CITY COMMISSION AGENDA

6:00 PM
May 1, 2018
Commission Chambers

Call to Order

Invocation – Reverend Joe Glymph, Pastor, Prince of Peace Lutheran Church

Pledge of Allegiance

Ceremonial

1. National Public Works Week Proclamation
2. World Facility Management Day Proclamation
3. Municipal Clerks Week Proclamation

Citizen Comment (Comments on any Consent Docket item or on any topic not on the agenda relevant to the City and the City Commission.)

Approval of Agenda/Minutes

4. Approval Of Agenda – Regular Meeting Of May 1, 2018
5. Approval Of Minutes – Regular Meeting Of April 17, 2018

Consent Docket (Previously budgeted or administrative matters that require approval by the City Commission.)

6. Approval Of Payment For FY 2017 Ambient Water Quality Monitoring Services To Pinellas County Board Of County Commissioners In The Amount Of $52,986,28
7. Approval To Cover The Full Cost Of The Sanitary Sewer Connection Charge For Nineteen (19) Property Owners At A Total Cost Of $3,533
8. Authorization To Submit Application To The Florida Department Of Economic Opportunity (DEO) Requesting $40,000 For The Community Planning Technical Assistance Grant Funding For FY 2018-2019
9. Appointment Of Kathleen A. Mortensen As A Member Of The Finance Advisory Board
Public Hearings  *(Procedure for Public hearings: staff presentation; reading of Ordinance title; public hearing; questions/discussion; City Commission action.)*


Legislative Matters  *(Procedure for legislative matters: staff presentation; public input; City Commission questions/discussion; City Commission action.)*

11. **Review Of City Attorney Performance And Compensation And Approval Of Fourteenth Amendment To The City Attorney's Agreement**

12. **Resolution No. 2214** – Adopting Revisions To The Personnel Rules And Regulations

13. **Ordinance No. 2018-29** – First Reading – Amending The FY 2018 Police Department General Fund Budget In The Amount Of $233,200 For The Addition Of 9.00 Police Officer Full-Time Equivalent Positions, And Amending The Pay Plan To Add A Reserve School Resource Officer Classification

14. **Ordinance No. 2018-30** – First Reading – Amending The FY 2018 Recreation, Parks And Arts Department General Fund Budget By Appropriating Revenues And Expenditures In The Amount Of $40,000 For One Additional Week Of Summer Camp Child Care Services

Staff Reports  *(Information only, may require City Commission direction by consensus. Public input will not be accepted.)*

None

**Items from City Attorney Zimmet, Commissioner Robinson, Commissioner Holck, Commissioner Carroll, Vice Mayor Smith, Commissioner Fenger, Commissioner Holmes, Mayor Brown, City Manager Schubert, Action Items**

Adjournment

Any invocation offered at the start of the City Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the City Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission, and the City Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.
NATIONAL PUBLIC WORKS WEEK PROCLAMATION

Since President John F. Kennedy signed the first Presidential Proclamation in 1962, National Public Works Week is observed each year during the third full week of May. It is the goal of such recognition to raise public awareness of public works issues and to increase confidence in public works employees who are dedicated to improving the quality of life for present and future generations. National Public Works Week calls attention to the importance of public works in community life, and this year the American Public Works Association has adopted a theme of "The Power of Public Works". This week is intended to represent the power that Public Works holds in maintaining our community's health, safety and quality of life.

The City of Largo Public Works Department includes the following divisions: Administration, Streets and Stormwater, Solid Waste, Facilities Management, and Fleet Management.

This Proclamation is being presented to support National Public Works Week in the City of Largo.
WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as streets and highways, public buildings, solid waste collection, storm water management, and fleet management; and

WHEREAS, the health, safety, and comfort of this community greatly depend on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities and services, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works employees; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the peoples' attitude and understanding of the importance of the work they perform; and

WHEREAS, this year's theme "The Power of Public Works" is a tribute to all Public Works employees who serve our community in empowering our citizens to live happy and productive lives, as well as to recognize our onnection to electrical and power utilities.

NOW, therefore, I, WOODY BROWN, MAYOR OF THE CITY OF LARGO, FLORIDA, and on behalf of the City Commission, do hereby proclaim the week of May 20-26, 2018, as

NATIONAL PUBLIC WORKS WEEK

in the City of Largo, Florida, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public services and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the great Seal of the City of Largo, Florida, to be affixed this 1st day of May, 2018.

[Signature]
MAYOR

ATTEST: [Signature]
CITY CLERK
Initiated in 2008 by Global FM, a worldwide conglomerate of facility management professional organizations, World Facility Management (FM) Day aims to raise the profile of the FM profession anywhere that Facility Management Professionals (FMs) influence the health, safety, productivity and well-being of people who utilize the built environment. World FM Day will be held this year on May 16, 2018.

The 2018 theme, "Enabling Positive Experiences," is about highlighting how FM enables exceptional spaces that enhance life.

The City of Largo’s Facilities Management Division employs a custodial nighttime cleaning staff of 19.9 FTEs, a Maintenance staff of 10.8 FTEs and a project management staff of 2.8 FTEs. It is responsible for the cleaning, maintenance and construction or renovation of the City’s seventy-three buildings and over 565,000 square feet of space.

The attached Proclamation is being presented to support World FM Day and to appreciate the men and women that take care of our City buildings each and every day.
WHEREAS, the City of Largo is a leader in owning and managing quality public facilities; and

WHEREAS, the management of facilities through custodial services, tradeswork, and quality construction and project management means that City facilities remain high quality; and

WHEREAS, the health, safety, and comfort of this community greatly depend on these facilities and the services they provide; and

WHEREAS, the quality and effectiveness of these facilities and services, as well as their planning, design, and construction, are vitally dependent upon the efforts of the City's Facilities Management professionals; and

WHEREAS, in the City of Largo this includes nighttime and day time custodial staff, skilled tradesworkers in the fields of Electrical Systems, Air Conditioning, Plumbing, and Carpentry; and

WHEREAS, this year's World FM Day theme is "Enabling Positive Experiences" and emphasizes facilities management's significant role in setting and managing the scene for and delivering exceptional customer experiences worldwide across multiple sectors.

NOW, therefore, I, WOODY BROWN, MAYOR OF THE CITY OF LARGO, FLORIDA, and on behalf of the City Commission, do hereby proclaim the day of May 16, 2018, as

WORLD FACILITY MANAGEMENT DAY

in the City of Largo, Florida, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing quality facilities management services and to recognize the contributions of our facilities management employees in their efforts for our health, community's safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the great Seal of the City of Largo, Florida, to be affixed this 1st day of May, 2018.

[Signature]
MAYOR

[Signature]
ATTEST: 
City Clerk
**City of Largo**  
**Agenda Item 3**

**Presenter:** Woody Brown, Mayor  
**Department:** AD – Administration

**Title:**  
MUNICIPAL CLERKS WEEK PROCLAMATION

Municipal Clerks Week extends appreciation to all Municipal and Deputy Clerks for the services they provide their communities. The Clerk serves as the professional link between the citizens, the local governing bodies and agencies of government at other levels. The Clerk continually strives to improve the administration of their duties through participation in education programs, seminars, workshops and annual meetings of their state, county, and professional organizations.

Ms. Diane Bruner has served as the City of Largo’s City Clerk since 1997. She is a member of the International Institute of Municipal Clerks and is currently the President of the Pinellas County Municipal Clerks Association. Courtney Fogarty has served as Deputy City Clerk since July 2017. It is appropriate that we take this opportunity to recognize the vital service Ms. Bruner and Ms. Fogarty provide and their exemplary dedication to the Largo community.

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<td>Shirley Frick, x6702, <a href="mailto:sfrick@largo.com">sfrick@largo.com</a></td>
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WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, therefore, I, WOODY BROWN, MAYOR OF THE CITY OF LARGO, FLORIDA, and on behalf of the City Commission, to hereby recognize the week of May 6 through May 12, 2018, as

MUNICIPAL CLERKS WEEK

and further extend appreciation to our City Clerk, DIANE BRUNER, and our Deputy City Clerk, COURTNEY FOGARTY, for the vital service they perform and their exemplary dedication to the Largo community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Largo, Florida, to be affixed this 1st day of May, 2018.

[Signature]
MAYOR

[Signature]
ATTEST: DIANE BRUNER
CITY CLERK
CITY COMMISSION AGENDA

6:00 PM
May 1, 2018
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Call to Order

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None

**Items from City Attorney Zimmet, Commissioner Robinson, Commissioner Holck, Commissioner Carroll, Vice Mayor Smith, Commissioner Fenger, Commissioner Holmes, Mayor Brown, City Manager Schubert, Action Items**

Adjournment

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CITY OF LARGO
CITY COMMISSION REGULAR MEETING

April 17, 2018
Minutes

COMMISSION PRESENT: Mayor Brown, Commissioners Smith, Fenger, Holmes, Robinson, Carroll

COMMISSION ABSENT: Commissioner Holck


Mayor Brown called the Regular Meeting to order at 5:59 pm.

Invocation was given by Reverend Ginny Ellis, Pastor, Hope Presbyterian Church, followed by the Pledge of Allegiance.

CEREMONIAL

SWEARING IN OF NEW DIVISION CHIEF, ASSISTANT CHIEFS, AND FIREFIGHTERS

Fire Rescue is proud to introduce our newest members: Division Fire Chief Matthew Carpenter, Assistant Fire Chief Joseph Manning, Assistant Fire Chief Michael Carpenter, Firefighter/Paramedic Titus Armstrong, Firefighter/Paramedic Benjamin Braga, Firefighter/Paramedic Nathan Brown, Firefighter/Paramedic Zachary Shepard, and Firefighter/EMT Byron Myers.

Please join Fire Administration in congratulating the newest members of our team.

Interim Fire Chief Pennino introduced the new Firefighters. Mr. Zimmet administered the oath of office and badges were pinned by family members. They were congratulated by the Mayor and City Commission, City Manager, City Attorney and Assistant City Manager.

HABITAT FOR HUMANITY BUILD LOCAL WEEK PROCLAMATION

The week of April 15-21, 2018 is “Habitat for Humanity Build Local Week.” This week is commemorated to celebrate the partnership between local communities and Habitat for Humanity of Pinellas County. These partnerships have helped to build affordable housing for over 400 households throughout Pinellas County.

Through the City of Largo’s Affordable Housing Program, the City has assisted Habitat for Humanity of Pinellas County with the development of 29 homes for low and moderate income first-time homeowners and two more units are under construction this year. Many of these units are located in the City’s Community Redevelopment Districts. Over the years, City employees and elected officials have also participated in build days to construct some of these homes for the community.

Habitat for Humanity clients are required to complete 350-450 volunteer hours as part of the homeownership program. The mission to strengthen our community through construction of affordable homes is being achieved through the partnership with prospective homebuyers, community volunteers, the City of Largo and Habitat for Humanity of Pinellas County.

Ms. Bruner read the Proclamation aloud. Mr. Anderson introduced Mike Sutton, Pinellas Habitat for Humanity CEO. He thanked the City Commission for Largo’s continued support of Habitat. He stated that 59
homes were completed during the past year and that they had partnerships with several cities in Pinellas. He introduced Alfredo Anthony, Board Member, Ken Rush, COO, Gabby Camacho, Vice President of Development and Megan Chilson, Development Manager.

INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS III

Mayor Brown presented Commissioner Fenger with a Certificate of Completion for the Florida League of Cities IEMO III course she recently completed.

CITIZEN COMMENT

1. Geoff Moakley urged Commissioners to look at the General Fund expenditures in the CIP. He expressed concern for spending General Fund money to replace fencing and for a study of the Bayhead Complex.

2. Mark Klutho stated his concern for the proposed 25 mile per hour speed limit. He stated that Habitat for Humanity homes not being built efficiently to be truly affordable. He also stated his concern for the trees on West Bay Drive near the sidewalks.

Mayor Brown stated that Habitat homes were extremely energy efficient.

AGENDA – APPROVED AS AMENDED

Approval of the Regular Commission Meeting agenda of April 17, 2017.

Discussion:

Commissioner Holmes requested that Item 8 be removed from the Consent Docket.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve the agenda for the Regular Meeting of April 17, 2018.

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Carroll, Mayor Brown

Absent: Commissioner Holck

Motion carried 6-0.

MINUTES – APPROVED

Approval of the Regular City Commission Meeting minutes of April 3, 2018 as on file in the City Clerk’s Office.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to approve the minutes of the Regular Meeting of April 3, 2018.

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Carroll, Mayor Brown
Absent: Commissioner Holck

Motion carried 6-0.

CONSENT DOCKET – APPROVED AS AMENDED

APPROVAL OF CO-SPONSORED EVENTS FOR FY 2019

City co-sponsorship assists approved organizations with the cost of their events by waiving a portion of the City’s fees. This process has been in place for many years and allows non-profit organizations the chance to host a large event for fund raising and/or awareness purposes. These events allow the City to partner with organizations that support the members of the community through service, advocacy and awareness. Co-sponsorship provides a waiver of the park/facility rental and discounts on equipment available through the Recreation, Parks & Arts Department. Co-sponsored groups remain responsible to pay the cost of all direct City expenses such as Police, staff, fuel, supplies, electricity, etc. Many of these local non-profits may not have the opportunity to hold an event in such a venue without this program. Under the co-sponsorship process, all applicants have an equal opportunity to apply for City Co-sponsorship.

The attached document provides descriptions of the recommended events and more information regarding the application process.

AUTHORIZATION TO PURCHASE PLAYGROUND EQUIPMENT FROM KOMPAN, INC. IN THE ESTIMATED AMOUNT OF $127,000 UTILIZING THE U.S. COMMUNITIES PURCHASING ALLIANCE CONTRACT NO. 2017001135

The City’s Capital Improvements Program includes a project that identifies a playground replacement schedule. All playgrounds were evaluated and placed on a long-range replacement program. The following factors were taken into consideration: cost, age, use, condition, location, replacement parts availability, relevance of play features, and annual inspection results. For FY 2018, the playgrounds at Lake Villa and Woodrow parks are on the schedule to be replaced. Staff evaluated usage at the two parks and current equipment and selected play features that would best meet the needs of the communities and users of the two parks.

The play structures selected are available through Kompan, Inc., a national playground equipment company. Kompan, Inc. provides pricing based on their U.S. Communities Purchasing Alliance agreement. The FY 2018 budget includes $140,000 for the replacement of both playgrounds. The total cost of the playground structures is $127,000. Staff anticipate additional costs for the safety surfacing/ground cover required with playgrounds. The remaining $13,000 will be used to complete the project with ground covering.

