



City of Venice

401 West Venice Avenue
Venice, FL 34285
www.venicegov.com

Meeting Minutes City Council

Wednesday, January 16, 2019

8:30 AM

Village on the Isle

Strategic Planning

CALL TO ORDER

A Strategic Planning workshop of the City Council was held at this date at Village on the Isle. Betsy Steiner served as facilitator. The meeting began at 8:30 a.m.

ROLL CALL

Ms. Moore joined the meeting at 8:37 a.m.

Present: 7 - Mayor John Holic, Council Member Jeanette Gates, Council Member Bob Daniels, Vice Mayor Richard Cautero, Council Member Charles Newsom, Council Member Margaret Fiedler and Council Member Helen Moore

ALSO PRESENT

City Manager Ed Lavallee, City Attorney Kelly Fernandez, City Clerk Lori Stelzer, Assistant City Manager Len Bramble, Police Chief Tom Mattmuller, Special Events and Marketing Coordinator Shirley Gibson, Public Information Officer Lorraine Anderson, Public Works Director James Clinch, City Engineer Kathleen Weeden, Development Services Director Jeff Shrum, Planning Commission Chair Barry Snyder, Finance Director Linda Senne, Controller Joe Welch, Information Technology Director Christophe St. Luce, and Recording Secretary Mercedes Barcia.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Police Officer David Creasy.

I. NEW BUSINESS

[19-3705](#)

Introduction

Mr. Lavallee commented on staff presentations.

Chief Mattmuller spoke regarding the Ray Waymire Training facility, noise complaints and safety concerns, and proposal to use the Sarasota Sheriff's Office Range for firearms training and a private local indoor range for qualifications.

Discussion followed on costs to use the county's gun range, police department's proposal, having a dedicated indoor range for the police department and the city contributing to the build out, and owning part of a building not within city limits.

Ms. Gibson spoke to SeeClickFix and QAlert citizen request management software.

Discussion ensued on sending QAlert specifications to users, ability to download limited photos, Sarasota County considering new software, whether the county has the capacity to have all calls to go to one phone number, and communicating with other jurisdictions within the county to see what systems they are using.

Ms. Gibson spoke to communicating with public works on determining jurisdiction of complaints, unlimited licensing on QAlert, and increasing communication with residents and staff.

Discussion continued on considering a software that is user friendly with providing the location of the issue being reported.

[19-3713](#)

Land Development Regulations Timeline

Mr. Shrum commented on the land development regulations (LDRs) project.

Mr. Snyder spoke to the comprehensive plan and provided a presentation on LDRs to include overall project objectives and approach.

Mr. Shrum noted working with consultants on the LDRs.

Mr. Snyder spoke to major components of the project to include form-based codes for mixed use areas and frontage standards.

Discussion followed regarding form-based codes and rezoning of mixed-use districts.

Mr. Snyder spoke to traditional code, updating the zoning map, commercial districts, eliminating overlay districts, and county zoned designations.

Mr. Shrum commented on county zoned designations.

Mr. Snyder spoke to technical/special standards, transitional areas in the comprehensive plan, players, processes, and procedures.

Mr. Shrum spoke on staffing and work load history to include staff time,

number of projects, and hiring of staff.

Discussion took place on LDR project timeline, scheduling a meeting between the planning commission and city council, and 18 month anticipated timeframe from February 2018 start date.

Mr. Snyder spoke on issues impacting project timeline.

Discussion followed on unanticipated staff requests, special projects, council turnaround in November, providing manpower to complete LDR project, staff turnover, affordable workforce housing in the Seaboard Area, establishing the future vision for the Seaboard Area, Kimley-Horn and Associates, best use of city properties, council's input, LDR draft, obtaining citizen input, and council members attending planning commission meetings and workshops.

Recess was taken from 10:03 a.m. until 10:15 a.m.

[19-3709](#)

Roles and Responsibilities of Advisory Boards

Discussion took place regarding utilization of advisory boards, park audits, organizing tasks with staff, boards reporting semi-annually to council, following regulations and policies, board workflow, having written directions and expectations for each board, flow for issues from board to board, boards that want operational responsibilities, boards that have overlapping duties, process to engage city staff on board projects, think tanks, sunshine laws, type and number of meetings held, obtaining costs of board meetings with and without attorneys, reviewing number of active boards, sunseting boards, filling board vacancies, city manager and staff providing input on boards, meeting agendas, staff liaisons, advisory boards performing their own work, and advisory board purpose and designs.

Ms. Fernandez noted some boards can have a magistrate system.

Discussion ensued on determining meeting costs, council reviewing each board description, combining boards, magistrate system, how many staff assignments are emanating from advisory boards, staff assigned to boards, staff role clarification, utilizing boards around the strategic plan, and semi-annual board reports to council.

Ms. Steiner reviewed information requested by council.

