

**DUNEDIN, FLORIDA
MINUTES OF THE CITY COMMISSION
WORK SESSION
JANUARY 31, 2017
9:00 A.M.**

PRESENT:

City Commission: Mayor Julie Ward Bujalski, Vice-Mayor Deborah Kynes, Commissioners Heather Gracy, John Tornga and Maureen "Moe" Freaney.

Also Present: Interim City Manager Doug Hutchens, City Attorney Thomas J. Trask, City Clerk Denise M. Kirkpatrick, Finance Director Joe Ciarro, Budget Manager Allison Broihier, Planning and Development Director Gregory Rice, Housing and Economic Development/CRA Director Bob Ironsmith, Public Works and Utilities Director/City Engineer Jorge Quintas, Assistant Director of Public Works & Utilities Paul Stanek, Public Services Division Director Keith Fogarty, Stormwater Coordinator Whitney Marsh, Communications Director Courtney King, Communications Senior Technical Assistant Justin Catacchio, Human Resources/Risk Management Director Theresa Smalling, Parks and Recreation Director Vince Gizzi, Parks & Recreation Superintendent Lanie Sheets and five people.

CALL TO ORDER - Mayor Bujalski called the workshop to order at 9:00 a.m.

CITIZEN INPUT - None.

ACTION ITEMS

1. Consent Agenda

a. BP Settlement Funds - City of Dunedin Submittal for Hammock Park

Parks and Recreation Director Vince Gizzi commended Parks & Recreation Superintendent Lanie Sheets on preparing the application for receiving the \$250,000 to go towards the acquisition of Hammock Park. The entire commission thanked Ms. Sheets on her efforts to obtain the grant.

MOTION: Motion was made by Vice-Mayor Kynes and seconded by Commissioner Freaney to approve the Consent Agenda.

VOTE: Motion carried unanimously.

2. Resolution 17-05 - Award of Contract to Empower Retirement as the City's Retirement Plan Record Keeper and Service Provider for the 401(A) & 457 Plans

City Attorney Trask read Resolution 17-05 by title only.

MOTION: Motion was made by Commissioner Freaney and seconded by Commissioner Gracy to adopt Resolution 17-05.

Human Resources/Risk Management Director Smalling advised:

Empower Retirement has been the city's provider since 2009; the city went to RFP last year and after going through 9 proposals with the selection committee Empower was retained as the City's provider.

The contract has been amended with the following are highlights:

Addition of a Qualified Domestic Relations Order for employees who need that assistance.

This involves situations of a divorce when there are retirement plan assets.

This is an option to the employee with a \$250.00 fee split between the participants; therefore, no cost to the City and the employee does not have to use the option.

457 Roth Option

The City has had and will continue to have the 457B which is the normal pre-tax contribution.

The option has been added for employees to open a 457 Roth meaning those contributions would be after tax and they have to keep it for 5 years.

The benefit is the taxes are already paid and once the employee starts taking the distribution no taxes will be taken out.

It is a 5-year service agreement at a cost of .18% of Total Plan Assets

Commissioner Freaney inquired what the main criteria were that differentiated this company and Ms. Smalling explained:

There was not a factor with the other eight that was reason to switch from Empower.

The service from Empower is with the representative who is well known to the employees.

Empower has upgraded its online system and mobile app for use with any type phone.

In terms of the pricing because of the 5-year contract they gave a reduction.

VOTE: Motion carried with Commissioners Kynes, Tornga, Gracy, Freaney and Mayor Bujalski voting aye. Voting nay: None.

3. Funding Agreement between the State of Florida, Department of Emergency Management and the City for Federally Funded Public Assistance in relation to the Hurricane Hermine Disaster Declaration

Finance Director Ciarro advised:

This is associated with the action on September 28, 2016 by President Obama declaring a major disaster existed in the State of Florida and ordered Federal Aid to supplement State, tribal and local recovery efforts in the area affected by Hurricane Hermine during the period of August 31, 2016 and September 11, 2016. This included Pinellas County.

In October 2016 City staff submitted a request for public assistance.

City Attorney Trask had the opportunity to review the contract and pointed out some points of discussion and staff is comfortable with what it now states.

Public Services Division Director Keith Fogarty advised regarding the estimated damages seen at this point for Hurricane Hermine:

Estimated damages so far including overtime, equipment and regular hours - \$110,000

There have been numerous meetings with the State of Florida and FEMA. Hopefully, this is on the downside of getting all the figures reconciled. The estimate still has to go through some reviews and soon some checks will begin to come in.

The Funding Agreement includes Exhibit "D" which the mayor will sign three original copies; one for the state, one for FEMA and one for the city.

Mr. Fogarty expressed appreciation to the various department heads and staff in assisting with the process of record keeping and documentation.

Mr. Ciurro commented some of the issues he and City Attorney Trask discussed regarding the contract which indicates if the City is not in compliance the money can be taken back, so there must be compliance.

City Attorney Trask advised the Federal Government can come back to the City under the terms of the contract in regard to the compliance.

Commissioner Freaney verified with Mr. Fogarty the reimbursement request is for completed work and not for anything that is going to be done in the future.

