

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR WORKSHOP MEETING
SEPTEMBER 21, 2015 - 1:00 P.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/PLEDGE OF ALLEGIANCE

Mayor Duncan called the September 21, 2015, Regular Workshop to order at 1:00 p.m., in the Town Hall Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida. Commr. Larson led the Pledge of Allegiance.

Mayor Duncan noted the Town's Civility Policy and read the Pledge of Conduct.

23. Other Business:

A. Town Commission

Commr. Larson requested and there was consensus to advance consideration of Item 22 on the agenda following the Consent Agenda.

PUBLIC TO BE HEARD

1. Opportunity for Public to Address Town Commission

A. Organizations

Ms. Carol Erker, President of the Rotary Club of Longboat Key, commented on recent donations from community organizations and advised that the Rotary Club of Longboat Key was donating \$10,170.00 towards enhancements to Bayfront Park's planned dog park.

Individual comments followed thanking Ms. Erker for the donation from the Rotary Club.

COMMITTEE REPORTS AND COMMUNICATIONS

2. Manatee County Special Liaison Report

A. Organizations

Commr. Zunz noted attendance at the Manatee County Economic Development Corporation (EDC) meeting and noted the issues discussed.

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

4. ManaSota League of Cities Liaison Report

A. Organizations

Commr. Larson noted attendance at the ManaSota League of Cities meeting and reviewed the issues discussed. Mayor Duncan commented on the difficulty relating to the legislative session and development of priorities.

5. Other Reports

B. Organizations

Commr. Larson noted the Sarasota Bay Estuary Program Policy Board would be holding their next meeting at Longboat Key in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida.

C. Organizations

Commr. Daly noted attendance and reviewed issues discussed at the Metropolitan Planning Organizations meeting.

A. Organizations

Longboat Key Chamber of Commerce President Gail Loefgren provided an update regarding the plans being developed to celebrate the Town's 60th Anniversary.

Ms. Loefgren noted the Committee members and provided an overview of the 60th Anniversary Event planned for November 14, 2015, and the additional concert series planned. Following a review of anticipated expenses, Ms. Loefgren requested support and a contribution from the Town to help fund the event.

Mayor Duncan noted discussions with the Chamber representatives regarding the event and supported funding. Discussions were held on the following topics/issues:

- estimated costs
- reimbursement process
- consideration and request for additional information
- funding requests denied for other organizations in the past
- estimated number of participants.

Upon inquiry, Town Attorney Maggie Mooney-Portale commented on the use of public funds to support the event.

There was majority consensus for Ms. Loefgren to provide additional information to the Commission at the next available meeting.

6. Citation Presentation to Lloyd Hine and Curtis Vandermolen

Mayor Duncan noted that the presentations to Mr. Hine and Mr. Vandermolen had been postponed.

CONSENT AGENDA

7. Consideration of Medical Director's Contract Renewal (See item later this meeting.) :

Dr. Steven Newman has served as the Town's Medical Director for 31 years and has supervised and accepted direct responsibility for the medical performance of all Town EMTs and Paramedics. Dr. Newman's contract is up for renewal effective October 1, 2015. A contract term of 3 years is proposed with a COLA in years 2 and/or 3 which will be equal to that, if any, provided to Town employees. Recommended Action: Approval of the Consent Agenda will forward renewal of Medical Director's Contract to the September 28, 2015 Special Meeting for formal action.

CONSENT AGENDA- Continued

8. Request for Temporary Closure of Bay Isles Road for Rotary Club Veterans' Day Parade

The Longboat Key Rotary Club requests the temporary closure of Bay Isles Road for approximately 1 hour on November 11, 2015 to hold a Veterans' Day Parade. A public forums permit has been approved for the event conditioned upon this approval. Recommended Action: Approval of the Consent Agenda will forward this request to October 5, 2015, Regular Meeting Consent Agenda for formal action.

