issues
- separate funding from other claims against BP Oil Company.

Mayor Brown thanked Mr. Alderson for the comprehensive update. Individual comments followed.

PUBLIC TO BE HEARD

2. Opportunity for Public to Address Town Commission - No items were presented.

APPROVAL OF MINUTES

3. November 4, 2013 Special Meeting; November 4, 2013 Regular Meeting Minutes

There was consensus to approve the Minutes as presented.

COMMITTEE REPORTS AND COMMUNICATIONS

4A. ULI (Urban Land Institute) Implementation Advisory Committee Report

Mr. Tom Freiwald, Chair of the ULI Implementation Advisory Committee, gave a PowerPoint presentation on the issues discussed at the first meeting of the Committee. Discussions were held on the following topics/issues:

- matrix distributed by Staff to the Town Commission
- time of meetings established (December 10 and December 17).

COMMITTEE REPORTS AND COMMUNICATIONS - Continued

4A. ULI (Urban Land Institute) Implementation Advisory Committee Report - Continued

Mayor Brown commented on the set-up of the Committee and requested reconsideration of the appointment of the Mayor and Chair of the Planning and Zoning (P&Z) Board.

Following discussion, Mayor Brown moved to reconsider the appointment of the Mayor and Chair and to return to original Committee, deleting the appointment of the Mayor and Chair of the P&Z Board and retaining the three additional citizens appointed on November 18, 2013. The motion was seconded by Commr. Duncan. Discussion ensued on the composition of the Committee.

Following comments by Town Attorney David Persson, Commr. Zunz moved to add the reconsideration of Resolution 2013-38 to the agenda. The motion, seconded by Commr. Younger, carried by a 4-3 roll call vote, as follows: Zunz, aye; Younger, aye; Larson, no; Gans, no; Duncan, aye; Brown, aye; Brenner, no.

Mayor Brown moved to amend Resolution 2013-38, deleting the appointment of the Mayor and Chair of the P&Z Board, reinstating the original six ULI Committee members, and retaining the three additional citizens appointed on November 18, 2013. The motion was seconded by Commr. Duncan.

Subsequent to discussion, Mr. Freiwald noted that he had no objection to working with members of the previous Committee, advised of comments made by audience members at the November 18, 2013, Special Meeting, and noted he was not in favor of modifying the Committee as appointed on November 18, 2013.

Mr. Larry Grossman, St. Judes Drive, commented on the proposed amendment to the membership of the Committee.

Discussion ensued on the proposed membership.

Mr. Irwin Pastor, L'Ambiance Drive, commented on the recommendation of the ULI Group to unite the community and opined that the membership of the Committee selected on November 18, 2013, be retained.

Following individual comments, the motion carried by a 4-3 roll call vote, as follows: Brown, aye; Duncan, aye; Zunz, aye; Gans, no; Younger, aye; Larson, no; Brenner, no.

Mr. Freiwald requested that the new members be provided with information on the Committee's activities to bring them up to date.

B. Organizations

Vice Mayor Brenner noted attendance at the Sarasota County Tourist Development Council (TDC) meeting on November 21, 2013, reviewed the items discussed, advised that he would deliver information to the Town Clerk's office on upcoming sporting activities in the area, and noted that the TDC supported the recommended modification of the Tourist Development Tax allocations to Longboat Key.

C. Organizations

Commr. Zunz noted attendance at the Manatee County School Board meeting and reviewed the issues discussed.

COMMITTEE REPORTS AND COMMUNICATIONS - Continued

D. Organizations

Commr. Duncan, in his capacity as the Manasota League of Cities President, noted a scheduled meeting with Senator Nancy Detert, reviewed the issues to be discussed and noted that he would be attending the Manatee County Legislative Delegation meeting scheduled on December 4, 2013.

E. Government Agencies

Mayor Brown noted attendance at Sarasota Board of County Commissioners' meeting with the City of Sarasota Commission relating to the review of the homeless report submitted by Dr. Robert Marbut.

