

# CITY OF LARGO CITY COMMISSION REGULAR MEETING

February 21, 2012  
Minutes

**COMMISSION PRESENT:** Mayor Gerard, Commissioners Smith, Murray, Holmes, Arntzen, Crozier, Brown

**COMMISSION ABSENT:** None

**PARTICIPATING STAFF PRESENT:** City Mgr. Craig, Asst. City Attorney Hale, Asst. City Mgr. Schubert, City Clerk Bruner, Police Chief Carroll, Asst. Comm. Dev. Dir. Klute, HR Dir. Sinz, Rec., Parks & Arts Dir. Byrne, Wastewater Mgr. Tanberg, Utility Analyst Gleaves, OMB Mgr. Davis

Mayor Gerard called the Regular Meeting to order at 6:01 pm.

Invocation was given by Father Paul Pecchie, St. Patrick Catholic Church, followed by the Pledge of Allegiance.

## AGENDA – APPROVED

Approval of the Regular Commission Meeting agenda of February 21, 2012.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Brown, to approve the agenda for the Regular Meeting of February 21, 2012.

Vote:

Voting Aye: Commissioners Smith, Murray, Holmes, Arntzen, Crozier, Brown, Mayor Gerard

Motion carried 7-0.

## MINUTES – APPROVED AS AMENDED

Approval of the Special City Commission Meeting minutes of January 31, 2012 as on file in the City Clerk's Office.

Motion was made by Commissioner Arntzen, seconded by Vice Mayor Crozier, to approve the minutes of the Special Meeting of January 31, 2012.

Discussion:

Commissioner Murray stated that there was an error on Page 1 in that there was a floating period in the middle of the third sentence.

Vote:

Voting Aye: Commissioners Smith, Murray, Holmes, Arntzen, Crozier, Brown, Mayor Gerard

Motion carried 7-0.

Approval of the Regular City Commission Meeting minutes of February 7, 2012 as on file in the City Clerk's Office.

Discussion:

None

Motion was made by Commissioner Murray, seconded by Commissioner Arntzen, to approve the minutes of the Regular Meeting of February 7, 2012.

Vote:

Voting Aye: Commissioners Smith, Murray, Holmes, Arntzen, Crozier, Brown, Mayor Gerard

Motion carried 7-0.

## **CEREMONIAL**

### **POLICE DEPARTMENT AWARD PRESENTATION**

At the City Commission meeting on Tuesday, February 21, 2012 Supervisory Special Agent Stacey Aruda of the Federal Bureau of Investigation, Chief of Police John L. Carroll, and the City of Largo will recognize Detective Corey Monaghan for his assignment as the lead agent in the successful investigation of a child pornography case. He will be presented with a United States Department of State Appreciation plaque for performing his duties above and beyond expectations.

Chief Carroll introduced Special Agent Aruda. Agent Aruda stated that the case was a difficult one from the start and that Det. Monaghan was instrumental in working the case. She stated that they did not believe that the individual in question would talk to investigators, however he did through the interrogation skills of Det. Monaghan and the FBI interrogator's skills. She stated that there is great benefit to the City of Largo from Det. Monaghan working on federal task force. She presented the plaque to Det. Monaghan and the Mayor and City Commission congratulated Det. Monaghan.

## **CITIZEN COMMENT**

1. Greg Pound stated that there was corruption going on in local government and that his children have been kidnapped illegally. He stated that he has been in the court system for six years trying to get his children back.

## **STAFF REPORTS I**

### **COMMUNITY DEVELOPMENT ADVISORY BOARD (CDAB) 2011 ANNUAL REPORT - PRESENTATION GIVEN**

The Community Development Advisory Board (CDAB) has prepared for the City Commission an Annual Report, which highlights the Board's work in 2011 and proposes a work plan for 2012. The CDAB approved the final draft of this report at their meeting on November 7, 2011. In the past year, the CDAB primarily focused on issues related to economic development, housing and neighborhoods. In particular the CDAB provided significant guidance on the implementation of the City's business-friendly initiative and the rewrite of the Comprehensive Development Code (CDC). The CDAB has been a major component of the CDC Focus Group

that has reviewed two of the six project modules and started their review of the third module. In 2012, the board will continue to work on issues related to implementation of the Strategic Plan and the update to the Comprehensive Development Code (CDC).

