

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR WORKSHOP MEETING
MAY 26, 2011 - 1:00 P.M.**

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

Also Present: Town Manager Bruce St. Denis, Town Attorney David Persson, Town Clerk Trish Granger

CALL TO ORDER

The Regular Workshop Meeting of the Longboat Key Town Commission was called to order at 1:01 p.m., in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida.

PLEDGE OF ALLEGIANCE

Mayor Brown requested and Commr. Zunz led the Pledge of Allegiance.

COMMITTEE REPORTS AND COMMUNICATIONS

1. Manatee County Special Liaison Report- No items were presented.

2. Sarasota County Special Liaison Report

A. Government Organizations

Commr. Duncan noted attendance at the Sarasota Board of County Commissioners meeting on May 24, 2011.

B. Organizations

Commr. Duncan noted attendance at the Sarasota County Tourist Development Council Annual Awards Ceremony and Economic Development Council meeting.

3. Other Reports

A. Organizations/Town Commission

Vice Mayor Brenner noted attendance and reported on items discussed at the following meetings: Manatee County Tourist Development Council (TDC), Sarasota County Tourist and Economic Development Board (TEDB), joint meeting of Manatee and Sarasota Counties Economic Development Boards (EDC), and the Town's Investment Advisory Committee/Finance Committee.

B. Government Agencies

Following comments by Mayor Brown, Town Manager Bruce St. Denis noted that the Manatee Board of County Commissioners would be meeting and considering the Town's requested WCIND (West Coast Inland Navigation District) grant funding.

3. Other Reports - Continued

C. Finance/Purchasing

Town Manager Bruce St. Denis advised that the Town's purchasing procedures were reviewed by the Town's auditing firm. Mr. Neil Unruh with Shinn and Company, LLC, presented an overview of the review of the purchasing and procurement policies and noted recommendations resulting from the audit.

4. Employee Service Award – Donna Spencer - 20 Years of Service

Mayor Brown read and presented a 20 year service award to Public Works Employee Donna Spencer. Public Works Director Juan Florensa commented on Ms. Spencer's service to the Town.

PUBLIC TO BE HEARD

5. Opportunity for Public to Address Town Commission

A. Organizations

Mr. Tom Aposporos, Longboat, Lido, and St. Armands Key (LLSA) Chamber of Commerce, requested Commission approval for the closure of Bay Isles Road for the Freedom Fest on July 4, 2011. Mr. Aposporos provided an update on the Trolley (Transit Route 18) service and discussed the challenges in working with two counties in obtaining information relating to the transit service.

CONSENT ITEMS

6. Proposed Ordinance 2011-27, Amending Chapter 38, Purchasing Division

Proposed Ordinance 2011-27, amends Chapter 38, Purchasing to reflect the recent reorganization of the Finance Department due to retirement of the Purchasing Manager. Recommended Action: Approval of the Consent Agenda will forward Ordinance 2011-27 to the June 6, 2011 Regular Meeting for first reading.

7. Proposed Ordinance 2011-26, Amending Chapter 158.026(F)(5), Zoning Board of Adjustment Jurisdiction

At their April 19, 2011 meeting, the Planning & Zoning (P&Z) Board recommended approval of proposed Ordinance 2011-26 and forwarded it to the May 26, 2011 Regular Workshop Meeting for Town Commission consideration. The Ordinance amends the Zoning Code to allow the Zoning Board of Adjustment to make determinations of the Board's jurisdiction to consider requests for variances from the Zoning Code. Recommended Action: Approval of the Consent Agenda will forward Ordinance 2011-26 to the July 11, 2011 Regular Meeting for first reading.

8. Proposed Agreement Between the Town of Longboat Key and Sarasota Bay Watch Regarding Sister Keys

At the February 17, 2011 Regular Workshop Meeting Rusty Chinnis, President of Sarasota Bay Watch, proposed a cooperative agreement with the Town for cleanups of Sister Keys, as well development of a management plan and potential enhancements. Staff and Sarasota Bay Watch were asked to develop a proposed agreement for Commission consideration. Recommended Action: Approval of the Consent Agenda will forward this agreement to the June 6, 2011 Regular Meeting Consent Agenda for formal action.

CONSENT ITEMS - Continued

9. Proposed Resolution 2011-19, Providing for Emergency Authorization for Town Manager

Hurricane season occurs during a time when many of our residents, including Commissioners, are away. Resolution 2011-19 provides methods to obtain a quorum or gives the Town Manager authority to expend funds and take emergency action in the event a quorum of the Commission is not available. Recommended Action: Approval of the Consent Agenda will forward Resolution 2011-19 to the June 6, 2011 Regular Meeting for formal action.

