CITY COMMISSION AGENDA

6:00 PM
May 15, 2018
Commission Chambers

Call to Order

Invocation – Reverend Oliver King, Pastor, Restoration Ministries of Largo

Pledge of Allegiance

Ceremonial
None

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

1. Approval Of Agenda – Regular Meeting Of May 15, 2018
2. Approval Of Minutes – Regular Meeting Of May 1, 2018

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

3. Authorization To Purchase Support, Hosting, And Storage For Vueworks Enterprise Asset Management System From Data Transfer Solutions In The Amount Of $74,000
4. Renewal Of The Bentley Enterprise License Subscription Agreement For Municipalities In The Amount Of $100,851.39
5. Authorization For City Manager To Foreclose On Code Enforcement Board Liens Filed Against Mr. Glenn A. Packer For The Property Located At 511 Cleveland Avenue SW
6. Resolution No. 2209 – Amending The Duties And Responsibilities Of The Finance Advisory Board And Amending Procedures For Removal Of Board Members
7. Resolution No. 2210 – Amending The Name Of The Library Advisory Board And Procedures For Removal Of Board Members And Duties And Responsibilities
8. Resolution No. 2211 – Amending The Community Development Advisory Board (CDAB) Duties, Terms And Responsibilities
9. Resolution No. 2212 – Amending The Name Of The Recreation, Parks And Arts Advisory Board, And The Procedures For Appointment, Term Length And Composition Of The Board
10. Resolution No. 2216 – Sunsetting The Public Works/Environmental Services Advisory Board
Public Hearings  *(Procedure for public hearings: staff presentation; reading of Ordinance title; public hearing; questions/discussion; City Commission action.)*

11. Ordinance 2018-30 – Second Reading – Amending The FY 2018 Recreation, Park 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

12. Resolution No. 2215 – Adopting the FY 2019 – FY 2023 Capital Improvements Program (CIP)

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

13. Approval Of Neighborhood Project Matching Grant Program

14. Approval Of Settlement Agreement With Continental Casualty Company And To Authorize The City Manager And All Other Necessary City Officials To Execute The Settlement Agreement

15. Approval Of Change Order To Contract No. 16-C-579 With Pospiech Contracting, Inc., For Repairs To The Ulmerton Road Sanitary Sewer Connection Along Tall Pines Drive In The Estimated Amount Of $104,821.32

16. Resolution No. 2213 – Amending Legislative Policies

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

None

Community Redevelopment Agency (CRA)

17. Resolution No. CRA-18-01 - Amending The Community Redevelopment Agency Advisory Board (CRAAB) Terms, Duties And Responsibilities

Items from City Attorney Zimmet, Commissioner Holck, Commissioner Carroll, Vice Mayor Smith, Commissioner Fenger, Commissioner Holmes, Commissioner Robinson, 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.
CITY OF LARGO
CITY COMMISSION REGULAR MEETING

May 1, 2018
Minutes

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

COMMISSION ABSENT: None


Mayor Brown called the Regular Meeting to order at 6:00 pm.

Invocation was given by Reverend Joe Glymph, Pastor, Prince of Peace Lutheran Church, followed by the Pledge of Allegiance.

CEREMONIAL

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.

Ms. Bruner read the Proclamation aloud. Mr. Jordan thanked the City Commission for the Proclamation and spoke about the work done by Public Works and Engineering Services, Environmental Services and Parks Division staffs.

WORLD FACILITY MANAGEMENT DAY PROCLAMATION

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
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.

Ms. Bruner read the Proclamation aloud. Mr. Jordan thanked the City Commission for the Proclamation. He stated that there are over 35 staff members in Facilities Management.

**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.

Mayor Brown introduced Ms. Bruner and Ms. Fogarty and read the Proclamation aloud. Ms. Fogarty accepted the Proclamation on behalf of the City Clerk’s Office.

**CITIZEN COMMENT**

1. Amanda O’Connor stated that she represented residents of 7th and 8th Avenue SW, near the Clean Living facility. She stated that she attended the Clean Living open house and learned that the facility will be expanding. She stated that residents in the area did not approve of changing the zoning of any residential property nor did they approve of the facility being for 30 day inpatient treatment.

2. Geoff Moakley stated his concern for the City applying for the Community Planning Technical Assistance grant and the development of the triangle property as a plaza. He also stated that the proposed appointee to the Finance Advisory Board only applied for the Recreation, Parks and Arts Advisory Board.

**AGENDA – APPROVED AS AMENDED**

Approval of the Regular Commission Meeting agenda of May 1, 2017.

Discussion:

Commissioner Holmes requested that Item 7 be removed from the Consent Docket.

Motion was made by Commissioner Holmes, seconded by Commissioner Carroll, to approve the agenda for the Regular Meeting of May 1, 2018.

Vote:

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

Motion carried 7-0.
MINUTES – APPROVED

Approval of the Regular City Commission Meeting minutes of April 17, 2018 as on file in the City Clerk’s Office.

Discussion:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Holck, to approve the minutes of the Regular Meeting of April 17, 2018.

Vote:

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

Motion carried 7-0.

CONSENT DOCKET – APPROVED AS AMENDED

APPROVAL OF PAYMENT FOR FY 2017 AMBIENT WATER QUALITY MONITORING SERVICES TO THE PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS IN THE AMOUNT OF $52,986.28

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.

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

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.

**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.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, 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, Holck, Carroll, Mayor Brown

Motion carried 7-0.

Mayor Brown thanked Ms. Mortensen for volunteering to serve on the Finance Advisory Board.

**ITEMS REMOVED FROM THE CONSENT DOCKET**

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

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.

Questions:

Commissioner Holmes questioned when the payments will be made. Ms. Nunez stated that it will be a future expense once the lift station projects for this area are completed and that the properties will not be annexed until after the lift station work is complete. She stated that property owners will have one year in which to connect once they are notified of sewer availability. Mr. Schubert stated that staff believed it to be more efficient to bring the reimbursement for approval now as one item rather than 19 separate requests.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve covering the full cost of the sanitary sewer connection charge for nineteen (19) property owners at a total cost of $3,533.

Discussion:
None

Vote:

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

Motion carried 7-0.

**PUBLIC HEARINGS**

**ORDINANCE NO. 2018-19 – SECOND READING – READOPTING THE COMPREHENSIVE DEVELOPMENT CODE AS AMENDED - ADOPTED**

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.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to adopt Ordinance No. 2018-19 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

LEGISLATIVE MATTERS
Minutes
May 1, 2018

REVIEW OF CITY ATTORNEY PERFORMANCE AND COMPENSATION AND APPROVAL OF FOURTEENTH AMENDMENT TO THE CITY ATTORNEY’S AGREEMENT – APPROVED

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.

Public Input:

1. Geoff Moakley complimented Mr. Zimmet on the Brittany Bay settlement. He questioned the payments made to his firm in 2017 for additional services, as well as any payments anticipated in 2019.

Questions:

Commissioner Holmes suggested that Mr. Moakley review the semi annual report of cases. He stated that Mr. Zimmet has been able to save money for the City as well as bring money back.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve the fourteenth amendment to the City Attorney’s agreement.

Discussion:

Mayor Brown thanked Mr. Zimmet for his service.

Vote:

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

Motion carried 7-0.

RESOLUTION NO. 2214 – ADOPTING REVISIONS TO THE PERSONNEL RULES AND REGULATIONS - APPROVED

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.

Ms. Bruner read Resolution No. 2214 by title only.

Questions:
None

Motion was made by Commissioner Robinson, seconded by Commissioner Holmes, to approve Resolution No. 2214.

Discussion:
None

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

Motion carried 7-0.


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).

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.

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<td>New Operating</td>
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**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.

City Clerk Bruner read Ordinance No. 2018-29 by title only.

Public Input:

1. Geoff Moakley stated that the state mandate was a knee jerk reaction. He recommended authorizing a Reserve School Resource Officer tonight and discussing the issue further at a Work Session. He stated that the Police Department can reorganize before July 1st if necessary.

Questions:

Mayor Brown questioned whether the Sheriff intended to provide SRO’s at schools in incorporated areas. Mr. Schubert stated that the Sheriff wanted full funding for these positions. Mayor Brown questioned whether the initial year’s cost included any costs that are only for the first year, to which Ms. Semones stated that it did, however there would also be recurring costs. Commissioner Carroll stated that the entire City Commission is concerned about the safety of children in school. He stated that the legislation was put together in the weeks after the Marjory Stoneman Douglas shooting and that the SRO’s were meant to be a deterrent. He asked whether elementary schools had large call volumes normally. Chief Undestad stated that generally they had very low call volume and that SRO’s would serve as security staff for the schools. Commissioner Carroll stated that the mandate seemed like a knee jerk reaction and that he did not support paying the cost of the additional officers without full funding.

Mayor Brown questioned the cost difference between regular Officers and Reserve Officer/SRO program. Ms. Semones stated that the Reserve SRO position would have the same salary and benefits, without a pension benefit). Mr. Schubert stated that it has been City policy to offer health insurance to employees working 30 or more hours per week. He stated that the PBA would not be representing these employees, as they would be seasonal. Commissioner Holmes stated that the School Board turned down the guardian program, which would be a fraction of the cost of the subject request. He stated that he could not support the City participating in the program. Commissioner Fenger stated that she was not in favor of moving any Officers from their current assignments and that she would support the City Manager’s and City Attorney’s recommendation. Commissioner Robinson stated his agreement. He stated that the City should let the School Board provide the SRO’s. Commissioner Holck stated that she agreed with the other Commissioners, however she expressed
concern for any repercussions. Mr. Schubert stated that he did not believe there were any. Vice Mayor Smith stated that he was disappointed that no one from the School Board or Legislature attended tonight’s meeting to address these issues. Mayor Brown stated that there were other ways to make the schools safer. Commissioner Carroll stated that it may be worth discussing part time or reserve Officers for other events. Commissioner Holmes questioned whether the City has been contacted by the School Board, to which Mr. Schubert stated that it has not.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to disapprove Ordinance No. 2018-29 on first reading and decline to participate in funding of the School Security Program as it would represent an unfunded mandate from the State to the Pinellas County School Board.

Discussion:
None

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

Motion carried 7-0.

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 - APPROVED

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.

City Clerk Bruner read Ordinance No. 2018-30 by title only.

Questions:
None

Motion was made by Commissioner Robinson, seconded by Commissioner Holmes, to approve Ordinance No. 2018-30 on first reading and schedule a second reading and public hearing on May 15, 2018.

Discussion:
Vice Mayor Smith pointed out that the camps covered 100% of their costs.

Vote:
Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Holck, Carroll, Mayor Brown
Motion carried 7-0.

**STAFF REPORTS**

None

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

Mr. Zimmet thanked the City Commission for their support and also thanked Mr. Schubert and his staff.

Commissioner Holck wished her husband a Happy Anniversary.

Commissioner Carroll questioned the status of two injured Firefighters, to which Mr. Schubert confirmed that they were fine. Commissioner Carroll stated that he attended the Code Enforcement Board last week. He stated that there is a scheduling conflict for the City Commission regarding ethics training and that he would communicate any schedule change to Ms. Frick.

Vice Mayor Smith stated that, regarding his appointee to the Finance Advisory Board, Ms. Mortensen met with Mr. Adams, who found her to be suited to the position and that she is a former Belleair Beach Commissioner. He asked that staff reach out to Ms. O'Connor and keep her updated on information regarding the rehab facility and also monitor any additional property purchases. Mr. Schubert stated that the facility owners have been put on notice that they cannot expand into residential properties without the City’s approval. He thanked Commissioner Robinson, Ms. McPhee and Ms. Byrne for the Youth Summit.

Commissioner Holmes stated that he was present at the mobile home park fire while he was out on his bike and suggested that the mobile home parks get additional fire hydrants.

**SUMMARY OF ACTION ITEMS**

1. Request by Vice Mayor Smith that staff reach out to Amanda O’Connor and keep her updated on information regarding the rehab facility in her neighborhood and also that staff monitor any additional property purchases by the owners of the rehab facility.