Mr. Klute introduced Vice Chair Rodney Woods, who presented the annual report.

Discussion:

Commissioner Murray stated that he has been liaison to the board for the past year. He stated that there was much thoughtful discussion taking place on departmental issues. He stated that all of the board members contribute to the community through their service on the board and thanked the board members.

**CONSENT DOCKET - APPROVED**

**APPOINTMENT OF KATHLEEN PABST ROBshaw AS A MEMBER OF THE FINANCE ADVISORY BOARD.**

*The Finance Advisory Board is comprised of residents of the City of Largo who are appointed by the Mayor with the advice and consent of the City Commission. Each member serves a term of three years.*

*Ms. Kathleen Pabst Robshaw is being recommended by Mayor Patricia Gerard for appointment to the Finance Advisory Board for the remainder of a three-year term which will expire in November 2014. She will fill the vacancy created by the expiration of Mr. Clyde Schreiner's term, which was in November 2011. Mr. Schreiner had chosen not to be considered for reappointment.*

*Ms. Robshaw is a graduate of the 2011 Citizens' Academy.*

**AUTHORIZATION TO USE LIFE EXTENSION CLINICS, INC. DBA/LIFE SCAN WELLNESS CENTERS TO PROVIDE MEDICAL PHYSICALS AND WELLNESS FITNESS ASSESSMENTS FOR FIRE PERSONNEL IN THE ESTIMATED AMOUNT OF \$61,502.70**

*In accordance with National Fire Protection Agency (NFPA) 1500, which establishes fire service occupational safety and health standards, Largo Fire Rescue requires annual physicals and fitness assessments for firefighters. In 2007, the Fire Rescue Department explored the option of combining both the annual physical and fitness assessment into one process to achieve greater efficiency and cost savings. This process has proven to be successful at achieving both goals.*

*A market survey was conducted in FY 2011 and the following healthcare providers were contacted to inquire whether they had the ability to provide medical physicals to include ultrasound screening, a comprehensive medical physical, and a fitness evaluation at one location.*

<b><u>Provider</u></b>	<b><u>Response</u></b>
BayCare	No
Lakeside Medical	No
Bayfront Convenient Care	No
Life Scan Wellness Centers	Yes

*Life Scan is the only vendor capable of providing these services. Firefighters attend annual physicals in on duty capacity.*

**AWARD OF BID NO. 12-B-389, LABORATORY RENOVATION & HVAC REPLACEMENT TO CALADESI CONSTRUCTION IN THE AMOUNT OF \$146,536**

*On January 21, 2012 bids were received and opened by the City of Largo for Bid No. 12-B-389 regarding the renovation and HVAC replacement for the operations laboratory at the Environmental Services complex. The scope of work includes replacement of basic interior components to include new cabinets, work surfaces, floor and ceiling tiles, doors, plumbing and restroom accommodations. The project will add additional electrical capacity for the laboratory and an eye wash stand. The HVAC system has reached the end of its useful life and will be replaced as part of this project.*

*Eight (8) bids were received to complete the work identified. The low bidder for the project was Caladesi Construction with a bid of \$146,536. Staff has reviewed the bid submitted by Caladesi Construction and finds that it meets both the intent and technical requirements established in the bidding documents, and is the lowest, responsible bidder.*

**AUTHORIZATION TO PURCHASE AIR CONDITIONING UNITS FOR SOUTHWEST RECREATION CENTER FROM CARRIER CORPORATION IN THE AMOUNT OF \$46,500**

