



This meeting will be live-streamed via the Town's website

Town of Longboat Key Town Commission

Town Hall, 501 Bay Isles Road

Longboat Key, FL 34228

www.longboatkey.org

Ken Schneier, Mayor; Mike Haycock, Vice Mayor; Sherry Dominick, District 1;
George Spoll, District 2; Jack Daly, District 4;
Ed Zunz, District 5; and B.J. Bishop, At-Large

AGENDA REGULAR MEETING May 4, 2020 – 1:00 PM

Pledge of Public Conduct

- We may disagree, but we will be respectful of one another.
- We will direct all comments to issues.
- We will avoid personal attacks.
- Audience members wishing to speak must be recognized by the Chair.
- Speaking without being recognized will be considered as "Out of Order".

Call to Order, Roll Call, and Pledge of Allegiance Approval of Virtual Meeting Protocols and Process

Public to be Heard *

1. Opportunity for Public to Address Town Commission

- A. At each meeting the Town Commission sets aside time for the public to address issues not on the agenda.
- B. All other agenda items except public hearings.

* Virtual public participation instructions provided as in attachment to this agenda.

Reports

2. COVID-19 Report

The Town Manager will brief Commissioners on the Town's response to the COVID-19 pandemic.
Recommended Action: None, informational only.

Resolution and Public Hearing *

3. Resolution 2020-09, Solid Waste Franchise Agreement, Annual Service Rate Adjustment

The Town's Solid Waste Franchise Agreement with Waste Management, Inc. provides for an annual adjustment of the collection fee per a formula set within the Agreement. The 2020 calculated fee adjustment is a total monthly unit cost increase from \$15.24 to \$15.85 and is established in Resolution 2020-09. Recommended Action: Pass Resolution 2019-09.

Consent Agenda

The purpose of the Consent Agenda is to expedite those items on an agenda that appear to be of a routine nature. Any item on the Consent Agenda can be removed from the Consent Agenda and placed on the Regular Agenda by any member of the Town Commission without having to make a motion, receive a second, or submit to a vote; otherwise, all items on the Consent Agenda are voted upon in their totality by one action (motion, second and vote) and are not subject to discussion. A vote in the affirmative on the Consent Agenda is a vote of confirmation to the action noted in each item.

4. Approval of Minutes

March 23, 2020 Statutory Meeting; April 6, 2020 Regular Meeting Minutes. Recommended Action: Approve Minutes

5. Resolution 2020-10, Authorization to Execute Florida Department of Transportation (FDOT) Agreement ASH09 for Gulf of Mexico Drive (GMD) Highway Lighting Maintenance

Resolution 2020-10, is required by FDOT to continue the Town's established practice of maintenance of street lighting along GMD, provides for compensation to the Town, and other State requirements. Recommended Action: Pass Resolution 2020-10

New Business

6. Outdoor Venue and Future Town Center Update

Staff will update the Commission on the current construction of the Phase 1 outdoor venue improvements, present summary results from public outreach, and next steps for developing Phase 2. Gary Hoyt, of Hoyt Architects will participate by virtual connection to present an overall concept plan for the property. Recommended Action: Approve concept plan and proceed with planning for Phase 2 of the outdoor venue.

7. Fourth Amendment to Lease with Longboat Library, Inc.

The Longboat Library Lease expires on June 15, 2021 and has a requirement for a 1-year notice of changes, or termination. The Fourth Amendment to the Longboat Library Lease provides for extends the term of the agreement for 3 years and adds a 90-day notice option for transition to Sarasota County Library services. Recommended Action: Approve Fourth Amendment to Longboat Library, Inc. Lease and authorize the Town Manager to execute the Agreement.

8. FY20 Budget Midyear Update

As of March 31, 2020, we have completed the first six months of FY20. The Town Manager and Finance Director will provide an update on year to date accomplishments and a financial overview of the FY20 Budget at the May 4, 2020 Regular Meeting. Recommended Action: None, informational only.

Town Commission Comments

Town Attorney Comments

Town Manager Comments

Adjournment

Please be advised that the Florida Governor's Office has declared a State of Emergency due to the Coronavirus (COVID-19) pandemic. As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus. Those with weakened immune systems may want to avoid the Town Commission's meeting in order to avoid a potential exposure to the virus.

While it is necessary to hold the above referenced meeting of the Town Commission despite the current public health emergency, the Town Commission fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen to the meeting can do so at <https://www.longboatkey.org/town-government/commission-meetings-live>. Additionally, the public can submit comments on agenda items to the Town Clerk in advance at tshinkle@longboatkey.org Please submit comments on agenda items to the Town Clerk no later than 10:00 a.m. on Monday, April 6, 2020, to facilitate the Town Commission's consideration of such questions and comments during the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Fla. Stat.).

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing a special accommodation to participate in this proceeding should contact the Town Clerk's office at 941-316-1999 forty-eight (48) hours in advance of this proceeding. If you are hearing impaired, please call 941-316-8719.

Virtual Meeting Protocols and Process

The May 4, 2020, Town Commission meeting will be conducted virtually with limited staff in attendance in the Commission Chamber at Town Hall.

The Town encourages public participation in its virtual meetings. If you do not plan on participating in the meeting but only wish to view, please consider viewing the meeting via the Town's online streaming option as described in option #2 so that there can be more available bandwidth for individuals who wish to participate in the virtual meeting using the Zoom medium as described in option #4.

Please be advised that there is a 45 second delay due to closed captioning when the Town Commission meeting is viewed using the online option.

Further, should you encounter difficulties in viewing or participating in the meeting with the option you choose, please consider using an alternate form of participation from the options listed below.

To participate in the Town Commission virtual meeting on May 4, 2020, which begins at 1 p.m., you have the following options:

1. Listen to the meeting via phone:

You may listen to the audio only from your phone by dialing 1-646-558-8656 and when the meeting ID is requested, enter 267390984 and then press the # key.

2. Watch the meeting online, but not participate:

You may access the meeting by visiting <https://www.longboatkey.org/town-government/commission-meetings-live>. As noted above, there is a 45 second delay when viewing and streaming the meeting through this online option.

