CITY COMMISSION AGENDA

6:00 PM
June 5, 2018
Commission Chambers

Call to Order

Invocation - Reverend J. Arnold Johnson, Largo Police Chaplain (Retired)

Pledge of Allegiance

Ceremonial

1. Recognition Of Largo’s 105 Years As A Commission-Manager Form Of Government
2. Code Enforcement Officers’ Appreciation Week Proclamation
3. Largo Youth Leadership Council Recognition’s

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

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

4. Largo Youth Leadership Council Report

Approval of Agenda/Minutes

5. Approval Of Agenda – Regular Meeting Of June 5, 2018
6. Approval Of Minutes – Regular Meeting Of May 15, 2018

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

7. Resolution No. 2210 – Amending The Name Of The Library Advisory Board And Procedures For Removal Of Board Members And Duties And Responsibilities – POSTPONED FROM 05/15
8. 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 – POSTPONED FROM 05/15
10. Authorization To Expend State Forfeiture Trust Funds For The Purchase Of Various Police Equipment In The Estimated Amount Of $65,080.30
11. Designation Of A Voting Delegate For The Florida League Of Cities 92nd Annual Conference To Be Held In Hollywood, Florida, August 16-18, 2018
12. Approval Of The Towns At Belleair Grove Plat
13. Approval Of Change Order No. 1 To The TR-12 Neighborhood Roadways Paving Project In The Amount Of $95,000
14. Approval Of Change Order No. 3 For RFQ No. 17-Q-604, Consultant Services For The Hurricane Hermine Sanitary Sewer Collection System Engineering Evaluation Project, To McKim And Creed, In The Amount Of $250,000
15. Award Of RFP No. 18-P-635, Ashbrook Belt Filter Press Rehabilitation, To Alfa Laval, Inc., In The Estimated Amount Of $206,325
16. Authorization To Purchase Sanitary Sewer Cleaning And Video Inspection Oversight To Include: Data Collection And Pipeline Analysis From Reiss Engineering In Accordance With Professional Services RFQ No. 14-Q-479 In The Estimated Amount Of $53,300
17. Authorization To Purchase Sodium Bisulfite From Thatcher Chemical Of Florida, Inc. In Accordance With Lee County Bid No. 130346 In The Estimated Amount Of $100,000
18. Approval Of Extension Of An Agreement For Merchant Cards Processing Services To Bank Of America, NA, Based On State Of Florida Contract No. D0751, For The Period June 12, 2018 Through July 11, 2021 In The Estimated Total Amount For The Three Year Period Of $450,000
19. Authorization To Settle The Automobile Claim Of Michael And Angela McCann For $50,000
20. Award Of RFP No. 18-P-627, Construction Manager At Risk For Wastewater Treatment Facility Operations Building Construction And Hardening Of Biosolids Facility Incluventing Design Phase Services, In The Estimated Amount Of $66,750

Public Hearings (Procedure for Public hearings: staff presentation; reading of Ordinance title; public hearing; questions/discussion; City Commission action.)
None

Legislative Matters (Procedure for legislative matters: staff presentation; public input; City Commission questions/discussion; City Commission action.)
21. Authorization Of Additional Expenditures Under Annual Purchase Agreement Bid No. 16-B-534, Trenchless Sanitary And Storm Sewer Rehabilitation, In The Amount Of $1,600,000
22. Authorization Of Additional Expenditures Under Annual Purchase Agreement Bid No. 17-C-589, Pavement And Roadway Infrastructure Rehabilitation, In The Amount Of $350,000
23. Authorization Of Additional Expenditures Under Annual Purchase Agreement Bid No. 16-B-535, Sanitary Sewer, Reclaimed Water And Stormwater Repair, In The Amount Of $500,000
24. Authorization To Approve A Purchase Order For Debris Removal Services From DRC Emergency Services, In Accordance With RFP No. 16-P-574, In The Estimated Amount Of $60,220.30

Staff Reports II (Information Only, May Require City Commission Direction By Consensus. Public Input Will Not Be Accepted.)
25. Charter School Request Regarding SB 7026
26. West Bay Lofts Status Update