*The City's Facilities Management staff is recommending the replacement of two air conditioning systems at the Southwest Recreation Center. The project will replace two (2) existing thirty (30) ton systems that provide cooling to the gymnasium. Both units are approximately eighteen (18) years old and have surpassed their expected useful life. Additionally, the evaporator coils have disintegrated to a point that heat transfer has been drastically reduced and staff is unable to clean the coils without causing further damage. These systems were originally scheduled to be replaced as part of the remodel of Southwest Recreation Center but were eliminated from the project to meet budget constraints. The replacement of the units will be performed by Facilities Management personnel, which will result in a substantial savings to the City.*

*It is recommended that these units be purchased directly from the manufacturer, Carrier Corporation, in the amount of \$46,500. This is recommended as these units will match the existing equipment and will allow for an easier, less costly installation.*

Motion was made by Commissioner Murray, seconded by Commissioner Holmes, to approve the Consent Docket without Commission discussion and including staff background provided in the Commission packets.

Vote:

Voting Aye: Commissioners Smith, Murray, Holmes, Arntzen, Crozier, Brown, Mayor Gerard

Motion carried 7-0.

**PUBLIC HEARINGS**

None

**LEGISLATIVE MATTERS**

**RESOLUTION NO. 2067 - APPROVING 2012 EARLY RETIREMENT INCENTIVE PROGRAM - APPROVED**

The City of Largo has implemented an Early Retirement Incentive Program since 2008 to assist with addressing consecutive year budget reductions required due to the passage of Amendment 1, statutory restrictions on revenues and a downturn in the economy. The 2011 Early Retirement Incentive Program resulted in 13 employees taking advantage of the program. Of these 13 positions, five positions were in the FY 2012 budget for a General Fund savings of \$182,000, and eight positions were filled at a lower rate for a savings of \$84,900. The 2012 program will be voluntary and offered to all existing staff who are vested in their respective retirement plans, and of an age that an early withdrawal penalty would not be incurred by the employee. From

past experience it has been determined that several early retirement options would be optimal since employees' personal needs/situations vary greatly. Interested, eligible employees must contact Human Resources by March 19, 2012 but no later than April 20, 2012. The intent of the program is to pay for early retirement incentives through maintaining vacancy within the position for 20 weeks, and (if not eliminated in the FY 2013 proposed budget) re-hiring for the position at an equal or lower pay level.

***Eligibility and Early Retirement Options:***

Employees in 401(a) Retirement Plan - Age 59 ½ or older and 5 years of employment by 9/30/12

1. No pay and 12 months current health insurance selection
2. 20 weeks pay and 20 weeks current health insurance selection

Employees in Defined Benefit Plan – 23 yrs. of Service or age 50 or older and 10 yrs. service by 9/30/12.

1. No pay and 12 months current health insurance selection

Ms. Bruner read Resolution No. 2067 by title only.

Questions:

None

Motion was made by Vice Mayor Crozier, seconded by Commissioner Brown, to approve Resolution No. 2067.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Murray, Holmes, Arntzen, Crozier, Brown, Mayor Gerard

Motion carried 7-0.

**APPROVAL TO ENTER INTO AN INTER-LOCAL AGREEMENT FOR RECREATION, PARKS AND ARTS SERVICES BETWEEN THE CITY OF PINELLAS PARK AND THE CITY OF LARGO - APPROVED**

The proposed inter-local agreement would allow residents of Pinellas Park and residents of Largo to pay resident rates for programs and services offered by each city. This would include the purchase of recreation membership cards as well as all programs.

The City of Largo would benefit from the increased participation facilitated by this rate reduction particularly at the Community Center and in Athletics since the City of Pinellas Park has very limited offerings for seniors and in adult sports. Excess capacity in these areas of Largo programming could be filled by Pinellas Park residents and help to increase the cost recovery for all programs. Currently there are less than 150 Pinellas Park residents who hold recreation memberships in Largo, so the impact of these patrons paying a reduced rate would be minimal and offset by overall increased participation. The Largo non-resident recreation card rate is currently \$55 annually (compared to the \$10 resident rate) which is an impediment for some patrons to try programs. (The Pinellas Park non-resident rate is \$85 annually compared to a \$5 resident rate).

The City of Pinellas Park would benefit from increased offerings for their residents and potentially the increased participation of Largo residents who may work in or near Pinellas Park and find their facilities more convenient. The inter-local agreement has been sent to the City Commission electronically and posted to the web site.

