

**MINUTES
LONGBOAT KEY TOWN COMMISSION
SPECIAL WORKSHOP MEETING
JUNE 15, 2015 - 9:00 A.M.**

Present: Mayor Jack Duncan, Vice Mayor Terry Gans, Commrs. Jack Daly, 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 Duncan called the June 15, 2015, Special Workshop Meeting to order at 9:04 a.m., in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida.

Mayor Duncan noted the Civility Policy, read the Pledge of Public Conduct, and advised that Commr. Younger would be arriving later this morning.

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

2. Discussion of Fiscal Year 2015-2016 Budget

The Town Manager will provide an update on the current year Budget and a review of the Fiscal Year (FY) 2015-2016 Budget currently under development. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Dave Bullock and Finance Director Sue Smith gave a PowerPoint presentation and overview of the FY 2014-2015 Budget and discussed the FY 2015-2016 Budget under development. Discussions were held on the following topics/issues:

- Rate of Return (R&R) being utilized for the Pension funds
- current R&R being realized
- notification from the State of Florida on any required modifications to the R&R
- Deferred Retirement Option Plan (DROP) payouts/new hire overlap
- merit based wage increases
- Historical wage increases since FY 2008
- percent budgeted for proposed wage increases (General and Police employees) in FY 2015-2016
- comparison of wage increases provided by other governmental agencies to Longboat's
- proposed merit increase based on performance for General employees
- Commission Contingency balance
- use of Fund Balance to balance the FY 2015-2016 budget
- Town's Investment Policy for General Fund
- consideration of placing the \$1,610,075 assigned to Pension to transfer to Pension Fund for higher R&R
- 90-day targeted Fund Balance/ability to borrow from other funds in the event of an emergency
- required loan agreement(s) to borrow from other funds
- risk versus Town's financial rating and impact of unfunded liabilities.

2. Discussion of Fiscal Year 2015-2016 Budget - Continued

Mayor Duncan inquired and following individual comments, there was majority consensus to:

- **retain 90 days of reserve available for emergencies**
- **not incorporate a millage increase in the FY 2015-2016 Budget**
- **authorize the use of \$426,067 from Fund Balance to balance the FY 2015-2016 Budget**
- **review the option to reallocate \$347,000 from the General Fund (assigned to Pension) to the Pension Fund.**

Discussions were held with Town Manager Bullock and Ms. Marissa Wortman, Senior Management Consultant with Public Financial Management (PFM), on the following topics/issues:

- impact of transferring funds to the Pension fund
- review of Town's financial rating for action taken to reduce Fund Balance
- option to modify written policy
- Rating Agency review's of governmental agency policies
- option to reduce Budget by \$426,067
- total percentage of personnel costs/dedicated Staff member to pursue grants.

Town Manager Bullock summarized Commission consensus and proceeded with the PowerPoint presentation on the FY 2015-2016 Preliminary Budget update. Discussions were held on the following topics/issues:

- Infrastructure Surtax (IST) funds
- reallocation of \$1,430,569 of IST funding from Beach Management to Public Safety for future capital expenses
- West Coast Inland Navigation District (WCIND) funding
- options to hire a grant writer.

There was consensus for the Town Manager to review options in securing a grant writer for the Town.

Following comments, there was consensus to retain \$1,430,569 of IST funding in the Beach Management Fund.

Mr. Gene Jaleski, Cedar Street, commented on the FY 2015-2016 Budget.

(Note: Commr. Younger arrived at 9:36 a.m.)

Subsequent to comments, there was consensus to continue the Budget discussions at a June 29, 2015, Special Workshop Meeting.

3. Proposed Ordinance 2015-21, Providing for Bond Referendum on November 3, 2015

Proposed Ordinance 2015-21 provides for a bond referendum not to exceed \$25,250,000 for undergrounding electrical, communications, and other utilities, and installation of street lighting relating to Gulf of Mexico Drive to be held on November 3, 2015. This item is placed on the June 15, 2015 Special Workshop Meeting for Commission consideration.

3. Proposed Ordinance 2015-21, Providing for Bond Referendum on November 3, 2015 - Continued

Recommended Action: Pending discussion, forward Ordinance 2015-21 to the June 15, 2015 Special Meeting for first reading.

Following comments by Mayor Duncan, Commr. Zunz offered comments on Option 5 selected by the Town Commission at the June 1, 2015, Regular Meeting.

Town Manager Dave Bullock provided an overview of Commission action on June 1, 2015, and Town Manager Bullock and Assistant Town Manager Anne Ross gave a PowerPoint presentation on Ordinance 2015-21. Discussions were held with Town Manager Bullock, Assistant Town Manager Ross, Mr. Danny Brannon with Brannon and Gillespie, LLC, and Attorney Duane Draper with the Bryant Miller Olive law firm on the following topics/issues:

- street lighting enhancement on Gulf of Mexico Drive (GMD)
- light shielding on light fixtures
- high level of flexibility included in the street lighting proposed contingency
- residents anticipated lighting improvements on Gulf of Mexico Drive
- revised Referendum question to incorporate fiber optics.