9. Proposed 2016 Town Commission Meeting Schedule

Each year the Town Commission establishes their annual meeting schedule for the upcoming calendar year. The proposed 2016 Town Commission Meeting Schedule is being forwarded for consideration at the September 21, 2015 Regular Workshop Meeting. Recommended Action: Approval of the Consent Agenda will forward the 2016 Town Commission Meeting Schedule to the October 5, 2015, Regular Meeting Consent Agenda for formal action.

10. Proposed Resolution 2015-22, Adopting the Manatee County Local Mitigation Strategy (LMS)

The Town of Longboat Key participates in both Sarasota and Manatee County Local Mitigation Strategy Work Groups. The focus of the LMS is to reduce risks associated with all types of disaster events. The Town passed Resolution 99-13 on October 4, 1999, formally adopting the original LMS and remains active in the program. Resolution 2015-22 is for the formal adoption of the most currently revised and FEMA approved version of the Manatee County LMS. This will enable the Town to be eligible for post disaster mitigation grant funds. Recommended Action: Approval of the Consent Agenda will forward Resolution 2015-22 to the October 5, 2015, Regular Meeting for formal action.

11. Proposed Resolution 2015-23, Adopting the 2015 Floodplain Management Plan

As part of the Community Rating System (CRS) recertification cycle associated with the National Flood Insurance Program (NFIP), the Town must update its Floodplain Management Plan via resolution. At the direction of the Town Manager, a committee was formed to update the Floodplain Management Plan. The Committee is recommending Town Commission approval of the updated 2015 Floodplain Management Plan and has developed proposed Resolution 2015-23 per CRS requirements. Recommended Action: Approval of the Consent Agenda will forward Resolution 2015-23 to the October 5, 2015, Regular Meeting for discussion and formal action.

Mayor Duncan requested that Item 7 be pulled for discussion later this meeting.

There was consensus to approve Consent Agenda Items 8 through 11 in accordance with Staff's reports and recommendations.

DISCUSSION ITEMS

22. Undergrounding Referendum 2 and Future Public Input Discussion

At the September 9, 2015, Regular Meeting the Town Commission discussed funding methodologies related to undergrounding neighborhoods and side streets. There was consensus the Commission will be developing a funding methodology and seeking additional public input on a neighborhood and side street referendum if the GMD (Gulf of Mexico Drive) Referendum should pass. Town staff was directed to remove the assessment estimates for properties associated with Referendum 2 from the website. Recommended Action: Pending discussion, provide direction to Manager.

22. Undergrounding Referendum 2 and Future Public Input Discussion - Continued

Town Manager Dave Bullock commented on previous Commission direction on September 9, 2015, requested formal action on the consensus taken, and advised that it would be included on a future agenda.

Discussion ensued on the following topics/issues:

- clarification on the request to include on a future agenda
- options to include information on the Town's website relating to Referendum 2
- discussion on process if Referendum 1 for GMD does not pass
- issues raised at first public meeting on Referendum 1 (GMD).

There was majority consensus to include the issue on a Regular or Special Meeting for formal action.

There was majority consensus to postpone discussions on alternative scenarios if Referendum 1 does not pass.

12. Update on Beach Projects

Dr. Al Browder, P.E., Olsen Associates, Inc., will provide an update for the Town Commission on beach projects and beach performance. Recommended Action: None, informational only.

Following comments by Town Manager Dave Bullock, Dr. Browder with Olsen Associates, Inc., gave a PowerPoint presentation on beach projects and beach performance. Discussions were held on the following topics/issues:

- comparison of conditions in North Shore Road/North End areas
- sand loss/intent on the placement of permeable structures
- difference between the Islander groins and the North Shore Road/North End structures
- sand loss versus sand movement between structures
- options to install baffles in the North End structures.

Commr. Younger requested consideration for consensus to instruct staff to add baffles to the North Shore Road/North End equal to the number installed in the Islander groins.