AUTHORIZATION TO USE LIFE SCAN WELLNESS CENTERS TO PROVIDE REQUIRED ANNUAL FIREFIGHTER MEDICAL EVALUATIONS, FITNESS EVALUATIONS, AND AIR MASK-FIT TESTING FOR FIRE DEPARTMENT PERSONNEL IN THE ESTIMATED AMOUNT OF $64,626

In accordance with the National Fire Protection Association’s (NFPA) standard 1582 (Standard on Comprehensive Occupational Medical Programs for Fire Departments), organizations shall maintain an annual medical and fitness evaluation program for their personnel. In addition, fire departments shall provide a respirator protection program including a medical evaluation and air-mask fit test per the Occupational Safety & Health Administration (OSHA: 29 CFR 1910.134). In 2007, Largo Fire Rescue consolidated these evaluations into one process to achieve greater efficiencies and cost savings. Since that time, the consolidated process has proven to be successful at achieving all objectives.
This year's exams will include Coronary Computed Topography Angiograph (CTA) exams (described below), TB tests, and additional blood testing of heavy metals for our Hazardous Materials (HAZMAT) team members. For those members not receiving a CTA or chest x-ray this year, a routine test for tuberculosis will be utilized. Testing for TB is best practice for healthcare workers and recommended by the Florida Department of Health, and Centers for Disease Control (CDC). Lastly, all HAZMAT team members receive additional blood tests to ensure no byproducts of hazardous materials are in their blood stream (e.g. heavy metals). Pinellas County Fire/EMS Administration reimburses the city for this test under the current inter-local HAZMAT agreement with Pinellas County.

As mentioned above, the department is providing Coronary Computed Topography Angiograph examinations (CTA) on a voluntary basis for those fire department members who are greater in age (usually older than 40) or who have a documented cardiac history. While this test includes a chest x-ray and looks for lung abnormalities, it also identifies the build-up of plaque in an individual’s heart and looks for other cardiac abnormalities. The selection of members rotates yearly to ensure that all who are interested in the test are afforded the opportunity to go. According to the United States Fire Administration (USFA), cardiac issues are a leading cause of on-duty firefighter deaths.

An annual market survey was conducted in January 2018. The following healthcare providers were contacted to determine whether they had the ability to provide comprehensive evaluations to include the requirements of NFPA 1582 (medical evaluation and fitness evaluation), ultrasound evaluations, and OSHA 1910.134 (medical evaluation and air-mask fit test) at one location, during one visit, and in close proximity to the City of Largo.

Life Scan Wellness Center is the only vendor capable of providing these services and allows the department to send firefighters to their annual physicals while on duty, which reduces overtime expenditures that would be incurred by sending employees while not on shift. The tabulation sheet for services required in FY 2018 is below.

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TOTAL: $64,626*

*Pinellas County Fire & EMS Administration will reimburse the City of Largo for HAZMAT personnel physicals in the amount of $7,600.

**APPROVAL OF THE KIMCO LARGO 139 PLAT**

A new 229,782 square foot Tri-City Plaza has been developed on approximately 29.43 acres on the north side of East Bay Drive between Pine Forest Drive and U.S. Highway 19 North. Platting of the property is required by
the Comprehensive Development Code (CDC) because the parcel is not platted and platting will ensure that records are updated and mapping accuracy of the subject portion of land is maintained. The CDC requires a final plat when a Development Order is issued to ensure the accurate depiction of land subdivision when lot lines vary from previous records, or when parcels are combined or have never been platted.

The following outside utility agencies have reviewed the proposed final plat and have indicated no objections: Spectrum Communications, Duke Energy, Frontier, Wide Open West, Clearwater Gas, Level 3 Communication, and TECO/Peoples Gas. The following City Departments have reviewed the final plat and have also indicated no objections: Community Development, Public Works, Engineering Services, Environmental Services and Finance. The final plat meets all CDC requirements and is in conformance with Florida State and Pinellas County platting standards.

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

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Carroll, Mayor Brown

Absent: Commissioner Holck

Motion carried 6-0.

ITEMS REMOVED FROM THE CONSENT DOCKET

AWARD OF BID NO. 18-B-632, SANITARY SEWER LINE CLEANING AND VIDEO INSPECTION, TO LAYNE INLINER, LLC, IN THE ESTIMATED AMOUNT OF $295,187.05 - APPROVED

Accumulated material within the sanitary sewer system contributes to increased odors, corrosion, sanitary sewer overflows, and a loss of flow capacity for sewer customers. This project is for annual contractual services to clean and video inspect portions of the City’s large diameter sanitary sewer pipes (interceptors). The segments of the interceptors scheduled for cleaning in each year vary depending on the rate of accumulation for each pipe segment. Cleaning is intended to remove sediment and debris from the interceptors where City staff is unable to access. Video inspection allows staff to determine the condition of the sewer infrastructure to identify repair and rehabilitation needs. This project is an integral component of the City’s efforts to prevent sanitary sewer overflows, maintain and improve infrastructure, and to meet Consent Order objectives.

The interceptor segments scheduled for cleaning in FY 2018 are shown on the attached location map. The quantity of sanitary sewer pipe included in the bid corresponds to the pipe segments highlighted on the attached exhibit.

On March 2, 2018, the City advertised Bid No. 18-B-632. The City received five (5) bids for the project prior to the bid deadline of April 3, 2018. The bid tabulation is attached. Environmental Services staff has evaluated the bids and has selected Layne Inliner, LLC, as the lowest bidder, with a bid amount of $295,187.05. Layne Inliner has previously performed similar specialized line cleaning and CCTV inspections for the City.

Questions:

Commissioner Holmes questioned the inspections. Mr. Brown stated that City staff did not inspect and clean the large diameter pipes. He stated that it was a very time consuming job, much of which was done at night. He stated that staff worked on pipes up to 15 inches in diameter.
Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve award of Bid No. 18-B-632, Sanitary Sewer Line Cleaning and Video Inspection, to Layne Inliner, LLC, in the estimated amount of $295,187.05.

Discussion:
None

Vote:
Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Carroll, Mayor Brown
Absent: Commissioner Holck

Motion carried 6-0.

PUBLIC HEARINGS
None

LEGISLATIVE MATTERS

APPROVAL OF CHANGE ORDERS TO RFP NO. 14-P-464 WITH TAMCO-BV, LLC, FOR LOAN CONSULTING SERVICES RELATED TO BORROWING FOR THE ENVIRONMENTAL SERVICES DEPARTMENT CONSENT ORDER PROJECTS IN THE ESTIMATED AMOUNT OF $98,415 - APPROVED

This proposed requested set of three (3) change orders to the loan consulting services agreement with TAMCO-BV, LLC (TAMCO), includes additional loan compliance services related to Davis Bacon wage determinations and the American Iron and Steel Act (AIS) compliance in addition to other State of Florida Department of Environmental Protection (DEP) loan compliance requirements for the three (3) Consent Order projects. These changes extend the loan consulting services to be consistent with the most current forecasted completion dates for those projects. Specifically this includes:

- Wet Weather Project: An additional $47,115 and ten (10) months from an anticipated TAMCO-BV effective date of April 18, 2018 accounts for the change in the Wet Weather project forecasted final completion of November 30, 2018 as estimated by both City staff and its design and inspection consultants. It also includes three (3) months after final completion to account for the processing of the final monthly payment, processing loan disbursement requests, and filing project completion loan documents.

- Disinfection and Effluent Pumping Improvements Project: An additional $33,750 and seven (7) months from an anticipated TAMCO-BV effective date of April 18, 2018 accounts for the change in the Disinfection project forecasted final completion of May 31, 2018 as estimated by both City staff and its design and inspection consultants. It also includes three (3) months after final completion to account for the processing of the final monthly payment, processing loan disbursement requests, and filing project completion loan documents.

- Headworks Project: An additional $17,550 and three (3) months from an anticipated TAMCO-BV effective date of April 30, 2018 accounts for the change in the Disinfection project forecasted final completion of April 30, 2018. This additional three (3) months accounts for the processing of the final monthly payment, processing loan disbursement requests, and filing project completion loan documents.
The following table summarizes this information:

<table>
<thead>
<tr>
<th>Project</th>
<th>Previous TAMCO-BV Contract Completion Date</th>
<th>Revised Estimated Construction Completion Date</th>
<th>Revised TAMCO-BV Contract Completion Date</th>
<th>Additional Funds Requested</th>
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<tr>
<td>Wet Weather</td>
<td>01/31/18</td>
<td>11/30/18</td>
<td>2/28/19</td>
<td>$47,115</td>
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<td>Disinfection &amp; Effluent Pumping</td>
<td>11/30/17</td>
<td>5/31/18</td>
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<td>$33,750</td>
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<td>Headworks</td>
<td>05/31/18</td>
<td>4/30/18</td>
<td>7/31/18</td>
<td>$17,550</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total 98,415</td>
</tr>
</tbody>
</table>

Background
The original RFP for loan consulting services agreement with Tamco was approved by the City Commission on December 3, 2013 in the amount of $181,575. The scope included services to obtain assistance with the DEP Loan Program, including: loan application, planning, compliance monitoring, reporting and close-out/auditing for the first two DEP Consent Order projects – Wet Weather Monitoring and Disinfection System Improvements.

A previous change order was approved by the City Commission on October 6, 2015 in the amount of $196,920. That scope extended Tamco’s services for the third Consent Order project, Influent Pumping and Headworks (Headworks), plus additional work required for projects one and two related to extra Davis Bacon compliance testing and newly required American Iron and Steel compliance testing.

An additional previous change order was approved by the City Commission on August 18, 2016 in the amount of $54,945. The scope extended Tamco’s services for the second Consent Order project, the Disinfection and Effluent Pumping Improvements Project, for an additional seven (7) months. This additional seven (7) months accounted for the change in Poole & Kent’s substantial completion date from September 2016 to April 2017.

The City Commission also approved a change order on April 4, 2017 in the amount of $179,685. The scope extended Tamco’s services for all three Consent Order projects. Specifically, an additional ten (10) months for Garney Construction’s estimated Wet Weather project completion date of August 2017 with an additional five (5) months for the processing of the final monthly payment, a loan disbursement request and filing loan completion documents. Also an additional eight (8) months for Pool & Kent’s estimated Disinfection and Effluent Pumping Improvements project completion date of July 2017 with an additional four (4) months for the processing of the final monthly payment, a loan disbursement request and filing loan completion documents. And lastly, an additional ten (10) months for PCL’s estimated Headworks project completion date of December 2017 with an additional five (5) months for the processing of the final monthly payment, a loan disbursement request and filing loan completion documents.

A copy of the three (3) Change Orders have been sent to the City Commission electronically, and posted to the City website.
Questions:

Commissioner Holmes questioned the savings due to position vacancies and also questioned the compliance service items. Mr. Woloszynski explained that the request was a continuation of the elements subject to the State Revolving Loan Fund. He stated that Davis Bacon wage rates and the American Iron and Steel regulations apply and the consulting firm assists in validating the payment invoices and accompanying paperwork.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to approve the change orders to RFP No. 14-P-464 with Tamco-BV, LLC, for loan consulting services related to borrowing for the Environmental Services Department Consent Order projects in the estimated amount of $98,415.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Carroll, Mayor Brown

Absent: Commissioner Holck

Motion carried 6-0.

RESOLUTION NO. 2207 - APPROVING FY 2018 AND FY 2019 EARLY RETIREMENT INCENTIVE PROGRAM - APPROVED

In an effort to prepare the City of Largo for to handle pending legislative initiatives, an Early Retirement Incentive (ERI) is being proposed for FY 2018 and FY 2019. The ERI program would be voluntary and offered to non-sworn staff who are 59 ½ with 5 years of service, which are the parameters for the employee to not incur an early withdrawal penalty from their 401(a) retirement account. Staff is proposing the following programs:

FY 2018-Eligibility and Early Retirement Options:

Employees in 401(a) Retirement Plan- Age 59 ½ or older and 5 years of employment by 9/30/2018
Option 1: 12 weeks pay and 12 weeks Health Insurance (last day with City July 6, 2018)
Option 2: Up to 20 weeks of Health Insurance

FY 2019-Eligibility and Early Retirement Options:

Employees in 401(a) Retirement Plan- Age 59 ½ or older and 5 years of employment by 9/30/2019
Option 1: 12 weeks pay and 12 weeks Health Insurance (last day with City no earlier than Friday, February 1, 2019)
Option 2: Up to 20 weeks of Health Insurance

Ms. Bruner read Resolution No. 2207 by title only.

Questions:

Commissioner Carroll stated that educational seminars or discussion should be offered to employees. Ms. Sinz stated that staff had references to give employees regarding Social Security and benefits, and that there are
opportunities for employees to have their questions answered by staff. She stated that if this item is approved employees will have close to six weeks to make a decision.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve Resolution No. 2207.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Carroll, Mayor Brown

Absent: Commissioner Holck

Motion carried 6-0.

RESOLUTION NO. 2208 – INVOKING ZONING IN PROGRESS AS TO PENDING LEGISLATION TO ESTABLISH A TEMPORARY MORATORIUM AS TO PERMITTING OF HALFWAY HOUSES AND REHABILITATION FACILITIES IN THE CITY OF LARGO FOR 120 DAYS - APPROVED

At the June 13, 2017 meeting, the City Commission directed staff to prepare amendments to the Comprehensive Development Code (CDC) to address the compatibility of certain institutional land uses and clarify the development standards applicable to halfway houses and rehabilitation facilities. Halfway houses/rehabilitation facilities are defined in the CDC as facilities, which provide training, care, supervision, treatment, or rehabilitation to the aged, disabled, those convicted of crimes or those suffering the effects of drugs or alcohol; but excludes day-care centers, family day-care homes, foster homes, schools, hospitals, jails, or prisons. Those amendments are drafted and will go before the Planning Board on June 7, 2018. It is anticipated that the proposed amendments will be brought to the City Commission on June 19, 2018 for first reading and July 3, 2018 for second reading.

Florida law recognizes the doctrine of “Zoning In Progress” that allows applications for permitting to accepted but temporarily delayed for a reasonable amount of time while code changes are pending that would affect the permit. The proposed resolution will establish a 120 day moratorium on the processing of applications for halfway houses and rehabilitation facilities. The moratorium period of 120 days should allow sufficient time to process the adoption of the amended standards, including the necessary advisory board review and public hearings.

Ms. Bruner read Resolution No. 2208 by title only.

Questions:

Vice Mayor Smith questioned the number of facilities currently in process. Mr. Perez stated that one was operating and one that was previously approved but is not active. He stated that there are no current applications and the development order for the inactive one has expired. Mayor Brown questioned what the changes are expected to be. Mr. Perez stated that the input received from the Planning Board and City Commission was to have reasonable approvals to ensure no negative impacts on adjacent neighborhoods. He stated that staff’s intent was to use supplemental standards and conditional uses.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve Resolution No. 2208.

Discussion:
None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Carroll, Mayor Brown
Absent: Commissioner Holck

Motion carried 6-0.

ORDINANCE NO. 2018-19 – READOPTING THE COMPREHENSIVE DEVELOPMENT CODE AS AMENDED - APPROVED

The Comprehensive Development Code (CDC) was adopted in 2015 after a major rewrite to modernize the performance standards to align with current planning and development trends and practice. Since the adoption, staff has identified omissions, deficiencies and errors. Further analysis of the overall performance of the CDC revealed the need to clarify the intent and applicability of specific sections throughout the document. These amendments are needed to codify implementation of the standards, ensure a high level of consistent customer service with permit and development applicants, and support other City functions such as Code Enforcement. Staff made a presentation to the City Commission at a Work Session on February 13, 2018. Staff also made a presentation to the Planning Board on April 5, 2018 with a recommendation for approval to the City Commission.