10. Redistricting Commission District Boundaries

In accordance with the Town Charter, Article II, Section 1, Commission Districts, an update and audit of the Town's registered voters has been completed to determine whether the number of registered voters in any Commission district exceeds the number of registered voters in any other district by 20%. The audit reveals that redistricting is not required for the current year. Recommended Action: None, informational only.

There was consensus to pull Items 6, 7, and 8 from the Consent Agenda for additional discussion. (See items later this meeting.)

There was consensus to close and approve Consent Agenda Items 9 and 10 in accordance with Staff's reports and recommendations.

DISCUSSION ITEMS

11. Florida Department of Transportation (FDOT) Gulf of Mexico Drive (GMD) Signage Plan

The Town Commission's adoption of Ordinance 2011-17, regulating parking in the Gulf of Mexico Drive (GMD) right-of-way allowed the Florida Department of Transportation (FDOT) to finalize the comprehensive signage plan for the GMD corridor. FDOT representatives will present the plan to the Commission for consideration. Recommended Action: Pending discussion, provide direction to Manager.

Planning, Zoning, and Building Director Monica Simpson reviewed past Commission action and introduced FDOT Representatives Keith Slater and Matt Lever.

Mr. Slater provided an overview of FDOT's recommendations relating to signage on Gulf of Mexico Drive. Upon inquiry, Mr. Lever commented on the current location and proposed removal of "no parking" signs.

Commr. Duncan noted concerns relating to the parking availability for the new Church and Mr. Slater advised that concerns expressed had been forwarded to the Town's Police Department to ensure enforcement during and after completion of construction and discussed the timeframe for the removal of the signs.

Subsequent to discussion, there was consensus to accept the FDOT Signage Plan for Gulf of Mexico Drive and to forward for formal action.

12. Town Clerk Department Presentation

At the February 17, 2011 Regular Workshop Meeting the Town Commission asked for each of the Town's department directors to provide a departmental overview at an upcoming workshop meeting. The Town Clerk will present a brief overview of the Town Clerk and Human Resources operations, budget and services provided to citizens. Recommended Action: None, informational only.

Town Clerk Trish Granger noted the Commission's request for departmental presentations prior to consideration of the Fiscal Year 2011-2012 Budget. Ms. Granger gave a PowerPoint presentation on the services and budget for the Town Clerk's Department and Human Resources Division.

Upon inquiry, Town Clerk Granger reviewed the fee schedules for providing copies of records and the rates established by the State of Florida.

13. Information Technology (IT) Department Presentation

At the February 17, 2011 Regular Workshop Meeting the Town Commission asked for each of the Town's department directors to provide a departmental overview at an upcoming workshop meeting. IT Director Kathi Pletzke will present a brief overview of the IT Department operations, budget and services provided to citizens. Recommended Action: None, informational only.

IT Director Kathi Pletzke noted the Commission's request for departmental presentations prior to consideration of the Fiscal Year 2011-2012 Budget. Ms. Pletzke gave a PowerPoint presentation on the services and budget for the IT Department.

Upon inquiry, Town Manager Bruce St. Denis noted the status of review/action and the timeframe for the possible marketing of Town developed programs.

Discussions were held with Ms. Pletzke on the enhancements to the Town's web page, prioritization of projects, and utilization of additional outside contract assistance versus in-house staff.

Town Manager St. Denis advised that no funding has been included for the marketing of the developed programs. Mayor Brown noted that the IT Staff does not include an expert in Mac/iPad programs and suggested that training will be required if the Town Commission elects to move forward with the purchase of iPads for Commission use. (See item later this meeting.)

RECESS: 2:40 p.m. – 2:56 p.m.

14. Finance Department Presentation

At the February 17, 2011 Regular Workshop Meeting the Town Commission asked for each of the Town's department directors to provide a departmental overview at an upcoming workshop meeting. Finance Director Tom Kelley will present a brief overview of the Finance Department operations, budget and services provided to citizens. Recommended Action: None, informational only.

14. Finance Department Presentation - Continued

Finance Director Thomas Kelley noted the Commission's request for departmental presentations prior to consideration of the Fiscal Year 2011-2012 Budget. Mr. Kelley gave a PowerPoint presentation on the services and budget for the Finance Department.

Discussions were held with Mr. Kelley and Town Manager Bruce St. Denis on the following topics/issues:

- combined functions reassigned to staff
- increase in budget with reassignments completed
- review of current costs for property/casualty insurance coverage
- current insurance costs and coverage included
- amount of time/costs dedicated for Pension Board liaison services
- options for private sector funding for services.