Discussion were held on the following topics/issues:

- difference in locations and types of structures
- purpose of structures
- types of available structures
- intent of structures to slow down erosion
- estimated costs to add baffles to the North Shore/North End structures
- process to require placement by engineer/contracting firms
- previous costs for adjustments to the groins at the Islander
- decision reached on the construction of the groins relating to baffles.

12. Update on Beach Projects - Continued

Public Works Director Juan Florensa commented on project costs, the history on the construction and modifications to the Islander groins, and the project parameters of the North Shore Road/North End groin project. Discussion ensued on the following topics/issues:

- timeframe for modifications made to Islander groins
- depth coverage versus gap coverage
- expectations on the sand placement/retainage of sand
- options to monitor the sand movement activity
- impact of groins on sand in front of property owners on North End.

There was consensus to not add baffles at the current time.

Upon inquiry, Dr. Browder commented on the processes and the movement of sand and options to monitor.

Mr. Florensa noted the annual shoreline monitoring requirements of the permit issued and advised that the next monitoring report was May of 2016.

Individual comments followed.

RECESS: 2:56 p.m. – 3:10 p.m.

12. Update on Beach Projects - Continued

Dr. Browder continued the presentation on the beach update. Discussions were held on the following topics/issues:

- estimated material retention in the area of 6633 Gulf of Mexico Drive seawall/Gulfside Road
- alternative types of structures that may be considered to retain sand.

13. Proposed Interlocal Agreement with Sarasota County for Bayfront Park Development

The Town of Longboat Key and Sarasota County Commissions have approved a concept plan for expansion and improvements of Bayfront Park. An Interlocal Agreement is required to formalize the relationship between the Town and County regarding operations, maintenance, and use of the portion of Bayfront Park to be developed on County-owned land. Recommended Action: Pending discussion, forward to the October 5, 2015, Special Meeting between Longboat Key and Sarasota County Commissions.

14. Proposed Joint Project Agreement with Sarasota County for Expansion and Development of Bayfront Park

The Town of Longboat Key and Sarasota County Commissions have approved a concept plan for expansion and improvements of Bayfront Park as discussed in the item above. A Joint Project Agreement is required to set forth the respective obligations and responsibilities of the Town and County for design, engineering and construction of the Sarasota County-owned portion of Bayfront Park. Recommended Action: Pending discussion, forward to the October 5, 2015, Special Meeting between Longboat Key and Sarasota County Commissions.

13. Proposed Interlocal Agreement with Sarasota County for Bayfront Park Development - Continued

14. Proposed Joint Project Agreement with Sarasota County for Expansion and Development of Bayfront Park - Continued

Mayor Duncan noted that Items 13 and 14 were related and would be discussed jointly.

Following comments, Town Manager Dave Bullock advised that the County had notified Staff this date that the Bayfront Park agreements will not be completed by the October 5, 2015, Joint Meeting.

Assistant Town Manager Anne Ross gave a PowerPoint presentation on the Interlocal and Joint Project Agreements with Sarasota County. Discussions were held on the following topics/issues:

- handicap parking for beach access
- time line for "shovel ready."

There was consensus to forward the Interlocal and Joint Project Agreements to the October 5, 2015, Special Meeting with Sarasota County Commissions for formal consideration.

15. Proposed Interlocal Agreement with Sarasota County for Dispatch Consolidation:

The Town of Longboat Key and Sarasota County staffs are working toward consolidation of dispatch services for Law Enforcement, Fire, Emergency Medical Services and related communications services. In order to proceed, an Interlocal Agreement is required to define the respective obligations and responsibilities, costs, and scope of services. Recommended Action: Pending discussion, forward to the October 5, 2015, Special Meeting between Longboat Key and Sarasota County Commissions for formal action.

Following comments by Town Manager Dave Bullock, Assistant Town Manager Anne Ross gave a PowerPoint presentation on the Interlocal Agreement with Sarasota County. Commr. Zunz advised that she can fully participate in the formal action by the Commission.

Upon inquiry, Town Manager Bullock advised of the municipal agencies that are participating in the dispatch consolidation.