The following list summarizes some of the substantial changes proposed by chapter:

**Chapter 2: Administration**
- Include the Special Magistrate reference.

**Chapter 3: The Development Review Process**
- Update the review time frame according to present review practices from ten working days to fifteen working days for Level I and II Development Review.
- Clarify the type of new structures that do not need to be reviewed under Level II, Full Scale Review (accessory buildings that do not exceed level I requirements), according to present review practices.

**Chapter 4: Hearing Procedures**
- Clarifications for Appeal of Administrative Decisions.

**Chapter 6: Allowable Uses**
- Changes made to Table 6-1:
  - **Update/Correction to Allowable Use descriptions:**
    - Single Family Detached and Single Family Attached are separated into two different categories and Townhome is specified under the Single Family Attached category as an example.
    - Gym is included under the Indoor Recreation category for clarification based on current practice.
  - **New Categories:**
    - Animal Grooming is broken out as a separate category from Kennel.
    - Retail, stand alone was not a category that was placed in the previous CDC and is now placed as a new category for clarification from inquiries.
  - **Omissions from CDC:**
    - Warehouse was a category that was listed in the previous CDC and is now added.
    - Dormitory was a category that was listed in the previous CDC and is now added
Chapter 7: Special Designations and Overlays
- Include section for outdoor displays of merchandise in the Clearwater-Largo Rd CRD that was omitted from the updated CDC.
- Revise the overall objective for the Largo Mall Activity Center (LMAC) District to match the LMAC Plan for consistency and add bonus density provisions of the plan with regards to the required design standards set forth in this chapter.

Chapter 8: General Development Standards and Impact Fees
- Update the provisions for the Parkland and Recreational Impact Fee per Ordinance 2016-91.

Chapter 9: Access Management, Traffic Circulation, and Parking Standards
- Clarify the placement of compact vehicle parking spaces.

Chapter 10: Landscape Standards
- Correction of section to allow stormwater ponds be located within the landscape buffer provided that the slope of the pond meets the minimum grade to allow for plantings within the pond.
- Update the land stabilization requirement after site clearing based on current practice standards by removing mulching as a method to stabilize the land.

Chapter 12: Sign Standards
- Include two-faced sign to be allowed for residential developments per current practice and provide visibility for the applicant’s development.
- Clarification for Alternate Master Signage Plan:
  - Reformat and revise the bonus height provision to clarify the intent of the program.

Chapter 14: Affordable Housing
- Include procedure on how to obtain density bonus for an affordable housing project.

Chapter 15: Supplemental Standards
- Addition of New Supplemental Standards: Kennels and Animal Grooming to match the County Standards.

Chapter 16: Accessory Uses
- Clarifications for detached storage buildings:
  - Applicability to include carports, garages, gazebos and pergolas.
  - Include provisions for properties with 2 acres or more based on current practice.
- Clarifications for swimming pools:
  - Include the language to be inclusive of spas, decorative attachments, plumbing and other pool equipment features regarding setbacks.

Chapter 17: Nonconforming Lots, Uses, and Structures
- Clarify the provisions for continued existence of a nonconforming structure and nonconforming use.

Chapter 18: Construction Standards and Property Maintenance
- Update the extension of time for permits to 90 days to reflect current practice and remove the provision for request of additional time extensions to reflect current practice.

Chapter 20: Definitions and Acronyms
- Include the definition of dormitory which was left out from previous CDC.
- Include the definition of townhouse to clarify the specific housing type for the CDC.

Staff will provide an overview of the proposed amendments.
Due to the size of the document, the proposed amendments will be posted to the City’s website and two hard copies will be available in the City Commission work room for review.

City Clerk Bruner read Ordinance No. 2018-19 by title only.

Questions:
None

Motion was made by Commissioner Holmes, seconded by Commissioner Carroll, to approve Ordinance No. 2018-19 on first reading and schedule a second reading and public hearing on May 1, 2018.

Discussion:
None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Carroll, Mayor Brown

Absent: Commissioner Holck

Motion carried 6-0.

STAFF REPORTS

PRESENTATION OF AMERICAN PUBLIC WORKS ASSOCIATION (APWA) SELF-ASSESSMENT AND RE-ACCREDITATION STATUS

On June 5, 2008, the City of Largo’s Public Works Department was formally accredited by the American Public Works Association (APWA). The accreditation program consists largely of using the Public Works Management Practices Manual (9th edition) and the more than 500 recommended practices within it as a baseline for Public Works agency operations. The process for Accreditation is as follows:

- A self-assessment comparing the agency’s Policies and Practices to those in the Manual
- A formal application for re-accreditation to APWA
- A review by the agency itself, the agency’s governing body, and APWA
- An evaluation and work period to transition from the status of the agency then to being prepared for accreditation
- A site visit by an APWA Accreditation Review Team
- Acceptance or denial by the APWA Accreditation Council

The department initiated a self-evaluation to check compliance status with the relevant chapters in the Manual. The evaluation revealed that Public Works remains in substantial or full compliance with all of practices granted during the original accreditation process, as well as completing compliance with all new practices in the 9th Edition of the Manual. The Department will formally apply for re-accreditation in calendar year 2019. The Department will then be reviewed by an APWA Site Evaluation Team in calendar year 2020 for consideration to remain an APWA Accredited Agency.

A copy of the full self-assessment report has been sent to the City Commission electronically and posted to the website.

Discussion:
Commissioners Holmes and Carroll congratulated staff for their efforts. Mayor Brown thanked staff for their work.

Mayor Brown recessed the City Commission meeting and convened the Community Redevelopment Agency meeting.

NOTE: Commissioner Robinson left the meeting at 6:42 pm and returned at 6:43 pm.

COMMUNITY REDEVELOPMENT AGENCY (CRA)

DOWNTOWN PLAZA CAPITAL IMPROVEMENT PROJECT

The purpose of this item is to give the City Commission a status report on the Downtown Plaza project that is beginning the design process (Phase II) in the current fiscal year (FY2018) and funded for construction in FY2019. This project is included in the FY2018-2022 CIP and the FY2018 Adopted Budget with $65,000 in 2018 for design and $435,000 for construction.

To support the Strategic Plan Initiative to develop an active and interconnected Downtown, the Downtown Plaza will enhance the southwest corner of West Bay Drive and Seminole Boulevard, opposite to Largo Central Park. It is intended to be a landmark feature to further establish the identity of the Downtown by creating a sense of place and reflecting the overall brand elements of the City.

The City Commission approved advancing the Downtown Plaza Enhancement Project at the September 13, 2016 Work Session. The project funding was added to the 2017-2021 CIP and the CRAAB adopted the project in their budget. In FY2016-17, the Community Development Department retained the services of the consultant, CPH Engineers, Inc. for Phase I to develop conceptual designs for the project site. The consultant services of Booth Design Group have been engaged for the design (Phase II) to work with staff and stakeholders to design the plaza to include a signature landmark feature, hardscape and landscaping that align with the design components of the West Bay Drive CRD Plan.

Booth Design Group was selected from the Professional Services Agreement list to complete the design, site planning and construction document preparation for a total of $40,125.33.

Throughout the design phase, staff will coordinate with key stakeholders and seek input from the City Commission, CRAAB, CDAB and RPA boards with the assistance of the consultant. Staff will conduct a design alternative online survey and place public exhibits at City facilities accessible to the public in summer 2018 to receive input on preliminary designs. Final design is anticipated to be presented to the City Commission for approval before the end of FY 2018 and construction plans prepared for bidding in 2019 for construction.

Discussion:

Commissioner Robinson stated that the Finance Advisory Board discussed this item and voted to not support the project, stating that they would prefer to keep the plaza as green space and spend the funds on infrastructure projects. He stated that he would like to move forward with the project. Commissioner Holmes stated that he would like to see a smaller version of the clock tower on the site. Mayor Brown stated that he would like to see the plaza improved, however it should be with the understanding that it could become part of pedestrian improvements to the area in the future. Commissioner Robinson stated his agreement regarding using the site to connect downtown to Largo Central Park. Commissioner Carroll stated that he agreed with the Mayor and Commissioner Robinson, adding that upcoming projects in the area will change the feel of the area. Ms. Stricklin stated that previous discussions identified the need to make immediate and visible improvements to the subject site. She stated that fifteen years would be a reasonable time frame to implement
a long term structural connection. She stated that the design process could take into account a phased in approach.

Mayor Brown adjourned the Community Redevelopment Agency meeting and reconvened the City Commission meeting.

ITEMS FROM CITY ATTORNEY, COMMISSION, MAYOR, CITY MANAGER

Mr. Zimmet stated that he researched the School Resource Officer (SRO) issue at Commission Robinson’s request. He stated that a glitch bill is anticipated to be passed next year to address some of the issues, including the entity responsible for payment. He stated that the burden of providing the officers was on the school districts. He stated that his contact at Florida League of Cities (FLC) indicated that the agency in the best position to provide the officers is the County Sheriff’s Office. He stated that the City did not have a responsibility to meet the mandates of the bill and that the City is not specifically obligated to pay for the officers. Mr. Schubert stated that staff is currently preparing a budget amendment to create and fund the additional positions for the remainder of the fiscal year. He stated that the Sheriff’s Office is currently recruiting for School Resource Officers.

Commissioner Holmes congratulated Mayor Brown, Commissioner Robinson and Commissioner Carroll for being recognized as Home Rule Heroes. He stated that on Friday at 6:00 pm there will be a Synchronized Swimming Show at Southwest. He stated that there is a divot out of place at the Seminole and West Bay intersection railroad tracks and asked that staff look at it.

Commissioner Robinson stated that Cheryl Reed, Intergovernmental Relations Coordinator, also received the Home Rule Hero award. He reminded everyone of the Teen Summit on Sunday at the Performing Arts Center.

Commissioner Carroll stated that the Home Rule Hero recognition was a team effort. He stated that there is a significant disconnect between legislation coming from Tallahassee and its impact on residents of Largo. He stated that the Public Safety Staffing Plan gave the City some latitude in responding to the SRO unfunded mandate.

Vice Mayor Smith stated that Friday is Thirsty Third Friday in Largo Central Park with a Lynyrd Skynard tribute band. He stated that Shred Fest will be held on Saturday at the Starkey Road Recycling Center. He thanked Mr. Sutton from Habitat for attending the meeting.

Commissioner Fenger congratulated the new Firefighters. She stated that the City’s partnership with Habitat has been very successful. She questioned whether the City can put together a welcome bag for new Habitat residents. She thanked the City Commission for the opportunity to attend the Institute for Elected Municipal Officials. She questioned whether the Commissioners can ask anything of the School Board. Mr. Zimmet stated that the City could indicate to them that the City is willing to provide the Officers pursuant to a mutual aid agreement based on compensation that is agreeable to the City. Commissioner Robinson requested that Gulfport’s and Tarpon Springs’ agreements with the School Board be part of the discussion on this topic at the next meeting.

Mayor Brown congratulated his fellow Home Rule Heroes. He encouraged volunteering for Habitat. He stated that the Library Art Hop will be on Saturday night. He stated that the City’s new web site will be launched tomorrow.

SUMMARY OF ACTION ITEMS

1. Request by Commissioner Holmes that Streets staff look at a road divot at the Seminole and West Bay Drive intersection railroad tracks, east bound.
2. Request by Commissioner Fenger that staff put together welcome bags for new Habitat for Humanity residents as houses are completed.

3. Request by Commissioner Robinson that staff obtain copies of Gulfport’s and Tarpon Springs’ agreements with the School Board to be included in the discussion on School Resource Officer funding at the next meeting.

ADJOURNMENT

The meeting adjourned at 7:16 pm.

______________________________
Diane L. Bruner, CMC, City Clerk
MOTION TO APPROVE CONSENT DOCKET:

I MOVE TO APPROVE/DISAPPROVE THE CONSENT DOCKET WITHOUT COMMISSION DISCUSSION AND INCLUDING STAFF BACKGROUND PROVIDED IN THE COMMISSION PACKETS.
This item is for approval of funding to reimburse Pinellas County for FY 2017 stormwater permit sampling costs in the amount of $52,986.28. These costs are incurred by the County first, and then reimbursed by the co-permittees after the fact.

The City Commission approved an interlocal agreement for the design, implementation and operation of a surface water quality monitoring program on October 1, 2013, and approved an amendment extending the agreement until December 31, 2020 on December 5, 2017. The agreement is between Pinellas County, the Florida Department of Transportation (FDOT), and 23 cities located within Pinellas County. The purpose of the agreement is to set forth the relationships and responsibilities of the County, FDOT and the cities in implementing and continuing a water quality monitoring program. The agreement includes a biological monitoring program as required by Pinellas County's National Pollutant Discharge Elimination System (NPDES) Program Municipal Stormwater Permit, of which the City is a co-permittee.

The City’s participation in the Municipal Stormwater Permit is mandated by the United States Environmental Protection Agency (EPA) as part of the Federal Clean Water Act, which is administered by the Florida Department of Environmental Protection (FDEP). The permit requires the City to implement projects and programs to reduce pollution levels to waters of the United States. The interlocal agreement was initially entered into in 2003 and provides for implementation and cost sharing of the monitoring program. Under the agreement, Pinellas County conducts the monitoring program and each co-permittee reimburses the County for the costs of the program in proportion to each jurisdiction's percentage of total county land acreage. The previous payment of $54,116.50 for FY 2016 was approved by the City Commission on May 2, 2017.

I MOVE TO APPROVE/DISAPPROVE PAYMENT FOR FY 2017 AMBIENT WATER QUALITY MONITORING SERVICES TO THE PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS IN THE AMOUNT OF $52,986.28.

Staff Contact: Kate Helms, Stormwater Program Administrator  727-587-6713  khelms@largo.com

Attachments: None
**TITLE:**

**APPROVAL TO COVER THE FULL COST OF THE SANITARY SEWER CONNECTION CHARGE FOR NINETEEN (19) PROPERTY OWNERS AT A TOTAL COST OF $3,533**

The City entered into annexation agreements (AAs) in 2016 and 2017 that included an obligation for the City to pay the sanitary sewer connection charge incurred by the property owners when they connected their properties to the City’s sewer system. Nineteen (19) of these agreements are for properties that will be required to connect to the City’s sewer system with the completion of Lift Stations 1 and 54. Those nineteen agreements specifically referenced the amount of the sanitary sewer connection charge in effect at the time those agreements were executed. Since these agreements were entered into, the City Commission approved an increase in the sanitary sewer connection charges. The agreements do not address the payment of the increase in the connection charge. Staff is asking that the City Commission approve the future payment of the increased sanitary sewer connection charge for these 19 properties, which were promised a full reimbursement of the sanitary sewer connection charge.