3. Watch the meeting online and provide public comment prior to the meeting:

Please follow all of the instructions provided for in #2 above. You may also provide written comments by e-mailing Town Clerk Trish Shinkle by **May 4, 2020, at 10:00 a.m.** at tshinkle@longboatkey.org, by regular mail at 501 Bay Isles Road, Longboat Key, FL, 34228, or submit the on-line form available on the Town's website www.longboatkey.org. The on-line form will be available from Friday, May 1, 2020, at 12:00 p.m. (noon) until 10:00 a.m. on May 4, 2020. If you do not wish to speak during the meeting, you may request that your written comments be read into the record at the appropriate time. All other written comments received by the deadline will be distributed to the Commission and the appropriate staff prior to the start of the meeting. Time limits will be enforced so written comments that are read into the record must be limited to 3 minutes.

4. Watch the meeting and participate during the public comment and/or public hearing in the meeting using Zoom:

Request to Speak instructions:

To request to speak during the virtual meeting or public hearing, you must complete the Request to Speak form **no later than 10:00 a.m.** May 4, 2020, to be placed on a participant list. You may access the Request to Speak form by visiting www.longboatkey.org. You must fill out and submit all required information on the form no later than **no later than 10:00 a.m.** on May 4, 2020, to participate during the public comment and/or public hearing items on the agenda. The on-line form will be available from Friday, May 1, 2020, at 12:00 p.m. (noon) until 10:00 a.m. on May 4, 2020. Except for the public hearing agenda item(s), all Public to be Heard comments will be taken at the beginning of the meeting for both Agenda

and Non-Agenda items. If you are requesting to speak during the public hearing agenda item, please indicate that specific agenda item number on the Request to Speak form as your comments will be considered during the public hearing portion of the meeting when that public hearing item is considered by the Town Commission.

Zoom instructions:

For the May 4, 2020, meeting, please use the meeting link <https://zoom.us/j/267390984> to virtually attend and watch the meeting by computer, tablet, or smartphone. Those whom have pre-registered to speak, will be called upon and the Town's 3-minute time limit will be enforced. If joining from a tablet or smartphone, you will need to download the free Zoom app from your device's app store. If joining from a computer, your computer will automatically download and install (if needed) the Zoom program. If you currently have Zoom installed on your computer, tablet, or smartphone, you may join the meeting by entering the meeting ID 267390984. **In the event you encounter difficulties in participating with this option, an alternate option should be selected to continue participation.**

For additional information or assistance please contact the following prior to the meeting:

1. For public comment questions: Trish Shinkle, Town Clerk, tshinkle@longboatkey.org or (941) 316-1999
2. For questions on connecting to the meeting: Jason Keen, Information Technology Director, jkeen@longboatkey.org or (941) 316-1999.

May 4, 2020
Regular Meeting

Agenda Item #1

**No material provided for this
agenda item**

M E M O R A N D U M

TO: Town Commission
FROM: Tom Harmer, Town Manager
REPORT DATE: April 29, 2020
MEETING DATE: May 4, 2020
SUBJECT: COVID-19 Report

Recommended Action

None, informational only.

Background

As the Commission is aware, the Town continues to respond to the COVID-19 pandemic. We continue to monitor and respond to Executive Orders from the Governor's Office and in accordance with our Interlocal Agreement with Sarasota and Manatee Counties, we are coordinating our response with Sarasota County Emergency Management. I have tasked Fire Chief Dezzi with helping coordinate the Town's response to COVID-19. He and I continue to closely collaborate on all actions regarding the Town's response.

I remain committed to providing daily updates to the Commission as well as to the public through various means including our daily website updates. We have enforced the Governor's Orders, as well as the Town's Emergency Orders. We are anticipating a phase out of some of the State restrictions and will be coordinating with Sarasota County as we publish those messages and respond to them as appropriate for our community. We are also developing our own plans to restore certain services and amenities within the Town. We believe it is critical to carefully consider which actions to take, and align those based on data and input from public health officials.

I have attached the latest COVID-19 update posted on our website as of April 29.

At the May 4, 2020 Regular Meeting I will provide an update to the Commission on the current status of COVID-19 as it relates to Longboat Key. I have also invited Charles Henry, the State Public Health Official for Sarasota County. He will provide an update from the public health perspective and be available to answer questions. Chief Dezzi and I will also be available to answer any questions that you may have.

Staff Recommendation

None, informational only.

Attachments

- A. April 29, 2020 COVID Update (Available in Town Clerk's Office)

End of Agenda Item

M E M O R A N D U M

TO: Tom Harmer, Town Manager
FROM: Isaac Brownman, Public Works Director
REPORT DATE: March 26, 2020
MEETING DATE: May 4, 2020
SUBJECT: Resolution 2020-09, Solid Waste Franchise Agreement,
Annual Service Rate Adjustment

Recommended Action

Pass Resolution 2020-09 following Public Hearing.

Background

The Town of Longboat Key entered into a Solid Waste Franchise Agreement with Waste Management, Inc., of Florida by adoption of Ordinance 2014-21. The agreement provides for the collection and disposal of solid waste, yard trash, and residential recyclable materials effective July 1, 2014, terminating June 30, 2021.

Pursuant to the Agreement, the Town is required to annually adjust the collection fee components of the service using a prescribed Consumer Price Index (CPI) and formula provided for within the agreement. Such adjustments are effective beginning July 1 of every year and calculated annually thereafter, during the term of the Agreement.

Per Exhibit D of the Agreement, the rate should be adjusted using the following formula:

- 1) Ninety percent (90%) of the collection fee shall be adjusted based on the percentage change in the Consumer Price Index between the month of December in the previous year and the month of December in the year prior to that, rounded to the nearest hundredth of a percent.
- 2) Ten percent (10%) of the rate shall be adjusted based on the percentage change in the average monthly Fuel Price during the previous calendar year and the average monthly Fuel Price during the year prior to that, rounded to the nearest hundredth of a percent.
- 3) The total adjustment to the collection fee component of the service rates in any given year shall not exceed four percent (4%) of the previous year's collection fee component of that rate.

The terms of the Agreement also provide that the Solid Waste disposal components of the service rates and yard trash processing shall be adjusted if and when the tipping fee charged at the Designated Facility for the Town's solid waste changes. Tipping fee charges remain at \$3.14 per month per unit for solid waste and yard trash disposal increased from \$0.72 to \$1.15 per month per unit.

The CPI-U increased by 1.94%, and fuel decreased by .38%. Based on the calculation method, the new net rates indicate an overall increase of 1.56%.

Residential collection services will increase from \$11.38 per unit per month to \$11.56 per unit per month for a total annual fee per unit increase of \$0.18.

In summary, the total monthly unit cost for all collection and disposal increased from \$15.24 to \$15.85.