**ADJOURNMENT**

The meeting adjourned at 7:25 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.
During the March 7th 2017 Regular Commission Meeting, the City Commission authorized the purchase of Data Transfer Solutions’ (DTS) VUEWorks product as the City’s Enterprise Asset Management (EAM) System. The project team is currently finalizing phase I of the subsequent implementation plan. Environmental Services (ES), Recreation, Parks, and Arts (RPA), Engineering (EN), and the Stormwater Division within Public Works (PW) have all been implemented. We are currently finalizing the remaining Divisions in PW, the completion of which will effectively close out phase I of the project. Phase II will begin with Information Technology (IT) later this year.

The FY 2018 budget includes $93,000 for EAM system hosting, technical support, and a physical server for storage of attachments to work orders (e.g. images, forms, etc.). However, the total expenditure was able to be reduced by leveraging cloud-based storage with the vendor for the work order attachments. This option also provides less administrative overhead for the IT Department as well as a performance enhancement for customers, due to the stored attachments being located at the same site as the main EAM system.

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**I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE SUPPORT, HOSTING, AND STORAGE FOR VUEWORKS ENTERPRISE ASSET MANAGEMENT SYSTEM FROM DATA TRANSFER SOLUTIONS IN THE AMOUNT OF $74,000.**
The purpose of this memorandum is to seek approval from the City Commission to renew the Bentley Enterprise License Subscription for Municipalities (ELSM) agreement. The ELSM is a subscription-based program offered to City and County governments from Bentley Systems, Inc. that provides unlimited access to a comprehensive portfolio of engineering design, analysis, and mapping software, along with unlimited, on-demand, online training through the Bentley LEARN program. The ELSM agreement has a term of three years, with annual renewals for the second and third year. This renewal constitutes the third year of the agreement from June 3, 2018 to June 2, 2019.

The City has successfully used Bentley software products for many years to support internal utility infrastructure operations and capital project delivery functions, and to support the Engineering Services Department for production of construction plans for Capital Improvements projects.

I MOVE TO APPROVE/DISAPPROVE RENEWAL OF THE BENTLEY ENTERPRISE LICENSE SUBSCRIPTION AGREEMENT FOR MUNICIPALITIES IN THE AMOUNT OF $100,851.39.
The purpose of this item is to request authorization to foreclose on a vacant, abandoned house located at 511 Cleveland Avenue. The property has been vacant and subject to code enforcement action since 2014 when it was cited for excessive growth of weeds and debris. The property constitutes a blight on this neighborhood and the City continues to receive complaints about the property. The Code Enforcement Division has identified this as a property for nuisance abatement. The improvement and abatement of derelict and nuisance properties is a major initiative in the City’s ongoing code enforcement work program, and has been reflected in the Public Health and Safety Goals in the City of Largo Strategic Plan. Numerous attempts have been made to contact the property owner to no avail. There is no homestead exemption for this property, therefore the Community Development Department wishes to proceed with a foreclosure process to abate the nuisance property.

The following code enforcement actions have been taken to date:

- The Code Enforcement Board found the property in violation on September 25, 2014, with fines assessed starting on October 3, 2014.
- The City has done two lot mows at the property. The property was last mowed and cleaned in March, bringing it into compliance on March 28, 2018. This resulted in a total unpaid lien of $63,600.
- The City hired a contractor to board up the residence after windows were broken and the doors were kicked in allowing unlawful entry to the unsecured home. The board up has been completed.

The Florida Statutes, Section 162.09, provide for the foreclosure of code enforcement liens that remain unpaid at least three (3) months after the lien is filed. Code enforcement liens run in favor of the local governing body, therefore the

Continued on Page 2
City is able to foreclose on the liens. There is no mortgage on the property and it is not a homestead property. On April 26, 2018, the request to foreclose was reviewed by the Code Enforcement Board and the Board recommended unanimously to move this case to the City Commission for foreclosure. The foreclosure process typically results in a forced sale of the property to the highest bidder. When a foreclosure sale date is set, the City will bid on this property as the superior lien holder. If the City is successful in obtaining the property, it will be placed in the City's Affordable Housing Development (AHD) program for clearance and redevelopment as an affordable home through one of the City's affordable housing partners. In the event the City is not successful in obtaining the property as the highest bidder, the property would be required to come into compliance through abatement of the violations. Staff estimates the cost of the foreclosure to be $20,000, inclusive of legal fees and the costs associated with taking ownership of the property, such as payment of tax certificates. The City would expect to recoup these funds if the property is placed into the City's AHD program.
Code Enforcement Board
City of Largo
PO Box 296
Largo, Fla 33779

Re: 511 Cleveland Avenue foreclosure action: Case #2014080007

Dear Code Enforcement Board,

For the past 3 ½ years the City of Largo has been involved in an ongoing abandoned / neglected structure located at 511 Cleveland Avenue. On October 3, 2014, the Code Board set forth an ongoing fine of $50.00 per day that ran for 1,272 days. There are also lot mow liens and Board-up liens attached to said property as part of the city’s ongoing actions. Currently the property is in compliance as of April 11, 2018 but there is still a large unpaid fine and liens for the property.

As part of this ongoing case the City of Largo is considering as part of it’s process, a foreclosure action against the above listed property. I am asking that the Code Enforcement Board review this case and approve or deny a motion to forward this case to the full City Commission for their review and final decision on whether or not to move forward with the foreclosure process.

If you have any questions please feel free to contact me at (727) 587-6799 or (727) 647-0175.

Sincerely,

Tracey Schofield
Code Enforcement Manager
City of Largo
IX.  FORECLOSURES
Memo submitted for recommendation of action by the Board to the City Commission.

22  2014080007  PACKER, GLENN A
In Compliance

KOLLAR  511 CLEVELAND AVE LARGO, FL 33770  Fine Ran: 10/04/2014 – 03/28/2018

1,272 Days @ $50.00 a day

Fine Due: $63,600.00

Admin. Fee: $83.55

COO 11-48, (OVERGROWTH) REMOVAL OF EXCESSIVE GROWTH OF WEEDS AND DEBRIS

CCEO Jensen gave the presentation and stated that for the past 3½ years the City of Largo has been involved in an ongoing abandoned/neglected structure located at 511 Cleveland Avenue. On October 3, 2014, the Code Board set forth an ongoing fine of $50.00 per day that ran for 1,272 days. There are also lot mow liens and Board-up liens attached to said property as part of the city’s ongoing actions. Currently the property is in compliance as of March 28, 2018 but there is still a large unpaid fine and liens for the property.

As part of this ongoing case the City of Largo is considering as part of its process, a foreclosure action against this property. Code Enforcement Manager, Tracey Schofield, is asking this Board to review this case and approved or deny a motion to forward this case to the full City Commission for their review and final decision on whether or not to move forward with the foreclosure process.

Verified by Ms. Sobel that the City is the primary lien holder on the property.

Motion made by Shelby, seconded by Sofarelli, in case no 2014080007 for the property located at 511 Cleveland Ave. Largo, FL 33770 to find that the violations against Respondent(s), Glenn A. Packer, have been corrected, but the fine of $63,600.00 has not been paid and to accept the Affidavit of Compliance.  

Approved 6/0

Motion made by Shelby, seconded by Sofarelli, to further move that the City of Largo Municipal Code Enforcement Board authorizes the city attorney to foreclose on the code enforcement lien against Respondent(s) Glenn A. Packer on the property located at 511 Cleveland Ave., Largo, FL 33770 pursuant to section 9.72(c) of the Largo City Code, and recommends that the City Commission authorize the city attorney to foreclosure on the code enforcement lien, and any other liens running in favor of the City Commission, on the property located at 511 Cleveland Ave. Largo, FL 33770.  

Approved 6/0
The changes to the Finance Advisory Board duties and responsibilities proposed in this resolution are a result of several months of planning and input from the City Commission and advisory board members. The changes include shifting the focus of the board to a more strategic and policy oriented perspective in an effort to improve the value and quality of recommendations made by the board to the City Commission.

Additionally, provisions have been added to the resolution outlining the procedures for removing board members. The number of meetings board members can be absent have also been updated from 3 to 2 meetings.

### Funding Source(s):

- N/A

### Sufficient Funds Available:

- Yes
- No

### Budget Amendment Required:

- Yes
- No

### Advisory Board Recommendation:

- For
- Against
- N/A

### Consistent With:

- Yes
- No
- N/A

### Potential Motion/Direction Requested:

- I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2209.

### Staff Contact:

- Meridy Semones, OMB Manager
- x7600
- msemones@largo.com

### Attachments:

- Resolution No. 2209
RESOLUTION NO. 2209

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LARGO, FLORIDA, AMENDING RESOLUTION NO. 1903, AS AMENDED, BY AMENDING THE PROCEDURES FOR REMOVAL OF FINANCE ADVISORY BOARD MEMBERS; AMENDING THE DUTIES AND RESPONSIBILITIES OF THE BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Largo, Florida, by Resolution No. 1903, as amended by Resolution Nos. 1918, 2038, and 2138 established the Finance Advisory Board; and

WHEREAS, the City Commission desires to amend the procedures for the removal of the Finance Advisory Board Members; and

WHEREAS, the City Commission desires to amend the duties and responsibilities of the Finance Advisory Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LARGO:

SECTION 1. Legislative Policy 1, as it relates to the Finance Advisory Board, as amended by Resolution Nos. 1918, 2038 and 2138, is hereby amended to read as follows:

FINANCE ADVISORY BOARD

Establishment and Terms of Office:

The Finance Advisory Board shall be comprised of seven (7) residents of the City of Largo to be appointed by the mayor and city commission. Existing terms of the members of the Finance Advisory Board as of the date of passage and adoption of this Resolution shall continue in force. Thereafter, the mayor and each commissioner shall appoint one (1) resident to serve as a member of the Board with initial terms as follows:

1. Upon the expiration of the terms of the three (3) current board members whose terms expire in November 2016, the Mayor, Commissioner—Seat #3, and Commissioner—Seat #4 shall each appoint one (1) member to the Board for a term to expire in November 2016, when the current term of the mayor or commissioner who appointed the member expires.

2. Upon the expiration of the term of the current board member whose term expires in November 2016, Commissioner—Seat #2 shall appoint one (1) member to the Board for a term to expire in November 2016, when the current term of the commissioner who appointed the member expires.

3. Upon the expiration of the term of the current board member whose term expires in November 2017, Commissioner—Seat #5 shall appoint one (1) member to the Board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

4. Commissioner—Seat #1 and Commissioner—Seat #6 shall each appoint one (1) new member to the Board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

After the expiration of the initial terms stated above, the mayor and each commissioner shall appoint one (1) member to the Board for a term of four (4) years to run concurrently with the term of office for the mayor or commissioner who appointed the member. In the event of vacancy for whatever cause, a replacement shall be appointed to the vacant position by the mayor or commissioner who appointed the predecessor member to the vacant position, and who shall serve under the same terms and conditions as the predecessor member for the remainder of the predecessor’s term. In addition to the voting Board members, there shall be a non-voting staff liaison to act as consultant, coordinator and recording secretary designated by the City Manager. The staff liaison shall be responsible for providing the Board with all information and documents necessary to perform its duties.

The Board shall select a Chairperson and Vice-Chairperson annually and shall establish rules of procedure as the Board may deem appropriate to carry out its purpose, duties and responsibilities. A quorum of four (4) voting members shall be sufficient to conduct business. Board members absent without prior notice for more than three (3) consecutive meetings, or for a majority of the meetings in a single appointment year (the one-year period measured from the date of the member’s appointment), shall be considered
automatically removed and subject to replacement as previously provided. Each Board member shall serve at the pleasure of the City Commission. The City Commission may remove any Board member at any time without cause.

The time, place and frequency of meetings shall be determined by the Board, provided that all meetings take place after 5:00 pm and in a City facility. All members and all meetings of the Board shall comply with the Florida Sunshine/Public Records Law. Copies of meeting agendas and minutes shall be provided to the City Commission and made available to other City Advisory Boards. Communication with other Advisory Boards is encouraged to facilitate a broader perspective when making recommendations to the City Commission on matters of City-wide concern.