Mr. Fogarty advised this has nothing to do with the city's trip to St. Augustine, that \$28,000 is still at St. Augustine and could take some time because FEMA has not begun working with the communities affected by Hurricane Matthew.

Mayor Bujalski verified with Mr. Ciurro when the money is reimbursed it will go back to the departments the expenses came from regardless of the accounting period.

MOTION: Motion was made by Commissioner Freaney and seconded by Vice-Mayor Kynes to approve the Funding Agreement between the State of Florida, Department of Emergency Management and the City for federally funded public assistance in relation to the Hurricane Hermine Disaster Declaration.

VOTE: Motion carried unanimously.

INFORMATIONAL ITEMS

1. Thursday Agenda Review

1. Public Hearing: Resolution 17-04 – Vacation of Easement 17-1V; 2683 Waters Edge Court

Public Works and Utilities Director/City Engineer Quintas advised:

In 2015 an adjacent tract to the homeowner's property, Tract A, was deeded to them via a quitclaim by the Homeowners' Association.

The applicant would like to vacate a portion of an existing easement.

The area is above elevation contour 21; therefore, from an engineering perspective there are no concerns.

Staff has reviewed the request and has no objection provided the applicant removes anything that remains in the easement area that is not being vacated.

A letter was received yesterday from the applicant provided by Jim Cassidy, President of the Homeowners' Association and a resident of the community indicating they had no objection to the vacation.

In response to Commissioner Tornga's query about the process Mr. Quintas explained:

The homeowners approached Engineering over a year ago in an attempt to determine an area that would be a successful application.

In was determined that anything above the contour elevation of 21 would not pose an issue as far as the intent of what the easement was created for and that put the onus on the applicants to get the survey to establish the location of the contour elevation 21 and then define the parcel being requested for vacation.

Vice-Mayor Kynes clarified with Mr. Quintas this is for playground equipment that has been placed in the easement and there have been issues regarding removal of the equipment and because that did not impede drainage.

Stormwater Coordinator Marsh explained a stipulation as part of the vacation is the items in the vacated area are limited to playground equipment and additional impervious surface would not be allowed and if anything were changed in that vacated area the applicant would have to come back to Engineering, Permitting and Public Services to sign off. Mr. Quintas added it would also be subject to Code Enforcement.

Commissioner Gracy inquired the follow up to ensure the stipulations are followed.

Ms. Marsh explained a tool the city has includes that this is a Southwest Florida Water Management District (SWFWMD) facility; therefore, the city can go to SWFWMD with the belief there is a compliance issue in terms of adding impervious area and then SWFWMD proceeds with the complaint. Her conversation with SWFWMD indicated because the City issued the permit for the Environmental Resource Permit (ERP) for the original development of the neighborhood it is up to the city to enforce compliance; SWFWMD did not reference City of Dunedin rules to give the permit; therefore, SWFWMD believes it is up to the city for compliance as well. There are two ways to ensure compliance SWFWMD and Dunedin Code Enforcement depending on the types of enforcement.

Mr. Quintas referenced a memo to the city manager that speaks to condition of approval and that the applicant has 30 days once the vacation is approved to remove anything that might have been placed in the remaining easement area.

Commissioner Freaney following up on the enforcement issue even though the City would want to be reasonable with such a request commented it seems much cleaner in these situations to say the rules are the rules and not enter into exceptions. Mr. Quintas commented in this case the applicant has done their due diligence and approached staff a year ago and asked what staff felt was justifiable, an analysis was done and staff explained regarding any encroachments.

Commissioner Gracy expressed concern regarding enforcement and how the city would know of a violation unless an affected neighbor called the city.

City Attorney Trask commented code enforcement officers bring the issue before the board and if found in violation the owner would be fined.

Vice-Mayor Kynes asked if by going through this process it becomes transparent on the area in question, City Attorney Trask explained vacating the area will allow the playground equipment to remain, if it is not vacated the equipment has to be removed.

Commissioner Freaney asked how often the city vacates for this type of purpose and City Attorney Trask advised not very often at all.

Mayor Bujalski asked what is unique about this situation and City Attorney Trask explained that the equipment is there and only two ways to fix it.

Mr. Quintas noted until 2015 the parcel belonged to the Homeowners' Association and now it has been deeded to the homeowner and they control the parcel they are asking for vacation of a portion of the easement on the property to allow the equipment to remain and whereas it does not seem to effect drainage flow they can either vacate and keep the equipment or remove the equipment.

Interim City Manager Hutchens noted also:

When the homeowner received control they went into that easement/natural area and cleared a number of trees to put in the playground equipment which was a further violation of the platted easement. The playground equipment was the least of the issues; it was pretty far out to take the liberty to cut into that preserve area once they received ownership. To his knowledge no tree permit was obtained for that because had it been applied for that easement and preserve area would have been brought to attention.

Engineering determined the subject area is an upland and less important; nevertheless it was a violation and permits were not obtained and this is trying to correct that.

The greater issue Commissioner Gracy expressed is the adjacent property owner has expressed concerns and submitted photographs showing localized flooding and questioned if something has been done to prevent swales from draining properly.