Community Redevelopment Agency (CRA)
27. Real Estate Development Grant For Largo Central LLC For The Development Of West Bay Lofts
Items from City Attorney Zimmet, Commissioner Carroll, Vice Mayor Smith, Commissioner Fenger, Commissioner Holmes, Commissioner Robinson, Commissioner Holck, 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.
The International City/County Management Association (ICMA) has recognized the City of Largo on its 105th anniversary as a Commission-Manager form of government. At the June 5th Regular Meeting the Florida City and County Management Association (FCCMA), represented by Safety Harbor City Manager Matt Spoor, will also recognize this milestone in Largo history.

Largo became the first town in Florida and, reportedly by FCCMA, the second in the United States to adopt the Commission-Manager form of government by Special Act of the State Legislature on June 4, 1913. The Largo City limits at this time encompassed nine-sixteenths of a square mile and the town treasury had a cash balance on hand of $100.04.

Budgeted 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

None

Staff Contact: Diane Bruner, CMC, City Clerk x7003 dbruner@largo.com

Attachments: Certificate of Recognition from FCCMA, Letter from FCCMA
Certificate of Recognition

The Florida City & County Management Association Celebrates With

City of Largo

on the 105th anniversary of your city’s recognition by the International City/County Management Association (ICMA) of its operation under the commission-manager form of government.

Awarded June 5, 2018

James R. Hanson, President, FCCMA
April 11, 2018

City Manager Henry Schubert
City of Largo
P.O. Box 296
Largo, FL 33779-0296

Dear Mr. Schubert:

Congratulations on the 105th anniversary of your city’s recognition by the International City/County Management Association (ICMA) of its operation under the council-manager form of government. On behalf of the officers, board of directors and membership of the Florida City and County Management Association (FCCMA) we offer our sincere best wishes on this milestone achievement!

The council-manager and commission-manager forms of city and county government were created to help separate administration from direct political influence and establish merit-based practices within local government. It is modeled after a corporation’s framework with voters (stockholders) selecting a council or commission (board of directors) who in turn appoint a manager (professional executive) to advise the council (board) and implement its actions (ordinances, policies).

ICMA began celebrating the 100th anniversary of the plan in 2008 and we are very pleased that several of Florida’s local governments are also celebrating milestone anniversaries. An additional anniversary worth noting is that of the ICMA Code of Ethics, which is also the FCCMA’s Code of Ethics; first adopted in 1914, it remains one of the strongest association codes of its kind.

I trust you will contact us if the FCCMA may be of assistance to you in any manner. We offer many resources in professional development, local government ethics, and public education regarding the form of government. Please contact myself or Executive Director Casey Cook, for support of any kind.

All of FCCMA joins me in wishing you many more anniversaries to celebrate!

Sincerely,

James R. Hanson, FCCMA President

CC: Mayor Woody Brown
Commissioner Michael Smith
Commissioner Samantha Fenger
Commissioner Curtis Holmes
Commissioner Jamie Robinson
Commissioner Donna Holck
Commissioner John Carroll
TITLE:
CODE ENFORCEMENT OFFICERS’ APPRECIATION WEEK PROCLAMATION

The Florida Association of Code Enforcement (F.A.C.E.) has declared the first week of June 2018 to be set aside by local governments to honor and recognize their Code Enforcement Officers’ dedication to the communities they serve.

This proclamation will recognize June 4-8, 2018 as Code Enforcement Officers’ Appreciation Week.