The Town's Finance Director has confirmed the calculations provided by Waste Management to ensure consistency with the Agreement.

Resolution 2020-09 is presented at the May 4, 2020, Regular Meeting for public hearing for the required annual rate adjustment, which is consistent with the terms of the Solid Waste Franchise Agreement. Upon approval, the new rates will take effect July 1, 2020.

Staff Recommendation

Pass Resolution 2020-09 following Public Hearing.

Attachment

- A. Resolution 2020-09 (Available in Town Clerk's Office)
- B. Waste Management 2020 Rate Adjustment Package (Available in Town Clerk's Office)

End of Agenda Item

**MINUTES
LONGBOAT KEY TOWN COMMISSION
STATUTORY MEETING
MARCH 23, 2020**

Present: Mayor George Spoll, Vice Mayor Ed Zunz, Commissioners Randy Clair, Jack Daly, Mike Haycock, Ken Schneier, BJ Bishop, Sherry Dominick

Also Present: Town Manager Tom Harmer, Town Attorney Maggie Mooney, Town Clerk Trish Shinkle

Not Present: Commissioner Irwin Pastor

Call to Order and Pledge of Allegiance

Mayor Spoll called the March 23, 2020, Statutory Meeting to order at 9:00 a.m. in the Town Commission Chamber, Town Hall, 501 Bay Isles Road, Longboat Key, Florida. Commissioner Haycock led the Pledge of Allegiance.

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

Public to be Heard

1. Opportunity for Public to Address Town Commission

A. Town Commission/Personnel

Ms. Pat Zunz, Lands End Drive, thanked Commissioner Clair and Commissioner Pastor for their service to the Town and thanked Town Staff for their dedication during this pandemic event.

Election Results

2. Results of the March 17, 2020, General Municipal and Referenda Election

The Town Clerk will present the results of the General Municipal and Special Referenda Election for Town Commission canvassing and declaration of Election results.

Town Clerk Trish Shinkle noted the four Town Commission seats that were designated for election on the March 17, 2020, General Election, and noted that upon closing of the official qualifying deadline of November 18, 2019, four individuals had qualified as sole candidates for the respective seats, and in accordance with Florida Statutes, Chapter 101.151, Subsection 7, with each candidate being deemed to have voted for themselves, the following was declared:

- Ms. BJ Bishop was elected to the District At-Large seat for a two-year term of March 2020 to March 2022
- Ms. Sherry Dominick was elected to the District 1 seat for a three-year term of March 2020 to March 2023
- Mr. Ken Schneier was elected to the District 3 seat for a three-year term of March 2020 to March 2023
- Mr. Ed Zunz was elected to the District 5 seat for a three-year term of March 2020 to March 2023.

Town Clerk Shinkle provided the election results of the Gulfside District Beach Renourishment Bond Referendum noting that there were 884 ballots cast with 737 "Yes" votes, 147 "No" votes, and 50 under-voted ballots and declared the referendum passed with a majority of electors voting "Yes."

Election Results - Continued

2. Results of the March 17, 2020, General Municipal and Referenda Election - Continued
Town Clerk Shinkle provided the election results of the Bayside District Beach Renourishment Bond Referendum noting that there were 1,701 ballots cast with 1,222 “Yes” votes, 479 “No” votes, and 40 under-voted ballots and declared the referendum passed with a majority of electors voting “Yes.”

Commissioner Haycock moved to certify the March 17, 2020, General Election results. The motion, seconded by Commissioner Schneier, carried by a 6-0 roll call vote, as follows: Haycock, aye; Schneier, aye; Zunz, aye; Spoll, aye; Daly, aye; Clair, aye.

Commissioner Comments

3. Town Commissioner Comments to Commissioners Clair and Pastor

Commissioners Daly and Schneier, Vice Mayor Zunz, and Mayor Spoll commended the service of Commissioners Clair and Pastor.

Certificates of Election and Oaths of Office

4. Certificates of Election and Administration of Oaths of Office

Town Clerk Shinkle administered the Oath of Office to Ms. BJ Bishop, District At-Large, Ms. Sherry Dominick, District 1, Mr. Ken Schneier, District 3, and Mr. Ed Zunz, District 5.

Selection of Mayor and Vice Mayor and Oaths of Office

5. Selection of Mayor

Mayor Spoll opened the floor for nominations to serve as Mayor from March 2020 to March 2021.

Commissioner Daly nominated Commissioner Ken Schneier, seconded by Commissioner Bishop.

Following comments, Vice Mayor Zunz nominated Mayor Spoll.

Following a voice vote and individual comments, Mayor Spoll noted the unanimous election of Commissioner Schneier to serve as Mayor for the term of March 2020 to March 2021.

6. Selection of Vice Mayor

Mayor Spoll opened the floor for nominations to serve as Vice Mayor from March 2021 to March 2022.

Commissioner Schneier nominated Commissioner Mike Haycock, seconded by Commissioner Bishop.

As no further nominations were submitted, Mayor Spoll closed the nominations for Vice Mayor, and Commissioner Haycock was elected to serve as Vice Mayor for the term of March 2020 to March 2021.

7. Administration of Oaths of Office to Mayor and Vice Mayor

Town Clerk Shinkle administered the Oath of Office to Commissioner Ken Schneier, as Mayor, and Commissioner Mike Haycock, as Vice Mayor.

Resolutions

8. COVID-19 Update, and Resolution 2020-06, Recognizing and Affirming Emergency Authority

Town Manager Tom Harmer thanked the outgoing Commissioners for their support and gave an update on the coronavirus (COVID-19), reviewed future Commission meeting dates, and the actions/coordination taking place relating to COVID-19. Town Manager Harmer noted Staff has prepared a Resolution for Commission consideration.

Town Clerk Trish Shinkle placed Resolution 2020-06 on record by title only.

Commissioner Bishop moved to pass Resolution 2020-06. The motion was seconded by Commissioner Zunz.

Town Attorney Maggie Mooney reviewed the intent of the Resolution, stressed that the Sunshine Law still applies during the National, State, and local crisis, and reviewed the amendments made prior to the meeting relating to the Resolution and the limited powers being granted through adoption of the Resolution.

Commissioner Bishop and Commissioner Zunz accepted the amendments to the Resolution and incorporated them into the motion.

Discussions were held on the following topics/issues:

- tourists still arriving in Town/spring breakers
- impacts of out-of-state visitors on grocery and drug store employees
- closure of public recreational facilities versus closure of private recreational facilities.