Questions:

Commissioner Smith stated that he would abstain from voting as he was an employee of the City of Pinellas Park in the subject department. He thanked Ms. Byrne for bringing the agreement forward and asked for clarification on the services that will be offered. Ms. Byrne explained that the residents of Pinellas Park will be able to participate in all Largo programs at resident rates. She stated that Largo residents that live or work near Pinellas Park may find it more convenient to attend their programs and facilities. Commissioner Holmes asked whether the City will make money from the agreement. Ms. Byrne stated that there will be reduced income from Pinellas Park residents who currently had Largo recreation cards, which she estimated at under 150 people. She stated that the City should more than make up for this amount with the additional people who will participate. Commissioner Holmes asked whether similar agreements were in the works with Seminole and Clearwater. Ms. Byrne stated that she has had discussions with the Seminole Recreation Director, as well as Town of Belleair staff, and at this point they have not expressed interest in a cooperative relationship. Commissioner Brown asked whether there were unique services offered by Pinellas Park that Largo's residents can take advantage of. Ms. Byrne stated that none have been identified. Commissioner Brown asked whether a Pinellas Park card will need to be purchased at the resident rate, to which Ms. Byrne stated it will. Commissioner Arntzen questioned the number of facilities in Pinellas Park. Ms. Byrne stated that they had a full complement of facilities, however it was on a smaller scale than Largo's. Vice Mayor Crozier questioned whether Pinellas Park participation will determine programs budgeted. Ms. Byrne stated that there was a lot of excessive capacity and she did not foresee a situation in the near future where programs will be kept in the budget due to participation by mostly Pinellas Park residents. Vice Mayor Crozier stated that she wanted proof that the agreement will be beneficial to Largo residents and that she was not in full support of the agreement. Mayor Gerard acknowledged that there was not an equal benefit to both cities. Vice Mayor Crozier stated that she would have preferred to have this agreement presented at a Work Session and requested that any future interlocal agreements be brought to a Work Session.

Motion was made by Commissioner Brown, seconded by Commissioner Murray, to approve authorization to enter into an inter-local agreement for Recreation, Parks and Arts services between the City of Pinellas Park and the City of Largo.

Discussion:

Mr. Craig stated that it would be difficult in the future to charge other cities more in future interlocal agreements if the subject agreement is approved.

Vote:

Voting Aye: Commissioners Murray, Holmes, Arntzen, Brown, Mayor Gerard

Voting Nay: Vice Mayor Crozier

Abstaining: Commissioner Smith

Motion carried 5-1.

**APPROVAL TO RESCHEDULE PBA IMPASSE HEARING - APPROVED**

At the meeting of February 7, 2012, the City Commission scheduled the impasse hearing with the PBA for February 28, 2012. After advising the parties of the date and the procedures set by the City Commission, the

PBA's attorney told Mr. Schubert that he was not available on February 28. Therefore, the City Attorney suggests that the hearing be rescheduled. The PBA's attorney indicated that he is not available on March 1, 2, 5, 14-19 and 29.

Questions:

Mayor Gerard suggested that the hearing not take place on a Tuesday and that she would prefer a Thursday. Commissioner Murray stated that he was not available on the 22nd. Commissioner Brown stated that he would prefer a Wednesday, although 6:00 pm may be difficult. There was no objection to March 7th.

Motion was made by Commissioner Arntzen, seconded by Commissioner Murray, to reschedule the impasse hearing set for February 28, 2012 and to set March 7, 2012 at 6:00 pm.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Murray, Holmes, Arntzen, Crozier, Brown, Mayor Gerard

Motion carried 7-0.

**STAFF REPORTS**

**UPDATE ON ENVIRONMENTAL SERVICES' WORK AND ASSET MANAGEMENT SYSTEM (WAMS) IMPLEMENTATION - PRESENTATION GIVEN**

The following narrative summarizes the activities-to-date for the Work and Asset Management (WAMS) implementation within the Environmental Services (ES) Department, and serves as a progress report to the Mayor and the City Commission since the last report dated July 27, 2011.