The connection charges for these 19 properties are as follows:

- Eighteen (18) AAs have the in-City sanitary sewer connection charge for a 3/4” meter of $1,835. The new connection charge is $1,992 (a $157 difference).
- One AA has the in-City sanitary sewer connection charge for a 1” meter of $4,590. The new connection charge is $4,983 (a $393 difference).

The total difference for all 19 properties is $3,533.

To avoid this situation in the future, the City Attorney developed new language that is being used in all annexation agreements. The new language references the meter size on the property instead of the dollar amount of the sanitary sewer connection charge.

---

**Budgeted Amount:** $0.00  
**Budget Page No(s):** N/A  
**Available Amount:** $0.00  
**Expenditure Amount:** $0.00

**Additional Budgetary Information:** N/A

**Funding Source(s):** N/A  
**Sufficient Funds Available:** {Yes, No}  
**Budget Amendment Required:** {Yes, No}  
**Source:** N/A

**City Attorney Reviewed:** {Yes, No, N/A}  
**Advisory Board Recommendation:** {For, Against, N/A}  
**Consistent With:** {Yes, No, N/A}  
**Comprehensive Plan**

---

**Potential Motion/Direction Requested:**

I MOVE TO APPROVE/DISAPPROVE COVERING THE FULL COST OF THE SANITARY SEWER CONNECTION CHARGE FOR NINETEEN (19) PROPERTY OWNERS AT A TOTAL COST OF $3,533

**Staff Contact:** Isabella Nunez, ED Coordinator  
727-587-6700  
inunez@largo.com

**Attachments:** List of 19 Annexation Agreements
List of 19 Annexation Agreements

<table>
<thead>
<tr>
<th>Annexation Agreement</th>
<th>Name</th>
<th>Address</th>
<th>Old Reimbursement Amount</th>
<th>New Reimbursement Amount</th>
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<td>Rita Barrett</td>
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Total: $3,533.00
The Florida Legislature has appropriated funding to the Florida Department of Economic Opportunity (DEO) for Community Planning Technical Assistance Grants. The grants provide communities the opportunity to develop innovative planning and development strategies to promote a diverse economy, vibrant rural and suburban areas and meet the requirements of the Community Planning Act, while protecting environmentally sensitive areas. Typical grant awards will be $25,000 - $40,000. The application requires staff to submit a letter of request for grant funding and a proposed scope of work to DEO.

Staff is requesting approval to apply for $40,000 to support preparation of the Largo Town Center Special Area Plan. The City of Largo is preparing to proceed with the development of a "master plan" for the Largo Town Center area. The plan will align with Largo’s Strategic Plan, the Forwarding Our Future 2040 Comprehensive Plan and the Countywide Plan Rules. Furthermore, it will align with the Gateway/Mid-County Area Master Planning effort led by Forward Pinellas. If selected to receive funding, the Planning and Development Services Division hopes to produce a master plan that invokes economic growth and development, placemaking and inclusiveness, mixed-use and activity centers, partnership and collaboration, accessibility and connectivity, sustainability and resiliency within the major activity center that is comprised of the area surrounding the intersection of East Bay Drive/Roosevelt Blvd and US 19. The plan is estimated to cost approximately $120,000.

Grant requests must be submitted to the DEO by Monday, May 7, 2018, at 5:00 p.m. No matching funds are required.

I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO SUBMIT AN APPLICATION TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR THE COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT.
**TITLE:**

APPOINTMENT OF KATHLEEN A. MORTENSEN AS A MEMBER OF THE FINANCE ADVISORY BOARD

The Finance Advisory Board is comprised of seven (7) residents of the City of Largo. The Mayor and each Commissioner shall appoint one (1) resident to serve as a member of the Board to run concurrently with the term of office of the Mayor or Commissioner who appointed the member.

Ms. Kathleen A. Mortensen is being recommended for appointment by Vice Mayor Michael Smith to serve the remainder of a four year term which will expire in November 2018. Ms. Mortensen will fill the vacancy created by the resignation of Mrs. Lindsey Funair, who moved out of state.

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<tr>
<td>Staff Contact:</td>
<td>Shirley Frick</td>
<td>x6702</td>
<td><a href="mailto:sfrick@largo.com">sfrick@largo.com</a></td>
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<tr>
<td>Attachments:</td>
<td>Application Form</td>
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</table>
Apply to serve on an Advisory Board Submitted - Receipt #2018-X2XAJA

To: Shirley Frick <sfrick@largo.com>, Amy Meyers <ameyers@largo.com>

From: Shirley Frick <sfrick@largo.com>
Date: 2018-01-29 13:42:22
Subject: Apply to serve on an Advisory Board Submitted - Receipt #2018-X2XAJA

A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

**Confirmation**

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

**What Happens Next?**

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.

**Full Name:** kathleen a. mortensen  
**Home Address:** 164 8th ave sw  
**City:** largo  
**ZIP Code:** 33770  
**Work Address:** n/a  
**City:**  
**ZIP Code:**  
**Home Phone:** 727-595-7346  
**Fax Number:** 727-518-6330
| **Email:** | kmorto@aol.com |
| **Preferred Mailing Address:** | Residence |
| **How long have you lived in the City of Largo?:** | 3 years |
| **What Board are you applying for/nominated for?:** | Recreation, Parks, and Arts Advisory Board |
| **Have you attended Largo Citizens Academy?:** | No |
| **If so, what year?:** | |
| **Why are you interested in serving on this Board?:** | I have lived in the Largo area since the early 1950's. I attended South Ward Elem., Largo Junior and Senior High School. I have owned property in the city of Largo for over 18 years. I believe with the proper planning and community input, major improvements can be achieved for the betterment of all our citizens. |
| **List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):** | City of Belleair Beach: Park and Recreation Board- 3 yrs; Mayor, Vice Mayor and Councilmember-7 yrs.; Pinellas County Mayor's Council- 2yrs; Barrier Island Govt.Council-4 yrs; Pinellas County EMS Board rep from Mayor's Council; Veterinary Laboratory Association of America-Vice President-3yrs |
| **Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:** | Started up, owned and operate a veterinary lab in Largo (10 years) and then sold. |
| **List all (Board) related experience (Board, staff, volunteer, etc.):** | City of Belleair Beach: Park and Recreation Board- 3 yrs; Mayor, Vice Mayor and Councilmember-7 yrs.; Pinellas County Mayor's Council- 2yrs; Barrier Island Govt.Council-4 yrs; Pinellas County EMS Board rep from Mayor's Council; Veterinary Laboratory Association of America-Vice President-3yrs |
| **Organization or Commissioner sponsoring nomination (if applicable):** | none at this time |
| **Education Level Completed:** | Associates Degree |
| **Major Areas of Study:** | Medical technology |
| **Other experience or skills that may be valuable to the Board:** | Resident of the Largo area since the early 1950's; over 10 years participating in local government; business owner and a love for the city. I am retired and have time, energy and experience to offer. |
| **Are you willing to meet at least monthly for a Board Meeting?:** | Yes |
| **Are you generally available should a special meeting of the Board be necessary?:** | Yes |
| **Do you understand the duties and responsibilities of the Board?:** | Yes |

To stay up to date you can view the status of this item [here](https://webmail.largo.com/h/printmessage?id=192675&tz=Ame...).
**Title:**
ORDINANCE NO. 2018-19 - SECOND READING - READOPTING THE COMPREHENSIVE DEVELOPMENT CODE AS AMENDED

**Changes from First Reading:**
None.

**Previous City Commission Action:**
Approved on first reading April 17, 2018 (6-0) (Holck absent).

**Budgeted Amount:** $0.00
**Budget Page No(s):** NA
**Available Amount:** $0.00
**Expenditure Amount:** $0.00

**Additional Budgetary Information:** Not applicable

**Funding Source(s):** NA

**Sufficient Funds Available:** { } Yes { } No

**Budget Amendment Required:** { } Yes { } No

**Source:** N/A

**City Attorney Reviewed:** { } Yes { } No { } N/A

**Advisory Board Recommendation:** { } For { } Against { } N/A

**Consistent With:** { } Yes { } No { } N/A

**Comprehensive Plan**

**Potential Motion/ Direction Requested:**
I MOVE TO ADOPT/DENY ORDINANCE NO. 2018-19 ON SECOND AND FINAL READING.

**Staff Contact:** Frances Leong Sharp 587-6749 x 7453 fleong@largo.com

**Attachments:** First Reading Memo, Ordinance No. 2018-19
Title:
ORDINANCE NO. 2018-19 - READOPTING THE COMPREHENSIVE DEVELOPMENT CODE AS AMENDED

The Comprehensive Development Code (CDC) was adopted in 2015 after a major rewrite to modernize the performance standards to align with current planning and development trends and practice. Since the adoption, staff has identified omissions, deficiencies and errors. Further analysis of the overall performance of the CDC revealed the need to clarify the intent and applicability of specific sections throughout the document. These amendments are needed to codify implementation of the standards, ensure a high level of consistent customer service with permit and development applicants, and support other City functions such as Code Enforcement. Staff made a presentation to the City Commission at a Work Session on February 13, 2018. Staff also made a presentation to the Planning Board on April 5, 2018 with a recommendation for approval to the City Commission.

The following list summarizes some of the substantial changes proposed by chapter:

Chapter 2: Administration
- Include the Special Magistrate reference.

Chapter 3: The Development Review Process
- Update the review time frame according to present review practices from ten working days to fifteen working days for Level I and II Development Review.
- Clarify the type of new structures that do not need to be reviewed under Level II, Full Scale Review (accessory buildings that do not exceed level I requirements), according to present review practices.

(Continued on Pages 2 & 3)
Chapter 4: Hearing Procedures
- Clarifications for Appeal of Administrative Decisions.

Chapter 6: Allowable Uses
- Changes made to Table 6-1:
  - **Update/Correction to Allowable Use descriptions:**
    - Single Family Detached and Single Family Attached are separated into two different categories and Townhome is specified under the Single Family Attached category as an example.
    - Gym is included under the Indoor Recreation category for clarification based on current practice.
  - **New Categories:**
    - Animal Grooming is broken out as a separate category from Kennel.
    - Retail, stand alone was not a category that was placed in the previous CDC and is now placed as a new category for clarification from inquiries.
  - **Omissions from CDC:**
    - Warehouse was a category that was listed in the previous CDC and is now added.
    - Dormitory was a category that was listed in the previous CDC and is now added

Chapter 7: Special Designations and Overlays
- Include section for outdoor displays of merchandise in the Clearwater-Largo Rd CRD that was omitted from the updated CDC.
- Revise the overall objective for the Largo Mall Activity Center (LMAC) District to match the LMAC Plan for consistency and add bonus density provisions of the plan with regards to the required design standards set forth in this chapter.

Chapter 8: General Development Standards and Impact Fees
- Update the provisions for the Parkland and Recreational Impact Fee per Ordinance 2016-91.

Chapter 9: Access Management, Traffic Circulation, and Parking Standards
- Clarify the placement of compact vehicle parking spaces.

Chapter 10: Landscape Standards
- Correction of section to allow stormwater ponds be located within the landscape buffer provided that the slope of the pond meets the minimum grade to allow for plantings within the pond.
- Update the land stabilization requirement after site clearing based on current practice standards by removing mulching as a method to stabilize the land.

Chapter 12: Sign Standards
- Include two-faced sign to be allowed for residential developments per current practice and provide visibility for the applicant’s development.
- Clarification for Alternate Master Signage Plan:
  - Reformat and revise the bonus height provision to clarify the intent of the program.

Chapter 14: Affordable Housing
- Include procedure on how to obtain density bonus for an affordable housing project.

Chapter 15: Supplemental Standards
- Addition of New Supplemental Standards: Kennels and Animal Grooming to match the County Standards.

Chapter 16: Accessory Uses
- Clarifications for detached storage buildings:
  - Applicability to include carports, garages, gazebos and pergolas.
  - Include provisions for properties with 2 acres or more based on current practice.
- Clarifications for swimming pools:
  - Include the language to be inclusive of spas, decorative attachments, plumbing and other pool equipment features regarding setbacks.
Chapter 17: Nonconforming Lots, Uses, and Structures
- Clarify the provisions for continued existence of a nonconforming structure and nonconforming use.

Chapter 18: Construction Standards and Property Maintenance
- Update the extension of time for permits to 90 days to reflect current practice and remove the provision for request of additional time extensions to reflect current practice.

Chapter 20: Definitions and Acronyms
- Include the definition of dormitory which was left out from previous CDC.
- Include the definition of townhouse to clarify the specific housing type for the CDC.

Staff will provide an overview of the proposed amendments.

Due to the size of the document, the proposed amendments will be posted to the City’s website and two hard copies will be available in the City Commission work room for review.
ORDINANCE NO. 2018-19

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, READOPTING THE
COMPREHENSIVE DEVELOPMENT CODE AS AMENDED; PROVIDING FOR
SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Largo adopted and codified a new Comprehensive Development Code
encompassing all land development regulations on June 16, 2015 with the adoption of Ordinance No. 2015-32; and

WHEREAS, pursuant to Ordinance No. 2015-32, the new Comprehensive Development Code became
effective on July 1, 2015; and

WHEREAS, the recitals of Ordinance No. 2015-32 are incorporated herein as if set forth in full; and

WHEREAS, since July 1, 2015, the City has identified clerical errors and provisions of the
Comprehensive Development Code that need clarification; and

WHEREAS, City staff has prepared a revised Comprehensive Development Code, attached as Exhibit
A, addressing the clerical errors and provisions needing clarification.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF LARGO HEREBY ORDAINS:

Section 1. The City of Largo Comprehensive Development Code is amended, readopted and
recodified, as set forth in Exhibit A.

Section 3. That it is the intention of the City Commission of the City of Largo that each provision
hereof be considered severable, and that the invalidity of any provision of this ordinance or the City of Largo
Comprehensive Development Code shall not affect the validity of any other portion of this ordinance, the City
of Largo Comprehensive Plan, or the City of Largo Comprehensive Development Code.

Section 4. That this ordinance shall take effect immediately upon its final passage and adoption.

APPROVED ON FIRST READING

PASSED AND ADOPTED ON
SECOND AND FINAL READING

ATTEST:

Mayor

City Clerk

REVIEWED AND APPROVED:

City Attorney
Alan Zimmet serves as the City Attorney in accordance with an Agreement dated June 6, 2000, which has been subsequently amended thirteen times to adjust compensation. The most recent amendment (number 13), approved on July 11, 2017 for FY 2018, established the monthly retainer fee at $11,108.58 per month ($133,302.96 per year). The hourly rate for work outside that provided by the retainer increased to $205.

During the past year, Mr. Zimmet has continued to provide excellent legal services to the City Commission and staff. The most significant was the favorable decision by the Florida Supreme Court regarding the validity of a Payment in Lieu of Taxes (PILOT) agreement with the owners of Brittany Bay Apartments and the subsequent recovery of all funds owed under the agreement.

The attached Fourteenth Amendment to his contract would increase the monthly retainer by 3% (the same increase as non-represented City employees) to $11,441.84 ($137,302.08 per year). The hourly rate for additional services is currently $205. This amendment would increase the hourly rate to $235 for shareholders (currently Alan Zimmet and Nikki Nate) and $210 for attorneys who are firm associates. Based on 2017 billings, this would represent an estimated annual increase of $18,000. The effective date of the amendment is October 1, 2018.