Budgeted Amount: $0.00
Available Amount: $0.00
Expenditure Amount: $0.00

Additional Budgetary Information: Not applicable

Funding Source(s): NA
Sufficient Funds Available: Yes
Budget Amendment Required: No
Source: N/A

City Attorney Reviewed: Yes
Advisory Board Recommendation: Yes
Consistent With: Yes
Potential Motion/Direction Requested: N/A

Staff Contact: Tracey Schofield, CE Manager X7304 tschofie@largo.com
Attachments: Proclamation
WHEREAS, Code Enforcement Officers provide for the safety, health and welfare of the citizens in this community through the education and enforcement of the City building, land use, housing, environmental and other Codes of Ordinances; and

WHEREAS, Code Enforcement Officers are often not credited for the jobs that they do in the protection of lives and improving neighborhoods; and

WHEREAS, every day, assisted by support and program staff, they attempt to provide quality customer service to the public for the betterment of the community; and

WHEREAS, too many times their efforts go unnoticed, even after code compliance has been accomplished due to their efforts and expertise; and

WHEREAS, Code Enforcement Officers are dedicated, well trained, and highly responsible individuals who take their jobs seriously and are proud of their community and the local government within which they serve; and

WHEREAS, the Florida Association of Code Enforcement (F.A.C.E.) has declared the first week of June be set aside by local governments to honor and recognize their Code Enforcement Officers;

NOW, therefore, I, WOODY BROWN, MAYOR OF THE CITY OF LARGO, FLORIDA, and on behalf of the City Commission, do hereby proclaim the week of June 4-8, 2018, as

CODE ENFORCEMENT OFFICERS' APPRECIATION WEEK

in the City of Largo, Florida, in conjunction with the Florida Association of Code Enforcement Officer Appreciation week.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the great Seal of the City of Largo, Florida, to be affixed this 5th day of June, 2018.

[Signature]
MAYOR

ATTEST: [Signature]
CITY CLERK
The Largo Youth Leadership Council has concluded their first year as a Board. Nineteen members were appointed to serve two-year terms. Included in this inaugural Council were three Seniors, each of whom provided excellent leadership in helping to lay the groundwork for the future objectives and purpose of the Council.

The three graduates are Ketrin Gavani, Brendon Jensen, and Grace Robinson.
**Agenda Item 4**

**Presenter:** Jamie Robinson, Commissioner  
**Department:** AD – Administration

**TITLE:**  
LARGO YOUTH LEADERSHIP COUNCIL REPORT

The Largo Youth Leadership Council’s By-Laws stipulate that the Chairperson of the Council will present a report to the Largo City Commission on the activities and business of the Council at least once a year.

The Largo Youth Leadership Council held a Teen Summit on April 22nd 2018, at the Central Park Performing Arts Center. Teens were invited to provide input on the future they envision for Largo. Attendees were asked to explore a variety of topics that are relevant to teens and empower them with the right tools and resources to work toward a better Largo.

Chairperson Luna Connolly will make a presentation to the City Commission on the information gathered at this Teen Summit.

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<td>Staff Contact:</td>
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CITY OF LARGO
CITY COMMISSION REGULAR MEETING

May 15, 2018
Minutes

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

COMMISSION ABSENT: Commissioner Carroll


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

Invocation was given by Reverend Oliver King, Pastor, Restoration Ministries of Largo, followed by the Pledge of Allegiance.

CEREMONIAL

None

CITIZEN COMMENT

1. Melissa Honeycutt stated that she served as an advocate for the Recreation, Parks and Arts Department and that the department sought out and valued citizen input. She stated that several input sessions were coming up during the month of June and invited all interested citizens to participate.

2. Amanda O’Connor introduced two of her neighbors (Tammy Beuthien and Kathleen Duke) who wanted to express their concerns regarding the Clean Life Detox facility in their neighborhood. She stated that they were worried about the owners buying private residences for assisted living, and that they wanted to be kept apprised of any developments regarding the facility.

3. Geoff Moakley stated that the Finance Advisory Board should continue to make recommendations regarding the ad valorem tax rate and General Fund balance. He stated his concern that the board was the only citizen input on the tax rate and fund balance.

AGENDA – APPROVED AS AMENDED

Approval of the Regular Commission Meeting agenda of May 15, 2018.

Discussion:

Mayor Brown requested that Items 7 and 9 be removed from the agenda. Commissioner Holmes requested that Item 5 be removed from the Consent Docket.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve the agenda for the Regular Meeting of May 15, 2018.

Vote:

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

Motion carried 6-0.