**Duties and Responsibilities:**

The Board shall advice and make policy-level recommendations from a strategic perspective to the City Commission on the following issues:

a) The City Manager’s Proposed Budget, including:
   1. Property tax millage-rate
   21. New revenue sources or changes to existing revenues
   32. Service and staffing levels-level changes and whether changes are aligned with strategic priorities
   4. Program and project costs, especially costs related to revenue increases
   63. Effectiveness of The budget document as to content and format a communication tool

b) The City Manager’s Proposed Capital Improvement Program (CIP) and Long Range Financial Plan, including:
   1. Projected property tax millage rates
   21. Projected new revenue sources or changes to existing revenues
   32. Projected service and staffing levels Projected service level changes associated with CIP projects
   43. Proposed program and project costs, especially costs related to projected revenue increases
   53. New CIP projects and whether the projects are aligned with strategic priorities
   44. Effectiveness of The CIP and Long Range Financial Plan documents as to content and format a communication tool

e) The Board’s review of the above documents should include an evaluation of service level changes, projected tax or fee increases and major projects. The Board’s focus should be primarily on whether the documents adequately reflect the needs of the community from a strategic perspective, however the Board may also review and make recommendations on operational items

c) Plans for new long-term Significant debt commitments, as determined by the City Commission

d) Undertake Special projects directed by as the City Commission may direct, including changes to major fiscal policies

**SECTION 2.** This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _______ DAY OF ____________, 2018.

ATTEST:

CITY OF LARGO, FLORIDA

Mayor

City Clerk

REVIEWED AND APPROVED:

City Attorney
City of Largo
Agenda Item 7

Presenter: Casey McPhee, Library Director
Department: LI – Library

TITLE:
RESOLUTION NO. 2210 AMENDING THE NAME OF THE LIBRARY ADVISORY BOARD AND PROCEDURES FOR REMOVAL OF BOARD MEMBERS AND DUTIES AND RESPONSIBILITIES

In response to a City Commission discussion and direction at the March 13, 2018 Work Session, the resolution establishing the Library Advisory Board was modified to change the group’s name to Library Advocacy Board, amend the procedures for removal of board members, and amend the duties and responsibilities. In recent years, the group mainly advised the Library Director on policy matters and the annual budget, in contrast to its original intent to advise the City Commission. There is a strong interest among board members to maintain contact with the City Commission on department matters and to be ambassadors and advocates for library services. The City Commission will continue to appoint City residents to the board and when needed will ask for input about the department and Citywide projects.

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}
Not Applicable

Potential Motion/Direction Requested:

I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2210.

Staff Contact: Casey McPhee
Phone: 587-6715 (2500)
Email: cmcphee@largo.com

Attachments:
Resolution No. 2210
RESOLUTION NO. 2210

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LARGO, FLORIDA, AMENDING RESOLUTION NO. 1919, AS AMENDED, BY CHANGING THE NAME OF THE LIBRARY ADVISORY BOARD TO THE LIBRARY ADVOCACY BOARD; AMENDING THE PROCEDURES FOR REMOVAL OF BOARD MEMBERS; AMENDING THE DUTIES AND RESPONSIBILITIES OF THE BOARD; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of Largo, Florida, by Resolution No. 1919, as amended by Resolution No. 2037 and 2136, established the Library Advisory Board; and

WHEREAS, the City Commission desires to change the name of the Library Advisory Board to the Library Advocacy Board; and

WHEREAS, the City Commission desires to amend the procedures for the removal of Board members; and

WHEREAS, the City Commission desires to amend the duties and responsibilities of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LARGO:

SECTION 1. Legislative Policy 1, as it relates to the Library Advisory Board, as adopted by Resolution No. 1919, and as amended by Resolution No. 2037 and 2136, is hereby amended to read as follows:

LIBRARY ADVOCACY ADVOCACY BOARD

Establishment and Terms of Office:

The Library Advocacy Board shall be comprised of seven (7) residents of the City of Largo to be appointed by the mayor and city commission. Existing terms of the members of the Library Advisory Board as of the date of passage and adoption of this Resolution shall continue in force. Thereafter, The mayor and each commissioner shall each appoint one (1) member of the Board with initial terms as follows:

1. Upon the expiration of the terms of the two (2) current board members whose terms expire in November 2016, the Mayor and Commissioner—Seat #3 shall each appoint one (1) member to the board for a term to expire in November 2018, when the current term of the mayor or commissioner who appointed the member expires.

2. Upon the expiration of the term current board members whose term expires in November 2016, Commissioner—Seat #4 shall appoint one (1) member to the board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

3. Upon the expiration of the term of the current board members whose terms expire in November 2017, Commissioner—Seat #5 and Commissioner—Seat #6 shall each appoint one (1) member to the board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

4. Commissioner—Seat #1 and Commissioner—Seat #2 shall each appoint one (1) new member to the board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

After the expiration of the initial terms stated above, The Library Advocacy Board shall be comprised of seven (7) residents of the City of Largo to be appointed by the mayor and city
The mayor and each commissioner shall appoint one (1) member to the Board for a term of four (4) years to run concurrently with the term of office of the mayor or commissioner who appointed the member. In the event of vacancy for whatever cause, a replacement shall be appointed by the mayor or commissioner who appointed the predecessor member to the vacant position, and who shall serve under the same terms and conditions as the predecessor member for the remainder of the predecessor's term. In addition to the voting Board members, there shall be a non-voting staff liaison to act as consultant, coordinator and recording secretary designated by the Library Director. The staff liaison shall be responsible for providing the Board with all information and documents necessary to perform its duties.

The Board shall select a Chair and Vice-Chair annually and shall establish rules of procedure as the Board may deem appropriate to carry out its purpose and responsibilities. A quorum of four (4) voting members shall be sufficient to conduct business. Board members absent without prior notice for more than three (3) or more consecutive meetings or for a majority of the meetings in a single appointment year (the one year period measured from the date of the member's appointment) shall be considered automatically removed and subject to replacement as previously provided. Each Board member shall serve at the pleasure of the City Commission. The City Commission may remove any Board member at any time without cause.

The time, place and frequency of meetings shall be determined by the Board, provided that all meetings take place after 5:00 pm and in a City facility. All members and all meetings of the Board shall comply with the Florida Sunshine/Public Records Law. Copies of meeting agendas and minutes shall be provided to the City Commission and made available to other City advisory boards. Communication with other advisory boards is encouraged to facilitate a broader perspective when making recommendations to the City Commission on matters of City-wide concern.

Responsibilities and Duties:

The Board shall advise and make recommendations to the City Commission on the following issues:

a) All matters of policy pertaining to the management and services of the Largo Public Library, including the annual Budget and Capital Improvement Program.

b) Undertake special projects and studies as the City Commission may direct.

The Board shall advocate for the Library and undertake special projects and studies as the City Commission may direct. It will advise and make recommendations to the Library Director on matters of policy pertaining to the management and services of the Largo Public Library, including the annual budget and capital improvement program.

SECTION 2. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _______ DAY OF ____________________, 2018.

ATTEST:

CITY OF LARGO, FLORIDA

Mayor

REVIEWED AND APPROVED:

City Attorney
The proposed resolution amends Resolution No. 1934, and amended by Resolution No. 2137, that established the Community Development Advisory Board. The proposed changes update the procedures for the removal of Board members and amends the duties and responsibilities of the Community Development Advisory Board.

These changes are the result of the advisory board assessment and report that was conducted by staff at the request of the City Commission.

I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2211.
RESOLUTION NO. 2211

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LARGO, FLORIDA, AMENDING RESOLUTION NO. 1934, AS AMENDED BY RESOLUTION 2137, BY AMENDING THE PROCEDURES FOR REMOVAL OF MEMBERS OF THE COMMUNITY DEVELOPMENT ADVISORY BOARD; AMENDING THE BOARD’S DUTIES AND RESPONSIBILITIES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of Largo, Florida, by Resolution No. 1934, as amended by Resolution No. 2137, established the Community Development Advisory Board; and

WHEREAS, the City Commission desires to amend the procedures for the removal of Board members and to amend the duties and responsibilities of the Community Development Advisory Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LARGO:

SECTION 1. Legislative Policy 1, as it relates to the Community Development Advisory Board, as adopted by Resolution No. 1934, and as amended by Resolution 2137, is hereby amended to read as follows:

Establishment and Terms of Office

The Community Development Advisory Board shall be comprised of seven (7) residents of the City of Largo. Preference shall be given to including no less than three (3) members who are residents and who are also sole proprietors or principal owners of a business located in the City, manage property located in the City, or have professional experience in planning, housing, economic development, real estate, building, engineering, or another related field. To the extent possible, membership shall be distributed geographically throughout the City. Members shall be appointed by the mayor and the city commissioners, who shall each appoint one (1) member of the Board with initial terms as follows:

Upon the expiration of the terms of the two (2) current board members whose terms expire in October 2015, Commissioner – Seat #5 and Commissioner – Seat #6 shall each appoint one (1) member to the Board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

Upon the expiration of the terms of the three (3) current board members whose terms expire in October 2016, the Mayor, Commissioner – Seat #3, and Commissioner – Seat #4 shall each appoint one (1) member to the Board for a term to expire in November 2020, when the current term of the mayor or commissioner who appointed the member expires.

Upon the expiration of the terms of the two (2) current board members whose terms expire in October 2017, Commissioner – Seat #1 and Commissioner – Seat #2 shall each appoint one (1) member to the Board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

After the expiration of the initial terms stated above, the mayor and each commissioner, shall each appoint one (1) member for a term of four (4) years to run concurrently with the term of office of the mayor or commissioner who appointed the member. Members may be reappointed by the mayor or commissioner who initially appointed the individual. Appointment to fill any vacancy on the Board shall be for the remainder of the unexpired term of office.

-1-
In addition to the seven (7) voting Board members, there shall be a non-voting staff liaison to act as consultant, coordinator and recording secretary designated by the Community Development Director. The staff liaison shall be responsible for providing the Board with all information and documents necessary to perform its duties.

In the event of a Board vacancy for whatever cause, a replacement shall be appointed by the mayor or commissioner who appointed the member whose position is now vacant, and who shall serve under the same terms and conditions as the predecessor member for the remainder of the predecessor’s term. Members who are absent without prior notice to the Board for two (2) or more consecutive meetings or for a majority of the meetings in a single appointment year (the one year period measured from the date of the member’s appointment) shall be considered automatically removed and the vacancy created by their removal shall be filled as provided above. Each Board member is appointed and shall serve at the pleasure of the City Commission. The City Commission may remove any Board member at any time without cause. All members and meetings of the Board shall comply with the Florida Sunshine and Public Records Laws.

The Board shall have an organizational meeting to elect a chairman and vice chairman annually and said Board shall by vote, establish rules of procedure as it may deem appropriate to carry out its purpose and responsibilities. A quorum of four (4) voting members shall be sufficient to conduct business. An affirmative vote of the majority of members present once a quorum is established shall be necessary for the passage of any motion.

Meetings will be held monthly. The time and place of meetings shall be determined by the Board, provided that all meetings shall take place after 5:00 pm and in a City facility. Aside from regularly scheduled monthly meetings, special public hearings may be required based upon federal and state regulations. These public hearings may be held in conjunction with regularly scheduled meetings. Copies of meeting agendas and minutes shall be provided to the City Commission and made available to other City Advisory Boards. Communication with other Advisory Boards is encouraged to facilitate a broader perspective when making recommendations to the City Commission on matters of City-wide concern.

Responsibilities and Duties:

The Board shall advise and make recommendations to the City Commission on the following issues:

(a) Changes in scope or funding for major capital projects, which relate to the responsibilities of the Community Development Department, as proposed by the Engineering Division.

(b) Changes in work initiatives, building fee structure, and other services as may be provided by the Building Division.

(c) Economic development initiatives, including proposed property acquisitions and sales.

(d) Community Development Department annual budget and Capital Improvement Program projects.

(e) Community Development Block Grant, HOME Investment Partnership and State Housing Initiatives Partnership programs, including:
   (1) Listing of community needs that may be addressed through any of the City’s federal and state community development programs, and development of annual program applications, including subsequent amendments, should they be warranted;
   (2) Policy decisions regarding program implementation, such as siting and design for neighborhood facilities, services to be offered, etc.;
   (3) Assist in conducting local public hearings as described in this plan.

(f) The City’s redevelopment Community Development plans and programs.
(g) Dissemination of information to and solicitation of input from residents concerning the City's redevelopment planning programs as a basis for establishing consensus on needs, plans, programs, etc.