Staff from Mr. Zimmet’s firm are currently covering for a vacancy in the Assistant City Attorney position, the cost of which is being funded through existing budgeted resources. Administration is monitoring the success of this arrangement and will make a decision prior to the second City Commission meeting in July as to whether it is in the best interest of the City to hire a City employee for this position or propose to the City Commission an amendment to Mr. Zimmet’s agreement to continue this staffing from his firm.
FOURTEENTH AMENDMENT

THIS FOURTEENTH AMENDMENT entered into on this ____ day of May, 2018, by and between the City of Largo, Florida, a municipal corporation (hereinafter “LARGO”), and Alan S. Zimmet (hereinafter “ZIMMET”), hereby amends that certain Agreement entered into on June 6, 2000, as amended (“the Agreement”).

WHEREAS, in accordance with paragraph 10 of the Agreement, the parties reviewed the Agreement, ZIMMET’s performance and the compensation paid to ZIMMET pursuant to the Agreement on July 11, 2017.

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. The above recitals are true and correct and are hereby incorporated herein by reference.

2. The Agreement is hereby amended by providing that the retainer set forth in paragraph 3 of the Agreement shall be increased to $11,441.84 per month.

3. The Agreement is hereby amended by providing that the hourly rate for attorneys working on litigation matters set forth in paragraph 4 of the Agreement shall be increased to $235.00 for shareholders and $210.00 for attorneys who are firm associates.

4. The retainer and hourly rate provided for in this Thirteenth Amendment shall take effect on October 1, 2018.

5. Any provision of the Agreement, as amended, not specifically amended by this Thirteenth Amendment shall remain in full force and effect.
The Parties hereto have caused this Fourteenth Amendment to be executed on the day first above written.

“LARGO”

CITY OF LARGO, FLORIDA

By: __________________________ _____________________________

Louis L. “Woody” Brown, Mayor

Alan S. Zimmet, B.C.S.

Attest:

Witness:

Diane Bruner, City Clerk
Periodically, the City of Largo Personnel Rules and Regulations require updates to ensure the relevance of the policies to current work practices and to ensure efficient and effective operations.

The following modifications to the Personnel Rules and Regulations are being recommended:

1. Amending Section IV, Probationary Periods and Types of Appointments, to provide that probationary employees may only apply for a different position within their current department.

2. Amending Section VI, Pay and Classification Plan, to redefine reclassification of a position, revise the process for deleting/adding a position and revise regulations governing employees during declared emergencies.

3. Amending Section XV, Code of Conduct and Disciplinary Guidelines, to add to the Code of Conduct #4 (page 51) the employees' duty to report the use of medication which may restrict the employee's performance of duties.

Attached is the underlined and stricken-through copy of the final recommendations as described above. The CWA, IAFF, and PBA have reviewed and concurred with these recommendations as presented.

I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2214.
RESOLUTION NO. 2214

A RESOLUTION OF THE CITY OF LARGO, FLORIDA, AMENDING THE CITY OF LARGO PERSONNEL RULES AND REGULATIONS, BY AMENDING SECTION IV: PROBATIONARY PERIODS AND TYPES OF APPOINTMENTS; AMENDING SECTION VI: PAY AND CLASSIFICATION PLAN; AMENDING SECTION XV: CODE OF CONDUCT AND DISCIPLINARY GUIDELINES; BY REPEALING RESOLUTIONS OR PARTS THEREOF IN CONFLICT HEREWITH; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Largo City Commission has adopted the Personnel Rules and Regulations in accordance with Section 4.02 of the City Charter; and

WHEREAS, the City Commission desires to amend the Personnel Rules and Regulations as set forth in the revised Personnel Rules and Regulations attached as Exhibit A to this resolution; and

WHEREAS, the revisions to the Personnel Rules and Regulations are as follows:

1. Amending Section IV to provide that probationary employees may only apply for a different position in their current department.
2. Amending Section VI to redefine reclassification of a position, revising the process for upgrading a position, revising the effects of reclassification of a position in the same pay grade, revising the effects of the downgrading of a position, revising the process for deleting/adding a position, and revising regulations governing employees during declared emergencies.
3. Amending Section XV to clarify that the failure to report the use of medications which may restrict the employee’s performance of duties may subject the employee to discipline.

WHEREAS, the City Commission has determined that the adoption of the revised Personnel Rules and Regulations are in the best interest of the City and its employees.

NOW, THEREFORE, THE CITY OF LARGO CITY COMMISSION HEREBY RESOLVES:

Section 1. That, in accordance with Section 4.02 of the City Charter, the attached revised Personnel Rules and Regulations, be and the same are hereby approved and adopted for administration and implementation by the City Manager provided the adoption of said amendments shall not affect management prerogatives, powers or duties, unless and except to the extent provided.

Section 2. That all former resolutions or parts thereof in conflict or inconsistent with this resolution are hereby superseded and repealed.

Section 3. That this resolution shall take effect on May 1, 2018.

PASSED AND ADOPTED ON THIS _____ DAY OF ____________, 2018.

CITY OF LARGO, FLORIDA

Louis L. Brown, Mayor

REVIEWED AND APPROVED: ATTEST:

Alan Zimmet, City Attorney

Diane Bruner, City Clerk
IV: PROBATIONARY PERIODS AND TYPES OF APPOINTMENTS

Revised 02/15/95/04/01/2016

A. Purpose of the Probationary Period

The probationary period is an integral part of the evaluation process. This is primarily an orientation and learning period in which the supervisor has an opportunity to determine whether the employee understands and has the ability and skills to perform the job assigned and is an appropriate fit for the department.

Any newly-hired person serving a probationary period is subject to the rules and regulations except for the right to file grievances and to appeal to the Personnel Advisory Board. A probationary employee may not submit an application for a different position, unless the position is within their current department.

An employee serving a probationary period as a result of a promotion, demotion, or transfer is subject to and receives all benefits and rights in the rules and regulations provided the employee attained regular status in the prior classification.

B. Duration

For entrance and promotional appointments; a six-month probationary period shall be served by all general employees. Department Directors may request an extension to the probationary period, for cause, with the approval of Human Resources. Telecommunicator employees shall serve a nine-month probationary period following hire and/or promotion. Police Officer, Police Sergeant, Firefighter, Firefighter/Paramedic, and Fire Lieutenant employees shall serve a twelve-month probationary period following hire and/or promotion.

Absences of greater than thirty consecutive days will cause the probationary period, hire date and anniversary date to be adjusted by an equal number of days by Human Resources.

C. Dismissal or Demotion of Probationary Employees

1. New Employee — If a probationary employee has been found to be unable or unwilling to perform, unsuitable for the position, or has received disciplinary action, he/she may be dismissed or demoted with the approval of the Department Director. The director concerned or his/her designee must coordinate this action with Human Resources. The employee does not have the right to file a grievance or appeal to the Personnel Advisory Board.

2. Promoted Employee — If an employee in a probationary period has been found to be unable to satisfactorily perform the duties of the higher position, the employee shall be returned to the position and status held immediately prior to the promotion, if the position is vacant. The Department Director shall provide written notice specifying the reasons, and coordinate the action with Human Resources.

If the position held immediately prior to the promotion is not vacant in the original department, the employee may be transferred to a vacant position in another department. The transfer shall be subject to the approval of both Department Directors.

If no vacancy exists for the position held immediately prior to the promotion, the employee may be considered for any other vacant position for which he/she qualifies. If no vacancy is identified, the employee will be separated from employment.

D. Probationary Period Reports

For both entrance and promotional probationary positions, a documented guidance and counseling meeting shall take place semi-annually in the probationary period. The participants of the meeting shall be the probationary employee and his/her immediate supervisor. Shortly before completion of the probationary period, the immediate supervisor will be required to complete the appropriate performance evaluation form when the probation is for initial employment. When the probation is being served for other than initial employment, the evaluation need only be in writing when the performance is unsatisfactory.
E. **Temporary Employee**

Employees appointed for special projects or programs, or for work of a temporary nature, will be appointed as temporary employees. The period of appointment will be for a period specified by the particular program.

Benefits awarded to temporary employees include social security contribution, workers' compensation, and unemployment compensation. Depending on the specific need of the City of Largo, health insurance and pension or retirement plan participation may also be provided to temporary employees with prior approval from the City Manager.

F. **Part-Time Employee**

Any employee whose work schedule is fewer than forty hours per week shall be classified part-time. Regular part-time employees who regularly work 30 or more hours per week shall receive the same benefits on a pro-rated basis as regular full-time employees. Those who work less than 30 hours shall receive the same benefits except for health insurance and pension or retirement plan participation. A regular part-time employee in a classification covered by the Personal Insurance Credits program will receive credits on a pro-rated basis.

G. **Full-Time Employee**

A full-time employee shall be any employee who is hired into a full-time, regular budgeted position which requires the employee to work forty hours or more per week.

H. **Emergency Duty Assignments**

If civil emergency conditions exist, the City Manager or his/her designee may assign any employee under his/her jurisdiction to any duties to fulfill the mission of the City. Conditions constituting civil emergency may include, but are not limited to, riots, civil disorders, hurricane conditions or similar catastrophes.
SECTION VI: PAY AND CLASSIFICATION PLAN
Revised 02/46/405/01/2018

A. **Purpose**
The organization of positions according to their range of duties, responsibilities and level of difficulty; and to provide a standardization of job titles and the basis of compensation for City employees.

B. **Content of the Plan**
The Classification Plan shall consist of:

1. A grouping of positions into classifications on the basis of approximately equal difficulty, responsibility, and general qualifications which can be equitably compensated utilizing the same pay range.

2. A classification title, indicative of the work of the classification, which shall be used on all personnel accounting, budget, and related official records. No person shall be appointed to a position in the City personnel structure under a title not contained in the classification plan.

3. A written job description for each classification containing the nature of work and relative responsibilities of the classification, essential functions of the classification, necessary knowledge, skills, and abilities required for adequate performance of the work, and the desirable experience and training needed for recruiting to the classification.

C. **Preparation**
The pay and classification plan is prepared by the City Manager with such staff assistance as required. The Human Resources Department will initiate a review of all job descriptions to ensure accuracy.

D. **Adoption of the Pay and Classification Plan**
After necessary study, inquiry and consultation, the City Manager presents the plan to the City Commission for approval and adoption.

E. **Uses of the Plan**
The Pay and Classification Plan shall be used to:

1. Describe qualifications, prepare examination announcements, and develop examination content.

2. Determine salary ranges to be paid for the various classifications.

3. Reflect lines of promotion.

F. **Amendment of Pay and Classification Plan**
The Human Resources Director shall be responsible for implementing required amendments to the pay and classification plan when necessary. The Human Resources Director after inquiring and consulting shall present the amendment to the City Manager for approval and adoption by the City Commission.

G. **Maintenance of the Classification Plan**
The Human Resources Director shall be charged with the responsibility of maintaining the plan and providing for the continued proper assignment of all employees to an appropriate classification. The Human Resources Director shall with the approval of the City Manager:

1. On the basis of studies made by the Human Resources of new or proposed positions, place the position in the proper classification and range reflecting the duties and responsibilities of the
work.

2. On the basis of studies made by the Human Resources of permanent changes in the duties and responsibilities of the positions, recommend reclassification of those positions to the proper classification.

3. Perform job audits and classification analysis of the duties and responsibilities of existing positions when requested by the Department Director.

H. Pay Rate for New Employees

Entrance appointments will be made at the minimum pay rate for the classification. Exceptions from this minimum pay rate may be permitted only with the prior approval of the City Manager.

I. Re-Hire

Employees re-hired by the City within one year of good-standing separation will receive credit for the previous employment. This rule does not supersede any pension ordinance, and may be used only once.

1. When re-hired into a classification previously held, both City (hire date) and classification seniority will be reinstated less the equivalent period of absence.

Example: Hire 1/1/85 as Personnel Manager; Good standing separation 6/30/96; Re-hire as Personnel Manager 5/1/99. The new date for City and classification seniority is 11/01/85 (1/1/85 less ten months).

2. When re-hired into a classification not previously held, only City (hire date) seniority will be reinstated less the equivalent period of absence.

3. Re-hires will serve the usual probation period for the classification.

4. Any unused, accumulated sick and personal leave at time of separation will be reinstated to the extent provided by rules and maximums.

J. Reclassification of a Position

A reclassification is necessary when duties and responsibilities of an existing position classification have significantly evolved over time to the point where they are more representative of another classification. Reclassification is the result of a gradual change in either the type of duties or level and scope of responsibilities.

When a Department Director believes a reclassification may be justified, a request for audit can be initiated by submitting a completed Reclassification Questionnaire. The Human Resources Department will conduct an audit and submit its findings of fact and recommendation to the City Manager for approval/disapproval. Based on staffing levels or operational need, the City Manager may authorize reclassifications within the same pay range or lower pay range during the fiscal year.

Implementation of higher reclassifications are subject to review by the City Manager and are subject to approval by the City Commission.

1. Reclassification Upward – When a reclassification is warranted and approved to an established position in a higher pay range, the incumbent's employment status will be adjusted as follows:

   a. If the reclassification is in a higher pay range than the original classification, the incumbent will receive a one time 2% pay adjustment for each pay range adjustment plus 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date increase, or contractual date increase, up to the
maximum of the range of the new position. If the employee is not at the minimum of the range, the employee will be brought to the minimum, and then given a 2% pay adjustment plus 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date increase, or contractual date increase, up to the maximum of the range of the new position. A reclassification will not result in more than a two pay range level increase. Any pay range increase over two ranges should be considered under a Delete/Add transaction.

b. The effective date of salary change must coincide with the effective date of reclassification.

c. Reclassification update shall establish a new anniversary date.

2. Reclassification within the Same Pay Range – When a reclassification is warranted and approved to a position within the same pay range, the incumbent’s employment status will be adjusted as follows: the incumbent’s salary will be increased by 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date increase. The lateral reclassification shall establish a new anniversary date.

a. An employee’s salary will be increased by 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date, or contractual increase date up to the maximum of the range of the new position.

b. The lateral reclassification shall establish a new anniversary date.

c. The effective date of the salary change must coincide with the effective date of the reclassification.

3. Reclassification Downward – When a reclassification is warranted and approved to an established position in a lower pay range, the incumbent’s employment status will be adjusted as follows:

a. The employee shall be placed in the pay range of the lower classification. The employee’s salary will not be reduced if it falls within the range of the lower classification. If, however, the incumbent’s current salary is above the maximum of the pay range for the lower classification, it will be reduced to the maximum.

b. Reclassification The downward reclassification shall establish a new anniversary date and the incumbent will receive 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date increase, or contractual date increase, up to the maximum of the range of the new position, will not affect the incumbent’s anniversary date.