ORDINANCES - FIRST READING

5. Ordinance 2013-25, Amending Chapter 154, Flood Control

Adoption of the 2010 Florida Statewide Building Code and the Federal Emergency Management Agency (FEMA) flood map modernization process, communities who participate in the National Flood Insurance Program (NFIP) are required to review and update their local Flood Control ordinances for compliance with Florida Building Code, Code of Federal Regulations, and FEMA and NFIP regulations. Recommended Action: Pending first reading and discussion, forward Ordinance 2013-25 to the January 6, 2014, Regular Meeting for second reading and public hearing.

Town Clerk Trish Granger placed Ordinance 2013-25 on record for first reading by title only.

Commr. Zunz moved to pass Ordinance 2013-25. The motion was seconded by Commr. Younger.

Town Manager Dave Bullock and Public Works Projects Manager James Linkogle gave a PowerPoint presentation on the mandates relating to the flood map modernization process and recommended inclusion of the following language (page 17 of Ordinance 2013-25):

154.301 Buildings and Structures

Add a new Section (C) as below:

(C) Existing residential buildings. Existing residential buildings (including manufactured homes) that were constructed between December 31, 1974 and December 31, 2006 in compliance with the flood protection and elevation requirements in effect at the time of construction and that are not located in coastal high hazard areas (Zone V or Zone A seaward of the Coastal Construction Control Line), shall, if proposed work is determined pursuant to Section 154.103(D) to be:

- (1) Substantial improvement, not be required to elevate above the base flood elevation, except reconstruction as a new structure (or replacement with a new manufactured home) shall be in compliance with the *Florida Building Code, Residential*; or
- (2) Repair of substantial damage, be required to comply with the *Florida Building Code, Existing Building*.

Upon inquiry, discussions were held with Mr. Linkogle on the following topics/issues:

5. Ordinance 2013-25, Amending Chapter 154, Flood Control - Continued

- confirmation that the revised Flood Maps were received last week
- identification of the changes made by NFIP
- consideration for review of the amendments by local contractors/construction industry representatives
- insurance cost/coverage impacts to Town residents.

Commr. Younger moved to amend Ordinance 2013-25 to incorporate the language submitted by Staff in Section 154.301. The motion, seconded by Commr. Zunz, carried by a 7-0 roll call vote, as follows: Younger, aye; Zunz, aye; Gans, aye; Duncan, aye; Brown, aye; Brenner, aye; Larson, aye.

Mr. Linkogle completed the PowerPoint presentation reviewing the remaining modifications to the Town's existing Code.

Subsequent to comments, the motion to pass Ordinance 2013-25, as amended, carried by a 7-0 roll call vote, as follows: Zunz, aye; Younger, aye; Larson, aye; Duncan, aye; Brown, aye; Brenner, aye; Gans, aye.

6. Ordinance 2014-01, Providing for the Town of Longboat Key to Withdraw from Participation Under Chapter 185, Florida Statutes

Through collective bargaining the Town will be freezing the current Chapter 185 pension plan for police officers and enrolling all current and future police officers in a defined contribution retirement plan. By freezing the current police pension plan and establishing a defined contribution plan for police officers, the current pension plan will no longer be eligible for premium tax revenues under Chapter 185. Ordinance 2014-01, withdraws the Town from participation under Chapter 185 and from all previously adopted ordinances and resolutions imposing the premium tax authorized by Chapter 185. Recommended Action: Pending first reading and discussion, forward Ordinance 2014-01 to the January 6, 2014, Regular Meeting for second reading and public hearing.

Town Clerk Trish Granger placed Ordinance 2014-01 on record for first reading by title only.

Commr. Larson moved to pass Ordinance 2014-01 and to forward to the January 6, 2014, Regular Meeting for second reading and public hearing. The motion was seconded by Commr. Duncan.

Following comments by Town Manager Dave Bullock on participation and receipt of the tax revenues for 2013, the motion carried by a 7-0 roll call vote, as follows: Larson, aye; Duncan, aye; Brenner, aye; Brown, aye; Gans, aye; Younger, aye; Zunz, aye.