The motion to pass Resolution 2020-06, as amended, carried by a 7-0 roll call vote, as follows: Bishop, aye; Zunz, aye; Spoll, aye; Daly, aye; Haycock, aye; Schneier, aye; Dominick, aye.

Town Manager Harmer advised that public walk-in access to Town facilities would be restricted and that citizens have several options to interact with Town Staff.

Commissioner Spoll commended Staff for their diligence and support during his term as Mayor.

Adjournment

Mayor Schneier adjourned the March 23, 2020, Statutory Meeting at 10:00 a.m.

Trish Shinkle, Town Clerk

Kenneth Schneier, Mayor

Minutes Approved: _____

Note: Minutes in draft form and not official until approved by the Commission.

**MINUTES
LONGBOAT KEY TOWN COMMISSION
VIRTUAL REGULAR MEETING
APRIL 6, 2020**

Present: Mayor Ken Schneier

Participating by

Remote Access: Vice Mayor Mike Haycock, Commissioners B.J. Bishop, Jack Daly, Sherry Dominick, George Spoll, Ed Zunz

Also Present: Town Manager Tom Harmer, Town Clerk Trish Shinkle. Information Technology Director Jason Keen, Deputy Town Clerk Savannah Schield

Also Participating by

Remote Access: Town Attorney Maggie Mooney

Call to Order and Pledge of Allegiance

Mayor Schneier called the April 6, 2020, Virtual Regular Meeting to order at 1:00 p.m. in the Town Commission Chamber, Town Hall, 501 Bay Isles Road, Longboat Key, Florida. Mayor Schneier advised that the following Commissioners were in attendance through remote access: Haycock, Bishop, Daly, Dominick, and Spoll and advised that a quorum of six were in attendance.

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

Mayor Schneier noted Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, providing for remote meetings utilizing media communication technology.

Mayor Schneier advised of an attendance roll call by a show of hands on the Zoom electronic meeting platform and noted a quorum with the following hands raised: Haycock, Bishop, Daly, Dominick, Spoll, and Mayor Schneier in person.

Mayor Schneier led the Pledge of Allegiance.

Following the Pledge of Allegiance, Town Manager Tom Harmer reviewed the procedures to be followed.

(Note: Commissioner Zunz joined the meeting by remote access at 1:10 p.m.)

Due to technical difficulties, Mayor Schneier called a recess.

RECESS: 1:20 p.m. - 1:30 p.m. (Note: the meeting resumed at 1:35 p.m.)

Mayor Schneier requested and Town Manager Tom Harmer reviewed the protocols and process for the virtual meeting.

Mayor Schneier requested and Commissioner Bishop moved to accept the virtual meeting protocols and approve the developed process. The motion, seconded by Vice Mayor Haycock, carried by a 7-0 vote, with a show of hands (6), as follows: Bishop, aye; Daly, aye; Spoll, aye; Dominic, aye; Haycock, aye; Zunz, aye; and a voice vote by Mayor Schneier, aye.

Town Manager Harmer noted the "chat" feature on the Zoom platform and requested that participants refrain from using as the feature is not monitored by Staff.

Public to be Heard*

**Virtual public participation instructions provided as an attachment to the agenda.*

1. Opportunity for Public to Address Town Commission

A. Town Commission

Mayor Schneier noted receipt of one written comment and Town Clerk Trish Shinkle read the comments submitted by Blythe Jeffers supporting the virtual meeting platform.

B. All other agenda items except public hearings.

No items were presented.

Reports

2. COVID-19 Report

The Town Manager will brief Commissioners on the Town's response to the COVID-19 pandemic. Recommended Action: None, informational only.

Town Manager Tom Harmer provided an update on the Town's response to the COVID-19 pandemic. Discussions were held on the following topics/issues:

- Town's inability to regulate private recreational facilities
- cancelation of the April 20, 2020, Goals and Objectives Workshop, the April 20, 2020, Regular Workshop, and the April 24, 2020, Town Commission Retreat
- submission of written comments from local organizations relating to the Goals and Objective workshop
- staffing and economic impact due to the pandemic.

3. Final Report of 2020 Annual Citizens' Survey by USF Institute of Government

A representative of USF will present the Final Report of the 2020 Annual Citizens' Survey. Recommended Action: None, informational only.

Following comments by Town Manager Tom Harmer, Dr. Stephen Neely gave a PowerPoint presentation on the first annual 2020 Citizens' Survey. Following comments by Town Manager Harmer, discussion ensued on the following topics/issues:

- consideration of open-ended responses
- beach renourishment concerns
- determination of "infrastructure maintenance" (roads, utilities, and Town facilities)
- comments relating to Bayfront Park
- timing of the survey (prior to addition of pickleball courts, traffic issues, beach bond referendum)
- reluctance of respondents to utilize social media
- providing results of survey to the public
- underutilization of Quick Point Preserve
- best use of the information and report back to Commission on how to move forward.

Resolution and Public Hearing*

4. Resolution 2020-07, FY20 Budget Amendment in the Amount of \$60,000 from Commission Contingency for Australian Pine Program Special Revenue Fund

The Town's Australian Pine (A-pine) Removal Program provides incentives to private property owners for A-pine removal. Resolution 2020-07, provides for a FY20 Budget

4. Resolution 2020-07, FY20 Budget Amendment in the Amount of \$60,000 from Commission Contingency for Australian Pine Program Special Revenue Fund - Continued amendment of \$60,000 for continuation of the program. The public can virtually participate in the public hearing. Recommended Action: Pass Resolution 2020-07.

**See virtual meeting instructions attached to the agenda.*

Town Clerk Trish Shinkle placed Resolution 2020-07 on record by title only.

Vice Mayor Haycock moved to pass Resolution 2020-07. The motion was seconded by Commissioner Spoll.

Mayor Schneier opened the public hearing.

Town Manager Tom Harmer provided an overview of the Australian Pine Removal Program and noted the recommendation to pass Resolution 2020-07 to continue the program.

As no one wished to speak, Mayor Schneier closed the public hearing.

The motion carried by a 7-0 vote, with a show of hands (6), as follows: Dominic, aye; Haycock, aye; Bishop, aye; Daly, aye; Zunz, aye; Spoll, aye; and a voice vote by Mayor Schneier, aye.