(h) Annexation program initiatives.

(i) Neighborhood Partnership Program initiatives.

(j) Comprehensive Plan and Comprehensive Development Code proposed amendments.

(k) Other aspects of the Community Development Department, including plans, programs and initiatives including special projects, and studies, or the implementation of the City of Largo Strategic Plan and Comprehensive Plan, as may be requested by staff or the City Commission.

(l) The Community Development Advisory Board shall make an annual report to the City Commission and such other reports as may be requested from time to time by the City Commission.

(l) Participate in joint meetings with the City Commission on special topics, as necessary.

SECTION 2. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _______ DAY OF _____________________, 2018.

CITY OF LARGO, FLORIDA

ATTEST:

Mayor

__________________________

City Clerk

REVIEWED AND APPROVED:

__________________________

City Attorney
The City Commission recommended a name change for the Recreation, Parks and Arts Advisory Board to the Recreation, Parks and Arts Advocacy Board. Language related to the terms of the Board members is also being revised so that Board Member terms are concurrent with the term of the appointing mayor or commissioner.

The department is further recommending that the student member to the Board be eliminated since the City now has a Youth Leadership Council.
RESOLUTION NO. 2212

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LARGO, FLORIDA, AMENDING RESOLUTION NO. 1903, AS AMENDED, BY AMENDING THE PROCEDURES FOR APPOINTMENT OF THE MEMBERS OF THE RECREATION, PARKS AND ARTS ADVOCACY BOARD; INCREASING THE TERM FOR MEMBERS FROM THREE YEARS TO FOUR YEARS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Largo, Florida, by Resolution No. 1903, as amended by Resolution No. 1922, established the Recreation, Parks and Arts Advisory Board; and

WHEREAS, the City Commission desires to amend the appointment process and terms of the members of the Recreation, Parks and Arts Advisory Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LARGO:

SECTION 1. Legislative Policy 1, as it relates to the Recreation, Parks and Arts Advocacy Advisory Board, as amended by Resolution Nos. 1903 and 1922, is hereby amended to read as follows:

RECREATION, PARKS AND ARTS ADVOCACY ADVISORY BOARD

Establishment and Terms of Office:

1. The Recreation, Parks and Arts Advocacy Advisory Board shall be comprised of seven (7) residents of the City of Largo to be appointed by the mayor and city commission. One student member of the Recreation, Parks and Arts Teen Council may also be appointed to the Board as a voting member designated by the Recreation, Parks and Art Director. Existing terms of members of the Recreation, Parks and Arts Advisory Board as of the date of passage and adoption of this Resolution shall continue in force. Thereafter, the mayor and each commissioner shall each appoint one (1) resident to serve as a member of the Board with initial terms as follows:

   1. Upon the expiration of the terms of the three (3) current board members whose terms expire in November 2015, the Mayor, Commissioner — Seat #3, and Commissioner — Seat #4 shall each appoint one (1) member to the Board for a term to expire in November 2016, when the current term of the mayor or commissioner who appointed the member expires.

   2. Upon the expiration of the terms of the two (2) current board members whose terms expire in November 2016, Commissioner — Seat #5 and Commissioner — Seat #6 shall each appoint one (1) member to the Board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

   3. Upon the expiration of the terms of the two (2) current board members whose terms expire in November 2017, Commissioner — Seat #1 and Commissioner — Seat #2 shall each appoint one (1) member to the Board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

After the expiration of the initial terms stated above, the mayor and each commissioner shall each appoint one (1) member for a term of four (4) years to run concurrently with the term of office of the mayor or commissioner who appointed the member. In the event of vacancy for whatever cause, a replacement shall be appointed by the mayor or commissioner who appointed the
predecessor member to the vacant position, and who shall serve under the same terms and conditions as the predecessor member for the remainder of the predecessor's term. In addition to the seven (7) voting Board members and one student member, there shall be a non-voting staff liaison to act as consultant, coordinator, and recording secretary designated by the Recreation, Parks and Arts Director. The staff liaison shall be responsible for providing the Board with all information and documents necessary to perform its duties.

The Board shall select a Chair and Vice-Chair annually and shall establish rules of procedure as the Board may deem appropriate to carry out its purpose and responsibilities. A quorum of four (4) voting members shall be sufficient to conduct business. Board members absent without prior notice for more than three (3) consecutive meetings or for a majority of the meetings in a single appointment year shall be considered automatically removed and subject to replacement as previously provided.

The time, place and frequency of meetings shall be determined by the Board, provided that all meetings take place after 5:00 pm and in a City facility. All members and all meetings of the Board shall comply with the Florida Sunshine/Public Records Law. Copies of meeting agendas and minutes shall be provided to the City Commission and made available to other City Advisory Boards. Communication with other Advisory Boards is encouraged to facilitate a broader perspective when making recommendations to the City Commission on matters of City-wide concern.

**Responsibilities and Duties:**

The Board shall advise and make recommendations to the City Commission on the following issues:

a) Guidelines concerning all matters of policy pertaining to the management and use of the City recreation, parks, and cultural facilities.

b) Guidelines for the provision, conduct, and supervision of public parks, golf course, athletic fields, recreation centers, Performing Arts Cultural Center, and other recreation areas and facilities owned or controlled by the City.

c) New recreational or cultural activities that will meet the leisure and education needs of the public.

d) Any beautification or maintenance programs that will enhance the open space, roadways, and park land for the community.

e) Direction for future planning a community leisure areas and park needs in accordance with the City’s strategic plan.

f) The annual Recreation, Parks and Arts Department budget and Capital Improvement Program.

g) Attend recreation and arts functions periodically to better understand the services provides and need of the community.

h) Undertake special projects and studies as the City Commission may direct.
SECTION 2. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _______ DAY OF _____________________, 2018.

ATTEST:  

______________________________  
Mayor

______________________________  
City Clerk

CITY OF LARGO, FLORIDA

______________________________  
REVIEWED AND APPROVED:

______________________________  
City Attorney
At the City Commission Work Session of March 13, 2018 City Manager Schubert put forth a recommendation to sunset the Public Works/Environmental Services Advisory Board due in part to a lack of clarity on the part of both board members and staff regarding the role of this board, which has minimal input on policy issues. The City Commission provided consensus to support the City Manager’s recommendation.

The attached Resolution, No. 2216, implements this recommendation and sunsets this Advisory Board upon the Resolution’s effective date.

I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2216 - SUNSETTING THE PUBLIC WORKS/ENVIRONMENTAL SERVICES ADVISORY BOARD

Staff Contact: Brian Usher

Attachments: Resolution No. 2216
RESOLUTION No. 2216

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LARGO, FLORIDA, SUNSETTING THE PUBLIC WORKS/ENVIRONMENTAL SERVICES ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Largo, Florida, by Resolution No. 1373, as amended by Resolutions No. 1921, 2036, 2135, established the Public Works/Environmental Services Advisory Board; and

WHEREAS, the City of Largo has reviewed the activity and effectiveness of its various advisory boards over the past year, including input from advisory board members and City staff; and

WHEREAS, it has been determined that at the present time the Public Works/Environmental Services Advisory Board is no longer providing the services anticipated; and

WHEREAS, the City Commission wishes to ensure that the time and effort provided to the City by its volunteer advisory board members is effective and relevant.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LARGO:

SECTION 1. The Public Works/Environmental Services Board shall sunset on the effective date of this resolution.

SECTION 2. The members of the Public Works/Environmental Services Advisory Board are hereby recognized and thanked for their participation and service.

SECTION 3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _______ DAY OF _____________________, 2018.

ATTEST:

CITY OF LARGO, FLORIDA

Mayor

City Clerk

REVIEWED AND APPROVED:

City Attorney
City of Largo
Agenda Item 11

TITLE:
ORDINANCE NO. 2018-30 - SECOND 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

Changes from First Reading:
None.

Previous Action:
Approved 7-0 on May 1, 2018.

Presented: Meridy Semones, OMB Manager
Department: AD – Administration

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

Additional Budgetary Information: N/A

Funding Source(s): General Fund, Summer Camp User Fees
Sufficient Funds Available: Yes
Budget Amendment Required: Yes
Source: General Fund, Summer Camp User Fees

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

Potential Motion/Direction Requested:
I MOVE TO ADOPT/DENY ORDINANCE NO. 2018-30 ON SECOND AND FINAL READING.

Staff Contact: Meridy Semones, OMB Manager x7600 msemones@largo.com
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.

<table>
<thead>
<tr>
<th>Budgeted Amount:</th>
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</tr>
<tr>
<td>Expenditure Amount:</td>
<td>$40,000.00</td>
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</table>

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

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

<table>
<thead>
<tr>
<th>a. Revenue</th>
<th>Highland Day Camps</th>
<th>$17,600</th>
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</thead>
<tbody>
<tr>
<td>01-347-4570-220</td>
<td>Southwest Rec Day Camps</td>
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<tr>
<td>01-347-4590-220</td>
<td>Community Center Day Camps</td>
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</table>

<table>
<thead>
<tr>
<th>b. Expenditures</th>
<th>Part-Time Wages</th>
<th>$13,200</th>
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</thead>
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<tr>
<td>01-572-4510-13</td>
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</tr>
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<td>01-572-4590-13</td>
<td>Contractual Services</td>
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<td>01-572-4540-34</td>
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<td>$5,800</td>
</tr>
<tr>
<td>01-572-4570-34</td>
<td>Contractual Services</td>
<td>$6,200</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

REVIEWED AND APPROVED:

ATTEST:

Alan S. Zimmet, City Attorney

Diane Bruner, City Clerk
The purpose of this resolution is to adopt a Capital Improvements Program (CIP) for the five-year period beginning October 1, 2018 in accordance with the requirements of City Charter. The City Commission is required to adopt a CIP no later than June 1, 2018. The CIP neither appropriates funds nor authorizes projects; it is a planning document for significant capital and operating projects defined as those costing at least $100,000. The long-range financial plan section shows projected revenues including tax rate/fee increases along with projected expenditures for a five-year period. These projections help to identify oncoming trends that enable the creation of long-range financial strategies.

As discussed at the May 8, 2018 City Commission Work Session, this CIP has minimal changes. The most notable changes in progress are related to programming the next 10-year capital infrastructure schedule for the Penny for Pinellas. The Engineering Department is making progress toward breaking-out the major road and sidewalk projects that were included as lump sum projects in the Penny For Pinellas renewal campaign. Additionally, initial planning for the replacement of three fire stations is included in this CIP within the Penny for Pinellas Fund. A significant amount of planning regarding the City's facilities took place during this CIP cycle. Details can be found in the City Manager's Budget Message in the CIP document; however, there is funding allocated to maintenance, engineering studies, and facility replacement, all based on factors such as available funding and facility condition.

No changes to the Proposed CIP were requested by the City Commission at the May 8, 2018 Work Session.

### Budget Information

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<th>Budgeted Amount:</th>
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<tr>
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<tr>
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<tr>
<td>Expenditure Amount:</td>
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### Additional Budgetary Information

Final FY 2019 CIP projects will be appropriated with the adoption of the budget in September, 2018.

### Funding Source(s):

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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### City Attorney Reviewed:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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### Advisory Board Recommendation:

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<thead>
<tr>
<th>For</th>
<th>Against</th>
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### Consistent With:

<table>
<thead>
<tr>
<th>Yes</th>
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<td>N/A</td>
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### Potential Motion/Direction Requested:

I MOVE TO ADOPT/DENY RESOLUTION NO. 2215.

### Staff Contact:

| Meridy Semones, OMB Manager | x7769 | msemones@largo.com |

### Attachments:

Resolution No. 2215.
RESOLUTION NO. 2215

A RESOLUTION OF THE CITY OF LARGO, FLORIDA, ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM FOR FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023; ESTABLISHING THE FISCAL YEAR 2019 CAPITAL IMPROVEMENTS PROGRAM AS THE CAPITAL BUDGET FOR THE CITY OF LARGO; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Largo City Charter requires adoption of a five-year Capital Improvements Program on or before the first day of June each year; and

WHEREAS, the intent of the Capital Improvements Program is to act as a guide to delineate the capital projects necessary to meet the overall needs of the City of Largo; and

WHEREAS, the Capital Improvements Program is an effective planning tool for the City Commission, management staff, and the public in the evaluation of the City's future needs; and

WHEREAS, the adoption of the Capital Improvements Program is in keeping with the City's Comprehensive Plan which contains a policy stating the City will adopt a formal capital budget for all projects included in the Capital Improvements Element of the Comprehensive Plan.