Upon inquiry, Town Clerk Trish Granger confirmed that the referendum question, if approved by the Town Commission, would be the sole issue on a November 3, 2015, ballot to be considered by Longboat Key electors, noted that there would be early voting at Town Hall, advised that absentee ballots would be available, and confirmed that both polling precincts (Sarasota and Manatee) would be open for electors on November 3, 2015.

Following comments by Town Manager Bullock, Attorney Draper reviewed the process for tracking costs relating to the referendum question. Assistant Town Manager Ross continued the PowerPoint presentation providing an overview of the schedule for a second referendum for neighborhood undergrounding if the Gulf of Mexico referendum is passed by the electors.

Mr. Larry Grossman, St. Judes Drive North, commented on Ordinance 2015-21.

Following comments by Town Attorney Maggie Mooney-Portale, Attorney Draper and Mr. Brannon responded to questions posed by Mr. Grossman.

The following individuals commented on Ordinance 2015-21. Discussions were held throughout speaker presentations:

- Mr. Larry Grossman, St. Judes Drive North
- Mr. Gene Jaleski, Cedar Street
- Mr. David Brenner, Gulf of Mexico Drive

Town Manager Bullock distributed the revised copy of Ordinance 2015-21, and following comments by Town Attorney Mooney-Portale, Mr. Brannon confirmed that the fiber optic portion would be considered a communication function.

3. Proposed Ordinance 2015-21, Providing for Bond Referendum on November 3, 2015 - Continued

There was majority consensus to amend Ordinance 2015-21, as follows (additions show as underlined text/deletions shown as ~~strikethrough~~ text):

Shall Town of Longboat Key be authorized to issue revenue bonds/notes, in one or more series, not exceeding \$25,500,000.00 bearing interest not exceeding maximum legal rates, maturing not beyond 30 years from issuance, to finance undergrounding electrical, communications, fiber optics and other utilities and installation of street lighting relating to Gulf of Mexico Drive, payable solely from special assessments imposed against real property throughout the Town and ~~other legally~~ available non-ad valorem revenues if necessary?

There was majority consensus to forward Ordinance 2015-21 to the June 15, 2015, Special Meeting for first reading.

4. Proposed Resolution 2015-15, Budget Transfer in the Amount of \$87,000 from General Services: Commission Contingency and General Services: Professional Services Accounts to General Services: Professional Services-Underground Utilities Project

Proposed Resolution 2015-15 amends the General Fund Budget to move unencumbered funds within the General Services Department for the continued consulting and legal costs associated with preparing for referendum on the Utilities Undergrounding on Longboat Key. Should an undergrounding referendum pass and a project pursued, these planning expenditures will be reimbursed through the project bonding process. Recommended Action: Pending discussion, forward Resolution 2015-15 to the June 15, 2015, Special Meeting for formal action.

Town Manager Dave Bullock provided an overview of Resolution 2015-15.

Mr. Gene Jaleski, Cedar Street, commented on Resolution 2015-15.

There was majority consensus to forward Resolution 2015-15 to the June 15, 2015, Special Meeting for formal action.

5. Proposed Resolution 2015-18, Providing for the Longboat Key Town Commission's Participation in a Special Joint Meeting with the Cities of Sarasota, North Port, and Venice

The City of Sarasota invited the Town Commission to participate in a Special Joint Meeting on July 1, 2015, with other Sarasota County cities. Florida Statutes, Section 166.0213, allows the governing body of a municipality to hold joint meetings to receive, discuss, and act upon matters of mutual interest with the governing body of another municipality at such time and place as shall be prescribed by ordinance or resolution. Proposed Resolution 2015-18 provides for such participation at the July 1, 2015, Special Joint Meeting. Recommended Action: Pending discussion, forward Resolution 2015-18 to the June 15, 2015, Special Meeting for formal action.

Town Manager Dave Bullock provided an overview of the proposed agenda for the Special Joint Meeting between the municipalities located within Sarasota County.

5. Proposed Resolution 2015-18, Providing for the Longboat Key Town Commission's Participation in a Special Joint Meeting with the Cities of Sarasota, North Port, and Venice
- Continued

There was consensus to forward Resolution 2015-18 to the June 15, 2015, Special Meeting for formal action.

ADJOURNMENT

Mayor Duncan noted the June 15, 2015, schedule of meetings and adjourned the Special Workshop Meeting at 11:35 a.m.

Minutes Approved: 07-06-15