7. Ordinance 2014-04, Establishing the Date for the 2014 General Municipal Election and Early Voting Schedule

At the November 13, 2013, Regular Workshop Meeting the Commission directed Town staff to develop an Ordinance establishing March 25, 2014 as the General Municipal Election date and to provide options for early voting. The Commission will establish the early voting period at the December 2, 2013, Regular Meeting and hold first reading and discussion of Ordinance 2014-04. Recommended Action: Pending first reading and discussion, forward Ordinance 2014-04 to the January 6, 2014, Regular Meeting for second reading and public hearing.

7. Ordinance 2014-04, Establishing the Date for the 2014 General Municipal Election and Early Voting Schedule - Continued

Town Clerk Trish Granger placed Ordinance 2014-04 on record for first reading by title only.

Commr. Zunz moved to pass Ordinance 2014-04 and to forward to the January 6, 2014, Regular Meeting for second reading and public hearing. The motion was seconded by Commr. Younger.

Discussions were held with Town Manager Dave Bullock and Town Clerk Granger on the early voting schedule and options to reduce the staffing requirements for poll workers.

The motion carried by a 7-0 roll call vote, as follows: Zunz, aye; Younger, aye; Gans, aye; Duncan, aye; Larson, aye; Brenner, aye; Brown, aye.

8. Ordinance 2014-05, Providing for Referendum Question for a Charter Amendment Regarding the Requirement to Maintain the Zoning Board of Adjustment as a Permanent Town Board

Pursuant to Commission direction, the Town Clerk developed Ordinance 2014-05 to place a referendum question on the March 2014 General Municipal Election ballot addressing the existing Charter requirement for the Town to maintain a Zoning Board of Adjustment (ZBA) as a permanent Town Board. Recommended Action: Pending first reading and discussion, forward Ordinance 2014-05 to January 6, 2014, Regular Meeting for second reading and public hearing.

Town Clerk Trish Granger placed Ordinance 2014-05 on record for first reading by title only.

Commr. Gans moved to pass Ordinance 2014-05 and to forward to the January 6, 2014, Regular Meeting for second reading and public hearing. The motion was seconded by Commr. Zunz.

Following comments by Town Manager Dave Bullock, discussion was held on the determination for the delegation of the duties of the ZBA.

Commr. Younger moved to amend Ordinance 2014-05 to delete the phrase "to the Planning and Zoning Board" in the fourth "Whereas" clause. The motion, seconded by Commr. Duncan, carried by a 7-0 roll call vote, as follows: Younger, aye; Duncan, aye; Zunz, aye; Gans, aye; Larson, aye; Brenner, aye; Brown, aye.

The motion to pass Ordinance 2014-05, as amended, carried by a 7-0 roll call vote, as follows: Gans, aye; Zunz, aye; Larson, aye; Brown, aye; Younger, aye; Duncan, aye; Brenner, aye.

ORDINANCES - SECOND READING AND PUBLIC HEARING

9. Ordinance 2013-31, Amending Chapter 74, Parking Schedules

In May 2010, the Town Commission formally adopted a no-parking zone at the ingress/egress of Town Hall. Due to increased parking on the North and South sides of Bay Isles Road during early voting and election season and associated pedestrian hazards, additional parking restrictions were recommended. Ordinance 2013-31 provides for extension of the no-parking zones during the early voting period and election day. This item was forwarded from the November 4, 2013, Regular Meeting for second reading and public hearing. Recommended Action: Pending second reading, public hearing, and discussion, adopt Ordinance 2013-31.

9. Ordinance 2013-31, Amending Chapter 74, Parking Schedules

Town Clerk Trish Granger placed Ordinance 2013-31 on record for second reading and public hearing by title only.

Commr. Younger moved to adopt Ordinance 2013-31 on second reading and public hearing. The motion was seconded by Commr. Duncan.

Mayor Brown opened the public hearing. As no one wished to speak, the public hearing was closed.

Discussion ensued on the following topics/issues:

- anticipated confusion by not allowing street parking
- staff parking in other parking areas around Town Hall on election day
- option to designate areas prohibiting political signs
- consideration to request that the candidates refrain from parking in specific areas.

Commr. Larson moved to reduce the no parking zones to twenty-five feet at each access to Town Hall. The motion failed for lack of a second.

Following comments on the current parking restrictions included in the Town Code, Commr. Larson moved to discontinue consideration of Ordinance 2013-31. The motion died for lack of a second.

