

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR WORKSHOP
OCTOBER 20, 2014 - 1:00 P.M.**

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

Also: Town Manager Dave Bullock, Town Attorney Maggie Mooney-Portale,
Present: Town Clerk Trish Granger

CALL TO ORDER

Mayor Brown called the October 20, 2014, Regular Workshop to order at 1:00 p.m., in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida, and Commr. Pastor led the Pledge of Allegiance.

PUBLIC TO BE HEARD

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

COMMITTEE REPORTS AND COMMUNICATIONS

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

3. Sarasota County Special Liaison Report - No items were presented.

4. ManaSota League of Cities Report

A. Legislative Priorities

Vice Mayor Duncan noted the upcoming November 6, 2014, ManaSota League of Cities (MSLC) meeting regarding legislative issues, advised of the dates for the Manatee and Sarasota Legislative Delegations' meetings, and noted that he will be receiving numerous communications over the next several months in fulfilling his duties as President of the MSLC.

5. Other Reports

A. Boards/Committees

Commr. Younger noted attendance at the first 9-1-1 System Ad Hoc Committee meeting, advised that the meeting was canceled and subsequently the Committee was disbanded by the Manatee County Commission due to Sunshine law concerns, and further advised that he would continue to participate in conjunction with Police Chief Pete Cumming and Fire Chief Paul Dezzi.

B. Organizations

Mayor Brown noted the success of the Longboat Key Triathlon held over the past weekend.

C. Town Commission

Mayor Brown noted that former Commissioner Bob Dawson passed away on Saturday, October 18, 2014, and offered condolences to Mr. Dawson's family.

CONSENT ITEMS

6. Confirmation of Continued Support of Longboat Key Kiwanis Club Gourmet Lawn Party
At the November 4, 2013, Regular Meeting the Town Commission reaffirmed the Town's support of this annual charitable fund raising event. The Town has traditionally assisted the Longboat Key Kiwanis Club organizers by providing limited staffing of Public Works employees for the delivery and set-up of tents and small generators. This item is placed on the Consent Agenda for the Commission to consider continuation of their support. Recommended Action: Approval of the Consent Agenda will forward this item to the November 3, 2014, Regular Meeting for formal action.

There was consensus to approve Consent Item 6 in accordance with Staff's report and recommendation.

DISCUSSION ITEMS

7. Discussion Regarding Utility Undergrounding Study and Proposed Ordinance 2014-33, Providing for Referendum for Underground Utilities Along Gulf of Mexico Drive and Proposed Ordinance 2014-34, Providing for Referendum for Underground Utilities Within Neighborhoods

The Town of Longboat Key has conducted a cost analysis associated with undergrounding utility lines along Gulf of Mexico Drive (GMD) and research related to undergrounding utility lines within neighborhoods. Ordinances have been prepared to seek voter approval for these proposed projects. The Ordinances provide for referenda to be placed on the ballot for the March 10, 2015, General Municipal Election. Town staff will present PowerPoint presentations that outline each utility undergrounding project and discuss the respective Ordinance. This item is placed on the October 20, 2014, Regular Workshop Meeting for Commission consideration. Recommended Action: Pending discussion, forward Ordinance 2014-33 and Ordinance 2014-34 to the October 20, 2014, Special Meeting for first reading.

Following comments by Mayor Brown on the preparation of Ordinances and time constraints for placement on the March 2015 election ballot, Town Manager Dave Bullock, provided an overview of the Commission's consideration of the undergrounding project. Assistant Town Manager Anne Ross and Consultant Danny Brannon with Brannon and Gillespie, LLC, gave a PowerPoint presentation on the utility undergrounding study and proposed Ordinances 2014-33 and 2014-34. Discussions were held on the following topics/issues:

- undergrounding to conduit box/switching cabinets versus pole to box
- distance between poles/line of sight
- impact on turtle nesting/Bradenton Beach lighting test site
- consideration of type of light prior to receiving the reports on the test site
- existing lighting currently not FDOT (Florida Department of Transportation) compliant
- Project Component Costs and Florida Power and Light (FPL) Company contribution
- inclusion of decorative lights for pedestrian safety/types of lighting structures available
- expected costs for replacement of the current existing lights versus enhancements
- cost comparison for a 20 versus 30 year borrowing.