Consent Agenda

The purpose of the Consent Agenda is to expedite those items on an agenda that appear to be of a routine nature. Any item on the Consent Agenda can be removed from the Consent Agenda and placed on the Regular Agenda by any member of the Town Commission without having to make a motion, receive a second, or submit to a vote; otherwise, all items on the Consent Agenda are voted upon in their totality by one action (motion, second and vote) and are not subject to discussion. A vote in the affirmative on the Consent Agenda is a vote of confirmation to the action noted in each item.

5. Approval of Minutes

February 26, 2020, Joint Meeting with Sarasota County; and March 2, 2020 Regular Meeting Minutes. Recommended Action: Approve Minutes.

6. Community Rating System (CRS) and Floodplain Management Plan Update

The Town participates in the National Flood Insurance Program (NFIP), the Sarasota County Floodplain Management Plan (FMP), and the Community Rating System (CRS). Residents receive NFIP flood insurance policy discounts based on the Town's CRS rate. Town staff have provided an update to the Town's CRS review. Recommended Action: None, informational only.

7. Resolution 2020-08, Annual Beach Funding Resolution

The State of Florida Beach Management Funding Assistance Program is a recurring source of funding for the Town's beach nourishment projects. An annual beach funding resolution is required to accompany its Local Government Funding Request application for State cost-sharing grants. Recommended Action: Pass Resolution 2019-04.

Commissioner Dominick moved to approve the Consent Agenda items 5 through 7 in accordance with Staff's reports and recommendations. The motion, seconded by Commissioner Bishop, carried by a 7-0 vote, with a show of hands (6), as follows: Bishop, aye; Spoll, aye; Daly, aye; Haycock, aye; Zunz, aye; Dominick, aye; and a voice vote by Mayor Schneier, aye.

Consent Agenda - Continued

Commissioner Bishop inquired, and Town Manager Tom Harmer advised that Fire Chief Paul Dezzi would be handling the 3:00 p.m. daily phone call with community members.

RECESS: 2:53 p.m. - 3:03 p.m.

New Business

8. Commissioner Appointments to Committees Named in Town Code and to Outside Agencies

Each year following the General Municipal Election and Statutory Meeting the Town Commission makes appointments of its members to committees named in the Town Code or as required by outside agencies. Recommended Action: Appoint Commissioners to Town committees and outside agencies.

Subsequent to comments by Mayor Schneier and following consideration of appointments to the Investment Advisory Committee and Finance Committee, Commissioner Bishop nominated Commissioner Daly to serve as Chair, seconded by Commissioner Dominick, with no objection noted.

Appointments to the various committees and outside agencies were discussed, as follows:

Mayor Schneier: Coalition of Barrier Island Elected Officials, and the Manatee and Sarasota Counties Councils of Government, and serving as alternate on the Bradenton Area Economic Development Corporation, the Sarasota County Tourist Development Council, and the Sarasota Bay Estuary Program Board of Directors.

Vice Mayor Haycock: Economic Development Corporation of Sarasota County, ManaSota League of Cities, and the Sarasota Bay Estuary Program Board of Directors, and serving as alternate on the Coalition of Barrier Island Elected Officials, and the Manatee and Sarasota Counties Councils of Government.

Commissioner Bishop: Special Liaison to Sarasota County and serving as alternate on the Economic Development Corporation of Sarasota County, ManaSota League of Cities, and the Metropolitan Planning Organization.

Commissioner Daly: Investment Advisory Committee, Finance Committee, and the Metropolitan Planning Organization, and serving as alternate as the Special Liaison to Manatee County and on the Manatee/Bradenton Tourist Development Council.

Commissioner Dominick: Investment Advisory Committee, Finance Committee and the Sarasota County Tourist Development Council.

Commissioner Spoll: Investment Advisory Committee and Finance Committee and serving as alternate as the Special Liaison to Sarasota County.

Commissioner Zunz: Special Liaison to Manatee County, Bradenton Area Economic Development Corporation, and Manatee/Bradenton Tourist Development Council.

Commissioner Bishop moved to approve the appointments. The motion, seconded by Commissioner Dominick, carried by a 7-0 vote, with a show of hands (6), as follows: Bishop, aye; Haycock, aye; Dominick, aye; Daly, aye; Spoll, aye; Zunz, aye; and a voice vote by Mayor Schneier, aye.

9. Appointments to the Planning & Zoning Board

Two appointments for open seats on the Planning & Zoning Board will be considered at the April 6, 2020, Regular Meeting: to fill a vacancy created by B.J. Bishop's election to the Town Commission, and an appointment, or reappointment, for David Green's expiring term. Recommended Action: Appoint members to the Planning & Zoning Board.

Following an overview of the term expiration and reappointment process by Mayor Schneier, Commissioner Bishop moved to nominate Mr. David Green for reappointment to the Planning and Zoning Board.

Commissioner Zunz recommended postponing the appointment for the vacant seat.

Commissioner Spoll seconded the nomination for Mr. David Green and supported the postponement of filling the vacancy.

Following individual comments supporting the postponement of appointment, Town Attorney Maggie Mooney advised that Commissioners could individually contact the applicants and had the ability to postpone the appointment until a later date.

Discussion ensued on the proposed meeting schedule for the Planning and Zoning Board and the challenges associated with conducting a quasi-judicial hearing through virtual technology.

Commissioner Bishop moved to reappoint Mr. David Green to the Planning and Zoning Board. The motion, seconded by Commissioner Zunz, carried by a 7-0 vote, with a show of hands (6), as follows: Dominick, aye; Bishop, aye; Daly, aye; Haycock, aye; Spoll, aye; Zunz, aye; and a voice vote by Mayor Schneier, aye.

Commissioner Zunz moved to postpone an appointment for the additional vacancy on the Planning and Zoning Board. The motion was seconded by Commissioner Daly.

The motion carried by a carried by a 7-0 vote, with a show of hands (6), as follows: Bishop, aye; Haycock, aye; Daly, aye; Spoll, aye; Dominick, aye; Zunz, aye; and a voice vote by Mayor Schneier, aye.

10. Florida Department of Transportation (FDOT) Gulfstream & US 41 Roundabout Update
The Town Manager will review FDOT Maintenance of Traffic (MOT) plans from a recent meeting with FDOT District 1 Secretary. The update will include the Town Attorney's opinion/recommendation on engagement of legal counsel. Recommended Action: Provide direction to Manager.