13. Information Technology (IT) Department Presentation - Continued

Mr. Angelo Furgiuele commented on the services of the IT Department and inquired as to the ability to market the programs developed for use by other government entities. Town Manager Bruce St. Denis noted the status of review and the intent to complete the analysis to ascertain the benefits and costs of a pilot program.

Mayor Brown noted the Commission's intent to have Staff follow through with the review and report on the results of the review. Discussion ensued with Mr. Furgiuele and Town Manager St. Denis on the process to be followed, estimated costs, and budget considerations.

15. IAFF (International Association of Fire Fighters) Local 2546 Union Contract

On May 10, 2011, the Town's Collective Bargaining Team met with IAFF Attorney Jim Brantley and Brandon Desch, DVP. Based on that meeting, two modifications to items imposed by the Town Commission at the Special Meeting held on March 2, 2011 have resulted in a tentative agreement between the parties. The IAFF membership is scheduled to vote on the Contract prior to the May 26, 2011 Regular Workshop Meeting. Pending the outcome of that vote, the Town Commission may also need to consider the Contract for ratification. Recommended Action: Pending discussion, forward this item to the June 6, 2011 Regular Meeting for formal action.

Following review of the contract terms by Town Manager Bruce St. Denis on the ratification of the IAFF contract, there was consensus to forward the ratification of the Contract to the June 6, 2011, Regular Meeting for formal action.

16. Bayfront Community Center Follow-Up

At the May 13, 2011 Meeting regarding the Bayfront Community Center, Staff was asked to provide follow-up information on several subjects. Staff will review those findings at the May 26, 2011, Regular Workshop. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Bruce St. Denis reviewed and discussions were held on the following topics/issues raised at the May 13, 2011, Special Meeting:

16. Bayfront Community Center Follow-Up - Continued

- borrowing options to fund the development (internal borrowing without referendum)
- maximum amount available for borrowing from Utility Fund
- Competitive Consultants Negotiating Act (CCNA) and necessity to proceed through the process
- establishment of a Committee to review the project
- design/build requirements versus hiring of a consultant
- recommendations/process discussed by Sarasota County representatives
- conceptual plans reviewed at previous meeting versus final design to be utilized
- additional funds available for use on the project (Infrastructure Surtax funds)
- anticipated timeframe for receipt of funds from the Longboat Key Club project if development occurs
- funds available in the Recreation Center Capital Fund and restrictions on the use of the Land Acquisition funds
- use of internal funds versus taxpayer referendum approval
- utilization of tax revenues or utility revenues in lieu of levying an additional tax assessment for the project
- intent to obtain taxpayer support of the project
- development options for project (square footage with options provided for expansion of the building in the future)
- previous review of the project conducted by Sarasota County Staff and suggestions/recommendations received from participants
- responsibility for Town Commission to make determination on the project with adequate participation provided for Town citizens' input
- options to determine consensus on a 17,000 square foot building versus a smaller design
- committee versus Commission determination
- timing for determination to proceed with project/outstanding financial issues to be resolved prior to initiating an additional tax assessment, if necessary
- benefits to having an updated facility for residents and other Longboat Key organizations to utilize.

Subsequent to individual comments, Mr. George Spoll, Harbourside Drive, reviewed discussions held by the Revitalization Committee and supported the Town Commission to move forward on the concept for the facility.

Following comments by Town Attorney David Persson on requirements for a review of a master plan for the property and the impact to prior agreements relating to the existing ball fields, there was consensus for the Town Commission to move forward and to hold meetings with the public to discuss and determine the functions that the public would like to include in the facility.

Subsequent to comments on review/development of the project and requirements for compliance with existing regulations, there was consensus to move forward with the short process versus the full CCNA process.

16. Bayfront Community Center Follow-Up - Continued

Discussion ensued on borrowing from internal accounts, the utilization of a Committee, and determination of costs following public input and determination of facility design.

Commr. Younger inquired and Mayor Brown opined that soliciting private donations would be premature at the current time.

RECESS: 4:22 p.m. - 4:30 p.m.

17. Discussion Regarding Prioritization of Goals & Objectives

At the April 28, 2011 Regular Workshop Meeting there was consensus for the goals and objectives presented by citizens and stakeholders at the April 11, 2011 Special Workshop to be consolidated into one list for review and consideration at the May 26, 2011 Regular Workshop Meeting. Recommended Action: Pending discussion, provide direction to Manager.

Planning, Zoning, and Building Director Monica Simpson provided background information on the prioritization of Goals and Objectives and commented on the meeting held by the Subcommittee.

