

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR WORKSHOP MEETING
NOVEMBER 17, 2011 - 1:00 P.M.**

Present: Mayor Jim Brown, Vice Mayor David Brenner, Commrs. Jack Duncan, Lynn Larson, Hal Lenobel, Phillip Younger, Pat Zunz

Also Present: Town Manager Dave Bullock, Town Clerk Trish Granger

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Brown called the meeting to order at 1:00 p.m. and Commr. Lenobel led the Pledge of Allegiance.

COMMITTEE REPORTS AND COMMUNICATIONS

1. Manatee County Special Liaison Report

A. Town Commission

Commr. Zunz noted the recent meeting with the Manatee Board of County Commission and the issues discussed.

2. Sarasota County Special Liaison Report

A. Government Entities

Commr. Duncan noted the recent meeting with the Sarasota Board of County Commission and the issues discussed.

B. Organizations

Commr. Duncan noted distribution of the ManaSota League of Cities Legislative Priorities and advised that copies were available for the public at Town Hall and encouraged citizens to become involved in the issues.

3. Other Reports

A. Town Commission

Vice Mayor Brenner noted meetings of the Finance Committee relating to the audit firm selection process and noted the recommendations would be discussed at the Special Meeting scheduled later this date.

PUBLIC TO BE HEARD

4. 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.

CONSENT ITEMS

5. Proposed Resolution 2011-34, Fiscal Year 2010-2011 Year End Budget Transfer

End of Fiscal Year 2010-11 budget transfers are being proposed for various general ledger line items. Resolution 2011-34 provides for the necessary budget transfers to be made for compliance with the Town Charter. Recommended Action: Approval of the Consent Agenda will forward Resolution 2011-34 to the November 17, 2011, Special Meeting for formal action.

CONSENT ITEMS - Continued

6. Proposed Resolution 2011-35, Utility Uncollectable Debt Write-Off

Request for authorization to write off aged, uncollectable, utility accounts. Resolution 2011-35 provides approval for the Finance Department to write off the outstanding balances as described in Exhibit A and to prepare the necessary entries to the General Ledger. Recommended Action: Approval of the Consent Agenda will forward Resolution 2011-35 to the December 5, 2011, Regular Meeting for formal action.

Commr. Larson requested discussion of Item 6 and Commr. Duncan requested discussion of Item 5.

Mayor Brown noted the items would be considered following completion of the remaining items on the agenda.

DISCUSSION ITEMS

7. Longboat Island Chapel - Aging in Paradise Presentation

Vice Mayor Brenner requested that the Longboat Island Chapel Aging in Paradise group be invited to the November 17, 2011 Regular Workshop Meeting for a presentation to the Town Commission. A representative from the Longboat Island Chapel will provide a presentation regarding the Aging in Paradise program; its goals, objectives for our community, and services provided to residents and visitors of Longboat Key. Recommended Action: None, informational only.

Mayor Brown noted that the representatives from the Longboat Island Chapel had a conflict and the item would be rescheduled to a later date. (See Item later this meeting.)

8. Sarasota County Openly Plans for Excellence (SCOPE) - Aging with Dignity and Independence Initiative Presentation

The Aging with Dignity and Independence Initiative was developed by The Patterson Foundation, SCOPE, and the University of South Florida Sarasota-Manatee. The goal of this initiative is to enhance aging with dignity and independence in our community. Representative of SCOPE's Aging with Dignity and Independence Initiative program will attend the November 17, 2011, Regular Workshop Meeting to present program information to the Commission. Recommended Action: None, informational only.

Ms. Suzanne Gregory, representing SCOPE, gave a PowerPoint Presentation on SCOPE's initiative "Aging with Dignity." Discussions were held on the following topics/issues:

- identification of grocery stores that provide delivery service
- community centers and viable transportation services
- lack of information on SCOPE services on Longboat Key.

Mayor Brown thanked Ms. Gregory for the presentation.

Vice Mayor Brenner requested that Town Manager Dave Bullock pursue the issues discussed this date with the representatives of the Longboat Island Chapel Aging in Paradise Committee, without objection.

7. Longboat Island Chapel - Aging in Paradise Presentation - Continued

Mayor Brown inquired and Town Clerk Trish Granger advised that Assistant to the Town Manager Susan Phillips will work with the Island Chapel representatives to have the presentation rescheduled. (See Item earlier this meeting.)