K. Title Change

A title change becomes possible when the only change is the classification title to one which does not currently exist. Occasionally, a classification is deemed to be more accurately described by another title. There are no immediate or evolved changes in the duties and responsibilities of the position, nor is there a recommendation to change the pay range. An example of a title change would be Personnel Manager to Human Resources Manager when there are neither real nor implied changes to existing duties, responsibilities, and pay range.

A title change differs from a delete/add in that a delete/add occurs when a classification with specific duties and
responsibilities is replaced by another classification, either currently existent or non-existent with different duties and responsibilities. With a title change, there are no changes to duties, responsibilities, or pay range.

A title change will not effect the salary or anniversary date of an employee.

L. Delete/Add

When the duties and responsibilities of a position increase or decrease as a result of a sudden change (e.g., adding supervisory duties, reorganization, etc.) a delete/add will be recommended.

A delete/add is a budgetary action involving the establishment elimination of an authorized position and the addition of an authorized position in lieu thereof. These actions result from an intentional change in the duties and responsibilities assigned a position (e.g., a re-organization, adding supervisory responsibilities, etc.)

The City Manager may authorize a delete/add when the add classification is within the same or lower pay range as the delete classification.

1. Delete/Adds will be brought before the City Commission for approval; if the add classification does not already exist in the City of Largo pay plans or is in a higher pay range than the delete classification, the delete/add will be brought before the City Commission for approval. The City Manager may authorize a delete/add when the add classification is within the same or lower pay range than the delete classification.

2. Delete/Adds will be treated as a new position and may require vacancy approval request. When the delete/add represents changes to duties and responsibilities of the incumbent and the incumbent meets the minimum qualification, a vacancy approval request will not be required, at the discretion of the Department Director.

3. If the new classification is higher in the pay plan than the existing position, an employee's salary will be increased to the minimum of the pay range of the new position, or receive a 5% pay increase, whichever is greater. With any delete/add transaction, the employee's anniversary date will reset to the effective date of the new position and the employee is eligible for 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date, or contractual increase date, whichever provides a greater salary increase.

4. Addition of a new classification title shall be requested using a delete/add position description questionnaire which is submitted to Human Resources for review and classification assignment.

M. Demotion

1. Demotion Approval – All demotions must receive the approval of the Department Director and Human Resources.

2. Demotion Upon Request – An employee requesting a demotion for personal reasons shall submit a written request to his/her Department Director. Consideration for such action will depend on vacancy availability and other conditions which are deemed necessary. Approval shall be in accordance with Demotion Approval 1. above.

3. Reasons for Demotion – An employee may be demoted to a lower position for any of the following reasons:
   a. To avoid being laid off because his/her position is being abolished.
   b. Lack of work.
   c. Lack of funds.
d. To reassign an employee who does not possess the necessary qualifications to render satisfactory service in the position he/she holds.

e. To remove and reassign during probation.

f. When an employee voluntarily requests such demotion.

g. When reclassification downward results from a job audit.

h. For non-disciplinary reasons. Non-disciplinary reasons include failure, in the judgment of the Department Director, to effectively fulfill one's job responsibilities or implement policies established by the City Administration or Department Director. It does not include misconduct as defined by the Code of Conduct (Section XV in this document), or department standard operating procedures.

1) The Department Director or designee must, in writing, inform the employee of his/her deficiencies, actions necessary to remedy the deficiencies, the consequences of not remedying the deficiencies, and a specific time period of not less than 90 days to achieve remediation. Once a remediation period is established, the Department Director or designee must meet with the employee no less often than at 30-day intervals to discuss the employee's progress. The Department Director or designee must document these meetings in writing and provide a copy to the employee with 7 days of the meeting.

2) If, at the end of the remediation period, the Department Director determines that the employee should be demoted, such action will be subject to review by the Human Resources Director or designee of the City Manager. If the reviewing official concurs with the Department Director determination, then the employee will be notified in writing and the demotion will be implemented.

4. Effects of Demotion on Pay – The pay of an employee demoted to a classification having a lower pay range than the employee's previous position shall be based upon the following:

a. Demotion will not result in an overall pay increase.

b. Pay will not exceed the maximum hourly pay rate of the pay range.

c. Employees demoted to a lower classification shall have the pay reduced.

d. In the event the employee's position was eliminated and the employee is reassigned to an existing and/or new position, the employee's pay will not be reduced unless it resides above the maximum of the range.

e. Employees who have completed their initial employment probationary period shall have their pay reduced as follows:

1) If the employee is demoted to a lower classification which was held immediately prior to being reclassified or promoted, the pay rate shall be placed in the same relative position that would have been obtained had the employee remained in the lower classification as long as the reduction is at least 5%.

2) If the employee is demoted to a lower classification which was not previously held, the pay rate shall be reduced to the pay rate he/she would have progressed to from the minimum of the lower classification as long as the reduction is at least 5%.

f. Employees demoted to a lower classification not held previously will serve a six-month probationary period.
g. Employees returning to a classification previously held will receive credit for the time previously worked for any consideration given to classification seniority.

h. Any special exception from formula placement of a demoted employee’s new salary with the pay range must be approved by Human Resources and City Manager.

5. Effect of Demotion on Anniversary Date – Demotion under any condition will not affect any employee’s hire date; a demotion shall establish a new anniversary date.

N. Reasons for Promotion

An employee may be promoted to a job classification with a higher range of pay after successfully meeting the requirements for that position. Upon promotion, the employee shall have his/her salary and probationary period adjusted as follows:

1. The employee shall be placed in the pay range established for the position to which he/she was promoted. An employee’s salary will be increased to the minimum of the salary range of the new position, or receive a 5% promotional increase plus 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date or contractual increase date if the promotion is from a represented classification to a non-represented classification, whichever provides a greater salary increase.

For non-bargaining unit personnel, the City Manager may authorize an additional promotional increase exceeding the above formula depending on the individual situation.

2. The effective date of salary change must coincide with effective date of promotion.

3. Anniversary Date and Probationary Period – Promotions shall establish a new anniversary date. Employees receiving a promotion shall serve a probationary period in accordance with Section IV.

O. Transfers

An employee may, with the approval of the Department Director(s) concerned and the Human Resources Director, be transferred in accordance with the following:

1. Department Transfer within Classification – Reassignment of an employee to another department with the same job classification. A department transfer shall not change the employee’s hire date, anniversary date, or pay rate.

2. Transfer within Pay Range – When an employee requests and is granted a transfer to a different classification having the same pay range as his/her present classification, the employee’s salary will be increased by 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date increase. The employee’s anniversary date will change to the date the employee enters the new classification. The employee must serve a six-month probationary period in the new classification.

P. Overtime

The City’s general policy is to avoid granting overtime whenever possible. However, Department Directors may authorize or direct an employee to work overtime when necessary in order to meet emergency operating needs. Each Department Director shall maintain records of all overtime worked by employees in his/her department. Otherwise, no overtime pay is granted. The rate of overtime pay for eligible employees is one and one-half times base rate for all actual time worked in excess of 40 hours, except in classifications which are scheduled on a base over 40 hours. Standby time, funeral leave, jury duty, annual military leave, and other absences from work while on active pay status will not be counted as time worked for overtime computations. For the purpose of overtime computation only, paid vacation, holidays, sick leave, and excused absences during emergency conditions shall count as time worked.
Q. **Standby Time**

1. In order to provide coverage for services during off duty hours, it may be necessary to assign and schedule certain employees to standby duty. A standby duty assignment is made by a Department Director who requires an employee to be available for work due to an urgent situation on his/her off duty time including nights, weekends, or holidays.

2. Employees shall not be assigned to standby duty if excused in advance. The department will seek volunteers whenever possible consistent with equitable distribution of standby time within a work area, classification, shift, and consistent with skill and ability. In the event volunteers are not available, qualified employees with the least amount of standby time will be required to take the assignment in order to maintain effective and necessary service to the community.

3. In the event any employee who is on standby duty fails to respond to a call to work, he/she will forfeit the standby pay and may be subject to disciplinary measures.

4. Employees assigned to standby duty by their Department Director are guaranteed standby pay of a minimum of two hours pay at their regular straight time rate for each standby shift. A standby shift is twenty-four hours or less.

5. Standby time shall not count as hours worked for the purpose of computing overtime pay.

R. **Call Back**

Any non-exempt full-time employee eligible for call back pay shall be paid for a minimum of two hours at his/her overtime hourly rate. If more than two hours are worked, he/she shall continue to be paid at his/her overtime hourly rate until the task is completed or his/her regular scheduled shift begins. Call back time shall not be counted toward the weekly computation of overtime.

S. **Emergency Status**

When the Governor of the State of Florida, Mayor of Large, or representative of another local jurisdiction officially declares an emergency (e.g., hurricane, tornado, etc.), employees performing essential services will be required to work as deemed necessary by the City Manager or designee.

Under declared emergency conditions where certain employees are unable or not required to report to work due to an emergency, the City Manager or designee may declare an excused absence period and the City will pay the excused employees for their regularly scheduled hours.

Pay for time worked during emergency conditions will be as follows:

1. Executive Management employees will be paid at their regular hourly rate of pay for all hours in excess of fifty (50) hours per week commencing the eighth day of the emergency.

2. Operational Management employees will be paid at their regular hourly rate of pay for all hours in excess of forty (40) hours per week.

3. Professional/Technical employees, regardless of exempt or non-exempt status, will be paid time and a half for all hours worked in excess of their normal work week. The normal work week will include vacation, sick leave, holiday, and other excused pay absences during emergency conditions.

4. Represented employees will be paid time and a half in accordance with their bargaining unit agreement for all hours worked in excess of their normal work week. The normal work week will include hours of excused absences during emergency conditions.

5. All employees who are on official paid or unpaid leave at the time of the emergency, e.g., vacation, sick leave, family or medical leave, etc., will not be eligible for the excused absence or
emergency pay during the official leave:

The City Manager or Assistant City Manager has the sole authority to declare emergency operations exist for the implementation of this policy. Pay during emergency operations will be as follows:

1. **Employees not required to report to work** will receive their normal pay.

2. **Executive Management employees** will be paid at their regular hourly rate of pay for all hours worked in excess of fifty (50) hours per week commencing the eighth day of the emergency. Hours worked do not include rest time.

3. **Operational Management employees** will be paid at their regular hourly rate of pay for all hours worked in excess of a 40-hour workweek. Such employees may elect to receive flex time off in lieu of extra pay, subject to department director approval. Hours worked do not include rest time.

4. **Professional/Technical employees, regardless of exempt or non-exempt status, will be paid time-and-a-half for all hours worked in excess of a 40-hour workweek.** Part-time employees will be paid time-and-a-half for all hours worked in excess of a 40-hour workweek. **Full-Time and Part-Time Employees will be compensated for rest time the same as work time when required to remain on City property.** **Full-time and Part-time Professional/Technical exempt status employees may elect to receive flex time off in lieu of extra pay, subject to department director approval.**

5. **Full-time represented employees will be paid time-and-a-half in accordance with their bargaining unit agreement for all hours worked in excess of their normal total work week hours (payroll draw period for IAFF).** Part-time employees will be paid time-and-a-half for all hours worked in excess of a 40-hour workweek. **Full-time and Part-time employees will be compensated for rest time the same as work time when required to remain on City property.**

6. **Employees released from work and permitted to leave City property during rest periods will not be compensated for such time. In addition, if these employees choose to remain on city premises, they must rest and not engage in work.**

7. **Employees will receive normal holiday pay, if eligible.**

8. **Employees may be required to work alternative schedules in place of their normally scheduled work time.**

9. **All employees who are on approved paid or unpaid leave during the emergency, e.g., vacation, sick leave, family or medical leave, etc., will not be compensated in accordance with this emergency pay policy.** For employees who work during the emergency, hours worked will include approved paid leave.

10. **Employees who cannot return to work after the emergency operations due to circumstances outside the City’s control must use applicable leave time.**

11. **Employees who are primary responders are expected to be available to be called in to work during emergency operations which would include before, during and/or after the emergency.**
Employees performing primary responder duties will be required to work as deemed necessary by the City Manager or Assistant City Manager, Department Director or designee. Employees who are required to work but do not report to their work assignment during emergency operations will be terminated.
SECTION XV: CODE OF CONDUCT AND DISCIPLINARY GUIDELINES
Revised 4/2/2014/605/01/2018

A. Policy

It is the policy of the City that discipline should be characterized as corrective rather than punitive. Disciplinary actions should be utilized as an element of an overall program to guide employees and promote proper employee conduct. When circumstances permit, Department Directors are encouraged to pursue a philosophy of "progressive discipline" by administering gradually increasing disciplinary actions for each successive instance of employee misconduct. Each level of progressive discipline, from the written reprimand through dismissal, shall be fully documented and immediately provided to Human Resources for record keeping with the employee's official personnel file.

Disciplinary actions rising to the level of a suspension without pay and/or dismissal should always be provided to Human Resources for consultation and approval prior to administration of discipline.

Staff Responsibilities:

1. The Human Resources Director or designee, is responsible for monitoring all disciplinary actions in the City to ensure that basic employee rights are protected and to ensure that appropriate, timely and consistent action has been taken.

2. The City Manager or designee, is responsible for instructing and monitoring the Department Directors in setting job expectations and job performance standards for staff and for ensuring administration of effective and timely discipline when appropriate.

3. Department Directors are responsible for instructing and monitoring their supervisors and managers in setting job expectations and job performance standards for staff and ensuring the administration of effective and timely counseling and progressive discipline when appropriate.

4. First-line supervisors and managers are responsible for instructing and monitoring the conduct, setting job expectations and job performance standards for staff and ensuring the administration of effective and timely counseling and progressive discipline when appropriate.

5. Employees are responsible for knowing and adhering to the Code of Conduct at all times.

Factors Considered in Administering Progressive Discipline

Although internal consistency in administering discipline is desirable, numerous factors should be considered in determining the appropriate level of discipline to be assessed at each successive step. These factors include, but are not limited to:

- the employee's length of service;
- time intervals between offenses;
- repetition of same offense or other serious offenses;
- effectiveness of prior disciplinary actions;
- willingness to improve;
- overall work performance;
• job attitude; and
• disciplinary actions previously administered to other comparable employees for similar offenses.

A repetition of the same offense or other serious offenses indicate that more severe disciplinary measures should be considered.

A disciplinary action should reflect the totality of violations in considering the appropriate extent or degree of disciplinary action. However, when imposing disciplinary measures on a current charge, supervisors will not take into consideration prior infractions of the City or departmental rules and regulations which occurred more than two years previously. If within the two year period, discipline has been progressive, the current discipline will build off the level attained within the two year period. The City further stipulates that certain offenses/charges are of such a serious nature that immediate discharge upon first offense is applicable.

Usage of the Employee Assistance Program (EAP)

The City of Largo offers a city-paid Employee Assistance Program (EAP) to all employees. The EAP should be considered as a resource and effective tool to assist an employee. While administering discipline, supervisors should consider whether or not an EAP referral is appropriate and should refer to the notations in the Code of Conduct which recommend an EAP referral. These notations indicate that an EAP referral is recommended for violations that occur in that category, and that the supervisor should contact Human Resources to discuss. The EAP can be an excellent tool for any category of discipline, however when EAP is listed with a particular code, the supervisor is expected to contact Human Resources to discuss the appropriateness of an EAP referral. Supervisors and employees alike attribute success to incorporating the EAP as a developmental tool to support successful outcomes. Please contact Human Resources for assistance with this process.