Town Manager Tom Harmer provided an update on discussions with FDOT relating to the Gulfstream and U.S. 41 roundabout and Public Works Director Isaac Brownman commented on the proposed revised Maintenance of Traffic (MOT) plan. Discussions were held on the following topics/issues:

- ability of City of Sarasota to disagree with the revised MOT
- closing/restrictions on Main Street, Palm Avenue, and Golden Gate
- available funding for the project
- three turn lanes versus two lane free flow
- proposed traffic pattern for the Golden Gate area
- lack of scheduled detail for construction time
- completion of other roundabout projects prior to starting Gulfstream and US41

10. FDOT Gulfstream & US 41 Roundabout Update - Continued

- option for retention of special counsel
- concessions made by FDOT at current time
- City's intent to provide pedestrian access versus efficient traffic flow
- time frame for engaging special counsel.

There was consensus to support the revised MOT and to engage special counsel on an as needed basis.

Commissioner Zunz moved to authorize the Town Manager to execute the engagement agreement with David Smolker and the law firm of Smolker, Bartlett, Loeb, Hinds and Thompson, PA. to provide the Town with special counsel representation on issues relating to transportation, and authorize the Town Manager and Town Attorney to take all necessary actions on the Town's behalf relating to such special counsel representation. The motion, seconded by Commissioner Dominick, carried by a 7-0 vote, with a show of hands (6), as follows: Haycock, aye; Zunz, Daly, Spoll, aye; Dominick, aye; Bishop, aye; and a voice vote by Mayor Schneier, aye.

Town Manager Harmer noted that the City of Sarasota representatives had been advised that the Town's recommendation was to pause and reconsider the roundabout and that the Town was considering engagement of legal representation.

Town Commission Comments

A. Support Services

Commissioner Bishop commended Staff's efforts and dedication during the response to the pandemic and recommended recognition of Staff by Commissioners personally contributing \$100.00 each to purchase lunch for Staff to show appreciation and in turn also provide support to Longboat Key restaurants.

There was a majority consensus to participate.

Following comments by Town Manager Tom Harmer, Mayor Schneier suggested that some funding be matched by the Town.

Town Attorney Comments

No items were presented.

Town Manager Comments

A. Town Commission

Town Manager Tom Harmer commented on the Commission's first virtual meeting noting the technical difficulties were due to the current legacy system and not the new virtual meeting process being utilized and noted participation of approximately 40 individuals observing the meeting.

B. Organizations

Town Manager Tom Harmer noted that he had received confirmation from the manager of Publix that their corporate headquarters had approved on-line ordering and curbside pick-up for the Town's residents and visitors, noting that it would be approximately 48 hours before the service could be offered.

Mayor Schneier and Commissioner Bishop congratulated all the efforts of Staff and the community organizations for this accomplishment.

Town Manager Comments

B. Organizations

Town Manager Harmer noted that Staff would work with Publix on the roll-out of information to the public.

Adjournment

Mayor Schneier adjourned the April 6, 2020, Virtual Regular Meeting at 4:57 p.m.

Trish Shinkle, Town Clerk

Kenneth Schneier, Mayor

Minutes Approved: _____

Note: Minutes in draft form and not official until approved by the Commission.

End of Agenda Item

M E M O R A N D U M

TO: Tom Harmer, Town Manager
FROM: Isaac Brownman, Public Works Director
REPORT DATE: April 21, 2020
MEETING DATE: May 4, 2020
SUBJECT: Resolution 2020-10, Authorization to Execute Florida Department of Transportation Agreement ASH09 for Gulf of Mexico Drive Highway Lighting Maintenance

Recommended Action

Pass Resolution 2020-10.

Background

The Florida Department of Transportation (FDOT) requires the adoption of a Resolution by the Town to accompany a new Agreement ASH09 for Highway Lighting, Maintenance, and Compensation for highway lighting along Gulf of Mexico Drive (SR 789) within the corporate limits of the Town of Longboat Key.

Primary changes in this agreement from the existing agreement include:

- Compensation for lighting maintenance is increasing from the FY 18/19 amount of \$41,242.45 to \$43,754.58 FY 19/20 of the State fiscal year.
- The per-light unit rate for reimbursement calculations increases at 3% per year over the term of the agreement.
- The Town is required to ensure that a contractor working on the Gulf of Mexico Drive lighting system use U.S. Department of Homeland Security's E-Verify system to verify employment eligibility for their employees.
- The Agreement also requires compliance with Florida Public Records law.

This Agreement contains a 7 year term and includes provisions for annual verification and updates to Exhibit A, which includes current street light system type and pole counts. Once the underground project has successfully implemented new LED street lighting on Gulf of Mexico Drive (SR 789) with a new, reduced pole count, the Town will update the Exhibit A to reflect the new system, and the agreement and compensation can subsequently be modified by the Town and FDOT accordingly.

Staff Recommendation

Pass Resolution 2020-10.

Attachments

- A. Resolution 2020-10 (Available in Town Clerk's Office)
- B. FDOT State Highway Lighting, Maintenance and Compensation Agreement ASH09 (Available in Town Clerk's Office)

End of Agenda Item

M E M O R A N D U M

TO: Tom Harmer, Town Manager
FROM: Isaac Brownman, Public Works Director
REPORT DATE: April 24, 2020
MEETING DATE: May 4, 2020
SUBJECT: Outdoor Venue and Future Town Center Update

Recommended Action

Approve Concept Plan and proceed with planning for Phase 2 of the Outdoor Venue.

Background

The Town of Longboat Key adopted Core Expectations, which include maintaining and improving *“the quality and variety of island-based recreational and educational opportunities...”*

The Town is proceeding with the development and activation of the approximately 4.81-acre Town-owned site located at 555 Bay Isles Road into an outdoor venue to support a variety of Town and community-wide events. The Town originally purchased three parcels that comprise the overall site in the total amount of \$3.7 million. The Town completed the demolition of the Amore’ building in early 2019.

On June 3, 2019, and again on September 23, 2019, the Town Commission approved by consensus guiding principles for the development of the site. These principles are listed below:

- Activate the site as an outdoor venue
- Preserve a buildable area for a future community facility while maintaining as much of open venue as possible
- Utilize existing parking number and configuration, both for outdoor venue and future use (not minimize or reduce)
- Address slope variation and high water table (fill)
- Meet Southwest Florida Water Management District requirements for wetland mitigation and stormwater management
- Install basic electrical, water and sewer connections to facilitate temporary outdoor venue use
- Provide initial improvements within existing budget and Sarasota County Grant funding, to the extent feasible
- Advance public input for longer term improvements to the site

The initial outdoor venue improvements (Phase 1) are currently under construction. The funding for these improvements includes support from Sarasota County as well as funding from the Town’s Land Acquisition Fund. The Town is under contract with Gator Grading and Paving. The construction notice-to-proceed was issued April 6, 2020; the contract calls for 90-days to substantial completion and 120-days to final completion. The contractor has completed clearing/grubbing and vegetation removal. The contractor is currently importing fill and site grading.