There was majority consensus to forward the Interlocal Agreement to the October 5, 2015, Joint Meeting with the Sarasota County Commission for formal consideration.

(Note: Commr. Daly left the meeting at 4:00 p.m.)

16. Subaqueous Wastewater Forcemain Condition Assessment Report

At the March 23, 2015 Regular Workshop Meeting the Commission directed staff to move forward with an assessment/evaluation of the existing subaqueous wastewater forcemain. Greeley and Hansen was selected through our procurement process as the contractor for this project and has submitted a proposal which includes a budget, scope of work, and schedule. Recommended Action: Pending discussion, provide direction to Manager.

16. Subaqueous Wastewater Forcemain Condition Assessment Report - Continued

Following comments by Town Manager Dave Bullock, Public Works Director Juan Florensa gave an overview on the assessment process. Discussions were held on the pipe size and SmartBall size.

Upon inquiry, Town Manager Bullock commented on the accounts established for the funding of the subaqueous wastewater forcemain. Individual comments followed.

There was consensus to move forward with a contract for the project.

17. Proposed Ordinance 2015-20, Comprehensive Plan Amendment, Existing Infrastructure Element Results Neutral Revisions

At their June 16, 2015 Regular Meeting the Planning & Zoning (P&Z) Board reviewed Ordinance 2015-20 and recommended approval with minor revisions to wording. The "results neutral" crosswalk of the various elements of the Comprehensive Plan creates a more user-friendly Comprehensive Plan that is easier to read, understand, and apply. The crosswalk assures that the existing goals, objectives, and policies in the Comprehensive Plan that remain essential to the Town are preserved, while any extraneous content is eliminated. It also delineates strategies for successfully implementing the goals, objectives, and policies. Through the crosswalk effort, the existing goals, objectives, and policies of the Potable Water, Solid Waste, and Wastewater elements of the Plan have been converted into the framework for the new Comprehensive Plan. Recommended Action: Pending discussion, forward Ordinance 2015-20 to the October 5, 2015, Regular Meeting for first reading and public hearing.

Following comments by Town Manager Dave Bullock, Planning, Zoning, and Building Department Director Alaina Ray gave a PowerPoint presentation on Ordinance 2015-20.

Upon inquiry, Ms. Ray advised that the amendments to the Comprehensive Plan will be considered in phases.

There was consensus to forward to Ordinance 2015-20 to the October 5, 2015, Regular Meeting for first reading and public hearing.

18. Proposed Ordinance 2015-24 Amending the FY 2014-2015 Park & Recreation Capital Project Fund Budget to Use Unappropriated Fund Balance for Expenses Related to Bayfront Park Design Services

A budget amendment is required to continue design work on Bayfront Park currently underway by Wannemacher Jensen Architects, Inc. The Town Manager requests a transfer from Unappropriated Fund Balance in the amount of \$53,745. Proposed Ordinance 2015-24 is placed on the September 21, 2015 Regular Workshop Meeting for Commission consideration. Recommended Action: Pending discussion, forward Ordinance 2015-24 to the October 5, 2015, Regular Meeting for first reading and public hearing.

Town Manager Dave Bullock advised that Items 18 through 21 were intertwined and the Staff presentation was developed in that manner and the items would be discussed together.

18. Proposed Ordinance 2015-24 - Continued

19. Proposed Ordinance 2015-25, Amending the FY 2014-2015 Land Acquisition Fund Budget to Use Unappropriated Fund Balance for Expenses Related to Fund Activities:

The Town Manager requests a transfer from Unappropriated Fund Balance in the amount of \$5,334 to cover investment expenses, a permit fee, and additional expenses associated with the land purchase at 592 Bay Isles Road. Proposed Ordinance 2015-25 is placed on the September 21, 2015 Regular Workshop Meeting for Commission consideration. Recommended Action: Pending discussion, forward Ordinance 2015-25 to the October 5, 2015, Regular Meeting for first reading and public hearing.