Discussion followed on surveying staff and boards about staff's participation in meetings.

Ms. Stelzer noted she will provide requested information to council in

March and item will be placed on the April 9, 2019 council agenda for discussion.

[19-3710](#)

Mobility and Park Impact Fees

Mr. Lavallee spoke regarding the city assuming the responsibility of collecting park and mobility impact fees.

Ms. Fernandez spoke to the process of taking ownership and operating the impact fee system.

Discussion followed on costs to take over responsibility.

Mr. Clinch noted city staff meeting with the Sarasota County impact fee coordinator to speak about upcoming projects.

Discussion ensued regarding the interlocal agreement and partnership with the county.

Ms. Weeden spoke regarding impact fee projects for roads, mobility projects, estimated project revenue and expenditures, and park impact fees.

Mr. Clinch noted staff will present a five year plan based on the unadopted parks master plan at the capital improvement program (CIP) workshop, and commented on the parks interlocal agreement, future projects and budget placeholders, and meeting with county staff next month to discuss the parks interlocal agreement.

Discussion followed regarding River Road, changing the language in the interlocal agreement, money earned within the city staying within the city, impact fees on Legacy Park, the city's relationship with the county, transportation mobility fees, modifying agreement to allow the city to make a final decision, cost for the city to take over process, timeframe to use impact fees before being returned to developers.

Ms. Gates left the meeting at 11:48 a.m.

Discussion ensued on impact fee uses and developing a park in northeast Venice.

Ms. Gates returned to the meeting at 11:50 a.m.

Ms. Weeden noted the county has legal responsibility on how impact fees are spent and responded to council questions regarding using impact fees to purchase property.

Discussion continued on the comprehensive plan, parks level of service (LOS), and council's action at the September 11, 2018 meeting directing staff to assume the responsibility of the city managing mobility and park impact fees for fiscal year (FY) 2020.

There was consensus to add council's action regarding the city assuming responsibility of managing mobility and park impact fees to the February 12, 2019 council meeting agenda.

Discussion ensued on modifying language in the mobility fee interlocal agreement regarding the city's control on how funds are spent, dispute resolution process, Laurel Road, road improvements and enhancements on county and Florida Department of Transportation (FDOT) owned roads, Edmondson Road and Pinebrook Road intersection, and Venice Avenue expansion.

Recess was taken from 12:04 p.m. until 12:51 p.m.

[19-3712](#)

Development Impact on Infrastructure

Discussion took place regarding transportation enhancements resulting from growth, funding mobility process, county owned roads within the city limits, recovering cost of repairing roads from developers, transportation concurrency, adopting mobility fees, developer's proportion of fair share, Venice Regional Bayfront Health, comprehensive plan amendments, capital improvement schedule, road LOS, and annexations.

Ms. Fernandez noted transportation concerns can be addressed during a comprehensive plan amendment.

Discussion followed regarding annexations, Metropolitan Planning Organization's (MPO)'s long range plan, joint planning agreement (JPA), capital improvement schedule and plan, the city prioritizing road projects, MPO's project priority system, road concurrency, Ms. Fernandez reviewing ordinance on concurrency, traffic studies, annual growth rates on roadways, Jacaranda Boulevard extension, limitations on mobility improvements by developers, city initiated comprehensive plan amendments, road improvement funding, requesting FDOT make a presentation to council on their road projects, considering a weight requirement on Jacaranda Boulevard extension, and developing a road project priority list and Laurel Road traffic study.

Ms. Moore left the meeting at 1:36 p.m.

Discussion ensued on growth implemented transportation projects, capital improvement schedule, road development costs, requesting MPO and

FDOT traffic engineers to present at a council meeting, and traffic counter data.

Mr. Shrum noted he can provide council with traffic count data.

There was consensus for Mr. Daniels to request MPO and FDOT traffic engineers to present at council meeting.

Discussion continued on viewing traffic data and requesting the county to do a road condition assessment for Laurel Road.

Mr. Lavallee suggested council provide staff with a comprehensive list for the county on the city's needs.

Recess was taken from 1:53 p.m. until 2:04 p.m.

[19-3711](#)

Virtual Town Hall Meeting

Discussion took place on virtual town hall meetings to include citizen dialogue with council, meeting structure, effectiveness, surveying residents, concern with debate, council member participation, including topic on city's ability to add growth and development, meeting time, having one council member participate in the meeting, meeting format and process, cost, resident surveys, and Facebook live meeting option.

Mr. St. Luce spoke on the Facebook live meeting option.

Discussion continued on implementing fact sheets and postponing to conduct a virtual town hall meeting.

There was consensus to postpone conducting a virtual town hall meeting.

There was consensus to implement resident surveys and fact sheets.

Discussion followed regarding audience participation.

[19-3714](#)

Information Technology Update

Mr. St. Luce provided a presentation and spoke on fiscal year FY19 projects, security camera footage storage, and new file storage solution.

