

**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.

Minutes Approved: 02-03-2014