B. Guidance and Counseling

The purpose of guidance and counseling is to encourage employees to improve their job performance, work habits, attitude, or behavior. Discussions of this nature are commonly used when an employee disregards work rules or when the charges are relatively minor in nature.

It is the responsibility of the employee’s immediate supervisor to obtain all the facts, weigh the evidence and discuss the problem with the employee(s) involved in a timely manner. The normal procedure is for the employee’s immediate supervisor to:

• establish and clearly communicate job expectations and expected outcomes in writing; and
• identify and define specific performance areas in need of improvement and advise the employee how such improvement can realistically be achieved.

A record of the discussion should be given to the employee in memo form and signed or initialed by both the employee and the supervisor as documentation that counseling was provided. This is not a written reprimand nor will it be issued on a disciplinary form, or be included in the employee’s official personnel file, but it will be held in the supervisor’s departmental file.

Examples of occasions to utilize Guidance and Counseling would be tardiness, below standard work performance or other code of conduct violations. As a reminder, departmental standard operating procedures (SOP) take precedence when administering guidance and counseling and discipline.

C. Applications of Progressive Disciplinary Guidelines

1. City employees are expected to abide by, and may be disciplined for, violation of either City or departmental rules and regulations.

2. Recognizing that each instance of misconduct differs in many respects from somewhat similar actions, the City retains the right to treat each occurrence on an individual basis without creating a precedent for
other cases which may arise in the future. Examples given in any rules do not limit the generality of the rules. The following City Code of Conduct is not to be construed as a limitation upon the retained rights of the City, but is to be used as a guide.

3. The City Code of Conduct provides recommended progressive penalties to apply for specific offenses; however, the recommended penalties may be modified by management including a lesser or more severe penalty when extenuating circumstances are found.

4. Probationary and Temporary Employees: May be suspended, demoted, or discharged without cause. Such suspension, demotion, or discharge shall not be subject to any grievance, arbitration, pre- or post-termination procedure. Please be reminded that at no time can an employee be dismissed for discriminatory reasons (such as protections under the American with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964, and/or related employment laws).

5. The City Manager shall appoint and, when deemed necessary for the good of the City, shall suspend or remove any City employee.

D. Written Reprimand

Supervisors shall inform employees promptly and specifically whenever their performance, attitude, work habits, or personal conduct, at any time, falls below a desirable level.

Disciplinary Action Form: When guidance and counseling has not resulted in the expected improvement, or when an employee commits an offense requiring formal supervisory acknowledgment, the employee's immediate supervisor or the Department Director initiates preparation of a Disciplinary Action form. The Disciplinary Action form must include:

1. The specific charge of misconduct with reference to the Code of Conduct (item #), including a reference to recent guidance and counseling (dates, interactions); and

2. A complete description of the incident of misconduct with reference to specific times, dates, locations, personnel involved, and rules violated; and

3. Supporting documentation such as work product examples, witness statements, etc.; and

4. The statement, "If immediate improvement is not demonstrated, further disciplinary action may result, up to and including dismissal. This statement is a responsibility of the employer to effectively provide the employee with fair notice of consequences of failure to improve; and"

5. The Supervisor's signature; and

6. The Department Director's signature; and

7. The employee's signature to acknowledge receipt. The employee's signature does not indicate the employee's agreement with the content of the disciplinary action. If the employee refuses to sign, it should be so indicated. The supervisor should note on the Disciplinary Action form in the area reserved for the employee's signature. The employee may be subject to dismissal for refusal to acknowledge/sign the form.

The Disciplinary Action form documenting the misconduct and disciplinary action must be submitted to Human Resources for inclusion in the employee's official personnel file. A copy should be provided to the employee and a copy retained for the originating department supervisor.

E. Suspension and/or Discharge
Policy

If the employee elects for a pre-disciplinary hearing they do not serve a suspension or discharge until the pre-disciplinary process has concluded.

An employee may be suspended without pay or discharged by his/her immediate supervisor with the approval of the Department Director for reasons provided in the Code of Conduct and/or department rules. When the immediate supervisor and Department Director believe there is sufficient evidence to suspend or discharge an employee, the employee shall be given a Disciplinary Action form as written notice and the opportunity to respond to the allegation prior to issuing the discipline. Suspensions shall be issued on a consecutive work day basis. Suspension for two or more offenses must be cumulative and cannot be served concurrently.

Pre-Disciplinary Procedure

1. The employee shall receive a Disciplinary Action form as written notice of the alleged misconduct and proposed discipline at least one work day prior to the proposed hearing.

2. The hearing may be postponed or continued if the employee is not available or if the Department Director or designee finds reason for further investigation. The employee must appear at the hearing or request rescheduling for reasonable cause. Failure to appear at the hearing will otherwise forfeit the right to the Pre-Disciplinary Procedure. If circumstances warrant, the employee may be placed on leave, with or without pay, until a hearing is held.

3. The hearing shall be conducted by the Department Director, or designee in the absence of the Director.

4. The employee shall not be represented nor present witnesses, as this is an internal administrative process. When the employee’s classification (job title) is included in a bargaining unit, a union official or steward may attend the hearing to the extent provided by law.

5. At the hearing, the Department Director, or designee, will explain the charge(s) and contemplated discipline. The employee shall have the opportunity to refute the charge(s) and provide supportive evidence which may include written statements by witnesses.

Disciplinary Recordkeeping

Suspension or discharge will be documented on a Disciplinary Action form which specifically describes the nature of the misconduct, the Code of Conduct offense(s), the department rules and regulations violated, if applicable, and the disciplinary action to be administered. The executed Disciplinary Action form must be submitted to Human Resources to be included in the employee’s official personnel file with copies to the employee and the originating department.

Personnel Action Request (PAR) – The Supervisor/Manager initiating the discipline will oversee that a PAR is properly prepared and submitted to include the following information:

1. The total number of consecutive days including the beginning and ending dates of the suspension.

2. In the ‘Reasons for Request’ section of the PAR, the actual number of workdays on suspension shall be listed.

F. Appeals to Disciplinary Actions

Regular employees may appeal the disciplinary actions through either but not both procedures:

1. The Personnel Advisory Board grievance procedure as described in Section XIII:C.
2. The appropriate collective bargaining unit grievance procedure.

G. **Code of Conduct Offenses**

The Code of Conduct is designed to reflect the degree of severity of offenses. In each rule, consideration will be given to the severity of the misconduct, the cost involved, the time interval between violations, the length and quality of service records, and the ability of the employee concerned.

*These disciplinary actions represent guidelines for the use of the supervisors in order to help ensure that all employees receive similar treatment in like circumstances. The facts of a particular case, however, may warrant some modification of the disciplinary action. Each case is to be considered individually in the light of all available facts. Examples given in any rule do not limit the generality of the rules.*

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<tr>
<th>DISCIPLINARY GUIDELINES</th>
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<td>17. Loss of license, certification or other credentials through revocation, suspension, or expiration, required for employment where the City cannot make an accommodation for the period of loss (e.g., driver's license with appropriate endorsement, EMT/Paramedic certificate, wastewater license, etc.).</td>
<td>Dismissal</td>
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<td>18. Driving a motor vehicle while on the job without a valid driver's license class or valid vehicle type or valid vehicle endorsement for the appropriate vehicle.</td>
<td>Dismissal</td>
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<td>23. Insubordination by refusing to follow a direct written or verbal order from a supervisor.</td>
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<td>25. Falsifying or intentional omission of official or City records including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record, or application.</td>
<td>Dismissal</td>
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<tr>
<td>30. Making false claims or misrepresentation in an attempt to obtain sick benefits, leave, insurance, or workers' compensation benefits.</td>
<td>Dismissal</td>
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<td>35. Theft or attempted theft of City Property.</td>
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</tr>
<tr>
<td>38. Use of one's City position or authority to either provide or obtain a fee, gift, or special favor.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>DISCIPLINARY GUIDELINES</td>
<td>SEVERITY</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>ONE DAY IS EQUIVALENT TO 8 HOURS</td>
<td>LEVEL ONE</td>
</tr>
<tr>
<td>42. Violation of the Drug-Free Workplace Policy as it relates to illegal substances.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>45. Conviction or Commission of a felony.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>46. Unauthorized possession of weapons or destructive devices on City property or during work hours.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>47. Refusal to cooperate fully in any administrative and/or non-criminal work-related investigation.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>49. Promotion of, or participating in, any work slow-down, stoppage, or strike.</td>
<td>Dismissal</td>
</tr>
<tr>
<td>1. Excessive absenteeism</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>2. Tardiness, defined as reporting late for work or assignments or overextending break.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>3. Reserved</td>
<td></td>
</tr>
<tr>
<td>4. Failure to report medical conditions, and/or medications which may restrict the employee's performance of duties.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>5. Criticizing orders, rules, policies, or the competence of other employees unless constructively communicated to a supervisor.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>6. EAP</td>
<td>3-day Suspension</td>
</tr>
<tr>
<td>7. EAP</td>
<td>Bullying, discourtesy or rudeness, which may include the use of profane, or abusive, or insulting language or action directed at another.</td>
</tr>
<tr>
<td>8. EAP</td>
<td>Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations on the job, or similar types of disorderly conduct.</td>
</tr>
<tr>
<td>9. EAP</td>
<td>Provoking or instigating a physical fight on City property or during working hours.</td>
</tr>
<tr>
<td>DISCIPLINARY GUIDELINES</td>
<td>SEVERITY</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>ONE DAY IS EQUIVALENT</td>
<td>LEVEL ONE</td>
</tr>
<tr>
<td>10. Physical fighting at any time on City property or during working hours.</td>
<td>5-day Suspension</td>
</tr>
<tr>
<td>11. Violating a safety rule or safety practice, or contributing to unsafe work conditions.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>12. Creating or contributing to unsanitary conditions or poor housekeeping.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>13. Failure to report an on-the-job accident, incident, or injury within the work shift.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>14. Operating equipment or a vehicle on the job in an unsafe, reckless, or negligent manner.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>15. Reserved</td>
<td></td>
</tr>
<tr>
<td>16. Failure to immediately notify Department Director or immediate supervisor of any loss of license, certification, or other credentials through revocation, suspension, or expiration, required for employment or (incentive program) for which an employee is compensated (e.g., driver's license with appropriate endorsement, EMT/Paramedic certificate, waste-water license, etc.).</td>
<td>3-day Suspension</td>
</tr>
<tr>
<td>17. Listed – Top of table</td>
<td></td>
</tr>
<tr>
<td>18. Listed – Top of table</td>
<td></td>
</tr>
<tr>
<td>19. Quantity or quality of work is less than required standard of performance.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>20. Negligence or carelessness in carrying out job duties.</td>
<td>Written</td>
</tr>
<tr>
<td>21. Reserved</td>
<td></td>
</tr>
<tr>
<td>22. Failure to comply with oral or written orders and instructions (including deadlines).</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>23. Listed – Top of table</td>
<td></td>
</tr>
<tr>
<td>24. Knowingly punching the time card of another employee, having one's time card punched by another employee, or any unauthorized altering of a time card.</td>
<td>5-day Suspension</td>
</tr>
<tr>
<td>25. Listed – Top of table</td>
<td></td>
</tr>
<tr>
<td>26. Leaving work early, wasting time, loafing, or leaving assigned work area during working hours without permission.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>27. Absence without permission or authorized leave.</td>
<td>3-day Suspension</td>
</tr>
<tr>
<td><strong>DISCIPLINARY GUIDELINES</strong></td>
<td><strong>SEVERITY</strong></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>ONE DAY IS EQUIVALENT</strong></td>
<td><strong>LEVEL ONE</strong></td>
</tr>
<tr>
<td>28. EAP Sleeping during working hours, unless otherwise provided, as in the Fire service.</td>
<td>3-day Suspension</td>
</tr>
<tr>
<td>29. Failure to work overtime, special hours, or special shifts, after being scheduled according to overtime and standby duty policies, or leaving a work assignment before being relieved.</td>
<td>3-day Suspension</td>
</tr>
<tr>
<td>30. <strong>Listed – Top of table</strong></td>
<td></td>
</tr>
<tr>
<td>31. Engaging in an activity, or enterprise which creates a conflict of interest with one’s duties, functions, and responsibilities as a City employee.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>32. Unauthorized use of City vehicle(s), or large equipment (rolling stock).</td>
<td>3-day Suspension</td>
</tr>
<tr>
<td>33. Unauthorized use or possession of City property, tools, chemicals, or machinery.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>34. Destroying or damaging any city property or property of others.</td>
<td>5-day Suspension</td>
</tr>
<tr>
<td>35. <strong>Listed – Top of table</strong></td>
<td></td>
</tr>
<tr>
<td>36. Failure to report outside employment.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>37. Vending, soliciting, using the City’s facilities in any way for personal monetary gain, or collecting contributions for any purpose on City time or at City facilities unless authorized by Department Director or designee.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>38. <strong>Listed – Top of table</strong></td>
<td></td>
</tr>
<tr>
<td>39. EAP Possession of an open intoxicating beverage or consumption of the same during employee work hours, meal periods and breaks.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>40. EAP Violation of the Drug-Free Workplace Policy as it relates to alcohol</td>
<td>5-day Suspension</td>
</tr>
<tr>
<td>41. EAP Off-duty consumption of an intoxicating beverage or illegal drug/substance or being under its influence or detection while wearing City uniforms or identification.</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>42. <strong>Listed – Top of table</strong></td>
<td></td>
</tr>
<tr>
<td>43. Failure to immediately notify the Department Director or immediate supervisor of a criminal arrest, notice to appear, or criminal traffic citation.</td>
<td>6-day Suspension</td>
</tr>
<tr>
<td>DISCIPLINARY GUIDELINES</td>
<td>SEVERITY</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>ONE DAY IS EQUIVALENT</td>
<td>LEVEL ONE</td>
</tr>
<tr>
<td>44. EAP</td>
<td>Conviction of a misdemeanor.</td>
</tr>
<tr>
<td>45. Listed – Top of table</td>
<td></td>
</tr>
<tr>
<td>46. Listed – Top of table</td>
<td></td>
</tr>
<tr>
<td>47. Listed – Top of table</td>
<td></td>
</tr>
<tr>
<td>48. Reserved</td>
<td></td>
</tr>
<tr>
<td>49. Listed – Top of table</td>
<td></td>
</tr>
<tr>
<td>50. Reserved.</td>
<td></td>
</tr>
<tr>
<td>51. Unauthorized access, or causing unauthorized access, to any information system with malicious intent.</td>
<td>5-day Suspension</td>
</tr>
<tr>
<td>52. EAP</td>
<td>Any action or inaction considered to be misconduct or a violation of City or departmental rules or policies not heretofore listed.</td>
</tr>
</tbody>
</table>
In response to the Parkland, FL mass shooting at Marjorie Stoneman Douglas High School, on March 9, 2018 the governor signed into law the Marjory Stoneman Douglas High School Public Safety Act-SB7026. Section 26 of SB 7026 mandates that a Safe School Officer (SSO) be assigned to each public school, which includes charter schools. A SSO is defined as a sheriff or police department employed law enforcement officer, or a school guardian (armed school personnel). The Pinellas County School Board (PCSB) voted on March 13, 2018 not to authorize the school guardian part of the program, therefore, there must be a law enforcement officer assigned to each public school. To implement the new Safe School Program outlined in the law, it will require an additional 101 new SRO positions county-wide, which is more than double the current 46 SRO positions. Additionally, all new SRO positions are required to be in place by July 1, 2018 so that the proper training is completed before the start of the new school year on August 13, 2018.