MINUTES – APPROVED

Approval of the Regular City Commission Meeting minutes of May 1, 2018 as on file in the City Clerk’s Office.

Discussion:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Holmes, to approve the minutes of the Regular Meeting of May 1, 2018.

Vote:

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

Absent: Commissioner Carroll

Motion carried 6-0.

CONSENT DOCKET – APPROVED AS AMENDED

AUTHORIZATION TO PURCHASE SUPPORT, HOSTING, AND STORAGE FOR VUEWORKS ENTERPRISE ASSET MANAGEMENT SYSTEM FROM DATA TRANSFER SOLUTIONS IN THE AMOUNT OF $74,000

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.

RENEWAL OF THE BENTLEY ENTERPRISE LICENSE SUBSCRIPTION AGREEMENT FOR MUNICIPALITIES IN THE AMOUNT OF $100,851.39

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.

**RESOLUTION NO. 2209 – AMENDING THE DUTIES AND RESPONSIBILITIES OF THE FINANCE ADVISORY BOARD AND AMENDING PROCEDURES FOR REMOVAL OF BOARD MEMBERS**

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.

**RESOLUTION NO. 2211 – AMENDING THE COMMUNITY DEVELOPMENT ADVISORY BOARD (CDAB) DUTIES, TERMS AND RESPONSIBILITIES**

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.

**RESOLUTION NO. 2216 – SUNSETTING THE PUBLIC WORKS/ENVIRONMENTAL SERVICES ADVISORY BOARD**

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.

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

Vote:

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

Absent: Commissioner Carroll

Motion carried 6-0.

**ITEMS REMOVED FROM THE CONSENT DOCKET**

**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 – APPROVED**
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 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.

Questions:

Commissioner Holmes questioned the number of properties in the City that are in circumstances similar to the subject property. Mr. Klute stated that staff is maintaining a list of problem properties as they are identified. He stated that staff has been working on the subject property for more than three years and that there are other properties that have gone to the Code Enforcement Board and some with active liens. Commissioner Holmes questioned the property taxes. Mr. Zimmet stated that the City will have to pay off the tax certificates if it is the successful bidder on the property. Mr. Schofield stated that the taxes were approximately $3,800. Commissioner Holmes questioned the disposition of the house. Mr. Schofield stated that the property will go out to bid; if the City is successful it will be demolished and a new affordable home built. Mayor Brown stated that the property appeared to be in compliance. Mr. Zimmet explained that compliance was achieved by the City’s action. Commissioner Holmes questioned the length of the process for the City to take over the property, which Mr. Zimmet will be 4-6 months. Commissioner Holmes questioned the City’s recourse if the City is not the successful bidder. Mr. Zimmet stated that the City will bid the amount of the Code Enforcement Board liens and that anyone who bids higher will have to pay the cost of the liens to the City.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to authorize the City Manager to foreclose on code enforcement liens filed against Mr. Glenn A. Packer for the property located at
511 Cleveland Avenue SW.

Discussion:
None

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

Motion carried 6-0.

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

In response to a City Commission discussion and direction at the March 12, 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.

Mayor Brown stated that Items 7 and 9 were pulled in order to postpone them until a future meeting in order to amend the language to make it consistent with the other board resolutions. He suggested the first meeting in June. Ms. McPhee stated that she would be out of town.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to postpone Resolution No. 2210 until the meeting on June 5, 2018.

Discussion:
None

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

Motion carried 6-0.


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 terms 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.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to postpone Resolution No. 2212 until the meeting on June 5, 2018.

Discussion:
None

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

Motion carried 6-0.

PUBLIC HEARINGS

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 - ADOPTED

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.

Ms. Bruner read Ordinance No. 2018-30 by title only.

Public Hearing/Questions:
None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to adopt Ordinance No. 2018-30 on second and final reading.

Discussion:
None

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

Motion carried 6-0.

RESOLUTION NO. 2215 – ADOPTING THE FY 2019 - FY 2023 CAPITAL IMPROVEMENTS PROGRAM (CIP) - ADOPTED

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.