This goes back to SWFWMD that has sent two letters to the homeowner, a notice of violation which was not complied with by sometime in December and then they sent a final notice of violation with a deadline of January 27 and as Ms. Marsh stated as of January 25 SWFWMD felt there was compliance and closed the case which tells him the applicant fixed the drainage problem as far as SWFWMD is concerned.

Commissioner Freaney asked from the perspective of staff is it a good community decision.

Mr. Quintas commented if it was not in an upland area, he did not think Engineering would support the request. He would have liked for them to have obtained a permit to remove trees.

Mr. Hutchens commented in other preserve areas the City has been very rigid and structured in allowing encroachments; the problem here is the damage is done. He would wonder if the homeowner had come in to apply for a permit for what they did knowingly or not; he thought that permit would not have been approved.

Mayor Bujalski asked if the City is rewarding bad behavior and Mr. Quintas commented the City is trying to make "lemonade from lemons" and acknowledged given the situation he was okay with it.

Vice-Mayor Kynes verified with Mr. Quintas this is a private playground and not for the neighborhood.

2. Tzekas - Termination and Release of Declaration of Restrictions

Planning and Development Director Rice advised:

At the September 8, 2016, the following concerns were voiced by the Commission.

Determine if the structure can be moved and where. *Resolution:* The structure can be moved; cost \$80,000 locally. The Hammock Advisory Committee declined to support placement of the Carriage House next to the St. Andrews Chapel.

Determine what the use will be. *Resolution:* The Carriage House is to be restored to its original look and the property owner would like to use the property and the Carriage House as a wedding venue.

Work with the neighborhood and the land owner protecting the history, neighborhood and the land owner. *Resolution:* Draft a new restrictive covenant that addresses the following areas of concern should the proposed use change or if the property is sold.

The property owner was asked to discuss with her attorney the elimination of some uses:

- a. Convenience store without gasoline sales.
- b. Gasoline station with or without a convenience store.
- c. Automobile service and repair structures (enclosed).
- d. Parts, accessories or tires.
- e. Carwash.
- f. Boat or marine craft dealer.
- g. Light/clean manufacturing.
- h. Target employment industry

Mr. Rice has received email and voice mail from Randy Griffin who lives behind the subject property who had a question as to the allowable uses on the property. He was hoping at the end of this work session to be able to provide what the list is going to be.

Mayor Bujalski noted the Commission received an email from Ms. Tzekas about the public meeting with the neighborhood. Mr. Hutchens advised:

At the neighborhood meeting held at City Hall, Dr. Griffin and his wife attended and one resident on Hancock.

They covered some high level issues and Ms. Tzekas commented on her willingness to provide a landscape buffer between their property and her proposed use; she was amenable to make sure the 10' easement that Dr. Griffin and his neighbor use remains clear because he brings his boat in and out there.

They agreed to work together to resolve the drainage issue.

The one thing that was not spoken to was the zoning; they did not know at that time what the zoning would and would not allow.

Ms. Tzekas did indicate in a perfect world she would like to have the restrictions lifted and be given all the rights and privileges that the overlying zoning allows. Dr. Griffin feared some of the allowed uses would be detrimental to the peaceful enjoyment of his neighbor's property.

Things are at a point now of finding a compromise where Ms. Tzekas' usage can be enjoyed and she is not overly restricted should she elect to sell the property at a future date.

Also, of significance is that Mr. Rice worked with Ms. Tzekas to submit to the State of Florida to get a historical designation for the Carriage House which provides a lot of opportunities for her to improve the property for the intended use for a wedding/reception venue because of the FEMA restrictions at that flood elevation, the

historical designation provides some flexibility in making major improvements. Everyone at that meeting liked the rendering Ms. Tzekas showed and thought it would be an improvement to the property.

Ms. Tzekas advised she forwarded the information from Mr. Rice to her attorney and they need to discuss it today. She still needs to talk with her attorney on some options before agreeing on them at this point.

Commissioner Freaney verified with Mr. Rice the property was zoned FX-M in 2015 when the majority of commercial properties on Alternate 19 were rezoned; it was General Business (GB) before. He can provide the comparison of the two zoning districts which are similar in that they allow a wide range of commercial uses.

Vice-Mayor Kynes inquired if Tourist Facility should also be considered and Mr. Rice explained it does not factor in, it is just that the next door neighbor is Tourist Facility. Vice-Mayor Kynes expressed appreciation to Mr. Rice who worked very hard on the application in order for the property to be in the Master File of Historic Properties which is significant in that it gave Ms. Tzekas options with the 50/50 rule. Mr. Rice advised it waives the 50/50 rule in that Ms. Tzekas will be allowed to invest as much as she wants in restoring the facility.

Commissioner Gracy questioned after five months there was not a larger contingent of neighbors contacted. It was clarified this is not a rezoning; therefore, there was not notification within 500 feet of the property. Mr. Rice explained the normal process for notification in a rezoning issue in a certain radius of the property and acknowledged this issue probably should have been done in this case. Commissioner Gracy would like to hear more from the neighbors other than only the adjacent neighbors prior to Thursday. In response to the question from Commissioner Gracy, Mr. Rice advised he did not have any communication from the neighboring hotel.