Beginning in January 2020, the Town engaged in gathering public input in the form of comment cards, an electronic “Survey Monkey,” the first annual Citizens Survey, and also hosted a public workshop at Temple Beth Israel on March 11, 2020. A summary of the survey results is attached.

In addition, Hoyt Architects has produced preliminary concept plans and image concepts that depict further outdoor venue improvements and preserve buildable spaces for future facilities consistent with the guiding principles and the public feedback. Overall, Hoyt Architects recommends the following:

1. Town Center Outdoor Venue:

Hoyt recommends that the Town use the preliminary concepts as a basis for designs that can be advanced for further improvements at the Town Center, including:

- Hard surface walkaways.
- Fixed shade structures.
- Fixed performance structure on the north (initially, could be a pad for a portable stage).
- Public restrooms on the south.
- Landscape master plan for trees, groundcover, and other plantings.
- Properly dimensioned space for 10 x 10 tents with provision for electric power (along the walkways and esplanade).
- Space for food trucks with provision for power and water (along the esplanade).
- Short and long term bike parking.

2. Community Center:

Hoyt recommends that further discussion regarding the details of an Arts/Cultural/Education and/or a relocated Recreation Center be postponed until improvements are made to the Town Center. However, possible pad site(s) for a potential Community Facility and/or Recreation Center should be part of the Town center planning process and the overall concept plan for the site. General themes to consider:

- Flexibility and multi-purpose (library arts/cultural/educational offerings, recreational opportunities, meeting space, display space, and food)
- Multi-generational
- Multi-modal

3. Key Concerns:

Hoyt recommends that each stage of the planning process address these three concerns:

- Timing (Will any of this get done in my lifetime?)
- Funding
- Parking

Hoyt will be presenting an overall concept plan for the property. It will include the proposed improvements to the Outdoor Venue as well as preserving buildable parcels for future buildings that could accommodate uses such as a cultural center, recreation center, and/or public library.

Next Steps

The staff is requesting approval of the overall concept plan of the property as recommended by Hoyt. Once the plan is approved, the staff will work on developing a Phase 2 project that would

include the recommended amenities identified by Hoyt for the Outdoor Venue. We would evaluate those items in conjunction with available funding in the Land Acquisition Fund and develop a capital project for the Commission's consideration as part of the upcoming budget process.

The future facilities would continue to be a long-term goal. Those projects are currently un-funded but the Town would continue to look for opportunities to partner with private and other public sector entities. One example would be the longer term potential for a new County library use on the property that could either be free standing or as part of a multi-use building.

Staff Recommendation

Approve Concept Plan and proceed with planning for Phase 2 of the Outdoor Venue.

Attachments

- A. PowerPoint Presentation (Available in Town Clerk's Office)
- B. Public Input Summary (Available in Town Clerk's Office)
- C. Preliminary Concept Plans and Images (Available in Town Clerk's Office)

End of Agenda Item

M E M O R A N D U M

TO: Tom Harmer, Town Manager
FROM: Carolyn Brown, Support Services Director
REPORT DATE: April 21, 2020
MEETING DATE: May 4, 2020
SUBJECT: Fourth Amendment to Lease with Longboat Library, Inc.

Recommended Action

Approve Fourth Amendment to Longboat Library, Inc. Lease and authorize the Town Manager to execute the agreement.

Background

Since 1971 the Longboat Library, Inc., a private, Florida not-for-profit corporation has provided library services to Town residents who purchase a membership.

The Town and the Longboat Library entered into a lease for the small building adjacent to Town Hall for a term of 5 years beginning June 15, 2001 and ending June 15, 2006.

Since that time there have been three amendments to the lease:

- 1st Amendment - Extended the term of the Lease until June 15, 2016
- 2nd Amendment – Extended the term of the Lease until June 15, 2021
- 3rd Amendment – Required Library to retain certain types of insurance coverage and outlines the Town reimbursing the Library for coverage related to the building

In 2018 and 2019 initial conversations began between the Town, Longboat Library and Sarasota County to discuss the potential presence of Sarasota County Library services on Longboat Key and the potential of the current Longboat Library volunteers becoming a “Friends” group to a permanent Sarasota County operated library that would offer free library services. On January 31, 2020, those discussions continued.

On February 26, 2020, a Joint Meeting between the Town Commission and Sarasota County Commission was held. Discussions ensued about Longboat Key being the only County municipality without Sarasota County library services. The County Commission supported moving forward with a plan to have free library services provided by Sarasota County located in the building currently used by the Longboat Library. The Longboat Library group would transition to a “Friends” group when that occurred.

The current lease expires on June 15, 2021 with a requirement to provide 1-year advanced notice of any changes to the lease arrangement. The Town has drafted this Fourth Amendment to provide the necessary notice, and the flexibility to develop a strategy with Sarasota County for implementing public library services on the island utilizing the existing location.

The Fourth Amendment extends the term of the agreement for up to 3 years to a date no later than June 15, 2024. It includes a provision that the Town may terminate the agreement at any time during the term, for any reason. This would give the Library at least one year's written notice of the Town's intent to terminate the lease, or with 90 days advanced written notification to transition to Sarasota County public library services on the island. All other provisions of the existing lease will remain in force.

The proposed renewal and changes in their lease have been reviewed with the Longboat Library, Inc. Their President has indicated support of the changes and executed the Agreement on behalf of the Library.

Staff Recommendation

Approve the Fourth Amendment to Lease with Longboat Library, Inc. and authorize the Town Manager to execute the agreement.

Attachments

- A. Fourth Amendment to Lease with Longboat Library, Inc.
- B. Letter to Longboat Library, Inc.

FOURTH AMENDMENT TO LEASE

This Fourth Amendment to Lease is hereby made and entered into between the Town of Longboat Key, a municipal corporation under the laws of the State of Florida (hereinafter, the "TOWN" and Longboat Library, Inc., a Florida not-for-profit corporation (hereinafter, the "LIBRARY").