Ms. Bruner read Resolution No. 2215 by title only.

Public Hearing/Questions:

None

Motion was made by Vice Mayor Smith, seconded by Commissioner Holmes, to adopt Resolution No. 2215.

Discussion:

None

Vote:

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

Absent: Commissioner Carroll

Motion carried 6-0.

LEGISLATIVE MATTERS

APPROVAL OF NEIGHBORHOOD PROJECT MATCHING GRANT PROGRAM – APPROVED

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:
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

Public Input:

1. Geoff Moakley questioned why Largo taxpayers should pay for grants in other neighborhoods. He urged the City Commission to cancel the program.

Questions:

Vice Mayor Smith questioned how the program will be advertised. Ms. Clark stated that there is a marketing plan in place and that they will be reaching out to neighborhood associations. Commissioner Fenger stated that the program can serve more than five neighborhoods. She suggested including photographs of previous projects. Mayor Brown questioned the process for neighborhood registration. Ms. Clark stated that there is a form on the website, with no expense to the residents.

Motion was made by Commissioner Fenger, seconded by Commissioner Robinson, to approve implementation of the Neighborhood Project Matching Grant Program.

Discussion:

None

Vote:

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

Absent: Commissioner Carroll

Motion carried 6-0.

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 – APPROVED

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.

Questions:

Commissioner Holmes questioned the difference between the settlement amount and the change order amount. Mr. Woloszynski explained that the balance between the two items is made up of the additional items on the list. He stated that the lesser repairs did not require City Commission approval. He stated that it should net out to zero.

Motion was made by Commissioner Holmes, seconded by Commissioner Holck, to approve the settlement agreement with Continental Casualty Company and to authorize the City Manager and all other necessary City Officials to execute the settlement agreement.

Discussion:
None

Vote:

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

Absent: Commissioner Carroll

Motion carried 6-0.

**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 - APPROVED**

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
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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.

Questions:
Commissioner Holmes questioned the difference between the change order and settlement. Mr. Woloszynski stated that it would pay the City back from the general contract allowance for the Lake Avenue sewer extension. He stated that the smaller amount did not require City Commission approval. Vice Mayor Smith questioned how long the project will take. Mr. Woloszynski stated that they did not have a revised schedule, however it would likely be several weeks.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve the 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.

Discussion:
None

Vote:

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

Motion carried 6-0.

RESOLUTION NO. 2213 – AMENDING LEGISLATIVE POLICIES - APPROVED

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.

Ms. Bruner read Resolution No. 2213 by title only.

Questions:

Mayor Brown questioned the intent behind having all grant applications pre approved. Ms. Semones stated that it would only be grant applications in excess of the established threshold. Mayor Brown requested more specificity of FDOT meetings on the list, such as “in Largo’s jurisdiction”.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve Resolution No. 2213.

Discussion:

None

Vote:

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

Motion carried 6-0.

STAFF REPORTS

None

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

COMMUNITY REDEVELOPMENT AGENCY (CRA)

RESOLUTION NO. CRA-18-01, AMENDING THE COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD (CRAAB) TERMS, DUTIES AND RESPONSIBILITIES - APPROVED

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.

Ms. Bruner read Resolution No. CRA-18-01 by title only.

Questions:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Fenger, to approve CRA Resolution No. CRA-18-01.
Discussion:
None

Vote:

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

Motion carried 6-0.

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

STAFF REPORTS

None

ITEMS FROM CITY ATTORNEY, COMMISSION, MAYOR, CITY MANAGER

Mr. Zimmet requested that the City Commission authorize the City, through the City Manager and himself, to participate in an amicus brief before the Supreme Court on an issue that would affect the City in terms of interlocal agreements to provide services outside the City limits. He stated that there is a case pending before the Supreme Court in which the judge ruled that an interlocal agreement cannot grant a local government authorization to provide services outside of its jurisdiction. He stated that if the Supreme Court affirms the decision entered by the Circuit Court, the City’s agreement for a Fire Station in Belleair Bluffs would be invalid. He stated that the Florida League of Cities has agreed to participate and fund 50% of the cost. He stated that other cities and other agencies will also be participating and that the intent is to have as many as possible participate due to the statewide impact. He asked that the City of Largo participate and contribute to the attorneys’ fees. There was no objection.