Mayor Bujalski inquired what was a reason for not doing the normal process of notification and Mr. Rice advised staff did not see this as a City hosted neighborhood meeting; however, if the Commission wants to do that staff can use that process. Mr. Rice noted Dr. Griffin said he would notify neighbors; however, staff is not sure how that came out. He is not sure of the time sensitivity of this issue; however, if the City wants to do a true neighborhood meeting Planning and Development can take the lead in accomplishing that.

Mayor Bujalski noted the applicant is still working with her attorney on a negotiation of sorts as to what would be the uses allowed on the property and that may or may not be resolved for Thursday and Mr. Rice advised that is the dilemma with completing the staffing.

Commissioner Gracy asked if Mr. Rice and staff feel this process had due diligence and he responded:

He sees both sides in that the applicant and their attorney, they do not want to restrict themselves to the point of perhaps the value or rights would be damaged.

However, he looks at it in more broad terms than just these two properties; they looked at the FX-M across the entire city and looked to make sure when FX-M bumps into neighborhoods there is a good list of uses.

In this case the applicant has been asked to go a little further with items and would be a different look in the restrictions eliminating uses that would be unsightly or noisy or

inappropriate for the edge of Downtown and staff is waiting to hear if they are willing to do that. Staff has not vetted any of this with the neighborhood.

As to his recommendation, he would recommend waiting to hear and hopes the applicant is willing allow for these certain uses to go away, but also would like to get a broader discussion; he is not aware of how many people in the neighborhood know what is going on.

Ms. Tzekas commented of the majority of issues Mr. Rice brought only one was a major concern. Her outlook for the downtown is like everyone else, she also has a business in downtown and she is looking out of the best interests of everyone there. She agrees a gas station is not an appropriate fit for the spot being on the cusp of the Downtown Core. She noted that moving the Downtown Core just to the next street on Jackson would alleviate all the concerns, but at this time she was told that was not feasible. She realizes a drive-through is not an appropriate fit for the area or for the downtown. Everything they do they look at it being a broad fit for everyone; if the community does well they will do well.

Vice-Mayor Kynes thought there are three issues:

- Preserve a historic property

- It is important to hear from all the neighbors and do the best with uses not infringing on a neighborhood

- Leave the land owner a wide variety of permitted uses so in the future her capabilities are not hindered if she decides to sell.

Mayor Bujalski suggested the Commission is leaning toward postponing this to get the appropriate information.

Commissioner Gracy disagreed based on Ms. Tzekas came here five months ago. She is open to the neighborhood meeting; however, she wants to hear from the applicant and her attorney and give her the venue promised.

When Commissioner Tornga expressed concern for giving direction and making decisions in a work session, Mayor Bujalski explained the motion to postpone would come on Thursday, but it does kind of have to be discussed today.

Vice-Mayor Kynes asked if the neighbors are aware they should attend the meeting on February 2 if they wish to speak. Mayor Bujalski clarified with Mr. Rice it is not known if the neighbors are aware of the Thursday meeting.

Commissioner Freaney commented she agrees with the concerns for the after effects and it is important to hear from the neighbors. She is hearing things are on good track to an agreement and does not want to interrupt that process.

Mayor Bujalski summarized it will move forward to Thursday and the determination will be made there.

Mr. Rice commented he would give the staffing; however, it will be a little open ended.

3. Resolution 17-06, Downtown Parking Plan Version 2.0

Planning and Development Director Gregory Rice, Housing and Economic Development/CRA Director Bob Ironsmith

Economic Development/CRA Director Bob Ironsmith reviewed the discussion at the meeting last Thursday. He reviewed the process to this point with the Listening Sessions, Quarterly

Update, the initial staffing of the 2.0 version and the modified 2.1 version and at the end of the Commission meeting they were directed to move forward with the 2.0.

At this point staff has been working with City Attorney Trask who is very motivated; however, staff continues to receive some input that would look for the resolution to continue to evolve. He and Mr. Rice think things are moving a little too quickly relative to having this resolution finalized. The Listening Sessions have not been held with the various entities.

Mayor Bujalski clarified the suggestion is to move forward with the resolution, but be willing to adjust.

Mr. Ironsmith explained the supplement that has to go with the staffing which indicates on the east and west wings it has that visitors would pay for parking Monday-Friday after 6:00 p.m. and on the weekends and that should be clarified that includes residents. He reviewed the 3-step process:

- Approval of the resolution with the ability to evolve.

- Listening Sessions with the various groups that will have changes to the map and resolution.

- The resolution has to be adopted and then implementation in terms of the pay station, signage and so forth.

Mr. Ironsmith reviewed the summary.

Mr. Ironsmith advised staff is in the process of scheduling the Listening Sessions now with a sense of urgency, look to have adoption of the resolution in March and move forward with the implementation of the changes. Mayor Bujalski clarified with Mr. Ironsmith the adoption of the resolution would be in February with the effective date in March for implementation.