7. Discussion Regarding Utility Undergrounding Study and Proposed Ordinance 2014-33, Providing for Referendum for Underground Utilities Along Gulf of Mexico Drive and Proposed Ordinance 2014-34, Providing for Referendum for Underground Utilities Within Neighborhoods- Continued

The following individuals commented on the proposed GMD undergrounding project. Mr. Brannon responded to concerns raised throughout the speaker presentations:

Mr. Ronald Platt, Gulf of Mexico Drive
Mr. Gene Jaleski, Cedar Street
Mr. Richard Wood, Gulf of Mexico Drive
Mr. Jim Whitman, Norton Street
Mr. George Spoll, Harbourside Drive.

Town Manager Bullock commented on the neighborhood undergrounding component.

Following comments, there was consensus to discuss both Ordinances following presentation of the neighborhood component.

RECESS: 2:20 p.m. - 2:30 p.m.

Following comments by Town Manager Bullock on the funding component, Assistant Town Manager Ross gave a PowerPoint presentation on the option of utility undergrounding within neighborhoods. Discussions were held on the following topic/issues:

- costs/risk to procure feasibility study for neighborhood projects
- option to project cost of feasibility study
- neighborhood organization process if no association is in place.

Discussion ensued with Town Attorney Maggie Mooney-Portale, Attorney Duane Draper, and Town Manager Bullock on the following topics/issues:

- option/process to include funds to pay for the feasibility studies for neighborhoods
- process to reimburse any funds expended by the Town for the studies
- alternatives to establish a funding mechanism
- process to straw ballot of neighborhood to determine interest in project
- consideration to utilize voter districts to establish five larger Neighborhood Districts
- anticipated additional costs if not done in conjunction with the main project on GMD
- estimated costs to underground entire island (estimated at \$15,000,000.00)
- cost per household to run from the street to individual homes (approximately \$650)
- estimated costs and options to incorporate neighborhood participation
- percentage of homes that are currently utilizing underground facilities
- possible results if adding additional tax liability.

The following individuals commented on proposed Ordinance 2014-34:

Mr. Steve Reid, Editor of the Longboat Key News
Mr. George Spoll, Harbourside Drive
Mr. Gene Jaleski, Cedar Street
Mr. Richard Wood, Gulf of Mexico Drive

7. Discussion Regarding Utility Undergrounding Study and Proposed Ordinance 2014-33, Providing for Referendum for Underground Utilities Along Gulf of Mexico Drive and Proposed Ordinance 2014-34, Providing for Referendum for Underground Utilities Within Neighborhoods- Continued

Subsequent to discussion, there was consensus to forward Ordinances 2014-33 and 2014-34 to the October 20, 2014, Special Meeting for first reading.

Individual comments followed.

RECESS: 3:45 p.m. - 3:55 p.m.

9. Bayfront Park Update and Discussion

Commr. Younger noted that many citizens were present relating to Item 9 and requested consideration to advance the item prior to the Beach Update. **Following comments, there was not majority consensus to modify the order of agenda items.** (See Item 9 later this meeting.)

8. 2014 Beach Update

At the January 21, 2014, Regular Workshop Meeting, Olsen Associates, Inc. (OAI) provided an overview of beach conditions based upon the 2013 shoreline survey. Dr. Albert E. Browder, PE, Olsen Associates will present an update on the status of the Town's beach based on the August 2014 annual monitoring and survey, as well as planning efforts to date. Recommended Action: Pending discussion, provide direction to Manager.