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

Section 1. That the Capital Improvements Program for Fiscal Year (FY) 2019 through FY 2023, attached hereto and made a part hereof, be and the same is hereby adopted.

Section 2. That the first year (FY 2019) of the Capital Improvements Program is hereby approved as the capital budget of the City of Largo in accordance with the Capital Improvements Element of the City's adopted Comprehensive Plan. Actual project authorization and appropriation are subject to approval in the FY 2019 Budget.

Section 3. That the Capital Improvements Program identifies unfunded capital projects for informational purposes and these unfunded capital projects are supported by the City Commission and City Administration in the event funding is later identified.

Section 4. That this resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF ____________ 2018.

CITY OF LARGO, FLORIDA

_________________________
Mayor

_________________________
ATTEST:

_________________________
City Clerk

REVIEWED AND APPROVED:

_________________________
City Attorney
The Neighborhood Project Matching Grant Program provides matching grants to neighborhood groups interested in building strong relationships around a community-driven beautification project. The program supports the City’s strategic focus on Community Pride and all projects related to the program must:

- result in an enhancement to the neighborhood’s identity
- enlist community participation and foster a sense of community pride
- be highly visible to the general public
- be a project that can be permitted by city regulations

Eligible projects include physical improvements such as landscaping, entryway signs, fencing, walkways, fountains and architectural, energy-saving lighting in a common area or neighborhood entryway. Reimbursement is available for the cost of pre-approved projects up to a maximum of $3,000 and must include matching or in-kind funds. Grants are open to neighborhood associations, voluntary or mandatory homeowner’s associations, civic groups or registered crime watch groups in the City of Largo. If the project requires a permit, a licensed contractor must be used. Projects previously completed outside of this grant are not eligible for reimbursement.

For more information visit Largo.com/CommunityGrant
GRANT PROCESS

1. PROJECT PRE-APPROVAL
   Applicant sends scope of project to Community Outreach for permitting pre-approval.

2. GRANT APPLICATION PRE-APPROVAL
   Applicant is authorized to apply.

3. GRANT REVIEW
   Application is reviewed by 3-person staff committee including Community Outreach, Planning and a city appointee.

4. DECISION
   If approved, applicant has 180 days from award notification for project completion or 90 days for non-permitted projects. Applicant is responsible for completing permit process.

5. PROJECT COMPLETION
   Upon project completion, a requisition for purchase order is submitted by Community Outreach.

6. REIMBURSEMENT
   Community Outreach works with purchasing to get the reimbursement processed. Grantee must have a W-9 on file.

7. GRANT CLOSED
   Project is shared publicly.

8. APPLY AT LARGO.COM

9. QUESTIONS? EMAIL: CONNECT@LARGO.COM

Largo.com/CommunityGrants
City of Largo Neighborhood Project Matching Grant Program
Summary & FAQ’s

Sometimes a little change makes a big difference. When your neighborhood needs a small project, consider applying for a neighborhood project matching grant.

The Neighborhood Project Matching Grant Program provides matching grants to neighborhood groups interested in building strong relationships around a community-driven beautification project and supports the City’s strategic focus on Community Pride. All projects must:

• result in an enhancement to the neighborhood’s identity
• enlist community participation and foster a sense of community pride
• be highly visible to the general public
• be a project that can be permitted by City regulations

The program requires a match for requested funds which can be met with cash, in-kind donations and/or volunteer hours. Grant applications are reviewed by a 3-person staff committee and are awarded based on how closely they align to the City’s strategic plan focus areas of Public Safety, Community Pride and Sustainability.

Eligible Projects and Applicants:

Eligible projects include physical improvements such as landscaping, entryway signs, fencing, walkways, fountains and architectural, energy-saving lighting in a common area or neighborhood entryway. Reimbursement is available for the cost of pre-approved projects up to a maximum of $3,000 and must include matching or in-kind funds. Grants are open to neighborhood associations, voluntary or mandatory homeowner’s associations, civic groups or registered crime watch groups in the City of Largo. If the project requires a permit, a licensed contractor must be used. Projects previously completed outside of this grant are not eligible for reimbursement.

Required Documents:

Grant application, support letter from community leader or association, budget form including quotes from two separate vendors.

Application Deadline:

There is no formal deadline. Applications are accepted year-round and awarded while grant funds remain. Please submit your application to City Hall, P.O. Box 296 NE, Attn: Community Outreach Coordinator, Largo, FL 33779.
FAQ's:

Do I need to contact the Community Outreach Coordinator before I apply?
Yes, contacting the coordinator will provide guidance on project and applicant eligibility, as well as answer any questions the group may have regarding the process or fund availability. Please send the scope of the plan before applying. Applications that have not been cleared will not be reviewed.

What qualifies as matching or in-kind funds?
An in-kind match is the value of any cash, real property, equipment, goods, or services contributed towards the completion of the project. Volunteer hours are calculated at $25/hr towards the match.

Do we need to register with the City before we apply?
Yes, please register here.

How do we know if our group is registered with the City or update our group's contact information?
Please email connect@largo.com to find out.

Within what timeframe are we expected to complete the work?
Groups have 180 days from the time permits are approved. Projects not requiring a permit have 90 days to complete the approved project.

Does my group receive the cash upfront?
No, the program is designed as a reimbursement. Once a project is completed, the submission of a final reimbursement form and paid invoices are required to process a reimbursement check, payable to the group. The vendor may also be paid directly. The group or individual receiving payment must provide a W-9 and register with the City of Largo.

Our group does not have a surplus in funds, how can we take advantage of this program?
Volunteer value is acceptable as in-kind towards the neighborhood's match. Please contact the Community Outreach Coordinator for more information.

Liability: The City will assume no liability for the project or for any claims, demands, expenses, actions, or damages arising out of the project.

Equal Opportunity/Discrimination: The organization acknowledges that it does not and will not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap or marital status.
Neighborhood Project Matching Grant Application

Application
Neighborhood Organization: _____________________________
Project Title: _____________________________
Project Location: _____________________________
Owner of Property at Project Location: _____________________________
Name of Contact Person: _____________________________
Mailing Address: _____________________________
Phone: _____________________________
E-mail address: _____________________________
Amount requested: ________________

1. Project description, including timeline.
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

2. Who will be responsible for maintaining the project?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
3. Contractor quotes. Applications require two contractor quotes. The City strongly encourages the hiring of local contractors. Contractors performing work must have a current local business tax receipt issued by the City. Any structural improvements must be performed by a licensed contractor. List contractor names below and attach estimates and concept drawing, if applicable.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

4. If the grant is approved, which contractor will the organization hire?

PLEASE CHECK OFF EACH ITEM TO CONFIRM IT IS INCLUDED IN THE SUBMITTAL:

☐ All questions above are answered
☐ I have talked with the Community Outreach Coordinator
☐ “Before” photos of project area
☐ Project location map
☐ Budget form
☐ Two estimates from different vendors
☐ Vendor W-9 form (note: the name on this form will be the name on the check)

Liability: The City will assume no liability for the project or for any claims, demands, expenses, actions, or damages arising out of the project.

Equal Opportunity/Discrimination: The organization acknowledges that it does not and will not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap or marital status.

I certify that that this application is complete and all required documentation is provided.

______________________________________________
Name and Title

______________________________________________
Date

Please email, mail or submit your completed application to the City of Largo.

Mailing Address:
City of Largo
Attention: Brenda Clark, Community Outreach Coordinator
P.O. Box 296
Largo, FL 33779
Contact: (727)587-6740, Ext. 7630 or bclark@largo.com
Project Budget Sheet

The project budget should include materials requested, applicant match (including maintenance) and necessary permit costs. Two written vendor quotes for each proposed project must be provided. This form must be used for the request and all required documentation must be attached.

<table>
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<tr>
<th>Description</th>
<th>$</th>
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</tbody>
</table>

**A. Subtotal** $________

**B. Grant Match**

- ___ volunteer hours @$25/hour $________ Signature documentation required
- In-kind Services $________ Contractor proposal required
- Permit fees: $________
- Cash: $________
- Subtotal $________ Needs to equal grant request

**C. Total Project Cost**

A: ___________ + B: ___________ = $________
The purpose of this item is to obtain the City Commission approval of the settlement agreement between the City and Continental Casualty Company, the bonding company on the Florida Department of Transportation (FDOT) Ulmerton Road project. This agreement provides $123,169.12 to the City to make repairs to various deficient sanitary sewer assets identified during the Lift Station 1 Relocation and the Lake Avenue Sanitary Sewer Extension Capital Improvements Program (CIP) projects. City staff believes that these repairs were necessitated by the work of the contractor on the Ulmerton Road project. In return for the payment of $123,169.12, the City will release Continental, and all parties associated with the Ulmerton Road project from any and all claims arising out of the project.

The City Engineer and City Manager have negotiated this settlement to provide funding to:

- repair eight manholes requiring new benches (concrete work at the base of the structure)
- repair four manholes requiring joint sealing
- relocate one manhole
- replace the Tall Pines Drive sanitary sewer stub-out (for future connection)

City staff intend to use the contractor already under contract for the Lake Avenue project to complete this work. A separate item has been placed on this agenda for award of this repair work.

A copy of the settlement agreement has been sent to the City Commission electronically, and posted to the City website.
This proposed change order to the Lake Avenue Sanitary Sewer Extension contract with Pospiech Contracting, Inc., includes bonding company funded repairs for a section of sanitary sewer line and roadway restoration that was originally constructed as part of the Florida Department of Transportation (FDOT) roadway and drainage improvements on Ulmerton Road. Limited lane closures will be required along westbound Ulmerton Road in order to access this section of pipe.

During construction of the Lake Avenue project, a sag was discovered in the Tall Pines Drive sanitary sewer stub-out connection installed as part of the FDOT Ulmerton Road project. City staff opened discussions with the FDOT bonding company to discuss repair strategies. A final agreement was reached that provided funding to the City to make this corrective repair (separate item on agenda). The agreement also funded minor manhole repairs. These repairs are currently underway leveraging funding from the Lake Avenue project construction allowance. Once the change order is issued, the remaining balance from the agreement may be used to replenish the construction allowance if necessary.

On September 9, 2016 the City Commission approved the award of the Lake Avenue Sanitary Sewer Extension project in the amount of $2,015,000. This project is near completion and will make a final connection to the Ulmerton Road sanitary sewer line once this section of pipe along Tall Pines Drive is repaired.

A copy of the Change Order has been sent to the City Commission electronically, and posted to the City website.

<table>
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<tr>
<th>Budgeted Amount:</th>
<th>$0.00</th>
<th>Budget Page No(s.):</th>
<th>NA</th>
<th>Available Amount:</th>
<th>$123,172.12</th>
<th>Expenditure Amount:</th>
<th>$104,821.32</th>
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**TITLE:**

APPROVAL OF CHANGE ORDER TO CONTRACT NO. 16-C-579 WITH POSPIECH CONTRACTING, INC., FOR REPAIRS TO THE ULMERTON ROAD SANITARY SEWER CONNECTION ALONG TALL PINES DRIVE IN THE ESTIMATED AMOUNT OF $104,821.32
The City Commission last discussed the Legislative Policies at the August 2016 Work Session (minutes attached). The intent of the discussion was to update the policies to remove outdated language and procedures and make them consistent with current practice. At the Work Session, consensus was reached to amend or delete several policies, as included in Resolution No. 2213. Substantive changes are as follows:

- Changing the dates/contacts for the City Manager’s evaluation (2-1)
- Clarifying guidelines for City Commission/City Manager communication (2-2)
- Adding provisions for a City Commission vacancy prior to a regular election (4-3)
- Adding a policy for ceremonial agenda items (5-12)
- Updating the staff member responsible for the City Calendar and the list of meetings to be included (7-3)
- Deletion of policies for Commission Office Library (4-4), City meeting facilities (5-7), scheduling public meetings (5-9) and multi-jurisdictional developments (9-1)

In addition, a new policy is proposed (6-4) to provide procedures for City Commission approval of grant applications and awards.