Following comments, the main motion carried by a 5-2 roll call vote, as follows: Younger, aye; Duncan, aye; Larson, no; Brenner, aye; Brown, aye; Gans, aye; Zunz, no.

10. Ordinance 2013-33, Amending the FY 2012-2013 Budget to Provide for Year End Reconciliation

The Town Charter states that if during the fiscal year the Town Manager certifies there are available for appropriation revenues in excess of those estimated in the budget, the Town Commission, by ordinance, may make supplemental appropriations for the year up to the amount of such excess. Ordinance 2013-33, provides for a budget amendment to appropriate revenues in excess of those estimated in the FY 2012-2013 Budget. This item was forwarded from the November 4, 2013, Regular Meeting for second reading and public hearing. Recommended Action: Pending second reading, public hearing, and discussion, adopt Ordinance 2013-33.

Town Clerk Trish Granger placed Ordinance 2013-33 on record for second reading and public hearing by title only.

Commr. Zunz moved to adopt Ordinance 2013-33 on second reading and public hearing. The motion was seconded by Commr. Duncan.

Mayor Brown opened the public hearing. As no one wished to speak, the public hearing was closed.

10. Ordinance 2013-33, Amending the FY 2012-2013 Budget to Provide for Year End Reconciliation - Continued

Following comments by Finance Department Director Sue Smith on inclusion of salary costs for the Tennis Center, the motion carried by a 7-0 roll call vote, as follows: Zunz, aye; Duncan, aye; Brown, aye; Brenner, aye; Larson, aye; Younger, aye; Gans, aye.

TOWN COMMISSION COMMENTS

A. Elections

Commr. Younger requested that the Town Attorney review election laws relating to the prohibition of political signs on a public street in designated areas. Discussion ensued.

B. Litigation

Vice Mayor Brenner noted that a hearing relating to the Colony issues was scheduled in Tampa, Florida, on December 3, 2013.

TOWN ATTORNEY COMMENTS

A. Litigation

Town Attorney David Persson confirmed the time and location of the continued Colony hearing on December 3, 2013.

TOWN MANAGER COMMENTS - No items were presented.

PRESS TO BE HEARD - No items were presented.

ADJOURNMENT

Mayor Brown adjourned the December 2, 2013, Regular Meeting at 8:44 p.m.

Trish Granger, Town Clerk

James L. Brown, Mayor

Minutes Approved: _____

Minutes in draft form and are not official until approved by the Town Commission.

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR WORKSHOP MEETING
DECEMBER 11, 2013 - 1:00 P.M.**

Present: Mayor Jim Brown, Vice Mayor David Brenner, Commrs. Jack Duncan, Terry Gans, Lynn Larson, Phill Younger, Pat Zunz

Also: Town Manager Dave Bullock, Town Attorney David Persson,
Present: Town Clerk Trish Granger

CALL TO ORDER

Mayor Brown called the Regular Workshop Meeting to order at 1:00 p.m. in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida, and Commr. Zunz led the Pledge of Allegiance.

Mayor Brown noted the attendance of City of Bradenton Beach Mayor Bill Shearon.

PUBLIC TO BE HEARD

1. Opportunity for Public to Address Town Commission - No items were presented.

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

COMMITTEE REPORTS AND COMMUNICATIONS

2. Manatee County Special Liaison Report

A. Organizations

Vice Mayor Brenner noted attendance with Commr. Zunz at the Manatee County Tourist Development Council

3. Sarasota County Special Liaison Report

A. Organizations

Vice Mayor Brenner noted attendance at the Sarasota County Economic Development Corporation Finance Committee meeting and reviewed the issues

4. Other Reports

B. Organizations

Commr. Duncan noted that he and Town Manager Dave Bullock had met with Senator Nancy Detert in regard to proposed legislation in the 2014 Legislative Session.

A. ULI Implementation Advisory Committee Status Update

Planning, Zoning, and Building Department Interim Director Alaina Ray commented on the ULI Advisory Committee meeting held on December 10, 2013, and reviewed the items discussed.