Commissioner Fenger thanked the Recreation, Parks and Arts Board and Ms. Honeycutt for making a presentation on the community workshops.

Commissioner Holmes stated that the City’s Memorial Day service will be held on Monday, May 28th at 7:00 pm in Largo Central Park.

Commissioner Robinson thanked Largo’s Police Department during National Police Week. He congratulated his daughter, Grace, who will be graduating on Thursday.

Mayor Brown congratulated the Boy Scout Troop at St. Paul’s United Methodist Church who are celebrating 50 years of scouting.

SUMMARY OF ACTION ITEMS

1. Request by Commissioner Fenger that staff use photos from previous Neighborhood Grant projects in materials for the new grant program.

ADJOURNMENT

The meeting adjourned at 6:53 pm.
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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.
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 the Library Advocacy Board, amend the procedures for removal of board members, and amend the duties and responsibilities. In recent years, the board 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.

The name change reflects the City Commission’s desire for the Board to advocate for both the community and the department in a matter that will benefit all. This Resolution was brought to the City Commission at the May 15, 2018 Regular Meeting and was postponed in order to amend the language to make it consistent with the other board resolutions.

I MOVE TO APPROVE/DISAPPROVE 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 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 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 #6 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 commissioners. 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 on behalf of the Largo Public Library and the community regarding Library services and policies.

The Board shall 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
City of Largo
Agenda Item 8

Presenter: Henry Schubert, City Manager
Department: AD – Administration

TITLE:

At the City Commission Work Session of March 13, 2018, 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 name change reflects the City Commission's desire for the Board to advocate for both the community and the department in a manner that will benefit all. This Resolution was brought to the City Commission at the May 15, 2018 Regular Meeting and was postponed in order to amend the language to make it consistent with the other board resolutions.

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

Potential
Motion/
Direction
Requested: Not Applicable

I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2212.

Staff Contact: Henry Schubert 727-596-7454 hschuber@largo.com

Attachments: Resolution No. 2212
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 Advocacy Advisory Board; and

WHEREAS, the City Commission desires to amend the appointment process and terms of the
members of the Recreation, Parks and Arts Advocacy 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 Arts 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 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 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
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 advocate on behalf of the Recreation, Parks and Arts Department and the
community regarding services, policies and facilities.

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 lands for the community.

e) Direction for future planning, 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
   provided 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:

__________________________
City Clerk

CITY OF LARGO, FLORIDA

Mayor

REVIEWED AND APPROVED:

__________________________
City Attorney
The City purchases, supplies and dispenses its own fuel for operational use, using a cooperative fuel purchase contract. This fuel bid was facilitated by Pinellas County and is a cooperative agreement among various municipal governments and the County. The City is listed as a participant in the bid document and has purchased fuel using the County’s contract since 2008. Gasoline and diesel fuel supplies are stored and dispensed at the Public Works Complex fuel island to support the City’s vehicles, equipment and machinery. The City’s estimated annual fuel consumption is 275,000 gallons of diesel fuel and 215,000 gallons of unleaded gasoline per year.

Due to regular fluctuations in fuel and oil prices, the per gallon prices are calculated using the Oil Pricing Information Service (OPIS) Average Base Price on the day of the purchase. OPIS is a service that publishes indexes of wholesale fuel prices at fuel terminals. Due to the fact that fuel prices fluctuate daily, and vary between providers, OPIS publishes a daily Average Base Price for each location that includes all of the fuel providers at that location. In the case of this bid, the prices are based on the daily average cost at Port Tampa. The price the City pays is based on the OPIS Average Base Price per gallon, plus a fixed fee per gallon which is essentially a charge to deliver the fuel. This pricing schedule allows the per gallon cost of fuel to fluctuate, while the standard fee component remains constant. Per the contract, the fixed fees are subject to change every twelve months based on the Consumer Price Index, Fuels and Utilities Index as published by the United States Department of Labor.