**Title:**
RESOLUTION NO. 2213 - AMENDING LEGISLATIVE POLICIES

**Potential Motion/Direction Requested:**
I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2213.

**Staff Contact:**
Diane L. Bruner, CMC, City Clerk  ext. 7003  dbruner@largo.com

**Attachments:**
Resolution No. 2213, Minutes of August 9, 2016 Work Session
RESOLUTION NO. 2213

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LARGO, FLORIDA, AMENDING THE LARGO CITY COMMISSION’S LEGISLATIVE POLICIES BY AMENDING LEGISLATIVE POLICY 1-3 TO PROVIDE FOR NOTIFICATION; AMENDING LEGISLATIVE POLICY 2-1 TO PROVIDE FOR EVALUATION OF THE CITY MANAGER; AMENDING LEGISLATIVE POLICY 2-2 PROVIDING FOR COMMUNICATIONS BETWEEN THE CITY COMMISSION AND CITY MANAGER; AMENDING LEGISLATIVE POLICY 4-1 TO MAKE THE OFFICE ADMINISTRATOR TO THE MAYOR AND CITY COMMISSION THE PRIMARY POINT OF CONTACT FOR COMMISSION TRAVEL EXPENSES; AMENDING LEGISLATIVE POLICY 4-2 TO PROVIDE FOR ITEMS TO BE RETURNED TO THE CITY AT THE END OF A COMMISSIONER’S TERM; AMENDING LEGISLATIVE POLICY 4-3 PROVIDING FOR FILLING CITY COMMISSION VACANCIES; AMENDING LEGISLATIVE POLICY 5-1 REGARDING RULES AND PROCEDURES FOR CITY COMMISSION MEETINGS; AMENDING LEGISLATIVE POLICY 5-6 PROVIDING FOR BUDGETARY IMPACT INFORMATION ON AGENDA MEMOS; AMENDING LEGISLATIVE POLICY 5-8 PROVIDING FOR STREAMING AND BROADCASTING OF COMMUNITY WORK SESSIONS; CREATING LEGISLATIVE POLICY 5-12 PROVIDING PROCEDURES FOR CEREMONIAL ITEMS; CREATING LEGISLATIVE POLICY 6-4 PROVIDING PROCEDURES FOR APPROVAL OF GRANT APPLICATIONS AND AWARDS; AMENDING LEGISLATIVE POLICY 7-3 PROVIDING FOR CITY CALENDAR ITEMS; REPEALING LEGISLATIVE POLICIES 4-4, 5-7, 5-9, 7-1 AND 9-1; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission wishes to amend Legislative Policies 1-3, 2-1, 2-2, 4-1, 4-2, 4-3, 5-1, 5-6, 5-8 and 7-3 to be consistent with day to day practice; and

WHEREAS, the City Commission wishes to add Legislative Policy 5-12 to provide procedures for ceremonial items on City Commission agendas; and

WHEREAS, the City Commission wishes to add Legislative Policy 6-4 to provide guidelines for obtaining City Commission approval of grant applications and awards; and

WHEREAS, the City Commission wishes to repeal Legislative Policies 4-4, 5-7, 5-9, 7-1 and 9-1 as no longer needed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LARGO:

1. Legislative Policy 1-3, City Commission Advisory Board Liaison, is hereby amended to read as follows:

There shall be one member of the City Commission designated as the liaison between the City Commission and each advisory board. The designated Commissioner shall attend board meetings and facilitate communication between the Board and the Commission. Liaisons are to notify the Office Administrator to the Mayor and City Commission if they will be unable to attend a meeting so that there is an opportunity to have another Commissioner attend in his/her place.

Commissioner assignments will be determined each year following the City election in a manner prescribed by the Mayor.
2. Legislative Policy 2-1, Evaluation of the City Manager, is hereby amended to read as follows:

The City Commission shall annually evaluate the City Manager’s performance and fix his/her compensation accordingly. This policy shall be implemented in the following manner:

- The Commission Office Administrator secretary shall, (on or before March 1), provide each member of the City Commission, and as approved by the City Commission, a blank evaluation form.
- Each member of the City Commission shall, (on or before March 15), fill out, sign, and return the evaluation form to the Commission Office Administrator secretary.
- The Finance Director Management Services Director shall tabulate the results of each of the evaluations and provide a summary report and a copy of each evaluation to the City Commission with their meeting packet for the second Commission meeting in March. August work session. The City Commission shall fix the City Manager’s compensation accordingly.

At the second Commission meeting in August the City Commission shall fix the City Manager’s compensation accordingly.

3. Legislative Policy 2-2, Guidelines for Communication Between City Commission and City Manager, is hereby amended to read as follows:

One of the major responsibilities of the City Manager shall be to communicate to the entire City Commission any and all items coming to his or her attention which:

1. May require consideration by the City Commission, or
2. Could raise the possibility of altering the organizational structure of the City Staff, or
3. Might possibly adversely affect public health and well-being, or
4. Would have the effect of being contrary to previously expressed Commission direction, or
5. Could involve issues that have the potential for imminent negative media exposure for the City.

6. Any request by an individual City Commission member for a response to a complaint or concern from the public, or any request for information, shall be made through the Office Administrator to the Mayor and City Commission for forwarding to the City Manager or City Attorney as appropriate. Any written response provided by the City Manager or City Attorney shall be distributed to all City Commission members via email. All oral or written requests by individual Commission members for any written information or work product, including but not limited to reports, memoranda, studies, resolutions, ordinances, amendments, statistical analyses, sketches, renderings, and plans, from the City Manager, City Attorney, Department Directors or other City employees shall be made by written request through the Commission secretary to the City Manager or City Attorney, with a copy to all Commission members. Any request by an individual Commission member for a response to a complaint or concern received by the Commission member from a member of the public shall be made through the Commission Secretary to the City Manager. Any written response provided by the City Manager or City Attorney shall be distributed to all Commission members by placement in individual Commissioners’ mailboxes at City Hall or by e-mail. Individual Commission members shall make all E-Mail or verbal requests for City information directly to the Commission Secretary who will then forward the request to the City Manager or City Attorney as appropriate.

7. The Commission secretary will not be responsible for composing memoranda for the City Commission. Any request that is placed in a memo format shall be written specifically by the
Commission member in first person requesting the memo and transmitted to the Commission secretary by dictation, fax, or e-mail. The Commission secretary will send all other requests directly from herself stating that "Commissioner X has requested..." Messages that are not specifically written by a Commission member will be transmitted in writing back to the requesting Commission member for review as to accuracy prior to distribution to the rest of the Commission. Messages that are not specifically written by the Commission member will be transmitted by the Commission secretary briefly and without the emotional state or mood of the Commissioner stated.

7. All written communications from the City Manager to the City Commission will be placed in the Commissioner’s mailboxes in the Commission office or e-mailed, as appropriate, with the exception of the following items which will be communicated by telephone or email, telephoned or e-mailed: depending on their sensitivity.

a. Activation of the Emergency Operations Center.
b. Significant incidents responded to by the Police or Fire Rescue departments.
c. Civil unrest or disturbance resulting in Fire Rescue or Police response.
d. Death or serious injury to a City employee, or City official, or citizen on City property.
e. Significant damage to any City building or property due to accident, natural disaster, hazmat incident or fire.
f. Evacuation of City residents due to fire, hazmat incident, or natural disaster.
g. Commission agenda and/or memos changed on the day of the scheduled Commission meeting.
h. Draft Commission agendas.
i. Materials received on a Commission meeting day that may be required for Commission review prior to the meeting.
j. Other items determined by the City Manager to be of an emergency or time sensitive nature.

4. Legislative Policy 4-1, City Commission Travel Expenses, is hereby amended to read as follows:

In order for the Mayor or a Commissioner to receive reimbursement for travel and other expenses, prior authorization must be granted by the City Commission. Reimbursement for meals or registration costs associated with attending a local meeting (Pinellas, Pasco and Hillsborough Counties) of an organization to which the City belongs will only be made if the Mayor or Commissioner requesting the reimbursement is the authorized representative of the Commission on such organization.

The Mayor or a Commissioner who is the designated representative of the City to an organization or who serves as a committee member or officer of an organization of which the City is a member, shall seek advance authorization for such expenses, for a period not to exceed one year, at the start of each fiscal year. The Office Administrator to the Mayor and Commission will be the point of contact for events and will provide Commissioners with an event contact name and phone number, place and time, and provide information on which Commissioner is attending an event.

The City Commission’s secretary will make hotel and airline reservations and conference registrations on behalf of the Mayor and Commissioners. The Mayor and Commissioners will be reimbursed the cost of meals, business telephone calls, cabs, and other customary and reasonable expenses upon the submission of receipts and completion of a travel expense report obtained from the Mayor and Commission secretary. A copy of the completed and signed travel expense report shall be distributed to the City Commission as an attachment to the Weekly City Manager report.

If the Mayor or a Commissioner must cancel an already scheduled trip, the individual must notify the Mayor and Commission secretary at the earliest possible time to cancel reservations and obtain refunds. If the arrangements cannot be canceled, then the individual shall attempt, through the secretary, to find a substitute member of the Commission. If no one else can go, then the individual who canceled is personally responsible for any costs incurred by the City. The City Commission may waive said obligation
upon written request if the cancellation was due to personal illness, illness or death of a family member, unforeseen business necessity, or other valid, unavoidable conflict.

One City credit card shall be issued for use by all members of the City Commission for expenses outlined in this policy.

The City Commission, by majority vote, may waive any provision of this policy.

5. Legislative Policy 4-2, Equipment Manuals and Books to be Returned Upon the Expiration of a Commissioner’s Terms of Office, is hereby amended to read as follows:

All public records shall be the property of the City and, in this regard, such records shall be delivered by outgoing officials to the City Clerk.

After his/her term of office, elected officials shall return all equipment, manuals, books, computers, telephones, and any other miscellaneous items provided by the City to the Office Administrator to the Mayor/Commission Secretary.

6. Legislative Policy 4-3, Filling Commission Vacancy by Appointment, is hereby amended to read as follows:

In the event an unanticipated vacancy occurs on the City Commission within ninety (90) days of a regular election, the following procedure shall be utilized:

1. Any registered Largo voter, having continuously resided in the City of Largo for at least one (1) year prior to the appointment and who desires to serve on the City Commission until the next regular election, shall be invited to submit a written application, including a resume, to the City Clerk.

2. Only applications submitted within the time specified by the City Commission shall be considered for appointment.

3. The City Clerk shall acknowledge by letter receipt of each application.

4. The City Commission shall make its appointment from the aforementioned qualified applicants within the shortest time possible until the next regular election.

In the event an unanticipated vacancy occurs on the City Commission in sufficient time prior to a regular election, the vacated seat shall be subject to election for the balance of the existing term. Sufficient time includes time for the Supervisor of Elections to prepare, a 15 day qualifying period and an additional 45 days for petition card distribution.

7. Legislative Policy 5-1, Rules and Procedures for City Commission Meetings, Section 11, is hereby amended to read as follows:

11. All City Commission requests inquiries of staff will be directed through the Chair to the City Manager for response. The City Manager may defer to the appropriate staff member for additional information.

8. Legislative Police 5-6, Budgetary Impact Section on Commission Meeting Memos, is hereby amended to read as follows:

Every Commission Meeting agenda item which has any budgetary impact shall have a standardized summation which shall state:

a. Requested Amount
b. Budgeted Amount
c. Funding Source(s)
d. Budget Page #
e. Budget Amendment Required (yes or no) and source
f. Additional Revenue (if applicable)
f. Sufficient funds are available within the operating budgets
g. Consistent with (Pull down menu, choose CDBG Action Plan, Strategic Plan, Comprehensive
   Plan, WBD CRD Plan, C/L Road CRD Plan, IT Strategic Plan, Accreditation Standards, Consent
   Order, Economic Development Plan, Not Applicable)

Item "f" should be used when amounts are estimated and/or when funds are within operating accounts
which are not allocated to specific areas, and when multiple accounts are used.

Any additional budgetary information shall be included in the background section of the memo form,
including whether the requested amount is under budget.