Mr. Rice commented some things can be done quickly for example the pay stations changing to one price; however, taking little longer will be the signage change out and the communication plan to get the message out working with Communications Director King. Staff will be meeting immediately to work on phasing the changes in so merchants do not have to wait. He would like approval from the Commission to administratively move some machines from the east to the high demand areas for the weekends.

Commission Questions

Commissioner Gracy requested a copy of the cash management.

Commissioner Tornga clarified on the cash for special events that parking lot would have only one entrance open. He questioned if there were any other lots that could have an attendant and Mr. Rice acknowledged that could be addressed.

Commissioner Tornga inquired regarding Monroe Street and clarified with Mr. Ironsmith that parking is by app only and that is an area where staff wants to add a machine. Commissioner Tornga asked if there are other items of concern that need to be looked at that may have been missed.

Commissioner Tornga asked if the \$45.00 per quarter for employees is still a good number, which is a good deal for them. Mr. Rice noted the employee passes began at 22 in October and then November, December and January it was 5 passes; therefore, staff knows the service level employee has not been reached and because of so much space being left open on the east and west opened that to employees and then hope a \$15.00

rate will make it reasonable for them; the reason for the quarterly payment is constant renewal. Some employers might fund that for their employees.

Commissioner Tornga asked if this is still the right thing to do for in the Marina for the Park, Mr. Rice advised for the one row up against the park there will continue to be the 2-hour limit.

Commissioner Freaney commented it does seem there are some things that should be moved on quickly including the time limit change.

Mr. Rice explained staff has not had the opportunity to discuss implementation and how fast different aspects can be rolled out for presentation on Thursday; his biggest concern is the communication plan of how to reach a strategy which will be worked on concurrently.

Commissioner Freaney questioned from the citizen point of view it seems the plan hits on everything that has been heard.

Mr. Rice explained he wants to prepare a new map with more clear explanations to be the major tool for sending this message.

Mr. Ironsmith noted also if there is something that made sense and needed to be included it can go in the resolution and come back to the Commission. Without all the Listening Sessions it would shorten the time frame. Mr. Rice added he did not want anyone to feel this was moving forward without their input, but if the feeling is that the input is there he is fine with that.

Commissioner Freaney stated the City has listened a lot and she just does not want any big surprises, but she is hearing, simpler, one price, and no time limits and at some point being in the middle of a pilot there has to be action. Mr. Ironsmith agreed.

Mr. Ironsmith advised there will be a supplement to clarify residents will be paying on the east and west after 6:00 p.m. on weekdays and on weekends. He noted also staff will be holding "informational sessions" with the various groups during February.

Vice-Mayor Kynes asked what is the communication strategy in order to allow the three separate groups to understand what is being done and will it be able to communicate these needed changes on complications, time limits and so forth. She referred to a comment made that "information is not education" and if there is not education then the mission is not being fulfilled. Mr. Ironsmith agreed and staff will be working on that. Mr. Rice advised that on Thursday he would like for Communications Director King to present her thoughts on the broad communication strategy.

Vice-Mayor Kynes verified the Station Square lot is free 24/7.

In response to the request from Vice-Mayor Kynes, City Attorney Trask advised the resolution will be adopted with an effective date provided by the Commission and as with all resolutions can be changed from meeting to meeting.

Mayor Bujalski verified with City Attorney Trask if some important issue came up, the Commission could call a Special Meeting to address that issue.

Mr. Rice verified with City Attorney Trask the resolution could indicate implementation of certain items as soon as possible, but no later than a certain date or adopt the Resolution on Thursday and just not enforce the for example the time limits.

Commissioner Tornga asked for clarification of the Marina at the Park to which Mr. Rice provided the details.

Mr. Rice noted everything that could be was left the same and explained:

The East is identical to the way it is now except for unlimited time limit.

The Core is the same.

The West was made to look like the East.

Station Square is left the same at free 24/7 with improvements to be made over a few days.

The recommendation is to leave the row of parking in front of the Park because there are going to be time when that will be effective for the families.

Mayor Bujalski inquired if there can be a fence at the back of the Bushnell lot so people do not have to walk all the way around and Mr. Ironsmith advised Public Works is looking at that and there is a grade change there.

Mayor Bujalski asked if staff could research into any reasons for not being able to issue a warning before a ticket if someone has not already received a warning. Mr. Rice explained during the first three months the City was taken advantage of and asked if that could be if the person has not used the system before, because if they have used the system then they know it exists; otherwise, it is a free pass for everyone and not just someone new coming in who has not been in the system which can be checked in the data base. Mayor Bujalski asked for a recommendation on Thursday.

Mayor Bujalski asked if there is an additional cost to the City for the attendant discussed or if those periodic needs are included in the contract. Mr. Rice stated it would probably be worked into the regular hours because on those special event days usually Main Street is closed and there is no enforcement.

Mayor Bujalski asked if staff is able to bring the statistics on the parking that led staff to the decisions on the map such as the demand and Mr. Ironsmith and Mr. Rice acknowledged that could be done.

