

**MINUTES
LONGBOAT KEY TOWN COMMISSION
SPECIAL WORKSHOP
JUNE 27, 2016 - 9:00 A.M.**

Present: Mayor Jack Duncan, Vice Mayor Terry Gans, Comms. Jack Daly (electronically), Armando Linde, Irwin Pastor, Phill Younger, Ed Zunz

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

CALL TO ORDER

Mayor Duncan called the June 27, 2016, Special Workshop to order at 9:00 a.m. in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida, noted the Civility Policy and read the Pledge of Public Conduct.

Mayor Duncan advised that Commr. Daly would be participating electronically.

PUBLIC TO BE HEARD - No items were presented.

1. Opportunity for Public to Address Town Commission

At each meeting the Town Commission sets aside a time for the public to address issues that are not on the agenda.

NEW BUSINESS

4. Other Business

A. Organizations

Mayor Duncan noted distribution of information on the Aging in Paradise organization and encouraged Commissioners to take a tour of the facility to learn more about the organization and the services they provide in the community.

2. Discussion of FY 2016-2017 Capital Funds, Enterprise Funds, Special Revenue Funds, and Debt Service Funds

The Town Manager and Finance Director will provide and discuss a summary of the Capital Funds, Enterprise Funds, Special Revenue Funds, and Debt Service Funds as well as a recommended budget for each fund. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Dave Bullock reviewed the items to be discussed and noted the Commission will set the maximum millage rate at the July 5, 2016, Regular Meeting. Town Manager Bullock, Finance Department Director Sue Smith, and Finance Department Budget Analyst Sandi Henley gave a PowerPoint presentation on the Capital, Enterprise, Special Revenue, and Debt Service Funds. Discussions were held on the following topics/issues:

- use restrictions of specific funds
- State versus Local restrictions on utilization of funds
- annual audit requirements for municipalities and counties/audit requirements for State

2. Discussion of FY 2016-2017 Capital Funds, Enterprise Funds, Special Revenue Funds, and Debt Service Funds - Continued

- Utility Capital Fund/water supply
- Enterprise Funds relating to transfer to Capital Reserves
- Carry-over funds
- Fund location for saltwater infiltration and inflow (I&I) study/repairs
- estimated costs of wastewater treatment for infiltration
- anticipated sliplining/restrictions of utilizing sliplining for service lines
- breakdown of rates summarizing utilization of funds
- fiscal year carry-over and new spending for Fiscal Year 2015-2016
- indirect cost transfers from the Utility Enterprise Fund to the General Fund
- Building Fund fee study/utilization of previous study with update versus expending additional costs for a new study
- use of outside contractors versus in-house staffing for building services
- automation of permitting process/current process review and update
- formula for allocation of the Sarasota Infrastructure Surtax (IST) revenue
- utilization of Tourist Tax revenue
- types of goods/services subject to the IST
- anticipated formula for distribution to municipalities if Manatee County's proposed IST is approved by voters
- analysis of Public Safety vehicle replacement versus repair
- difference in cost between marked and unmarked police vehicles/types of vehicles proposed
- dual response (fire engine and ambulance) by Fire Department and impact on vehicle life/dispatch criteria established
- cost for replacement of fire truck versus ambulance/efficient use of vehicles and staff
- location of where police vehicles park (obstructed/behind buildings versus presence on Gulf of Mexico Drive (GMD))
- impact on response time if vehicle use is restricted
- IST Fund Projects
- discussions at the Tourist Development Board meetings relating to too much tourism/traffic
- Tennis Center inventory/non-spendable fund/type of inventory on hand
- reduced bid price received for dredging/anticipated utilization of budgeted funds
- South end project funding/cost of South end truck haul project/project breakdown
- Army Corps of Engineers project fund
- conversion of temporary access easements to permanent easements
- number of existing easements
- easement utilized by Country Club Shores
- groin maintenance versus North end structure funds
- monitoring of turtle and shore birds required for five years after renourishment project
- beach tilling requirements of the renourishment permit
- sand borrow areas/types of sand to be utilized
- options to recover sand from Longboat Key beaches/reducing "depth of closure" off beach
- Florida Department of Environmental Protection (FDEP) permitting requirements

2. Discussion of FY 2016-2017 Capital Funds, Enterprise Funds, Special Revenue Funds, and Debt Service Funds

(Note: Vice Mayor Gans left the meeting at 11:00 a.m.)

There was consensus to proceed with the Budget as defined to date.

3. Proposed Resolution 2016-17, Reallocation of Phase III Infrastructure Surtax (IST) Functional Categories

At the June 20, 2016 Special Workshop Meeting discussion the Town Commission was advised that the IST funds for public safety vehicles and equipment would be expended by the end of FY 2017. Staff was asked to bring back a recommendation and Resolution for reallocation of Phase III IST from Comprehensive Beach Management to Public Safety. Recommended Action: Pending discussion, forward Resolution 2016-17 to the July 5, 2016, Special Meeting.

Town Manager Dave Bullock provided an overview on Resolution 2016-17.

Following comments on the action to be taken, there was majority consensus to forward Resolution 2016-17 to the July 5, 2016, Special Meeting for public hearing and formal action.

4. Other Business - Continued

B. Advisory Boards

Town Manager Dave Bullock advised that the Town Clerk's office had advertised for volunteers to serve on the Town's Advisory Boards, noting that only one of the three new applicants would be available for the Meet and Greet on July 5, 2016, and requested direction on rescheduling the meeting to a future date.

There was consensus to postpone the Meet and Greet until September.

ADJOURNMENT

Mayor Duncan adjourned the June 27, 2016, Special Workshop at 11:31 a.m.

Minutes Approved: 09-12-16