

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR WORKSHOP MEETING
OCTOBER 19, 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 October 19, 2015, Regular Workshop to order at 1:00 p.m. in the Town Hall Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida. Commr. Pastor led the Pledge of Allegiance.

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

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 - No items were presented.

5. Other Reports - No items were presented.

6. Sarasota County Property Appraiser Bill Furst

Following comments by Town Manager Dave Bullock, Mayor Duncan advised that the item will be considered following arrival of Mr. Furst. (See item later this meeting.)

CONSENT ITEMS

7. Confirmation of Continued Support of Longboat Key Kiwanis Club Gourmet Lawn Party
At the November 3, 2014, 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 annual support. Recommended Action: Approval of the Consent Agenda will forward this item to the November 2, 2015, Regular Meeting for formal action.

8. Review and Approval of Engagement of Special Counsel Pursuant to Town Charter Requirements

Charter requirements (Article VI, Section 2) provide for Town Commission approval for engagement of Assistant Town Attorneys. The Town Attorney is seeking authorization for (1) engagement of Charlie Bailey for Code Enforcement Board training, and (2)

engagement 8. Review and Approval of Engagement of Special Counsel Pursuant to Town Charter Requirements - Continued

of Bryant Miller & Olive to defend against a certain Elections law complaint. This item is placed on the October 19, 2015, Regular Workshop Meeting Consent Agenda for Commission consideration. Recommended Action: Approval of the Consent Agenda will forward this item to the November 2, 2015, Regular Meeting Consent Agenda for formal action.

9. Proposed Ordinance 2015-19, Establishing the Dates for the 2016 Preliminary and General Municipal Elections and the Early Voting Schedule

The Town's Charter establishes the date for the Town's General Election as the third Tuesday in March and as such will be held on March 15, 2016, which coincides with the Presidential Primary. If required, a Preliminary Election would be scheduled on the last Tuesday in January (January 26). Town Code Chapter 36, Elections provides for early voting however, due to the Presidential Primary, the Supervisor of Elections Offices have indicated that Early Voting will be conducted at the mainland offices only. Proposed Ordinance 2015-19 provides for the Town's General Municipal Election dates, and is presented for Commission consideration at the October 19, 2015, Regular Workshop Meeting. Recommended Action: Approval of the Consent Agenda will forward Ordinance 2015-19 to the November 2, 2015, Regular Meeting for first reading.

Town Attorney Maggie Mooney-Portale requested approval to include an additional engagement approval for Item 8 to defend against a second election case filed (Bryant Miller & Olive).

There was consensus to approve the Consent Agenda, as amended, in accordance with Staff's reports and recommendations.

DISCUSSION ITEMS FOR CONSIDERATION OF THE TOWN COMMISSION

10. Request for Concurrence for Consolidated Retirement System Board of Trustees Investment Policy Statement

Pursuant to Ordinance 2014-26, the Consolidated Retirement System (CRS) Board of Trustees have considered and forwarded their proposed Investment Policy Statement (IPS) for Commission consideration and concurrence. Pending Commission formal action at the November 2, 2015, Regular Meeting this IPS will become effective November 13, 2015. Recommended Action: Pending discussion, forward the Consolidated Retirement System Investment Policy Statement to the November 2, 2015, Regular Meeting for formal action.

Town Manager Dave Bullock advised that Mr. Steve Branham, Chair of the CRS Board of Trustees was participating via telephone and Mr. Branham provided an overview of the IPS. Discussions were held on the following topics/issues:

- investment vehicles to be utilized
- investment in Hedge funds and mortgage backed securities
- percentage reserved for Hedge funds/mortgage backed securities
- necessary Commission approval to change IPS
- inclusion of alternative asset classes
- options to have the CRS Board of Trustees revisit the alternative asset classes.

10. Request for Concurrence for Consolidated Retirement System Board of Trustees Investment Policy Statement - Continued

Commr. Younger requested and there was not consensus to remove alternative asset classes.

There was consensus to forward the Consolidated Retirement System (CRS) Board of Trustees Investment Policy Statement to the November 2, 2015, Regular Meeting Consent Agenda for formal action.

6. Sarasota County Property Appraiser Bill Furst - Continued

Following comments by Town Manager Dave Bullock, Sarasota County Property Appraiser Bill Furst and Mr. Brian Loughrey, Administrative Director, provided a PowerPoint presentation on the services of the Property Appraiser's office. Discussions were held on the following topics/issues:

- utilization of non-normal transaction (purchase of two homes subsequently demolished)
- Department of Revenue processes that are followed
- lack of "sale chasing" to increase values for a selected area
- utilization of construction costs/square footage costs
- effective versus active age based on permits pulled
- consideration of fluctuations due to improvements/sales
- Federal Emergency Management Agency (FEMA) restrictions on rebuilding/remodeling
- relative value of buildings versus the land
- ranges utilized in valuation
- existing provisions in the Town Code.