Mayor Bujalski noted the goal has been simplicity and asked if it is known what the financial difference would be for the City just going to free parking every day everywhere during the day and paid only at night and on weekends. Finance Director Ciurro stated that has not been done before and would take more in depth analysis to figure the usage for those hours, but could not promise that information for this Thursday. Mr. Ironsmith noted staff found the Core to be utilized and that the parking rate was causing the turnover.

4. Review the Proposed Agendas for the:

a. February 14, 2017 Work Session.

Commissioner Tornga suggested for the Workshop Item, acknowledgement of the City's Seal and acknowledgement of what the City's flag is because there are different versions.

Vice Mayor Kynes suggested for a Workshop Item moving forward with a Social Media Policy and Computer Policy with an attorney with that expertise. Mayor Bujalski noted that was a topic of discussion at the retreat and staff is already working on bringing it back to the Commission.

Commissioners will bring forward other suggestions for a Workshop item at the Commission Meeting on Thursday.

b. February 16, 2017 Regular Meeting.

The Commission agreed to move the Entrepreneur Presentation to the Work Session of February 28, 2017.

2. Workshop Item: Comprehensive Plan Partnership with USF

Planning & Development Director Rice reviewed the PowerPoint presentation Dunedin Visioning & Comp Plan Update provided in the agenda packet.

Next Visioning and Comp Plan Overhaul (Page 3)

Phase I – Continue to focus on land use and development/redevelopment similar to 2005.

A Request for Proposal is out now for a Visioning Consultant to lead the second Visioning exercise due on February 7, 2017. The scope of the proposal is flexible and negotiable.

The Commission has already approved \$25,000 for that exercise.

All five corridors will be covered concentrating on the development and redevelopment of the Community Redevelopment Area and the questions posed across the community regarding the Zoning as to whether or not it is appropriate or needs to be adjusted.

Phase II – Vision exercise each element of the Comprehensive Plan.

City staff has an element leader for each of the Comp Plan elements.

Before getting into the University of Florida partnership which, if approved would begin fall 2017, City staff recommends soliciting community input for each of the elements in a round robin setting that is a highly concentrated quick environment over a Tuesday, Thursday and Saturday.

Phase III – Partner with USF to research, analyze and report on up to at least seven areas of future concern.

The Commission has already approved \$70,000 for this exercise.

This will assist in building the Comp Plan.

Potentially look at the 2018 Budget to do more than seven topics.

Phase IV – Create a leading edge GIS formatted comprehensive plan to be continuously updated.

Visioning vs. Comprehensive Planning (Page 4)

Visioning does not have to be about the Comprehensive Plan.

The 2005 Visioning focused on the future land use element of the Comp Plan only. Staff would like to do that again in a more focused and urgent look.

The Comprehensive Plan overhaul will evaluate every aspect of the City of Dunedin by evaluating each of the existing elements.

2017 Visioning Update (Page 6) RFP Highlights outlined.

Comp Plan Overhaul (Page 8) Graphic of requirements, State, Regional and County levels then the City level with Goals, Objectives and Policies.

Dunedin Comprehensive Plan (Page 9) Graphic of the existing elements and elements proposed to add are the Economic Development and the Arts, Culture & Historic Preservation.

Citizen Engagement Plan (Page 10)

Details of the recommended round robin multi-evening charrette format outlined.

Commission Questions

Vice-Mayor Kynes clarified on the Dunedin Comprehensive Plan, USF will take what the City has outlined and the ones proposed to be added and asked how the City would interact from there.

Mr. Rice explained the partnership is with USF and related to the Comprehensive Plan, the City has listed projects staff thinks they need the University's assistance, in the sense of students doing research in their classes, there is the faculty expertise and research capabilities of USF that will be a significant enhancement to the City's plan.

Development Project Coordinator Giebel commented most of these topics relate to the Comprehensive Plan; however, can be broader for example how to improve community outreach to reach all 35,000 residents, not just the few who attend meetings or sit on boards, is one project.

Commissioner Tornga inquired whether there were any other elements considered to be added and Ms. Giebel advised sustainability was discussed; however, it was decided to incorporate sustainability into each of the existing elements and two new elements to expand the entire plan rather than make it a separate element.

Mayor Bujalski asked for clarification on the difference of the Visioning and the Comprehensive Plan. Her understanding was Visioning is going to be focused on Future Land Use and Mr. Rice advised that was the direction given last year.

Mayor Bujalski commented while that is a need, her idea of visioning would be what do we want from the Parks & Recreation in the future, the vision of the waterfront and so forth and that it is more than land use. She did not know if that could be incorporated in this Comprehensive Plan. Mr. Rice explained it is when the round robin work is done where each of the elements with a leader from that department is there for citizens to give their input; if the Commission is looking for those things to be consultant driven, that is not in the plan right now; the consultant piece is toward the concerns downtown with development, zoning and so forth. It would have to be looked at differently to have consultant driven visioning in other areas.

Mayor Bujalski explained her thought that visioning is what we want our community to look like in 5 to 25 years and then the Comprehensive Plan is how to get there and the support document of the Visioning.

Mr. Rice explained:

Staff was looking at the 2005 Visioning which was nothing more than Land Use and the plan was to match that to address some of the urgency in the Land Use issues.