Vice Mayor Brenner, as Chairman of the Subcommittee, provided an overview of the discussions held on lobbying efforts, comments received from the Federation of Condominiums, and recommendations to forward items to the Planning and Zoning (P&Z) Board for consideration. Vice Mayor Brenner suggested that Staff contact the Village Association relating to their proffered items, noted discussions of the Town's water supply, additional issues to be considered resulting from the Organizational Review recommendations, the private Aging in Paradise Program, and determination of what direction the residents want the Town to head in.

Upon inquiry, Vice Mayor Brenner noted the Subcommittee's request for the Town Commission to consider direction to the P&Z Board at the June 6, 2011, Regular Meeting.

Ms. Simpson advised that several actions outlined would need to be addressed by the full Commission.

7. Proposed Ordinance 2011-26, Amending Chapter 158.026(F)(5), Zoning Board of Adjustment Jurisdiction - Continued

At their April 19, 2011 meeting, the Planning & Zoning (P&Z) Board recommended approval of proposed Ordinance 2011-26 and forwarded it to the May 26, 2011 Regular Workshop Meeting for Town Commission consideration. The Ordinance amends the Zoning Code to allow the Zoning Board of Adjustment (ZBA) to make determinations of the Board's jurisdiction to consider requests for variances from the Zoning Code. Recommended Action: Approval of the Consent Agenda will forward Ordinance 2011-26 to the July 11, 2011 Regular Meeting for first reading.

7. Proposed Ordinance 2011-26, Amending Chapter 158.026(F)(5), Zoning Board of Adjustment Jurisdiction - Continued

Commr. Lenobel inquired as to the initiation of the requested amendment and Town Attorney David Persson advised that he had requested the amendment to be presented to the Town Commission to clarify the jurisdiction of the ZBA.

Subsequent to individual comments, there was consensus to forward Consent Agenda Item 7 in accordance with Staff's report and recommended action.

18. Discussion Regarding Use of iPads for Town Commission Agenda

The Town Commission requested staff to investigate the feasibility of utilizing iPads for publication and distribution of all Town Commission Meeting agenda materials. Staff will report on findings and recommendations regarding the use of iPads for Town Commission agenda publication. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Bruce St. Denis noted the utilization of the iPads for Town Commission agendas and Staff's efforts to simplify the process to provide for the use of iPads, advised of the costs associated with the purchase and continued use of the equipment, and requested Commission direction on proceeding with the purchase for Town Commission use. Discussions were held with Town Manager St. Denis and IT Director Kathi Pletzke on the following topics/issues:

- ability to use the iPads when traveling
- results achieved by Commissioners who have tested the use
- 3G functionality and benefits of use
- capability of storing additional documents in addition to agenda material
- required training for use/learning curve
- intent to provide paper copies during transition period
- savings versus efficiencies gained
- phased training
- inconsistencies between PC and Mac features.

There was consensus to move forward with the purchase of the iPads for Town Commissioners use.

Town Manager St. Denis advised that a Resolution providing for a budget transfer for the purchase of the equipment will be placed on the June 6, 2011, Regular Meeting Agenda for formal action.

Ms. Pletzke requested input on utilizing an additional program to allow for the note taking on the agenda versus a read only product and Town Manager St. Denis advised that he would confer with each Commissioner on their preference.

Upon inquiry, Town Manager St. Denis advised that the advantage in utilization of the iPad provides greater efficiencies for the Town Commissioners away from their home computers and noted that a large cost savings may not be realized in switching the process from paper to electronic for delivery of the Commissioners' agenda materials.

18. Discussion Regarding Use of iPads for Town Commission Agenda - Continued

Discussions were held on the following topics/issues:

- aspects of savings that may be realized
- staffing requirements for preparation of any paper copies of the agenda
- ability to access e-mails from iPad.

19. Cancellation of July and August Workshop Meetings and August Regular Meeting

As provided for in Article II, Section 13 of the Town Charter, the Town Commission will consider the possible cancellation of the July and August Workshops and the August Regular Meeting. Recommended Action: Pending discussion, provide direction to Manager.

Town Attorney David Persson inquired as to the Town Commission's availability to schedule Special Meetings or Workshops during the summer months relating to Comprehensive Plan amendments.

Mayor Brown requested that if any meetings are anticipated that Staff provide those dates as early as possible to allow the Commissioners to plan their summer schedules.

Town Attorney Persson inquired as to holding Workshops prior to any Special Meetings for formal action and Mayor Brown indicated that Workshops would not be required.