5. Resolution 2011-34, Fiscal Year 2010-2011 Year End Budget Transfer - Continued:

End of Fiscal Year 2010-11 budget transfers are being proposed for various general ledger line items. Resolution 2011-34 provides for the necessary budget transfers to be made for compliance with the Town Charter. Recommended Action: Approval of the Consent Agenda will forward Resolution 2011-34 to the November 17, 2011, Special Meeting for formal action.

Commr. Duncan inquired and Finance Director Thomas Kelley advised that the transfers are internal and do not require any new funding and reviewed the areas affected by the budget transfers. Discussions were held on the following topics/issues:

- time frame for replacement of police cars and purchase of extended warranties
- increase in budget for litigation services by the Town Attorney
- identification of issues in quarterly report to provide background on expenditures
- identification of internal budget transfers during the course of the year
- review of police boat log/report to indicate emergency situations to create high speed
- budget for Tennis Center and inclusion of the department on the quarterly report
- utilization of contract employees for Tennis Center versus hiring part time employees
- Arbitrage Study required for reporting to the Internal Revenue Service
- investment fees in Fiscal Year 2011-2012
- match of 401K payment on severance package for former Town Manager.

Town Manager Dave Bullock advised that he would research the 401K payment match and report back.

There was consensus to forward Resolution 2011-34 to the November 17, 2011, Special Meeting for formal action.

6. Proposed Resolution 2011-35, Utility Uncollectable Debt Write-off - Continued

Request for authorization to write off aged, uncollectable, utility accounts. Resolution 2011-35 provides approval for the Finance Department to write off the outstanding balances as described in Exhibit A and to prepare the necessary entries to the General Ledger. Recommended Action: Approval of the Consent Agenda will forward Resolution 2011-35 to the December 5, 2011, Regular Meeting for formal action.

Upon inquiry, Town Manager Dave Bullock commented on the actual amount of unpaid water bills (\$1,650.00) with the balance of the write-off reflecting accumulated penalties and fees. Discussions were held with Town Manager Bullock and Finance Director Thomas Kelley on the following topics/issues:

- past versus current process for utility bill payments/non-payments
- current penalty amount of \$20.00 per month versus past penalty of 10% on unpaid balance

6. Proposed Resolution 2011-35, Utility Uncollectable Debt Write-off - Continued

- lower lien status in the court system due to lack of utility bonds
- inability to turn off water to vacant properties and monthly charges incurred whether a unit is occupied or empty
- present practice of not billing for ambulance services on unpaid balances
- procedures and efforts made to keep accounts current
- ability/options to cross reference accounts for properties going through foreclosure.

There was consensus to forward Resolution 2011-35 to the December 5, 2011, Regular Meeting for formal action.

TOWN COMMISSION COMMENTS

A. Emergency Services

Commr. Duncan inquired as to the radio signal intensity and the impact/value to the Town's emergency services and requested Staff to report back.

TOWN ATTORNEY COMMENTS - No items were presented.
(Note: Town Attorney David Persson was not present at the meeting.)

TOWN MANAGER COMMENTS

A. Town Commission

Town Manager Dave Bullock noted that a Budget module will be added to the Commissioners iPads when they are scheduled for training on the equipment.

B. Planning, Zoning, and Building Department

Town Manager Dave Bullock noted that Planning, Zoning, and Building Department Planner Steve Shield would provide a brief update on the application from Publix for the redevelopment of the property.

Mr. Schield advised of the schedule for consideration of the requested Outline Development Plan Amendments for the Avenue of the Flowers (Publix Plaza) redevelopment and provided an update on the status of the cellular tower application.

Upon inquiry, Mr. Schield opined that Publix will be making a presentation to the public on the proposed redevelopment at the Federation of Condominiums upcoming meeting.

Mr. George Spoll, Harbourside Drive, noted the meeting was for Federation of Condominium members only and not open to the general public.

Mr. Jeremy Whatmough, Gulf of Mexico Drive, inquired as to the plans for the demolition of the current Publix store and shopping center.

PRESS TO BE HEARD - No items were presented.

ADJOURNMENT

Mayor Brown adjourned the November 17, 2011, Regular Workshop Meeting at 2:23 p.m.

Trish Granger _____
Trish Granger, Town Clerk

James L. Brown _____
James L. Brown, Mayor

Minutes Approved: 01/09/2012