The City of Largo currently provides a total of five School Resource Officers (SRO) at: Largo High School (2); Largo Middle School (1); and Pinellas Gulf Coast Academy (2). Four of these positions are partially reimbursed by PCSB in the amount of $58,000 per officer. In order to place one SRO at each public school in Largo City limits, an additional 9 officers are required. Recruiting, on-boarding and training 9 additional police officers is not possible between now and July 1, so the Police Department (PD) is taking a dual approach to comply with these mandates. First, PD is requesting to establish a Reserve SRO position in the pay plan, whereby retired (Largo or other agency) police officers can be employed by the City as SROs on a part-time, hourly basis. These positions would only receive the benefit of pro-rated health insurance, but not accrue retirement, sick or vacation leave. This program is in-line with the programs that many other departments across the state have in place (Coral Springs, Coconut Creek, Hallandale Beach).

**Continued on Page 2**
The alternative to adding positions is to pull from or shut-down the City’s two specialty policing units: Problem Oriented Policing (POP) and the Traffic Safety Unit (TSU). This approach would maintain minimum patrol staffing, and not compromise any on-going investigations in the Investigative Services Division.

SRO Program Costs:

County-wide, the new total program cost for both new and existing SROs is $20.1 million. The total revenue from the State for the Safe School Program is $6.1 million, of which $2.9 million is new money for the expanded program. The current contribution by the sheriff’s office and police departments is $1.6 million for a total of $7.7 million. This means the additional annual funding needed to implement the law is $12.4 million ($20.1 million minus $7.7 million).

For Largo, the estimated new costs of the SRO program are outlined in the table below. Note, the City’s position is that the program should be funded 100% by the state and/or PCSB, but the PCSB has only verbally committed to the current reimbursement rate of $58,000 per Officer.

As represented in the cost table below, this budget amendment is authorizing the addition of 9.00 FTE Police Officer positions to PD, and associated personnel and operating costs (salaries, benefits, uniforms, equipment, etc.) from July 1 – September 30, as well as amending the pay plan to add the Reserve SRO classification. The Police Chief and the City Manager will administratively manage recruitment and authorize the hiring of a Reserve SRO or a Police Officer as deemed necessary. It is important to note that the costs for this program do not include the purchase of additional vehicles. PD will be holding back 9 vehicles due for replacement this year to be used for the program. These vehicles are primarily parked at the schools during the day, and not used for regular patrol duties.

The FY 2019 column in the cost table below represents the amount that will be included in the FY 2019 Proposed Budget to fund 9.00 FTE Police Officer Positions for the entire year. The estimated revenue that may off-set costs in FY 2019 is approximately $525,000, if PCSB funds the program at the current rate of $58,000/officer. The City of Largo has not received a contract or Memorandum of Understanding containing funding commitments from PCSB at this time.

<table>
<thead>
<tr>
<th>Costs:</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Personnel</td>
<td>$173,500</td>
<td>$713,700</td>
</tr>
<tr>
<td>New Operating</td>
<td>$59,700</td>
<td>$15,000</td>
</tr>
<tr>
<td>Total</td>
<td>$233,200</td>
<td>$728,700</td>
</tr>
</tbody>
</table>

City Manager Analysis and Recommendation

The Florida Legislature and Governor have mandated that school districts establish a SRO within every public school (including charter schools) starting with the upcoming school year. In Pinellas County, all middle and high schools already have SRO’s assigned to each school; therefore, the impact of this legislation is the additional SROs for the elementary and charter schools. While the State appropriated substantial funds for this program, they did not appropriate sufficient funds. This is now a significant unfunded mandate on the school districts throughout the state. The PCSB has sought to partially recoup this unfunded mandate by only offering to fund new SRO positions provided by municipal police departments or the sheriff in the amount of $58,000 each, which is far less than our cost of $86,000 for a new Police Officer position (not including a vehicle). The City Attorney’s opinion is that the SRO mandate is on the school district and not the municipalities or sheriff. The PCSB has the option of either contracting for these services or increasing the staffing of their own police department.

The proposed increase in the homestead exemption, if approved by voter referendum, will take effect in FY 2020. It would apply to municipalities and counties, but not to school districts. If it passes, I am certain that the PCSB would not be willing to assist us by assuming part or all of the cost of school crossing guards currently fully funded by the City of Largo.

The policy question to be decided by the City Commission is whether we should subsidize the cost for the PCSB to provide SROs within the elementary and charter schools. It is my recommendation that the City only provide SROs for the elementary and charter schools if we are reimbursed the full cost of providing the service. In lieu of the City of Largo providing the service, the PCSB can either contract with the Sheriff or expand their own police department. We should continue to provide SROs for the middle school and high schools, with the goal of receiving full funding for these in the future. These positions serve a public purpose in that they are an extension of our community policing efforts.

Attached are the results of an email I sent to the other municipalities in Pinellas County regarding their positions on the provision and funding of SRO’s.
School Resource Officer (SRO) Survey Distributed April 19, 2018

1. Do you have elementary and charter schools in your city?
   If no, thank you and you do not need to continue.

2. Do you have elementary and charter schools in your city that do not currently have assigned SRO’s?
   a. If yes, how many of each?

3. If you contract with the Sheriff’s Office for police services:
   a. Does the Sheriff staff schools in your city with SRO’s?
   b. If yes, then are you charged by the Sheriff for that portion of the cost of each current SRO not funded by the School Board?
   c. Has the Sheriff indicated if he will charge you for that portion of the cost of each additional SRO in elementary and charter schools not funded by the School Board?

4. If you have your own police department:
   a. Does the Sheriff currently staff any schools in your city with SRO’s?
   b. Do you plan to contract with the School Board to provide SRO’s in elementary and charter schools in your city if all your cost is reimbursed by the School Board?
   c. Do you plan to contract with the School Board to provide SRO’s in elementary and charter schools in your city if only a portion of your cost is reimbursed by the School Board?
   d. If you provide the SRO’s, will you rehire retired police officers from your agency?
   e. If you provide the SRO's, will you create part-time school resource officer classifications to work only during the school year for at least a portion of the needed positions?
<table>
<thead>
<tr>
<th>Question</th>
<th>Safety Harbor</th>
<th>Gulfport*</th>
<th>Belleair</th>
<th>Oldsmar</th>
<th>Tarpon Springs</th>
<th>Pinellas Park</th>
<th>Clearwater</th>
<th>St. Petersburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Elementary</td>
<td>1 Elementary</td>
<td>No</td>
<td>2 Elementary</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>2a</td>
<td>1 Elementary</td>
<td>N/A</td>
<td>N/A</td>
<td>2 Elementary</td>
<td>2</td>
<td>5 Elementary</td>
<td>1 Charter</td>
<td></td>
</tr>
<tr>
<td>3a</td>
<td>Yes, Middle School</td>
<td>No</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes, If Approved by Council</td>
<td></td>
</tr>
<tr>
<td>3b</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3c</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4a</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>4b</td>
<td>N/A</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4c</td>
<td>N/A</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>City Manager Recommends No</td>
<td></td>
</tr>
<tr>
<td>4d</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>Council Requested to Amend Pension Ordinance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4e</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>Undecided</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* It is Gulfport City Council’s intent (Resolution 2018 – 34, Adopted April 17, 2018), that prior to July 1, 2018 to completely fund one (1) additional Police Officer Position within the City’s Police Department to provide appropriate staffing levels to facilitate the (SRO) position for Gulfport Elementary until the contractual/funding/reimbursement issues can be resolved between the City of Gulfport and the Pinellas County School Board.
ORDINANCE NO. 2018-29

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, AMENDING THE FY 2018 BUDGET ADOPTED BY RESOLUTION NO. 2194 BY APPROPRIATING EXPENDITURES IN THE AMOUNT OF $233,200 IN THE POLICE DEPARTMENT GENERAL FUND BUDGET FOR THE ADDITION OF 9.00 POLICE OFFICER FULL-TIME EQUIVALENT POSITIONS, AND AMENDING THE PAY PLAN TO ADD A RESERVE SCHOOL RESOURCE OFFICER CLASSIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Largo, Florida, adopted by Resolution No. 2194 an Annual Operating Budget for the City of Largo for FY 2018; and

WHEREAS, on March 9, 2018 the governor signed into law the Marjory Stoneman Douglas High School Public Safety Act-SB 7026, which mandates that a Safe School Officer (SSO) be assigned to each public school, including charter schools; and

WHEREAS, the Pinellas County School Board voted on March 13, 2018 to utilize sworn law enforcement officers in each school, known as School Resource Officers (SROs); and

WHEREAS, the City of Largo currently provides five SRO positions in three schools, and is required to add nine additional SRO positions by July 1, 2018 in order to comply with the state mandate; and

WHEREAS, the pay plan amendment includes creating a new Reserve SRO to allow retired police officers to serve as SROs when available; and

WHEREAS, Pinellas County School Board will not provide off-setting revenue to start this program during FY 2018; however, off-setting revenue to partially off-set the costs is expected during FY 2019; and

WHEREAS, such supplemental appropriation and allocation of funds is in compliance with generally accepted accounting principles and the Largo City Charter.

NOW, THEREFORE, THE CITY OF LARGO CITY COMMISSION HEREBY ORDAINS:

Section 1. That Resolution No. 2194 adopting the FY 2018 Operating and Capital Improvements Budget is hereby amended by appropriating expenditures in the amount of $233,200 in the Police Department General Fund Budget for the addition of 9.00 Police Officer Full-Time Equivalent Positions, and amending the pay plan to add a Reserve School Resource Officer Classification.

Section 2. That allocation of said funds shall be as follows:

<table>
<thead>
<tr>
<th>a. Revenue</th>
<th>Unrestricted Fund Balance</th>
<th>$233,200</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-521-3912-12</td>
<td>Regular Wages</td>
<td>$173,500</td>
</tr>
<tr>
<td>01-521-3912-52</td>
<td>Operating Supplies</td>
<td>$32,700</td>
</tr>
<tr>
<td>01-521-3912-55</td>
<td>Uniforms</td>
<td>$27,000</td>
</tr>
</tbody>
</table>
Section 3. That the provisions of this ordinance shall take effect immediately upon its final passage and adoption.

APPROVED ON FIRST READING

PASSED AND ADOPTED ON
SECOND AND FINAL READING

CITY OF LARGO, FLORIDA

Louis L. Brown, Mayor

ATTEST:

Diane Bruner, City Clerk

Alan S. Zimmet, City Attorney
In February, the Pinellas County School Board approved their calendar for the upcoming school year. The start date of the 2018-2019 school year is Monday August 13, 2018. Initially the tentative start of school was to be one week prior. This has expanded the summer session from 10 to 11 weeks. The City's Recreation, Parks and Arts Department provides child care programs to assist working families when school is not in session. The RPA budget includes programming and staffing for 10 weeks. Staff is requesting a budget amendment to add the expenses and revenue associated with an additional week of summer camp. Total expenses are estimated at $40,000, and include staffing with temporary employees as well as funding for the additional busing and field trips associated with the program. This is a revenue generating program with fees for service covering the cost of the program. Staff estimate 560 youth will be registered for a full day camp per week.

I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2018-30 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON MAY 15, 2018.

Budgeted Amount: $400,000.00
Multiple Budget Page No(s.):
Available Amount: $0.00
Expenditure Amount: $40,000.00

Additional Budgetary Information: The 11th week of summer camp is estimated to cost $40,000. Summer camp user fees will cover 100% of the cost.

Funding Source(s):
- General Fund, Summer Camp User Fees

Sufficient Funds Available: Yes
Budget Amendment Required: Yes

City Attorney Reviewed: Yes
Advisory Board Recommendation: For
Consistent With: Yes


Staff Contact: Meridy Semones, OMB Manager x7600 msemones@largo.com
Attachments: Ordinance No. 2018-30
ORDINANCE NO. 2018-30

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, AMENDING
THE FY 2018 BUDGET ADOPTED BY RESOLUTION NO. 2194 BY
APPROPRIATING REVENUES AND EXPENDITURES IN THE
AMOUNT OF $40,000 WITHIN THE RECREATION, PARKS AND ARTS
DEPARTMENT GENERAL FUND BUDGET FOR ONE ADDITIONAL
WEEK OF SUMMER CAMP CHILD CARE SERVICES; PROVIDING
FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Largo, Florida, adopted by Resolution No. 2194
an Annual Operating Budget for the City of Largo for FY 2018; and

WHEREAS, the Pinellas County School Board's 2018-2019 school year begins Monday, August
13, 2018, which is one week later than initially estimated; and

WHEREAS, the Recreation, Parks and Arts Department provides child care programs to assist
working families when school is not in session; and

WHEREAS, the total number of weeks for summer camp is being increased from 10 to eleven
weeks, which is resulting in an additional $40,000 in revenues and expenditures; and

WHEREAS, such supplemental appropriation and allocation of funds is in compliance with
generally accepted accounting principles and the Largo City Charter.

NOW, THEREFORE, THE CITY OF LARGO CITY COMMISSION HEREBY ORDAINS:

Section 1. That Resolution No. 2194 adopting the FY 2018 Operating and Capital Improvements Budget
is hereby amended by appropriating revenues and expenditures in the amount of $40,000
within the Recreation, Parks and Arts Department General Fund Budget for one additional
week of summer camp child care services.

Section 2. That allocation of said funds shall be as follows:

a. Revenue
   01-347-4570-220 Highland Day Camps $17,600
   01-347-4590-220 Southwest Rec Day Camps $18,700
   01-347-4540-220 Community Center Day Camps $3,700

b. Expenditures
   01-572-4510-13 Part-Time Wages $13,200
   01-572-4540-13 Part-Time Wages $1,000
   01-572-4590-13 Part-Time Wages $12,800
   01-572-4540-34 Contractual Services $1,000
   01-572-4570-34 Contractual Services $5,800
   01-572-4590-34 Contractual Services $6,200
Section 3. That the provisions of this ordinance shall take effect immediately upon its final passage and adoption.

APPROVED ON FIRST READING

PASSED AND ADOPTED ON
SECOND AND FINAL READING

CITY OF LARGO, FLORIDA

Louis L. Brown, Mayor

REVIEWED AND APPROVED:

ATTEST:

Alan S. Zimmet, City Attorney

Diane Bruner, City Clerk