DISCUSSION ITEMS

5. Consideration of Request for Temporary Closure of Roadways in the Village for a Holiday Parade

The Town has received correspondence from Mr. Michael Drake requesting that the Town Commission consider closing various roadways on December 14, 2013, between the hours of 3:30 p.m. and 4:15 p.m. in order to hold a Holiday Parade within the Village. The roadways

5. Consideration of Request for Temporary Closure of Roadways in the Village for a Holiday Parade - Continued

identified by Mr. Drake include Broadway Street, Longboat Drive North, Longboat Court, Longboat Drive East, Russell Street, and Bayside Drive. Recommended Action: Pending discussion, forward the request to the December 11, 2013, Special Meeting for formal action.

Town Manager Dave Bullock noted that a map with a layout of the proposed parade route was included in the agenda packet, confirmed that the Public Forums Permit was issued, and advised that Mr. Michael Drake was in attendance to respond to any questions from the Commission.

Upon inquiry, Town Manager Bullock noted that no significant cost or staffing was associated with the request.

There was consensus to forward the request to the December 11, 2013 Special Meeting for formal action.

6. Discussion Regarding Public Alleys in the Village / Longboat Key Bay Access Inventory / Durante Park Property Line

Town staff will provide a report and overview of platted public alleys/rights-of-ways located in the Longbeach Village, and an inventory and condition of the Town's Bay accesses, and will identify the property lines of the Joan M. Durante Park. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Town Manager Dave Bullock, there was consensus to hear the report in three parts as reflected in the report.

Public Works Director Juan Florensa gave a PowerPoint presentation on the portion of the agenda item on Public Alleys.

Upon inquiry, Town Attorney David Persson commented on the subsequent ownership if an alleyway is vacated.

Discussions were held with Town Manager Bullock on the process to abandon the non-accessible alleyways and options to dedicate the land to the surrounding property owners.

Following comments by Mayor Brown, the following individuals commented on the portion of the report relating to alleyways:

Ms. Judith Carman, Poinsettia Avenue
Mr. Gene Jaleski, Cedar Street
Mr. Alan Luke, Longboat Drive South
Mr. Joe Mazza, Poinsettia Avenue

Discussion ensued with Town Attorney Persson on the following topics/issues:

- the condition of the properties
- property ownership

6. Discussion Regarding Public Alleys in the Village / Longboat Key Bay Access Inventory /
Durante Park Property Line - Continued

- continuation of Staff's research
- impact of adverse possession (not applicable to governmental agencies)
- types of easement/dedications
- lack of exact records on property titles
- existing process available to property owners to seek vacation of an alleyway
- various ways to restrict use of the alleyways.

Town Manager Bullock inquired and there was majority consensus to direct Staff to continue research on the existing facilities that may be located within the alleyways and to compile any additional data relating to the properties to establish a baseline on the Town's alleyways.

Discussion ensued on the intent of the consensus, the budgetary considerations to direct Staff time to continue the review, and associated costs for a complete title review to verify ownership.

Town Manager Bullock noted the intent to complete the review project to identify location of utility services.

Mr. Florensa continued his presentation with an overview of the Bay access inventory completed by Staff. Discussions were held with Town Manager Bullock and Town Attorney Persson on the following topics/issues:

- intent of Staff to develop an inventory
- lack of requests to modify access from the public
- requirements for open space in the Comprehensive Plan/inability to utilize
- inconsistencies in the identification of the Bay access (similar signage)
- options to redesignate those accesses which are not accessible to the public
- Town Code's identification of hours of use
- clarification on consensus reached.

The following individuals commented on the Bay Access inventory:

Mr. Alfred Riedinger, Russell Street
Ms. Gail Levin, Pine Street
Ms. Vashti Braha, Fox Street
Ms. Virginia Luke, Longboat Drive South
Mr. David Myers, Broadway
Mr. Stephen Garrod, Russell Street
Mr. Gene Jaleski, Cedar Street
Ms. Georgia Walters, Hibiscus Way
Mr. Ed Zunz, Lands End Drive.

Following comments, Mayor Brown advised that no action was intended to modify the Bay accesses.