20. Proposed Ordinance 2015-26, Amending the FY 2014-2015 Beach Capital Project Fund Budget to Use Unappropriated Fund Balance for Expenses Related to the Beach Capital Project Fund

Transfers of appropriations between funds, the use of unallocated fund balances or other revenue sources amend the budget and require approval by the Town Commission by Ordinance. Unanticipated expenditures related to the Beach Capital Projects Fund for increased costs of memberships, protected species monitoring, and permits require a budget transfer of \$21,750 from the Unappropriated Fund Balance to the Beach Capital Projects Fund. Recommended Action: Pending discussion, forward Ordinance 2015-26 to the October 5, 2015, Regular Meeting for first reading and public hearing.

21. Proposed Ordinance 2015-28, Amending the FY 2014-2015 Tennis Special Revenue Fund Budget to True Up Revenues and Expenses of the Fund

The Town Charter requires that all line items in the budget shall be trued up at year end for any variances with the adopted budget. The final results of the Tennis Center operations will not be known until November after the fiscal year end closes. Final transfer amounts will be incorporated into Ordinance 2015-28 and brought to you at the November 2, 2015 Regular Meeting. Proposed Ordinance 2015-28 is placed on the September 21, 2015 Regular Workshop Meeting in order to meet requirements of a workshop and two public hearings. Recommended Action: Pending discussion, forward Ordinance 2015-28 to the October 5, 2015, Regular Meeting for first reading and public hearing.

Finance Director Sue Smith gave a PowerPoint presentation on the budget amendments. Discussions were held on the following topics/issues:

- property taxes on land purchased
- permit fees paid by Town
- cost of beach monitoring
- auditor's recommendation relating to budgetary control.

There was consensus to forward consideration of budgetary changes to the Finance Committee for discussion.

There was consensus to forward the Ordinances outlined in Items 18 through 21 to the October 5, 2015, Regular Meeting for first readings and public hearings.

7. Consideration of Medical Director's Contract Renewal - Continued

Dr. Steven Newman has served as the Town's Medical Director for 31 years and has supervised and accepted direct responsibility for the medical performance of all Town EMTs and Paramedics. Dr. Newman's contract is up for renewal effective October 1, 2015. A contract term of 3 years is proposed with a COLA in years 2 and/or 3 which will be equal to

7. Consideration of Medical Director's Contract Renewal - Continued

that, if any, provided to Town employees. Recommended Action: Approval of the Consent Agenda will forward renewal of Medical Director's Contract to the September 28, 2015 Special Meeting for formal action.

Mayor Duncan commented on the proposed contract advising that he was not in agreement with including a cost of living adjustment (COLA) in the contract. Fire Chief Paul Dezzi commented on the contract terms and Town Manager Dave Bullock advised that Staff can negotiate the terms of the contracts.

There was consensus to forward the contract to the September 28, 2015, Special Meeting for formal action.

TOWN COMMISSION COMMENTS

A. Organizations

Commr. Larson commented on the Kiwanis Club donation for the Bayfront Park and noted the Kiwanis Club Lawn Party was scheduled for December 5, 2015.

B. Town Commission

Mayor Duncan commented on the Pledge of Public Comment and Civility Code and requested consideration to add the following language to the Pledge of Conduct:

- Audience members wishing to speak must be recognized by the Chair.
- Speaking without being recognized will be considered as "Out of Order."

Following individual comments, there was majority consensus to incorporate the proposed language on future agendas.

TOWN MANAGER COMMENTS - No items were presented.

TOWN ATTORNEY COMMENTS

A. Town Commission

Town Attorney Maggie Mooney-Portale noted items that will be brought forward for Commission consideration over the next several months.

PRESS TO BE HEARD - No items were presented.

ADJOURNMENT

Mayor Duncan adjourned the September 21, 2015, Regular Workshop at 5:05 p.m.

Minutes Approved: 11-02-2015