Then the Comprehensive Plan is set up to provide goals 5, 10, and 25 years which are broad; the objectives that are supposed to provide measurable benchmarks linked to the goals and then policies should be reflected as the strategic way of how to attain the benchmark and goals. Each of the departments has a strategic plan, but there are elements that do not have a long term strategic plan such as housing. The Comprehensive Plan is the broader guideline and the Strategic Plan that will provide the detail which is the supporting document.

The plan is to have a staff representative responsible for each element of the Comp Plan and with their support staff would have a table where citizens could do a visioning exercise and then staff would have the input to proceed to working with USF and the basis to work on a Strategic Plan. If the Commission thought that was not the way to go about it then a consultant could be found to lead; however, it would be expensive and take more time.

Mayor Bujalski explained she wants to be sure the end result is community feedback on all parts of the city and not just land use for the Visioning.

Commissioner Freaney suggested saying development/redevelopment when talking about Land Use because that verbiage just does not mean anything to people in general; however, talking about how we look in the six corridors, the height and appearance, then people know that is something they care about. She supported not clouding the Visioning issue with redevelopment and development. Part of the plan is how to communicate the two pieces and how they will ultimately blend together.

Mr. Rice explained the RFP for a consultant did not address Parks and so forth and if the Commission directs that can be pulled for a broader RFP, but that will need more funding.

Mayor Bujalski explained she thought the Visioning would be a set of multiple meetings when discussed at the workshop, there was going to be Land Use first and then another meeting a couple of months later.

Commissioner Tornga commented the direction was to update the 2005 Visioning and then move into the Comprehensive Plan.

Commissioner Freaney agreed and she was here for the 2005 Visioning and it was very successful not to water it down with anything else and very important to hear from the citizens about the community and the look in the corridors in order to move forward with making the decisions. She agreed the total vision in terms of the Comp Plan is closely tied, but is a secondary priority. She liked the scope laid out and there will be the expertise of leadership to help guide.

Mr. Rice noted the USF piece begins with their fall semester, but the round robin he would like to do in early summer so that there is not a big gap while continuing to move with the Visioning, but there is flexibility in the approach.

Mayor Bujalski explained she does not want to confuse people; however, if staff and everyone is comfortable that in the end there will be the total vision about the community and not just development and redevelopment then she can support that.

Commissioner Gracy commented in an attempt to clarify and referenced the Page 9 graphic of the Dunedin Comprehensive Plan elements and noted if you extract out land use, i.e. development, redevelopment (including parking) that should be led by a consultant because a lot has been heard from Mr. Rice and from Mr. Ironsmith, but a third party would add that flexibility everyone is looking for in order to hone in on the communication and mimic the plan 15 years earlier looked at in 2005. The rest of it she is satisfied with the various department directors sitting down with their plans with the community. She recalled the money was appropriated for development/redevelopment.

Mayor Bujalski clarified with Mr. Rice the Visioning will cover all the corridors with emphasis on the CRA. Mayor Bujalski noted Alternate 19 is not on the list and she was aware FDOT is doing a study they could perceive to make on that roadway and Dunedin would want to be at the table when they decide on the changes in regard to how they might effect Dunedin; it is not

the same kind of corridor study but could provide an opportunity to improve quality of life and connectivity on that road.

Mr. Rice explained he wanted the consultant to meet with the Commission to discuss adding elements.

University of South Florida Presentation/Community Sustainability Partnership Program

Materials and PowerPoint in the agenda packet include information on the program on what the community partner will provide and receive through the program with photographs of real life activities for this year.

Community Sustainability Partnership Program Director Lillie Wichinsky advised this is a movement across the United States for universities to deepen their relationships with communities and cities and make those partnerships. Highlights and comments referencing the PowerPoint as follows.

CSPP leverages courses and faculty expertise to look at some of the issues, problems and challenges cities face.

Students get to practice in real life and research sustainability issues, the City gets to be co-educators in a sense because of working through these real life problems they will probably face when they graduate.

The program is done over one year for only one project in order to concentrate on doing it correctly and focus on one community and its multiple issues.

The city receives thousands of student hours and full access to the expertise and experience of faculty, resources at the university and technology available.

A university-wide initiative matches a range of courses to community-identified local projects with a report at the end providing a clear understanding of what the University was asked to do and the information they were asked to seek and recommendations.

The city has a program manager to oversee details of the project and work with the recruited professors.

Project Manager Jo Averill-Snell continued with the PowerPoint showing how this concept works in real life for the City of Palmetto this year.

When Sustainability Coordinator Christina Perez contacted USF she advised the Commission had already voted the money into place and they were so impressed by the commitment and by the work City staff had already put into how this program would work they decided to move forward with a series of meetings with City staff.

With Palmetto the city provided a list of approximately 20 project areas; Dunedin has identified 18 tentatively with more discussion to come.

CSPP Structure – Graphic (Page 7)

Community coordinator, CSPP director & manager, project leads and faculty & students whose expertise matches the projects identified.

The reason for asking for a list of more projects than will be done is because they have to ask and find who is working in the various areas that match projects.

The faculty members and project leads work hand in hand to determine the deliverable needs. Palmetto received reports, survey results, GIS mapping from the courses in order to be able to move forward, the same as it would be with a consultant.