6. Discussion Regarding Public Alleys in the Village / Longboat Key Bay Access Inventory / Durante Park Property Line - Continued

Town Manager Bullock advised that Staff would review the intent behind properties identified for Bay access that are not accessible to the public.

RECESS: 2:34 p.m. - 2:47 p.m.

Following comments by Town Manager Bullock, Mr. Florensa continued his presentation relating to the property lines of Durante Park, noting the storage of private items on the boundaries. Town Manager Bullock noted a recommendation to contact the neighbors to have the private items removed.

There was consensus to have Staff contact abutting property owners to have the privately owned items removed from the Durante property.

Mr. Larry Grossman, St. Judes Drive North, commented on the issue.

Upon inquiry, Town Manager Bullock and Mr. Florensa commented on the property lines depicted on the slide advising that they were not officially surveyed.

7. Canal Dredging Report

Town staff will present a canal dredging report that provides information on the condition of the canals. The report includes historical background, past project costs for design, permitting, construction, funding sources, options, collected data, and magnitude of current conditions. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Town Manager Dave Bullock, Public Works Director Juan Florensa gave a PowerPoint presentation on the Canal Dredging Program. Discussions were held on the following topics/issues:

- fees charged by Coastal Planning and Engineering (CP&E), Inc. for the 2003 Project Costs
- lack of bids sought for engineering services on the 2003 project
- availability of funding from the West Coast Inland Navigational District (WCIND)
- allocation of Infrastructure Surtax funds for canal dredging (ceased allocations in 2008)

Mayor Brown noted a request from a resident for dredging in the area of his residence.

Commr. Larson noted that her property has canal access for disclosure purposes.

Upon inquiry, Mr. Florensa reviewed the Tax Levy funding option outlined in the report. Discussion ensued on the utilization of ad valorem funds versus alternative funding options.

Commr. Duncan requested consideration to direct Staff to prepare a report on the history and structure of the Beach Taxing Districts for a future workshop discussion. Town Manager Bullock advised that Staff was working on revisions to the Ordinances for presentation to the Commission in early 2014.

8. Status Report on Sarasota County Proposal to Provide Dispatch Services

At the April 15, 2013, Regular Workshop Meeting, the Town Manager presented a proposal from Sarasota County to provide public safety dispatch services to municipalities located within Sarasota County. There was Commission consensus for staff to proceed with due diligence in evaluating the proposal. Staff will provide a status report at the December 11, 2013, Regular Workshop Meeting. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Dave Bullock introduced Sarasota County Public Safety Communications General Manager Bob Stuckey and Sarasota County Public Safety Communications Manager Jerry Wheeler with Sarasota County.

Assistant Town Manager Anne Ross gave a PowerPoint presentation on the status of the due diligence process relating to consolidation of police dispatch services with Sarasota County. Town Manager Bullock advised that the implementation timing was anticipated in year 2015. Discussions were held on the following topics/issues:

- impacts to personnel relating to a transfer of duties
- way to measure level of service that will be offered
- considerations of cost and level of service anticipated
- options to identify, measure, and quantify existing level of service.

Mr. Stuckey commented on the consideration of level of service standards.

9. Proposed Ordinance 2014-02, Amending Chapter 34, Composition of Police Officers' Retirement System Board of Trustees

Proposed Ordinance 2014-02 provides for a change to the composition of the current Police Officers' Retirement System Board of Trustees. The Commission will consider this Ordinance and the proposed membership and structure of the Board of Trustees at the December 11, 2013, Regular Workshop Meeting. Recommended Action: Pending discussion, forward Ordinance 2014-02 to the December 11, 2013, Special Meeting for first reading.

Town Manager Dave Bullock commented on proposed Ordinance 2014-02 noting the Police Board of Trustees is the last Board to be reconstituted.

Vice Mayor Brenner commended Town Manager Bullock on his efforts related to the resolution of the pension liability.

There was majority consensus to forward Ordinance 2014-02 to the December 11, 2013, Special Meeting for first reading.

(Note: Commr. Larson was absent from the dais.)