There were five phases to the WAMS implementation: Initiation, Analysis, Assembly, Acceptance, and Rollout. These phases included looking at workflows, setting up and testing the system, and training end users. A critical decision was made by the WAMS Steering Committee during the course of the project. The Committee is a group comprised of one Assistant City Manager, and key City of Largo department directors who will be using the WAMS system. The decision was whether the WAMS should be configured for a "single plant" versus a "multi-plant" environment. The fundamental difference between "single plant" and "multi-plant" options is the ability to view costs from a city-wide (single plant) perspective versus an individual department (multi-plant) perspective. The Committee determined that a "single plant" option would be the most beneficial for the City.

The WAMS Core Team, a select group representing multiple City departments, tested the system to ensure that its configuration supported established business processes. ES elected to employ the "Train-the-Trainer" approach, in which members of the Core Team were trained to deliver WAMS instruction to approximately ninety end users.

The system went "live" on Monday, February 13, 2012. Initial usage of the system revealed no major issues. The Oracle consulting team will be on site for two additional weeks to assist in resolving technical and/or application issues that may arise during daily use of the system.

A key element of ES' WAMS implementation was initiating an inventory management component for the department. Recently ES hired an Inventory Control Coordinator (ICC) to manage the department's warehouse, physical inventory movements, and shipping and receiving requirements within the WAMS system. Working jointly with ES foremen, the ICC is defining optimal stock levels, ensuring that stock is properly accounted for and rotated, and that critical spares are available when needed.

With system "go-live", ES now has a powerful tool that enables the department to manage its infrastructure assets more efficiently. A significant effort was expended to capture ES inventory and asset data, including GIS information. Preventive and corrective work order processes have been automated, and the means to support city-wide participation at an overall lower cost has been established. The challenge now is for ES to use the system, and to apply its functionality to daily work activities. This will require working with the system over a period of time to maximize productivity and to evaluate performance.

The activation of WAMS also represents both the end of the implementation and the beginning of the full development of the tool. ES is currently considering future deployment of mobile computing for Collection System and Environmental Control staff, a warehouse inventory bar code system, full licensing of ES staff, and additional GIS and system enhancements. These enhancements will be evaluated and provided for in future budgets.

As with any project of the complexity and magnitude of this WAMS implementation, there was no one person solely responsible for achieving the established goals and objectives. It required a high performance team of dedicated, inspired, tenacious, and knowledgeable people who were not afraid to roll up their sleeves and immerse themselves in the required tasks. ES was fortunate to have such individuals embodied in the Core Team. Their efforts have taken ES to a higher level of infrastructure maintenance and sustainability that will benefit our customers both now and in the future.

In summary, the overall project is substantially complete. An estimated 95% of the project activities have been completed on schedule, with approximately \$800K having been billed to date (about 80% of the project budget). The appropriated expenditures for Oracle Utilities application software; operating licenses; implementation and training services; and initial system support are projected to fall within budget.

#### Discussion:

Vice Mayor Crozier questioned how the employees were adapting to the system. Mr. Tanberg stated that there seemed to be acceptance, although staff is not proficient at this stage of implementation. Commissioner Brown questioned the cost of increasing the licenses. Mr. Tanberg stated that licenses cost \$2,500 each. Ms. Gleaves stated that licenses are sold in blocks of 40. She stated that 40 licenses have been purchased and that there are approximately 85 employees in the department. She stated that once other departments are included they will relinquish the licenses that Environmental Services have allowed them to use to support the department and buy their own. She stated that 40 plus licenses will need to be purchased. Commissioner Holmes questioned the capacity of the system. Mr. Tanberg stated that he was unsure of server capacity, however a separate server was purchased for the system. Commissioner Holmes questioned whether all users must purchase licenses. Mr. Tanberg stated that there were generic licenses that could be used by multiple users.

