

# 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

**PARTICIPATING STAFF PRESENT:** City Mgr. Schubert, City Attorney Zimmet, Asst. City Mgr. Staffopoulos, City Clerk Bruner, Acting Fire Chief Pennino, Housing Mgr. Anderson, Housing Grants Spec. Woodard, Collection System Mgr. Brown, Env. Services Dir. Kety, Engineering Services Dir. Woloszynski, HR Dir. Sinz, Mgmt. Analyst Johnson, Planning Mgr. Perez, Comm. Dev. Dir. Stricklin, Planner Leong-Sharp, Mgmt. Analyst DiFiore, PW Dir. Usher

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.*

**LIFE SCAN PRICES FY 2018**

<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
112	Wellness Exams	\$395	\$43,845
20	CTA of Heart/Lungs	\$330	\$6,600
0	Chest X-Rays(Required every 5 years)	\$62	\$ 0
112	Air-Mask Fit Test	\$35	\$3,885
18	HAZMAT Specialty Test	\$126	\$2,268
92	TB Test for those with no X-Ray or CTA	\$64	\$5,888
108	Misc. Blood Testing (gender specific tests)	\$20	\$2,140
		<b>TOTAL</b>	<b>\$64,626*</b>

*\* 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 18, 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:

Project	Previous TAMCO-BV Contract Completion Date	Revised Estimated Construction Completion Date	Revised TAMCO-BV Contract Completion Date	Additional Funds Requested
Wet Weather	01/31/18	11/30/18	2/28/19	\$47,115
Disinfection & Effluent Pumping	11/30/17	5/31/18	8/31/18	\$33,750
Headworks	05/31/18	4/30/18	7/31/18	\$17,550
			Total	\$98,415

### 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 Building Code Edition reference (6<sup>th</sup> Edition, 2017).
- 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* (9<sup>th</sup> 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 9<sup>th</sup> 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.

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Diane L. Bruner, CMC, City Clerk