9. Legislative Policy 5-8, Televising of Commission Meetings, is hereby amended to read as follows:

Regular City Commission Meetings and Work Sessions will be broadcast live on the City's government
cable access channel and taped for repeat airing for a minimum of one week following the meeting.

Community Work Sessions conducted outside City Hall may will not be broadcast live, and but may be
recorded. Meetings will also be streamed live online and will be viewable on-demand through the City's
website.

Members of the media who wish to photograph or videotape during a City Commission Meeting must
remain behind the first row of audience chairs in the Commission Chambers; no additional lighting is to be
used in the Commission Chambers. It will be the responsibility of the City Clerk to ensure that all media
personnel are apprised of the designated press area.

10. Legislative Policy 5-12, City Commission Ceremonial Items, is hereby created to read as follows:

The intent of this policy is to ensure that all items on the ceremonial portion of the City Commission
agenda are presented in a consistent manner and that ceremonial honorees are recognized
appropriately.

The procedure to be followed for ceremonial items is as follows:

1. All items must be approved by the Mayor for inclusion on an agenda.

2. The staff member preparing the item shall provide the following information, in addition to
   preparing a short agenda memo, to the City Clerk:

   a. Name of staff presenter and names of any guests or honorees
   b. Number of seats to be reserved
   c. Items to be presented to or by the City (check, plaque, trophy, etc.). Items will be at the
      podium or given to the Mayor to present as appropriate.

      Staff should provide photos of items (ex. medals) that are too small for the television
      camera so that they can be shown on screen. Photos must be given to Communications
      and Marketing staff at least 24 hours before the meeting.

3. The City Clerk shall reserve seats for participants in the audience area behind the podium. If
   there is more than one ceremonial item, seats will be reserved in the order in which items appear
   on the agenda.

4. The staff contact shall communicate to participants that they must arrive for the meeting by
   5:45 pm and should remain until the end of all ceremonial items.
5. Communications and Marketing staff shall provide a photographer to take pictures for all items that are related to awards or recognitions. Photos will be made available to the news media and participants.

6. Honorees may shake hands with the City Commission, City Manager, City Attorney and Assistant City Manager.

11. Legislative Policy 6-4, Grant Applications and Awards, is hereby created to read as follows:

Grant applications and awards in excess of the dollar threshold established for purchases requiring City Commission approval, as established in the City’s purchasing ordinance, will be approved by the City Commission prior to both application and award. Grant applications and awards under the established purchasing thresholds will be approved by the City Manager through an established administrative policy and procedure.

The Administration Department is responsible for ensuring that all grant applications and associated award contracts are in compliance with this policy.

City Commission Approval of Grant Applications and Awards:

1. City Commission approval is required for all grant applications and awards exceeding the dollar threshold established for purchases that require City Commission approval, as outlined in the City’s purchasing ordinance.

2. City Commission approval is required for all grant applications and awards requiring the City to provide matching funds (less than, equal to, or more than the grant award amount) not already appropriated in the adopted budget.

3. City Commission approval is required for all grant applications and awards for projects that require on-going funding, beyond the term of the grant (e.g. commitment to appropriate funding for positions, programs or services), in any amount.

4. Any grant acceptance not requiring City Commission approval will be reported in the weekly Largo Today report.

12. Legislative Policy 7-3, City Calendar, is hereby amended to read as follows:

The Executive Assistant to the City Manager, City Clerk, will be responsible for maintaining a City Calendar of meetings and events for distribution to the City Commission as part of the weekly City Manager's Report. The calendar shall contain the following:

- Commission Meetings and Work Sessions
- Advisory Board meetings
- Consultant presentations in response to RFP’s
- Public input meetings conducted by staff or consultants
- Largo Central Park events
- Chamber of Commerce events
- FDOT public hearings
- Forward Pinellas Meetings
- MPO meetings
- PPC meetings
- TBRPC meetings
- PSTA meetings
- Employee Benefit Committee meetings
- Homeless Policy Group meetings
Pinellas Mobility Initiative meetings
Florida League of Cities meetings
North Pinellas Arts Alliance meetings
Suncoast League of Cities meetings
Any other events of interest to the Commission.
Any day that City Hall is closed

It will be the responsibility of all departments to supply this information to the Executive Assistant to the City Manager City Clerk.

13. Legislative Policies 4-4, 5-7, 5-9, 7-1, and 9-1 are repealed.

14. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _________ DAY OF __________________, 2018.

ATTEST:

______________________________  CITY OF LARGO, FLORIDA
Mayor

______________________________  REVIEWED AND APPROVED:
City Clerk

______________________________  City Attorney
to be communicated to Pinellas County. There are a number of strategies available to compiling the final list. The highest priority projects are public safety vehicles and road paving (totaling $58.5M); however, a summary of possible options is listed below:

- Change the amount of funding allocated to projects (e.g. fund fewer fire stations, reduce the allocation to roads).
- Consider turning the Stormwater Fund into an enterprise fund (e.g. wastewater) and move stormwater projects to that fund.
- Find alternative funding sources (e.g. special assessment for fire stations/apparatus or roads).
- Rank the scoring criteria in priority order and apply a weight to each in order to help differentiate projects further.

Referendum Schedule:
The following is a summary of events leading up to the November 2017 referendum vote. Should the Penny for Pinellas referendum fail, in order to generate the approximately $10M annually the millage rate would need to increase to approximately 8 mills (currently 5.3705) to fund projects and maintain existing service levels. Statutorily, this increase would require a unanimous vote of the City Commission.

- September 2016: Cities Submit Penny 3 Accomplishments to Pinellas County
- November/December 2016: Cities Finalize Proposed Penny 4 Project Lists
- January 2017: Cities Submit Proposed Project Lists / Resolution of Support to Pinellas County
- February 2017: County Reviews Projects / Cities Adopt Interlocal Agreement
- March – November 2017: Public Information Campaign
- November 2017: Vote on Penny Renewal

Discussion:
Commissioner Holmes questioned where stormwater funds are currently deposited. Mr. Schubert stated that it was a special revenue fund. Commissioner Holmes questioned the Roadway Improvement Funding Project (Page 12). Ms. Semones stated that Page 12 represented the direction from the City Commission. Mr. Woloszynski stated that the project will be able to bring the streets back from decades of decline. Mayor Brown stated that if the Regional Watershed Management Plan project could potentially be paid for by another source it would make room for smaller projects to come out of the LOST Fund. Vice Mayor Robinson stated that a bill was brought forward in the Legislature last year to change the voter threshold from 50% to 60% and that only one Penny renewal has reached the 60% threshold. He stated that local legislators should be contacted on this issue. Mayor Brown stated that one suggestion was to grandfather the Penny vote in. Commissioner Smith questioned the committees the bill will go to. Commissioner Carroll stated that he was on the Finance and Taxation Committee and would keep an eye on the bill’s progress. Ms. Semones stated that losing the Penny would likely result in a 1.5 mill increase. Mayor Brown stated that he would like to look at the list of projects after the stormwater analysis is complete.

City Commission Direction:

It was the consensus of the City Commission to support the proposed projects.

**REVIEW OF LEGISLATIVE POLICIES**

On January 29, 2016, the City Commission was requested to review the current Legislative Policies and submit any proposed changes/revisions and/or deletions.

Attached are the comments/suggestions received, listed by the policy number. There are also several new proposed policies to be discussed and considered.
Once the City Commission has discussed and agreed to changes to the document, an Ordinance will be prepared for a future City Commission meeting.

Discussion:

Policy 1-3 - Commissioner Carroll stated that it was important that a Commission member be present at board meetings. Mayor Brown stated that this was a recurring theme. Commissioner Carroll stated that another theme was ensuring that notifications go through the City Commission Secretary so that she can make sure someone is there with ample time to find a replacement. Mayor Brown stated that the policy of the affected board should also be considered, i.e. only board members or named alternates can vote.

Policy 2-1 – Mayor Brown stated that a new system will be put together and the evaluation will be done closer to the City Manager’s anniversary date. He stated that “Management Services Director” would be changed to “Finance Director”.

Policy 2-2 – Mayor Brown stated that updates are needed based upon the comments provided. There were no other specific suggestions.

Policy 3-1 – Commissioner Fenger questioned the tree dedications. Commissioner Smith questioned the naming rights suggestion. Mayor Brown stated that such a provision did not need to be in a legislative policy. Vice Mayor Robinson stated that he did not want to have to send staff out to market naming rights.

Policy 4-1 – Commissioner Carroll suggested some latitude regarding the ability to use a City vehicle or a rental. Mr. Schubert stated that Commissioners had their own credit cards and that the line indicating one credit card would be stricken. Commissioner Holck stated that it should be clear that Shirley Frick was the primary contact. Mayor Brown stated that Commissioners can call staff and ask a question, however providing reports, or other inquiries needed to go through Ms. Frick and Mr. Schubert. He stated that for most things Ms. Frick will respond to the whole Commission. Commissioner Fenger questioned the contact on the weekends. Mayor Brown stated that they could contact one another without being in conflict with the Sunshine Law, have Ms. Frick provide a contact name and number for events and ensure that Ms. Frick sends out the information to all before an event (who is going, when the event is and who should be contacted if anything happens). Commissioner Carroll suggested excusing a Commissioner to attend an event if it occurs on a Commission Meeting night.

Policy 4-2 – Mayor Brown stated that this policy should reflect “all equipment”.

Policy 4-3 – Mayor Brown stated that it needed to be clear in the policy what would happen if a resignation is more than 90 days from an election.

Policy 4-4 – Mayor Brown stated that this policy is obsolete, to no objection.

Policy 5-1 – Commissioner Smith requested that action items not be pursued if the majority of the City Commission does not want staff to work on them. Mayor Brown stated that items have been removed when there was not consensus. Commissioner Smith stated that he would prefer that Commissioners say yes rather than not saying no. Mayor Brown requested that Item 11 be changed to “requests of staff”, to no objection. Commissioner Fenger stated that some speakers only bring one copy and that she wanted a policy that speakers provide a copy to the City Clerk.

Policy 5-3 – Mayor Brown stated that the Work Session start time needed to be changed. Commissioner Smith stated that he was not asked about the August 23rd Special Work Session. He stated that in the future all Commissioners should be told about special meetings.
Policy 5-4 – Commissioner Carroll stated that it should be up to the City Manager’s discretion whether the City Attorney was required to attend Work Sessions. Mr. Schubert suggested that Commissioners notify him if they want an attorney to be present.

Policy 5-5 – No change.
Policy 5-6 – There was consensus to add “Future Focus” to the budgetary impact section of agenda memos and that staff review the list to make sure it reflects what is being done.
Policy 5-7 – Delete.
Policy 5-8 – Mr. Schubert suggested adding live streaming. Mayor Brown suggested adding that Community Work Sessions may be broadcast live.
Policy 5-9 – Delete.
Policy 5-10 – No change.
Policy 7-1 – Delete.
Policy 7-3 – Commissioner Fenger stated that it was important to recognize celebratory months. Mayor Brown asked if there is a standard. Mr. Schubert stated that Ms. Frick put together a list and that there are many. Commissioner Carroll stated that it would be worse to miss something. Vice Mayor Robinson suggested that Commissioners review the list. Mayor Brown stated that he would like to add anything that would close City Hall. There was consensus to add North Pinellas Arts Alliance and Suncoast League of Cities to the list.

NOTE: Commissioner Holmes left the Work Session at 8:07 pm and returned at 8:08.

Policy 9-1 – Delete.

Additional:

Mayor Brown suggested deleting the budget item for “Aid to Private Organizations”, to no objection. Commissioner Carroll suggested letting Ms. Frick know if there is a scheduled meeting between Commissioners and other elected officials. Commissioner Smith stated that it could also apply to Commissioners mentioning if they ran into someone and spoke. Mayor Brown stated that any interaction had to come to the Commission before anyone could represent the City. Mayor Brown questioned whether it was necessary to have a Fund Balance policy, and there was consensus to have one. Mr. Schubert stated that it also was good for staff. Mayor Brown stated that if it is in Legislative Policy it will help staff while preparing the budget. Ms. Semones requested direction on the target amount and the procedure outlined in the policy. Commissioner Holmes questioned the current fund balance, which Ms. Semones stated was about 13%. There was no objection to 20%. Mayor Brown stated that he liked the multi year approach. Commissioner Holmes questioned why departments over budgeted. Mr. Schubert explained that the City could not legally over spend its budget and it was difficult to spend the exact budgeted amount, therefore most departments were under budget. There were no changes to the Ceremonial Agenda Items policy.