Dr. Albert Browder, with Olsen Associates, gave the 2014 Beach Update PowerPoint presentation. Discussions were held with Dr. Browder and Town Manager Dave Bullock on the following topics/issues:

- shoreline changes in relation to the baseline condition
- alternatives to truck hauling for South end area
- anticipated sand resulting in dredging of the Longboat Pass and New Pass
- Interlocal agreements with Manatee County (Longboat Pass) and City of Sarasota (New Pass) for sand sharing
- anticipated staging cost reductions
- location of sand mines (Davenport, Florida and Lakeland, Florida)
- increase in costs to utilize alternative delivery method in lieu of truck hauling
- timing of project after peak tourist season this spring
- option to relocate sand in areas that have expanded to areas of high erosion
- timing of project due to existing conditions on South end
- option to consider night-time truck hauls.

Mr. Gene Jaleski, Cedar Street, commented on the presentation.

Town Manager Bullock advised that Staff will review and report on the issues discussed.

9. Bayfront Park Update and Discussion - Continued

On October 30, 2014, the Town will host a public input meeting to seek comments regarding the Concept Plan for improvements and planned amenities for Bayfront Park. At a recent joint meeting held with Sarasota County Board of County Commissioners the Concept Plan was discussed. The Town Commission placed this item on the October 20, 2014, Regular Workshop Meeting for a staff update and additional discussion. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Town Manager Dave Bullock, Assistant Town Manager Anne Ross gave a PowerPoint presentation on the Concept Plan for improvements and amenities for Bayfront Park. Discussions were held on the following topics/issues:

- financial components for development of Bayfront Park
- condition of current facilities
- previous proposal to build a Recreation Community Center
- lack of reserved space to build a larger recreation center
- 2009 versus 2012 versus 2014 Concept Plans
- relocating cultural aspects of the Bayfront Concept Plan to the new Town Center.

The following individuals commented on the proposed 2014 Bayfront Park Concept Plan relating to the inclusion of a dog park:

Mr. Chris Lake, Bayport Way
Mr. Bill Anderson, Palm Drive
Mr. Phillip Koenig, Grand Bay Boulevard
Ms. Sydelle Pittas, Grand Bay Boulevard

Upon inquiry, Ms. Peters commented on the facilities structure for dog parks.

The following individuals commented on the proposed 2014 Bayfront Park Concept Plan:

Ms. Jan Bisset, Byron Lane
Ms. Beverly Shapiro, Gulf of Mexico Drive
Ms. Madelyn Spoll, Harbourside Drive

Subsequent to discussion, there was consensus to have both the 2012 and 2014 Concept Plans available at the public meeting on October 30, 2014.

RECESS: 6:15 p.m. - 6:25 p.m.

10. Proposed Resolution 2014-25, Amending the Investment Policy for the Town of Longboat Key

At their May 22, 2014, Investment Advisory Committee Meeting the Town's investment advisor and Committee developed a recommendation to amend the Investment Policy for the Town of Longboat Key. Steve Alexander, PFM Investment Advisor, will attend the October 20, 2014, Regular Workshop Meeting to make a presentation regarding the recommended changes to the Town's Investment Policy and to answer questions. Recommended Action: Pending discussion, forward Resolution 2014-25 to the November 3, 2014, Regular Meeting for formal action.

10. Proposed Resolution 2014-25, Amending the Investment Policy for the Town of Longboat Key - Continued

Investment Advisor Steven Alexander with The PFM Group gave a PowerPoint presentation on the proposed amendments to the Town's Investment Policy and noted Resolution 2014-25 would incorporate the amendments. Discussions were held on the following topics/issues:

- removal of Mortgage Backed Securities (MBS)
- Maturity and Liquidity requirements
- authorization for Town Manager for approval of repurchase agreements
- Section 15, Authorized Investments and Portfolio Composition

Subsequent to discussion, there was consensus to forward Resolution 2014-25 to the November 3, 2014, Regular Meeting for formal action.