#### **BUDGET INPUT OR PUBLIC ENGAGEMENT PROCESS - CONSENSUS TO REVISE SURVEY AND DISTRIBUTE TO CITY COMMISSION AND GO FORWARD WITH THREE 90 MINUTE MEETINGS**

#### Background:

Over the past four years the City has encouraged public input in the City Budget Process. There have been two different formats used. Several focus groups of approximately 20 - 25 people each were held the first year, where participants were asked to prioritize General Fund City services. A budget round table discussion was held the past three years, with all participants at one time to generate discussion and feedback on specific budget reductions. Additionally, each year, a Community Budget Work Session was held with open citizen comment on the City Budget. The participation for the round table discussion has been consistent with approximately 60 - 80 people participating each year and the budget work session has varied greatly from year to year based on the proposed reductions.

**Goal:**

It is staff's goal to obtain meaningful input to help the City Commission learn about the funding priorities of the community. To get input that can be used to determine community values is difficult to obtain, however, through a structured and facilitated process the City has been successful in creating a venue to enable participants to become a part of the budget process.

**The Challenge:**

- Event is still too long
- Attract a broader group of citizens
- Use technology to our advantage
- Governments are struggling to redefine their roles and what levels of service they can provide to citizens

**Recommendation (3 shorter meetings and electronic survey)**

- Once tallied, the results of the survey from both the meetings and electronically will be posted on the OMB web page of the City's website.

**Meetings:**

- Replace the Saturday Roundtable Discussion with three 90-minute meetings during the week for added convenience for participants:
  - 90 minute Breakfast Meeting 7:30 – 9:00 am
  - 90 minute Lunch Meeting Noon – 1:30 pm
  - 90 early evening Meeting 5:30 – 7:30 (held at a recreation center and provide child care)
- Will have a brief educational component followed by a facilitated discussion by Mr. Schubert regarding the items on the survey, which the participants will vote on using clicker technology (instant voting and tallying of data)
- Will have a 30 person limit and will increase the number of meetings based on citizen response
- Proposed Dates for 3 meetings:
  - Breakfast Meeting – March 27<sup>th</sup>
  - Evening Meeting – March 29<sup>th</sup>
  - Lunch Meeting – April 4<sup>th</sup>
- A letter will be sent to the former invitees of the roundtable discussion informing them about the these meeting.

**Electronic Survey:**

- Capture the values of the community by using the attached draft survey created by Staff
  - The survey will be posted to the web-site for citizens to take for 45 days
  - The survey will be pushed out to approximately 13,000 e-mail addresses the city has on file including the following groups:

Recreation: 2470  
Neighborhood: 133  
Recycling: 1475  
Library (6 list): 3370  
City-wide: 696

Largo Cultural Center: 5884  
Golf Course: 2302  
ED: 261  
Aquatics: 531

- The survey will be e-mailed to the former invitees of the roundtable discussion.

*Pros: Staff believes this format will reach a broader and larger group of individuals and makes it more convenient for working families to participate. This format will gather data on what citizens value about their City, the data will be easily analyzed and will have a longer shelf-life than one budget year. Use of the web-site and e-mail will enable citizens to participant on their own time from anywhere. Limited staff time needed to conduct this recommended public engagement proposal. The clicker technology is approximately \$1,900 for the software & 60 clickers and can be used to by the City for conducting other public engagement events or even larger internal city meetings where input or a vote is wanted.*

*Cons: Due to the shortened format, people who enjoy a lengthy debate may not feel like they are being heard in comparison to the roundtable discussion. There will be some food costs associated with the breakfast and lunch meetings, but we would not anticipate the costs exceeding \$500.*

**e-Townhall:**

e-Townhall is a public engagement format that Pinellas County has used for their budget and other various topics of discussion. You may view an e-Townhall session by going to the Pinellas County website at [www.pinellascounty.org/etownhall/](http://www.pinellascounty.org/etownhall/) and view past sessions. Staff has researched this format by doing a site visit at Pinellas County and meeting with Libby Bolling, the Executive Producer of these events. Staff also asked if the County would be interested in providing us a quote for a turn-key event to be produced and hosted by the County. As of the writing of this memo, we have not yet received an answer, but anticipate an answer soon. After talking with Ms. Bolling, staff has determined that the e-Townhall format of public engagement is best suited for a question and answer event rather than a means of garnering input on a topic such as community values or priorities.