Indigo Energy Partners, LLC was awarded the bid by Pinellas County for the transport delivery method (minimum delivery of 8,000 gallons) which is the City’s preference.

(continued on Page 2)
The contract was awarded on a calendar year basis. The current Blanket Purchase Order (BPO) for fuel purchases from Indigo was created in January 2017 with a limit of $1,398,600 which was the fuel budget for FY 2017. This BPO should have been closed at the end of 2017, but due to vacancies in the Fleet Division at the time, purchases continued to be made against it. The dollar limit has been reached and it is now necessary to issue a new BPO to cover purchases through the end of calendar year 2018. The approved fuel budget for FY 2018 is $1,344,300. The award amount represents the expenditures through the end of the award period.

Fuel is not directly budgeted as an expense in the Fleet Fund, but is budgeted through individual City Departments. Fuel purchased is inventoried by the Fleet Management Division, and the user department is billed upon consumption. The City’s fiscal non-funding clause will apply to this purchase. The clause reads, “In accordance with the City Charter, all purchase contracts that extend beyond the fiscal year include a fiscal non-funding clause; if the City Commission does not appropriate the necessary funds then the purchase contract terminates on the last day of the current fiscal year without penalty or expense to the City. A blanket purchase order establishes a unit purchase price or discount but does not obligate the City to make any purchases; if funds are not appropriated, the purchases are not made.

In case of an emergency, such as a hurricane it may be necessary to purchase fuel from a non-contract vendor. During emergency situations the Fleet Management Division will search for vendors that have fuel available and make purchases at the best prices possible. After an emergency delivery has been made, City Commission authorization will be sought for approval of the purchase and to make the payment to the vendor.
The Largo Police Department (LPD) is requesting authorization to purchase the following equipment for FY 2018 utilizing state forfeiture trust funds:

- Rapid ID Devices which can capture a subject’s fingerprints in the field and remotely transmit data to and from LPD headquarters ($14,735)
- An evidence drying cabinet to provide a secure & dedicated area for drying wet evidentiary items while creating a barrier to keep out the potential threat of cross contamination ($6,140.50)
- Gas masks for the LPD Special Incident Response Team ($20,438.80)
- Gas and smoke grenades for the LPD Special Incident Response Team ($7,666.80)
- Radio/noise reduction & protection headsets ($11,500)
- Tactical defender active shooter kits ($4,599.20)

The additional $1,180.30 will be made up from new K-9 dogs costing less than budgeted.

I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO EXPEND STATE FORFEITURE TRUST FUNDS FOR THE PURCHASE OF VARIOUS POLICE EQUIPMENT IN THE ESTIMATED AMOUNT OF $65,080.30.
The Florida League of Cities (FLC) will be holding the 92nd Annual Conference in Hollywood, Florida, August 16-18, 2018. Under the Bylaws of the FLC, each member municipality sending delegates to the Annual Conference must designate one of their officials to cast their votes at the annual business meeting. The voting delegates will make decisions that determine the direction of the League. A voting delegate must be designated and the FLC notified by August 10, 2018.

Mayor Woody Brown is planning to attend the Annual Conference and has agreed to serve as the voting delegate, with the City Commission’s consent.

I MOVE TO APPROVE/DISAPPROVE THE DESIGNATION OF MAYOR WOOD BROWN AS THE CITY OF LARGO’S VOTING DELEGATE AT THE FLORIDA LEAGUE OF CITIES 92ND ANNUAL CONFERENCE TO BE HELD IN HOLLYWOOD, FLORIDA, AUGUST 16-18, 2018.
TO: Municipal Key Official
FROM: Michael Sittig, Executive Director
DATE: May 7, 2018

SUBJECT: 92nd Annual FLC Conference
VOTING DELEGATE INFORMATION
August 16-18, 2018 – The Diplomat Beach Resort, Hollywood

The Florida League of Cities’ Annual Conference will be held at The Diplomat Beach Resort, Hollywood, Florida on August 16-18. This conference will provide valuable educational opportunities to help Florida’s municipal officials serve their citizenry more effectively.