As part of the negotiation process of setting up the courses the project lead in giving direction and the faculty member work to decide what the students will do and what the city will get out of it.

All through the course the students and faculty make presentations as many times as the city want on the work being done and there are opportunities to revise the scope along the way.

Palmetto's Courses are listed on Page 8 of the PowerPoint

The list is split over two semesters, fall 2016 and spring 2017.

Dunedin has appropriated money for one semester; however, the program is set up for a calendar year; therefore, they would like to talk the city into expanding and doing a few more courses splitting between the fall and spring.

The yearlong program provides more flexibility to find professors to work on the city's areas and allow courses to build on other courses.

The program has led to an ongoing relationship including selection of interns working in the CRA in Palmetto and continuing service learning in years to come.

What could Dunedin and USF work on? (Page 12)

List of need areas Dunedin has so far tentatively identified.

When Vice-Mayor Kynes asked how the City gets down to the planned 7 projects, Ms. Averill-Snell explained part of it is the CSPP prioritizes the list the city provided and part of it is CSPP going to professors to see what courses are available; then it is a negotiation between when the City provides the list this winter and when the courses begin in the fall. By the beginning of summer the professors know what they will be teaching in the fall.

Ms. Wichinsky added they realize that sea level rise is a concern and reached out to someone on the St. Petersburg campus for expertise and have identified some professors interested in that area able to provide that expertise.

Vice-Mayor Kynes clarified the students are mostly graduate level who will be professionals in their fields in a year of two.

Ms. Wichinsky explained that is not just one student in internship, but a class of students in a course with course work under a professor, so it is like a task force.

When Mayor Bujalski inquired when the list of projects would be required, Ms. Averill-Snell explained they had set February as the due date for an application that would include the formal list of projects; however, since they were so impressed with the commitment by Dunedin it is no longer a competition, but a negotiation.

Ms. Wichinsky advised she had made the decision not to put out the Request for Proposals being so impressed with what Dunedin had done. She explained the sooner they can have the project list the better because of what they learned from Palmetto they will be bringing the professors together for training and get them ready for the project and they can recruit for the right faculty.

Mayor Bujalski asked how this list of projects fits into the Comprehensive Plan.

Mr. Rice referenced the staff PowerPoint noting the list on the USF PowerPoint has been modified. On Page 13, the modified list correlates the Project Topic with the Comp Plan Element. He explained the City would be asking to format this into goals, objectives and

policies. He noted this is a starter list and as the representatives were speaking he realized transportation should be included. He clarified staff is looking for commission input to add or detract from the tentative list. He noted community engagement while not an element of the Comp Plan is an important project for the City to learn best practices.

Mayor Bujalski suggested there is a Work Session in two weeks with a workshop topic open when the list of projects could be discussed.

Mayor Bujalski verified with the representatives that this program will assist in writing the Comprehensive Plan for the projects chosen.

Mr. Rice requested approval to submit in the 2018 Budget a follow up of another seven issues.

Direction to Staff

Consensus: Commitment to the first seven projects to be determined for the USF Community Sustainability Partnership Program.

Approve submitting for the 2018 Proposed Budget another seven topics for the USF Community Sustainability Partnership Program.

Bring the Visioning Consultant recommendation to the Commission for February 14, 2017 Work Session Agenda.

3. Commission Discussion

Mayor Bujalski referenced her email sent to the commissioners regarding the Chamber State of the City Address on February 10, 2017 and inquired if the Commissioners were willing to do an approximately 5 minute one-subject presentation on their County Liaison positions and how that benefits the City. All commissioners agreed.

Mayor Bujalski referenced the email from Interim City Manager Hutchens regarding changing the March meeting schedule due to spring break. Commissioner Freaney advised she had made plans based on the current schedule. Mayor Bujalski advised she would be out of town the week of March 13. Commissioner Gracy advised she would be in Tallahassee the week of March 20.

Consensus: The Commission decided to leave the Commission Meeting Schedule as it is meeting on March 2 and March 16, 2017.

4. City Clerk's Update - None

5. City Manager's Update

Mr. Hutchens advised Pinellas County will not be prepared to provide an update on the PD&E Study on the Causeway; therefore, there will be a supplement to postpone.

6. City Attorney's Update - None

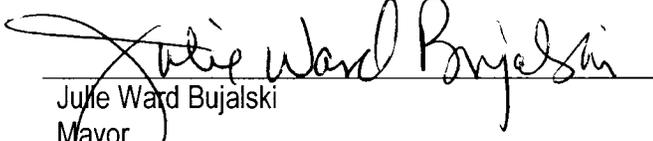
7. Commission Comments

Commissioner Freaney related that Ruth Herting a long time volunteer in the city recently passed away and recognized her work throughout the years.

ADJOURN MEETING

The Work Session adjourned at 12:29 p.m.

NOTE: The meeting was completely recorded and the recording is in the official file. This meeting was also broadcast by *Dunedin TV*.



Julie Ward Bujalski
Mayor

Attest:



Denise M. Kirkpatrick
City Clerk