Individual comments followed on the summer schedule for individual Commissioners.

Town Manager St. Denis inquired, and Mayor Brown noted consensus to cancel the July and August Regular Workshop Meetings and the August Regular meeting.

Discussion ensued on the dates for first and second readings of any proposed Ordinances that might be brought forward.

6. Ordinance 2011-27, Amending Chapter 38, Purchasing Division - Continued

Proposed Ordinance 2011-27, amends Chapter 38, Purchasing to reflect the recent reorganization of the Finance Department due to retirement of the Purchasing Manager. Recommended Action: Approval of the Consent Agenda will forward Ordinance 2011-27 to the June 6, 2011 Regular Meeting for first reading.

Vice Mayor Brenner inquired as to control issues and requested that the Town's auditor or an independent auditor review the proposed Ordinance and provide information on proper internal controls.

Mayor Brown inquired and Town Manager Bruce St. Denis advised that the review may not be accomplished prior to the proposed first reading and would be brought back at the June 16, 2011, Regular Workshop meeting.

Commr. Larson requested that the reporting hierarchy be considered during the review by auditors, without objection.

8. Proposed Agreement Between the Town of Longboat Key and Sarasota Bay Watch Regarding Sister Keys

At the February 17, 2011 Regular Workshop Meeting Rusty Chinnis, President of Sarasota Bay Watch, proposed a cooperative agreement with the Town for cleanups of Sister Keys, as well development of a management plan and potential enhancements. Staff and Sarasota Bay Watch were asked to develop a proposed agreement for Commission consideration. Recommended Action: Approval of the Consent Agenda will forward this agreement to the June 6, 2011 Regular Meeting Consent Agenda for formal action.

Town Attorney David Persson requested additional language to provide for termination of the agreement by either party as follows:

Either party may terminate this agreement upon 30 days notice.

There was consensus to amend the termination language and to forward the agreement to the June 6, 2011, Regular Meeting for formal action.

TOWN COMMISSION COMMENTS

A. Budgets/Pension Boards

Commr. Larson requested that an agenda item be included on the June 16, 2011, Regular Workshop Meeting to consider requesting the Pension Boards to establish a budget. Following comments, Town Attorney David Persson advised that the Pension Boards were required to follow statutory requirements in the expenditure of funds.

Discussion ensued on the expenditure of funds by the Pension Boards, the Town's responsibility to provide for the expenses incurred, the fiduciary responsibility of the Board of Trustees, and the distribution of the funds for administrative costs and required pension contributions.

Following individual comments, there was consensus to schedule the item for discussion.

B. Planning, Zoning, and Building Department

Vice Mayor Brenner inquired and Town Attorney David Persson commented on the correspondence and position of the Florida Department of Community Affairs (FDCA)

C. Elections/Redistricting

Vice Mayor Brenner noted correspondence from North Port City Commissioner David Garofalo and requested consensus on the Town's position relating to the proposed redistricting by Sarasota County. Individual comments followed.

D. Budgets

Vice Mayor Brenner requested that the Finance Director provide a copy of the distribution of tax funds paid by Town citizens be provided to the Press.

TOWN ATTORNEY COMMENTS

A. Planning, Zoning, and Building/Town Boards and Committees

Town Attorney David Persson requested consideration for the Town Commission to consider possible appointees availability for meetings prior to appointment.

TOWN MANAGER COMMENTS

A. State Agencies

Town Manager Bruce St. Denis noted that Representative Jim Boyd would be attending the June 6, 2011, Regular Meeting to provide a legislative overview.

B. Planning, Zoning, and Building

Town Manager Bruce St. Denis noted a pending quasi-judicial application relating to Beau Claire property and requested consideration to hold a Special Meeting prior to June 30, 2011, to render a decision on the extension request.

Subsequent to individual comments, there was consensus to hold a Special Meeting on June 16, 2011, at 12:00 p.m. (noon) to consider the quasi-judicial petition.

C. Town Commission/Federal Agencies

Town Manager Bruce St. Denis advised that all Commissioners were required to attend Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) training in order for the Town to be eligible for FEMA reimbursement and requested consideration to schedule the training at the Sarasota County Emergency Operations Center (EOC).

PRESS TO BE HEARD - No items were presented.

ADJOURNMENT

Mayor Brown noted the Special Meeting at 9:00 a.m. on May 27, 2011, in the Town Commission Chamber and adjourned the May 26, 2011, Regular Workshop Meeting at 5:32 p.m.

/s/ Trish Granger
Trish Granger, Town Clerk

/s/ James L. Brown
James L. Brown, Mayor

Minutes Approved: 07/11/2011