Mr. Cautero left the meeting at 2:36 p.m. and did not return.

Mr. St. Luce spoke regarding the security camera system and supporting hardware, and responded to council questions regarding fire station no. 3 backup generator.

Mr. St. Luce spoke regarding Microsoft Active Directory and responded to

questions regarding deactivated city emails.

Ms. Stelzer explained retention timeframes for city emails.

Mr. St. Luce spoke on the building department's interactive voice response (IVR) system, FiberNet, communication alternatives, and moving more systems into the cloud.

Ms. Moore returned to the meeting at 2:43 p.m.

Mr. St. Luce spoke to 5G technology.

Discussion followed on e-payments, life expectancy and replacement of city computers and laptops, employee discounts, the cashier's office, and FiberNet versus 5G speed and capacity.

[19-3715](#)

Finance Update

Mr. Welch commented on electronic payments received.

Ms. Senne spoke regarding the Comprehensive Annual Financial Report (CAFR), CIP workshops, and reviewed FY18 fund balances for governmental funds.

Discussion followed on building permit fees, department staffing, the city's cost, and one cent sales tax fund.

Ms. Senne reviewed FY18 changes in reserve fund balances for the governmental funds, and responded to council questions regarding the police bonds.

Discussion took place on the expiration of bonds and completion of the public safety facility.

Mr. Welch spoke to FY18 ending working capital for enterprise and internal service funds, and responded to council questions regarding stormwater fund reserves.

Mayor Holic left the meeting at 3:08 p.m.

Mr. Lavalley noted a rate study is needed to keep current with the rate structure.

Discussion followed regarding replacement of the fire engine.

Mr. Welch reviewed FY18 changes in working capital for enterprise and

internal service funds and ending balances for employee benefit programs to include unfunded liabilities.

Mayor Holic returned to the meeting at 3:11 p.m.

Ms. Senne spoke to fire and police active and retired members receiving benefits.

Mr. Welch summarized pros and cons for FY18.

Discussion followed on depreciating buildings, facilities condition assessment, purchasing versus financing city assets, and extraordinary mitigation fees (EMFs) to include contingency for legal fees.

Mr. Welch reviewed FY19 general fund plan budget and enterprise fund plans, and commented on the solid waste fund.

Mr. Lavallee spoke to the proposed solid waste rate increase and recycling surcharge processing fee.

Discussion continued on separating solid waste and recycling in the budget.

Mr. Newsom left the meeting at 3:29 p.m.

Mr. Welch spoke to the projected FY19 budget summary and updates.

Ms. Senne noted the amount of Federal Emergency Management Agency (FEMA) reimbursement requested and received.

Mr. Newsom returned to the meeting at 3:32 p.m.

Mr. Welch continued to speak on FY19 updates.

Ms. Senne commented on the fire assessment fee and city taking over EMS services.

Discussion followed regarding City of North Port's and Longboat Key's process.

Ms. Gates left the meeting at 3:38 p.m.

Mr. Welch spoke to the budget schedule for FY20.

Discussion followed on estimated growth revenue.

Ms. Gates returned to the meeting at 3:41 p.m.

Mr. Welch continued to speak regarding the FY20 budget and five year CIP.

Discussion followed on replacement of street lights and the fire department's annual operating budget.

Mr. Welch spoke to property tax revenue from new developments.

Discussion continued on revenue generated by growth and property values.

Mr. Welch reviewed growth in other (non ad-valorem) general fund revenues and FY19-23 CIP expenditures.

Discussion followed regarding the airport's funding, accuracy of revenue projections, accommodating growth enhancements, government impact fees, fire department's cost per call, calls per 100 homes, number of fires per 100 homes, 175/185 police and fire pension plan to include military duty payment, charging military fees to the general fund, obtaining data on military expenses by department, filling positions while staff is on military service, and Ms. Senne providing council with cost figures on military expenses by department.

[19-3706](#)

Review Process for Creating Tasks, Determining Priorities, and Reporting Progress

Mr. Lavallee spoke to requesting the county's support on redevelopment of the Seaboard area, relocation of public works and the solid waste and recycling facility, emergency management services (EMS), interlocal parks agreement, warehouse lease, traffic counts to address roads, SeeClickFix, beach raking, fiber optic sharing, septic testing, shared use of the east side wastewater treatment plant capacity, and property annexations.

Discussion followed on beach raking, the county's response on the parks interlocal agreement, and strategic plan timeline and adoption.

[19-3708](#)

Review and Update Adopted Goals, Objectives, and Tasks

This item was discussed on January 9, 2019.

II. AUDIENCE PARTICIPATION

There was none.

III. ADJOURNMENT

The meeting was adjourned at 4:24 p.m.

ATTEST:

Mayor - City of Venice

City Clerk