The e-Townhall event has many components, which are attached to provide you a better understanding of each and the pros and cons. Additionally, Pinellas County provided e-Townhall participation numbers for their events they have conducted.

Pros: This format can reach a large amount of people to submit comments and/or questions by using all forms of communication (TV, phone, web, social media).

Cons: This format will not garner input regarding community values or priorities. This type of engagement can cost up to \$13,000 depending on the components utilized for the event. More staff and time will be required if this type of format is used and hosted at the City.

**Past Public Budget Input Format's Descriptions with Pros and Cons**

**1.) Community Budget Work Session (facilitated by Henry Schubert) Utilized past 3 years.**

This is a Budget Work Session where public comment is heard on the city budget. This Work Session begins with a budget presentation and for the past three years has also presented the results of the budget round table discussion.

*Pro: Gives any member of the public a chance to voice their concerns, feedback or provide input and listen to others feedback on the City budget.*

*Con: Provides general unorganized input on a variety of topics that may or may not impact the City budget.*

**2.) Focus Groups to discuss specific topics (facilitated by Henry Schubert) Utilized for FY 2009 Budget.**

The City invited all Citizens' Academy graduates, current advisory board members and former elected officials to participate in focus groups. Four focus groups were held for approximately 20 to 25 participants each for a total of 68 people. The focus groups were held to prioritize General Fund City services and were facilitated by Assistant City Manager Henry Schubert.

It was very difficult for participants to prioritize City services because they want to keep all City services. Staff received feedback that too much data and information was presented, too little data/information was presented and that the structured format was disliked. It was difficult at times for staff to keep the participants focused on prioritizing the services because they wanted to share their ideas on how the City could save money. In the end, staff felt that asking the participants to prioritize City services was a daunting task to be performed during one small focus group session.

*Pro: Concerted effort to get citizen input, specific feedback on issue, citizens have the benefit to listen to others.*

*Con: This option requires an educational component to allow participants to provide meaningful input, participant feedback received that the format was too rigid.*

**3.) Community Budget Round Table (facilitated by Henry Schubert) Utilized past 3 years**

The City invited all Citizens' Academy graduates, current advisory board members, former elected officials, the City's neighborhood partners, up to 10 Chamber of Commerce members, and up to 10 seats open to Largo citizens who wanted to participate. Approximately 70 people participated and staff started the session by giving a budget presentation to provide some education and background on the City Budget.

Assistant City Manager Henry Schubert then facilitated the assignment for the participants, which was to meet a targeted reduction goal by choosing reduction proposals that were pre-screened with the City Commission at an earlier Work Session. The group broke-out into smaller groups where they were challenged to come to consensus by table, then by the larger group on the reduction proposals. The City Commission was invited to attend, but did not participate.

*Pro: Concerted effort to get citizen input, general feedback and clear consensus from the participants, participants have the benefit of listening to others. The end product was very useful for both the City Commission and City Staff in crafting the next year's budget. Works well when you have a list of potential reductions with defined impact.*

*Con: Same general group of participants past three years, hard for citizens with families to attend, feedback received was that the event was too long, which was 9 am – 12:30 pm with snacks served. Works when you have a list of potential reductions with a clearly defined impact.*

Discussion:

Mayor Gerard stated that she liked the idea of shorter meetings at different times. She stated that she considered all of the value items of critical importance. She suggested reducing the survey list of items for comparison and have different ways of asking the survey questions. She stated that she also liked the list of services that participants have used and suggested expanding it. Commissioner Smith stated that he attended a session that used clickers and that they worked well. He suggested distributing cards to participants at the