City Commission Direction:

It was the consensus of the City Commission to amend the Legislative Polices as follows:
- 1-3 – add notification provision
- 2-2 – update language
- 4-1 – strike line with 1 credit card, make Shirley Frick primary contact
- 4-2 – change to reflect “all equipment” only
- 4-3 – add language to provide for resignation more than 90 days before election
- 4-4 – delete
- 5-1 – change 11 to “requests of staff”
- 5-3 – change Work Session start time
- 5-6 – add Future Focus
- 5-7 – delete
- 5-8 – add live streaming, indicate that Community Work Sessions may be broadcast live
- 5-9 – delete
- 7-1 – delete
- 7-3 – add language to add any day that city hall is closed; add meetings of North Pinellas Arts Alliance, Suncoast League of Cities
- 9-1 – delete
- aid to private organizations – delete

ITEMS FROM CITY ATTORNEY, COMMISSION, MAYOR, CITY MANAGER

Vice Mayor Robinson wished his daughter a Happy Birthday. He stated that school would begin the next day and advised everyone to be safe.

Commissioner Fenger stated that the City Commission page had a volunteer site set up and that there is also information on the upcoming Citizens’ Academy.

Mr. Schubert updated the City Commission on the Wrens Way drainage problem. He stated that due to recent rains the water was deep at the cul-d-sac. He stated that the City will be putting in a temporary pipe and will be pumping out the water. He stated that Mr. Zimmet will contact the property owner’s attorney to continue with litigation. He stated that he mailed a letter to Wrens Way property owners to apprise them. Mayor Brown questioned the sewer overflow situation. Mr. Schubert stated that there have been some overflows due to the condition of the sewer system.

ACTION ITEMS

1. Request by Commissioner Holmes that staff provide revenue estimates for the Parkland Fund based on the available residential land in the City.
2. Request by Commissioner Fenger that staff provide the amount of permitted development during the Parkland Impact Fee moratorium, along with any other relevant data.
3. Request by Commissioner Holmes for the success rate of the Housing First initiative.
4. Request that a list of Recognition Days be provided to the Commission.

ADJOURNMENT

The meeting adjourned at 8:32 pm.
Resolution No. CRA-18-01 amends the original Resolution No. CRA-14-01, that established the Community Redevelopment Agency Advisory Board (CRAAB). The changes update the procedures for the attendance requirements and for the removal of Board members. The amendment updates the responsibilities and duties of the CRAAB.

These changes are the result of the advisory board assessment and report that was conducted by staff at the request of the City Commission.

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<td>Staff Contact:</td>
<td>Karisa Rojas-Norton, ED Coordinator X7206 <a href="mailto:krojasno@largo.com">krojasno@largo.com</a></td>
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RESOLUTION NO. CRA-18-01

A RESOLUTION OF THE CITY OF LARGO COMMUNITY REDEVELOPMENT AGENCY, AMENDING RESOLUTION NO. CRA-14-01 BY AMENDING THE PROCEDURES FOR REMOVAL OF MEMBERS OF THE COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD; AMENDING THE BOARD'S DUTIES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Largo Community Redevelopment Agency, by Resolution No. CRA-14-01, established the Community Redevelopment Agency Advisory Board; and

WHEREAS, the Community Redevelopment Agency desires to amend the terms of office and the duties and responsibilities of the members of the Community Redevelopment Agency Advisory Board.

NOW, THEREFORE, BE IT RESOLVED by the City of Largo Community Redevelopment Agency as follows:

SECTION 1. Resolution No. CRA-14-01, as relates to the Community Redevelopment Agency Advisory Board, is hereby amended to read as follows:

Establishment and Terms of Office:

The Community Redevelopment Agency Advisory Board (CRAAB) shall be comprised of eleven (11) members, consisting of a combination of the seven (7) Community Development Advisory Board (CDAB) members and four (4) additional members who are residents, manage property, or who are sole proprietors or principal owners of a business located in the City of Largo. Preference shall be given to residential homeowners, commercial property owners, and proprietors or principal owners of businesses located at an address within the community redevelopment districts or who have professional experience in planning, housing, economic development, real estate, building, engineering or another related field. These additional four members shall be appointed by the Community Redevelopment Agency (CRA) Board Chair with the advice and consent of the CRA Board members with initial terms as follows: the seven members also serving on the CDAB shall serve their respective regularly appointed terms, and two (2) of the remaining four (4) members of the CRAAB shall be initially appointed for a term of three (3) years, and the remaining two (2) shall be initially appointed for a term of two (2) years. Thereafter, appointments shall be for a term of three years. Members may be reappointed by the CRA Board Chair with the advice and consent of the CRA Board members. Appointment to fill any vacancy on the CRAAB shall be for the remainder of the unexpired term of office.

In addition to the eleven (11) voting Board members, there shall be a non-voting staff liaison to act as consultant and coordinator designated by the Community Development Director. The staff liaison shall be responsible for providing the CRAAB with all information and documents necessary to perform its duties. Members who are absent without prior notice to the CRAAB for three (3) or more consecutive meetings or for a majority of meetings in a single appointment year (the one year period measured from the date of the member's appointment) shall be considered automatically removed and the vacancy created by their removal shall be filled as provided above. Each Board member shall serve at the pleasure of the City Commission. The City Commission may remove any Board member at any time without cause.

All members and meetings of the CRAAB shall comply with the Florida Sunshine and Public Records Laws.

The Chairman and Vice-Chairman of the Community Development Advisory Board (CDAB) shall serve as Chairman and Vice-Chairman of the CRAAB. The members of the CRAAB shall by vote establish rules of procedure as it may deem appropriate to carry out its purpose and responsibilities. A quorum of six (6) voting members shall be sufficient to conduct business. An affirmative vote of the majority of members present once a quorum is established shall be necessary for the passage of any motion.

Meetings will be held quarterly at a minimum, and more frequently as needed. The time and place of meetings shall be determined by the CRAAB, provided that all meetings shall take place after 5:00 p.m. and in a City
facility. Aside from regularly scheduled meetings, special public hearings may be required based upon federal
and state regulations. These public meetings may be held in conjunction with regularly scheduled meetings.
Copies of meeting agendas and minutes shall be provided to the City Commission/CRA Board and made
available to other City Advisory Boards. Communication with other Advisory Boards is encouraged to facilitate a
broader perspective when making recommendations to the City Commission on matters of City-wide concern.

Responsibilities and Duties:

The CRAAB shall provide input and make recommendations to CRA staff and the Community Redevelopment
Agency Board on the following issues:

a) Community redevelopment initiatives, incentive applications, plans and programs.
b) Community Redevelopment District annual report, budget, and Capital Improvement Projects.
c) Dissemination and information to and solicitation of input from residents, business and property owners
centering the City’s redevelopment programs as a basis for establishing consensus on needs, plans,
programs, etc.
d) Comprehensive Plan and Comprehensive Development Code proposed amendments that impact the
Community Redevelopment Districts

e) Other aspects of the Community Redevelopment Agency and Community Development Department
initiatives, including special projects and studies, or the Strategic Plan Implementation, as may be
requested by CRA staff or the CRA Board.

f) Joint meetings with the City Commission/CRA as needed from time to time.

SECTION 2. The provisions of this resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON THIS ___ DAY OF __________________, 2018.

CITY OF LARGO, FLORIDA

_______________________________
Louis “Woody” Brown, Mayor

REVIEWED AND APPROVED: ATTEST:

_______________________________
City Attorney

_______________________________
City Clerk
SETTLEMENT AGREEMENT

This Settlement Agreement is entered into this __30__ day of April, 2018, by and between the City of Largo, Florida (the "City") and Continental Casualty Company ("CCC"), and provides:

Witnesseth

WHEREAS, on November 18, 2011, Conalvias USA LLC, ("Conalvias") executed a Contract ("Contract") with the Florida Department of Transportation (the "Department") to perform work on the project identified as SR 688 (Ulmerton Road) located in Pinellas County, FL, Contract No. T7292 (the "Project");

WHEREAS, pursuant to Section 337.18 of the Florida Statutes, Continental furnished a Contract Bond, Bond No. 929369364 for the Project (the "Contract Bond");

WHEREAS, on January 15, 2016, Conalvias notified the Department that it was unable to complete the work and was in default of its obligations on the Project;

WHEREAS, on January 15, 2016, Continental and the Department entered into a Takeover Agreement whereby Continental agreed to complete the Project;

WHEREAS, on February 16, 2016, Continental contracted with Prince Contracting, LLC ("Prince") to complete Conalvias’ work on the Project;

WHEREAS, on November 18, 2016, the Department issued a Final Acceptance of the Project;

WHEREAS, following Final Acceptance, on November 28, 2017, the City of Largo notified the Department of issues with work performed on the Project, which work the City contends is necessary to establish new utility services.

NOW THEREFORE, to resolve any issues relating to the Project, the Parties to this Agreement agree as follows:

1. Within 10 days of the full execution of this Agreement, CCC shall pay the City One Hundred Twenty-Three Thousand One Hundred Sixty-Nine Dollars and Twelve Cents ($123,169.12) (the “Settlement Amount”) as a full and final settlement of any and all claims of the City arising out of the Project, whether known or unknown, and whether performed by Conalvias, Prince or any of their subcontractors, materialmen or suppliers.

2. In consideration of the payment of the above Settlement Amount, the City does hereby waive, relinquish and fully release CCC, the Department, Conalvias, Prince or their respective sureties from any and all rights, actions, causes of actions, demands, claims or damages of any kind, whether latent or patent, whether arising at law or in equity, which the City may have, may have had, or may have in the future concerning the Project.
3. This Agreement constitutes the entire agreement between the parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. No amendment to this Agreement is effective unless it is in writing, identified as an amendment to this Agreement and signed by an authorized representative of each party to this Agreement. No waiver under this Agreement is effective unless it is in writing, identified as a waiver to this Agreement, and signed by an authorized representative of the party waiving its right.

4. Nothing herein shall be construed as an admission of any wrongdoing or liability by either Party and this Agreement is merely intended to resolve disputes between the Parties in the most cost effective and efficient manner possible so as to avoid the cost and fees associated with litigation.

5. Each Party acknowledges that it has been represented by competent counsel, has fully read and understands the terms of this Agreement, which has been drafted with input by both Parties, and does hereby provide its signature below voluntarily and after consultation with counsel.

6. Should a dispute arise over the terms of this Agreement or any obligations owed by any Party hereunder, venue for any state court action shall lie exclusively in the state court for Pinellas County, Florida and for any federal court action, venue shall lie exclusively in the US District Court, Middle District of Florida, Tampa Division. Florida law shall apply in interpreting any provision or term of this Agreement. In the event of legal action or other legal proceeding arising under this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees, expenses and costs incurred in the prosecution or defense of such action, at the trial level or at all appellate levels, from the non-prevailing Party.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above, and each of the undersigned personally represent and warrant that they have the full right, power and authority to execute this Agreement on behalf of their respective parties.

CITY OF LARGO

By: ________________________________
Name: Henry Schubert
Title: City Manager

ATTEST:

______________________________
Diane Bruner, City Clerk
On this _____ day of ____________, 2018, before me personally appeared ________________________, who being by me duly sworn did depose and say s/he is the ________________________ for the City of Largo that he/she executed the foregoing instrument on behalf of the City of Largo with full authority to do so, that he/she executed the foregoing instrument on behalf of City of Largo for the uses and purposes set forth herein.

________________________________________
Notary Public
Printed Name: _______________________
My Commission Expires: ______

THE CONTINENTAL INSURANCE COMPANY

Signature: ____________________________
Print Name: Megan Burke
Title: Company Counsel

State of Illinois
County of Cook

The foregoing instrument was acknowledged before me this 30th day of April, 2018, by Megan Burke as Authorized Representative of The Continental Insurance Company, who is personally known to me or who has produced ________________________ as identification.

________________________________________
Notary Public
Printed Name: Kenneth Mastny
My Commission Expires: 9/21/18