10. Proposed Ordinance 2014-03, Amending Chapter 34, Employment Policies

Proposed Ordinance 2014-03 provides for a freeze of the Police Officers' Retirement System defined benefit plan effective January 25, 2014. Current and future Police Officers will be enrolled in a defined contribution plan administered by ICMA. Recommended Action: Pending discussion, forward Ordinance 2014-03 to the January 6, 2014. Regular Meeting for first reading.

10. Proposed Ordinance 2014-03, Amending Chapter 34, Employment Policies - Continued
Town Manager Dave Bullock provided an overview of Ordinance 2014-03.

There was majority consensus to forward Ordinance 2014-03 to the January 6, 2014, Regular Meeting for first reading.

(Note: Commr. Larson was absent from the dais.)

11. Proposed Ordinance 2014-06, Amending the Capital Improvements Element (CIE) of the Town of Longboat Key Comprehensive Plan

With adoption of the 2011 Community Planning Act, the Florida Legislature revised the procedural requirements for updating the CIE on an annual basis. Proposed Ordinance 2014-06 provides for an update to the five year schedule of capital improvements. Staff will review the proposed Ordinance 2014-06 and the updated CIE at the December 11, 2013, Regular Workshop Meeting. Recommended Action: Pending discussion, provide direction to Manager.

Planning, Zoning, and Building Department Interim Director Alaina Ray reviewed the revised State process for consideration on the annual update of the Capital Improvements Element of the Comprehensive Plan.

Town Manager Dave Bullock noted that the projects on the table were included in the Budget process.

12. Proposed Resolution 2013-41, Modifying the Town Board and Committee E-Mail Policy

As part of the Town's continued diligence in ensuring observance of State Sunshine Laws and Public Records Laws proposed Resolution 2013-41 is presented for Commission consideration at the December 11, 2013, Regular Workshop Meeting. The Resolution strengthens and reinforces the e-mail policy for members of the Town Boards and Committees. Recommended Action: Pending discussion, forward Resolution 2013-41 to the December 11, 2013, Special Meeting for formal action.

Town Manager Dave Bullock noted the recommended amendments to the existing Town Policy established for the Town's Boards and Committees. Discussions were held with Town Manager Bullock, Town Clerk Trish Granger, and Information Technology Director Kathi Pletzke on the following topics/issues:

- option for Staff to monitor Advisory Board member e-mail accounts versus requirement for member to copy the Staff liaison
- public records captured during use of the assigned e-mail account
- option for automatic forward to Staff liaison
- mandatory use by Advisory Board members.

Town Manager Bullock advised that Staff will modify the Resolution and submit the document for consideration at the January 6, 2014, Regular Meeting.

13. Discussion regarding Comprehensive Plan and Land Development Code

Town Staff will discuss current revisions and a path forward in light of the Urban Land Institute recommendations. Recommended Action: Pending discussion, provide direction to Manager.

13. Discussion regarding Comprehensive Plan and Land Development Code - Continued
Planning, Zoning, and Building Department Interim Director Alaina Ray gave a PowerPoint presentation regarding the Comprehensive Plan and Land Development Code processes. Discussions were held on the following topics/issues:

- impact on the Charter/Charter Review Board requirements
- modifications to Charter versus amending the Town Code
- process for review of Code changes - piecemeal versus full review
- development of a "road map" of timeframe on past and anticipated amendments to the Town Code.

There was consensus to proceed as outlined by Staff.

PUBLIC TO BE HEARD

14. Opportunity for Public to Address Town Commission - No items were presented.
Town Code Section 30.01.1(B) provides that when the Town Commission conducts a Workshop Meeting wherein a Special Meeting immediately follows, the floor shall be opened for the public to be heard at the conclusion of the Workshop Meeting.

TOWN COMMISSION COMMENTS

A. Public Works

Commr. Gans commended the Public Works presentations done this date.

TOWN ATTORNEY COMMENTS - No items were presented.

TOWN MANAGER COMMENTS - No items were presented.

PRESS TO BE HEARD - No items were presented.

ADJOURNMENT

Mayor Brown adjourned the December 11, 2013, Regular Workshop Meeting at 4:19 p.m.
Mayor Brown noted a Special Meeting would be convened at 4:30 p.m.

Trish Granger, Town Clerk

James L. Brown, Mayor

Minutes Approved: _____



End of Agenda Item