beginning of a session. He stated that he had no problem handing out the contact cards. He asked whether there is a way to get email addresses from the Supervisor of Elections Office. He suggested using Police, Fire and Community Development Facebook pages to get more email addresses. He suggested removing public safety from the survey as it would be one of the highest items on everyone's priority list. Ms. Davis stated that "safe and secure community" referred to infrastructure and code enforcement services in addition to Police and Fire. Mayor Gerard suggested putting Police and Fire items in a second level of questions. Commissioner Smith stated that he liked the idea of breaking up into three smaller meetings. Commissioner Murray stated that he also took the survey and deemed all items to be very important. He stated that everyone needed to prioritize what they wanted and have a rated scale. He stated that he believed that Police and Fire should be left in the value section of the survey. Mayor Gerard stated her agreement. Commissioner Murray asked how people will be prevented from loading the survey on the web site, to which Ms. Davis stated that there will be a link to the web site to request the survey, which would be emailed individually. She stated that this method will provide some control, however it would not limit more than one person at a single IP address from participating. Commissioner Murray questioned why a laptop would have to be purchased. Ms. Davis stated that this may not be necessary, however Microsoft PowerPoint will be required.

Commissioner Holmes stated that the decisions were up to the City Commission and that residents can simply contact one or more Commissioners to provide their input. He stated his concern that the exercise was unnecessary. Mayor Gerard stated that she would prefer to have public input before the budget is prepared and that educating the public on the budget was also important. Commissioner Brown stated that he believed that public safety needed to remain in the survey. He further stated that gathering input was necessary and that he liked the idea of three shorter meetings. He suggested including some very specific questions in the survey regarding proposed cuts. Commissioner Arntzen suggested adding an open ended question at the end of each value question to state "I value...". She stated that she agreed with the three meetings, however she did not support spending \$2,500 for equipment. She stated that she liked the electronic survey. Ms. Davis stated that the cost for the clickers and software would be \$1,900. Vice Mayor Crozier questioned how the residency question will be handled. Ms. Davis stated that results from non residents will be tallied separately. Commissioner Brown stated that many of the seasonal residents did own property. He asked whether it was possible to borrow a clicker system, to which Ms. Davis stated that staff can look into this. Ms. Davis asked whether the City Commission wanted to see the survey after revisions, to which they indicated that they did. Ms. Davis stated that Commissioners can also send her additional questions and that she would send the survey to the City Commission electronically. It was the consensus of the City Commission to have the three 90 minute meetings.

#### **ITEMS FROM CITY ATTORNEY, COMMISSION, MAYOR, CITY MANAGER**

Commissioner Holmes stated that he wanted a review of the monument sign ordinance as soon as possible, as they were hazardous. He questioned the outcome of the sign dispute with Bella Napoli. Mr. Craig stated that the property owner had full use of the pole sign and refused to put another sign up. Commissioner Holmes stated that businesses outside of downtown should be able to have A-frame signs. Mr. Craig stated the City Commission previously indicated that they did not want A frame signs all over the City. Commissioner Holmes stated that this should be addressed. Mayor Gerard asked whether there was interest in discussing signs before the rewrite of the Comprehensive Development Code is brought back, to which none was indicated. Commissioner Brown pointed out that the rest of the sign regulations for downtown were more restrictive than in the rest of the City. Vice Mayor Crozier stated that she did not believe a Work Session discussion was needed and that she was not interested in having A frame signs all over the City. Commissioner Holmes suggested having exceptions. He stated that there was a Central Park Railroad event the previous week and suggested that next year the City should create an event around it and market the train as a destination. He stated that Boy Scout Troop 404 and Cub Scout Pack 404 held a clean up event at the Nature Preserve. He stated that the Professional Women's Business Expo would be held the following day at

the Cultural Center at 4:30 pm and was open to the public.

Mayor Gerard offered thoughts and prayers to the Staffopoulos family.

Mr. Craig invited everyone to the grand opening of the park area at Highland Recreation Center on Wednesday at 5:30 pm.

**SUMMARY OF ACTION ITEMS**

1. Request by Vice Mayor Crozier that any future inter-local recreation services agreements be presented at a Work Session.

**ADJOURNMENT**

The meeting adjourned at 7:36 pm.

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Diane L. Bruner, CMC, City Clerk