WHEREAS, on May 22, 2001, the TOWN and LIBRARY entered into a Lease, a copy of which I attached hereto as Exhibit "1," for the LIBRARY, as tenant, to lease from the TOWN, the property commonly known as the Longboat Key Library (hereinafter, the "Lease"); and

WHEREAS, on April 20, 2007, the TOWN and LIBRARY entered into an Amendment to Lease, a copy of which is attached hereto as Exhibit "2," which extended the term of the Lease until June 15, 2016; and

WHEREAS, on June 15, 2016, the TOWN and LIBRARY entered into a Second Amendment to Lease, a copy of which is attached hereto as Exhibit "3," which extended the term of the Lease until June 15, 2021; and

WHEREAS, on November 6, 2017, the TOWN and the LIBRARY entered into a Third Amendment to Lease, a copy of which is attached hereto as Exhibit "4," which requires the LIBRARY to retain certain types of insurance coverage and reimbursing the Library for coverage related to the building; and

WHEREAS, Sarasota County has indicated an interest in exploring the potential future operation of a free public library within the building that is currently used by the Longboat Library; and

WHEREAS, the LIBRARY has participated in the discussions with the Town and Sarasota County relating to Sarasota County's operation of a free library from the building site occupied by the LIBRARY; and

WHEREAS, during the discussions with the Town and Sarasota County, the parties discussed the possibility that the LIBRARY entity would transition to a "Friends" group providing volunteer services and fundraising to support the Sarasota County operated Longboat Key library branch; and

WHEREAS, the TOWN and Sarasota County need additional time to strategically plan for the development of a free public library at the building site.

NOW, THEREFORE, be it resolved by the Town Commission of the Town of Longboat Key, Florida, that:

SECTION 1. The above Whereas clauses are true and correct and are hereby ratified, confirmed and fully incorporated by reference.

SECTION 2. Subject to the termination provision contained herein, the term for the Longboat Library Lease, is hereby extended to June 15, 2024 to provide the TOWN and Sarasota County's with additional time to coordinate and collaborate on the development of a free public library on Longboat Key at the existing library building.

SECTION 3. The TOWN may terminate this agreement at any time during the term for any reason giving the LIBRARY at least one (1) year's written notice of the TOWN's intent to terminate the lease or with 90 days advanced written notification to facilitate the implementation of public library services with Sarasota County.

SECTION 4. The effective date of this Fourth Amendment to the Lease shall be June 15, 2021.

SECTION 5. All other terms and conditions not expressly inconsistent with the Fourth Amendment to the Lease shall remain in full force and effect.

Adopted at a meeting of the Town Commission of Longboat Key, Florida the _____ day of _____, 2020.

WITNESS:

LONGBOAT LIBRARY, INC.
By: _____
Mary Baker, President

WITNESS:

TOWN OF LONGBOAT KEY

Tom Harmer, Town Manager
Date: _____

ATTEST:

Trish Shinkle, Town Clerk
Date: _____

Review as to form and legal correctness:

By: _____

Maggie D. Mooney, Esq. Town Attorney



TOWN OF LONGBOAT KEY

April 21, 2020

Mary Baker, President
Longboat Library, Inc.
555 Bay Isles Road
Longboat Key, FL 34228

RE: Longboat Library Lease Amendment

Dear Mrs. Baker,

Thank you for the dedicated service that Longboat Library, Inc., and its volunteers have provided to Town citizens over the years. We know that many have thoroughly enjoyed these services, and we sincerely appreciate it.

As you are aware, and as we have discussed, the Town has been exploring a potential future opportunity with Sarasota County and the County's interest in operating a free public library within the current building occupied by the Longboat Library. If this opportunity should be realized, we are hopeful that the volunteers who have so devotedly spent their time through the years with Longboat Library, Inc., would transition their energies to a Friends Group to continue to support library services to residents and visitors on the island.

While discussions and negotiations are ongoing and underway with Sarasota County regarding the potential for a public library, the Town recognizes that the current Third Amendment to the original Longboat Library Lease between the Town and Longboat Library, Inc. will expire on June 15, 2021. In anticipation of that expiration, we are providing this letter as formal notification of the Town's desire to extend the lease and enclosing a new amendment extending the term of the lease.

The Fourth Amendment extends the existing lease to June 15, 2024 with the understanding that the Town and Sarasota County are working on a plan to provide public library services at the existing library building and site currently occupied by the Longboat Library, Inc. Accordingly, the Fourth Amendment allows for termination of the agreement by the Town at any time during the extended term for any reason giving the Longboat Library at least one year's written notice of the Town's intent to terminate the lease or with 90 days advanced written notification to facilitate the implementation of public library services. The new amendment would be effective beginning June 15, 2021.

I have attached the Fourth Amendment which will require your signature and return as soon as possible. Please feel free to contact me or Carolyn Brown with any questions.

Sincerely,

Tom Harmer
Town Manager

End of Agenda Item

M E M O R A N D U M

TO: Town Commission
FROM: Tom Harmer, Town Manager
REPORT DATE: April 26, 2020
MEETING DATE: May 4, 2020
SUBJECT: Mid-Year Update

Recommended Action

None, informational only.

Background

As you are aware, each year the Town Commission adopts an annual operating budget for the upcoming fiscal year. The Town's fiscal year runs from October 1, through September 30.

As of March 31, 2020, we have completed the first six months of the current fiscal year (FY20). I have met with staff to review the status of our FY20 Budget as of March 31, 2020. The Finance Director and I will provide a financial overview at the Town Commission's May 4, 2020 Regular Meeting.

From a financial standpoint there are no significant variances from this year compared to the prior year as of March 31. Most collections for revenue sharing taxes are through February because revenues are usually collected in arrears. Therefore, as of March 31, it is too early to feel any impacts as a result of the COVID-19 pandemic and the State's response. As of March 31, revenues are generally tracking within our original projections and our expenditures are in line with our budgeted funds.

We have made some preliminary assumptions and best guess impacts, based on data resources associated with the COVID-19 and State actions. The State is not providing any revenue impacts as it is too early to tell. This information will be reviewed with the Commission at the meeting.

Attached is a copy of the Midyear Update presentation. In addition to the financial overview, I will also provide an update on some of the key activities and accomplishments over the first six months of the year.

Staff Recommendation

None, informational only.

Attachments

FY20 Midyear Review PowerPoint Presentation (Available in Town Clerk's Office)

End of Agenda Item