11. Proposed Ordinance 2014-35, Amending the Fiscal Year 2013-2014 Building Fund Budget to Increase the Reimbursement Rate to the General Fund for Direct and Indirect Costs Related to Building Fund Activities

The Finance Department has recalculated the indirect cost allocation of Building Department overhead costs contained within the General Fund operating departments, resulting in an increase in the annual transfer from the Building Department to the General Fund. Proposed Ordinance 2014-35 provides for a budget amendment to increase the reimbursement rate to the General Fund for Building Fund activities. Recommended Action: Pending discussion, forward Ordinance 2014-35 to the November 3, 2014, Regular Meeting for first reading and public hearing.

Following comments by Town Manager Dave Bullock, there was consensus to forward Ordinance 2014-35 to the November 3, 2014, Regular Meeting for first reading and public hearing.

12. Proposed Ordinance 2014-36, Amending the Fiscal Year (FY) 2013-2014 Budget for Tennis Center

Tennis Center expenditures exceeded budgeted appropriations by \$86,193.00 of which \$55,018.00 are covered by additional Tennis Center revenues. The remaining shortfall of \$31,175.00 is recommended to be covered by a transfer from General Services' Red Tide Contingency. This transfer does not affect the fund balance in the General Fund. Proposed Ordinance 2014-36, amends the FY 2013-2014 Budget for the Tennis Center and is placed on the October 20, 2014, Regular Workshop Meeting for Commission consideration. Recommended Action: Pending discussion, forward Ordinance 2014-36 to the November 3, 2014, Regular Meeting for first reading and public hearing.

Following comments by Town Manager Dave Bullock, Finance Director Sue Smith provided information on the accounting system in place for the Tennis Center. Discussions were held on the following topics/issues:

- inclusion of reference to Fiscal Year 2014, Red Tide Contingency in the Ordinance
- reduced memberships in family categories/increase in walk-on fees
- Cost of goods sold discrepancy/Point of Sale (POS) equipment
- threshold for adjusting membership fees
- previous accounting practices at the Tennis Center.

12. Proposed Ordinance 2014-36, Amending the Fiscal Year (FY) 2013-2014 Budget for Tennis Center - Continued

Subsequent to discussion, there was consensus to forward Ordinance 2014-36 to the November 3, 2014, Regular Meeting for first reading and public hearing.

13. Proposed Resolution 2014-30, Providing for Fiscal Year 2013-2014 Year End Budget Transfers

The Town Charter requires that sufficient budgets are available in each General Ledger account to cover expenditures charged to the account. Each year staff prepares the required budget transfer documentation to balance surplus accounts and those with shortfalls. Proposed Resolution 2014-30, provides a complete listing of recommended transfers for individual accounts, as well as the reason for surplus or shortfall, and is presented for Commission consideration at the October 20, 2014 Regular Workshop Meeting. Recommended Action: Pending discussion, forward Resolution 2014-30 to the November 3, 2014, Regular Meeting for formal action.

Following comments by Town Manager Dave Bullock, Finance Director Sue Smith gave a PowerPoint presentation on proposed Ordinance 2014-35 to amend the Fiscal Year (FY) 2013-2014 budget.

Commr. Larson requested that Staff provide a comparison of attorney's fees with other similar entities.

Subsequent to discussion, there was consensus to forward Resolution 2014-30 to the November 3, 2014, Regular Meeting for formal action.

PUBLIC TO BE HEARD

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

TOWN COMMISSION COMMENTS - No items were presented.

TOWN ATTORNEY COMMENTS - No items were presented.

TOWN MANAGER COMMENTS

A. Public Safety

Town Manager Dave Bullock advised that the Fire and Police Departments have Ebola protocols in place.

PRESS TO BE HEARD - No items were presented.

ADJOURNMENT

Mayor Brown adjourned the October 20, 2014, Regular Meeting at 6:59 p.m.

Minutes Approved: 11/03/2014