Mayor Duncan thanked Mr. Furst and Mr. Loughrey for their presentation.

11. Proposed Resolution 2015-25, General Fund Budget Transfers for Fiscal Year 2014-2015 Year End Reconciliation

Town Charter requires that sufficient budgets are available in each General Ledger account to cover eligible expenditures. The Town Manager has the authority to transfer up to \$10,000 within a department program, however the Town Commission must authorize, by resolution, transfers exceeding \$10,000 and transfers across departments. Proposed Resolution 2015-25 provides preliminary estimates of the necessary transfers within the General Fund for compliance with the Town Charter. Attachment A provides details for each required transfer. Recommended Action: Pending discussion, forward Resolution 2015-25 to the November 2, 2015 Regular Meeting for formal action.

12. Proposed Resolution 2015-26, Utility Fund Budget Transfers for Fiscal Year 2014-2015 Year End Reconciliation

Town Charter requires that sufficient budgets are available in each General Ledger account to cover eligible expenditures. The Town Manager has the authority to transfer up to \$10,000 within a department program, however the Town Commission must authorize, by resolution, transfers exceeding \$10,000 and transfers across departments. Proposed Resolution 2015-26 provides preliminary estimates of the necessary transfers within the Utility Fund for compliance with the Town Charter. Attachment A provides details for each

12. Proposed Resolution 2015-26, Utility Fund Budget Transfers for Fiscal Year 2014-2015 Year End Reconciliation - Continued

required transfer. Recommended Action: Pending discussion, forward Resolution 2015-26 to the November 2, 2015 Regular Meeting for formal action.

Town Manager Dave Bullock advised that Items 11 and 12 would be considered jointly. Finance Director Sue Smith gave a PowerPoint presentation on the proposed budget transfers.

There was consensus to forward Resolution 2015-25 to the November 2, 2015, Regular Meeting for formal action.

There was consensus to forward Resolution 2015-26 to the November 2, 2015, Regular Meeting for formal action.

13. Succession Discussion

This item is placed on the October 19, 2015, Regular Workshop Meeting for Commission discussion purposes. Recommended Action: Pending discussion, provide direction to Manager.

Mayor Duncan opened the floor for Commission comments. Following individual Commissioner comments on succession planning and options to consider, Town Manager Dave Bullock advised of contract requirements for a minimum of a 90-day notice and reviewed issues to be considered by the Commission in selecting a future Town Manager.

Upon inquiry, Town Manager Bullock advised that it was his intent to fill the Assistant Town Manager position by year end. Individual comments followed.

TOWN COMMISSION COMMENTS

A. Town Commission

Commr. Zunz commented on presentations (informal community presentations) and suggested an "open mic" forum for the public comment portion of the Commission's agenda.

B. Public Works

Vice Mayor Gans commented on the future truck haul project and the proposed access locations.

C. Finance

Commr. Larson requested that the Town Attorney's office provide information on payments made for legal expenses defending suits filed by a Town resident.

TOWN ATTORNEY COMMENTS

A. Town Commission

Town Attorney Maggie Mooney-Portale noted a request to hold a Special Meeting at 3:00 p.m. this date.

TOWN MANAGER COMMENTS

A. Government Agencies

Town Manager Dave Bullock noted a Joint Meeting between Sarasota County and the City of Sarasota Commissioners relating to housing for the homeless on November 6, 2015. Upon inquiry, Town Manager Bullock advised that the Town Commission was being invited to attend as a member of the audience.

B. Procurement

Town Manager Dave Bullock noted that no responses were received on the Request for Proposal (RFP) for peafowl removal and advised that Staff would follow the Procurement Code to secure a vendor for peafowl removal.

C. Public Works

Town Manager Dave Bullock commented on the Sarasota County Mobility Fee Program and advised that he will be submitting an Interlocal Agreement at a later date relating to the program.

Upon inquiry, Town Manager Bullock commented on the status of the Interlocal Agreements with Sarasota County for Bayfront Park Recreation Center.

PRESS TO BE HEARD

A. Finance

Mr. Steve Reid, owner and editor of the Longboat Key News, inquired as to the intent of the request for the cost of attorney fees relating to cases filed against the Town.

ADJOURNMENT

Mayor Duncan adjourned the October 19, 2015, Regular Workshop at 2:45 p.m.

Minutes Approved: 11-02-2015