It is important that each municipality designate one official to be the voting delegate. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League’s by-laws, each municipality’s vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2017.

Conference registration materials will be sent to each municipality in the month of June. Materials will also be posted on-line. Call us if you need additional copies.

If you have any questions on voting delegates, please call Gail Dennard at the League (850) 701-3619 or (800) 616-1513, extension 3619. Voting delegate forms must be received by the League no later than August 10, 2018.

Attachments: Form Designating Voting Delegate
92nd Annual Conference
Florida League of Cities, Inc.
August 16-18, 2018
Hollywood, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. Municipalities do not need to adopt a resolution to designate a voting delegate.

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

**Designation of Voting Delegate**

Name of Voting Delegate: ____________________________

Title: ____________________________

Municipality of: ____________________________

**AUTHORIZED BY:**

______________________________

Henry Schubert

Name

______________________________

City Manager

Title

Return this form to:

Gail Dennard
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Fax to Gail Dennard at (850) 222-3806 or email gdennard@flcities.com
Important Dates

**May 2018**
Notice to Local and Regional League Presidents and Municipal Associations regarding the Resolutions Committee

**June 2018**
Appointment of Resolutions Committee Members

**July 10th**
Deadline for Submitting Resolutions to the League office

**August 16th**
Policy Committee Meetings
Voting Delegates Registration

**August 16th**
Resolutions Committee Meeting

**August 18th**
Immediately Following Breakfast – Pick Up Voting Delegate Credentials
Followed by Annual Business Session
A new 136 unit townhome development is being constructed on an existing 16.70 acre parcel located near the southwest corner of Belleair Road and US Highway 19 North. Platting of the property is required by the Comprehensive Development Code (CDC) because the parcel is not platted and platting will ensure that records are updated and mapping accuracy of the subject portion of land is maintained. The CDC requires a final plat when a Development Order is issued to ensure the accurate depiction of land subdivision when lot lines vary from previous records, or when parcels are combined or have never been platted.

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

I MOVE TO APPROVE/DISAPPROVE THE TOWNS AT BELLEAIR GROVE PLAT.
Final Record Plat Approval:  
Towns at Belleair Grove

Subject Property PID  
30/29/16/00000/110/0410,  
30/29/16/00000/120/0200
The purpose of this memo is to obtain City Commission approval of Change Order No. 1 in the estimated amount of $95,000 for the TR-12 neighborhood roadways pavement project awarded to Gator Grading and Paving, LLC in FY 2017.

This change order would utilize TIF-7A funds budgeted in FY 2018 for sidewalk expansion to expand the scope of TR-12 to include new sidewalk along 6th Street SW between 2nd Avenue SW and Cleveland Avenue SW. It also will include new in-fill sidewalk along 2nd Avenue SW between Clearwater-Largo Road and 7th Street SW.

On October 3, 2017, the City Commission approved Bid No. 17-C-589, Pavement and Roadway Infrastructure Rehabilitation Annual Purchase Agreement (APA).

<table>
<thead>
<tr>
<th>Budgeted Amount:</th>
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</tr>
<tr>
<td>Source:</td>
<td>N/A</td>
</tr>
<tr>
<td>Strategic Plan:</td>
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</tr>
</tbody>
</table>

I MOVE TO APPROVE/DISAPPROVE CHANGE ORDER NO. 1 TO THE TR-12 NEIGHBORHOOD ROADWAYS PAVING PROJECT IN THE AMOUNT OF $95,000.

Staff Contact: Jerald Woloszynski, P.E.  
587-6713 X4400  
jwoloszy@largo.com

Attachments: None
This agenda item requests City Commission approval of Change Order No. 3 to the Request For Qualifications (RFQ) No. 17-Q-601 for engineering services for the Hurricane Hermine Sanitary Sewer Collection System Engineering Evaluation project to McKim & Creed, in the amount of $250,000.

This planned change order funding was included in the FY 2018 budget to provide additional contract allowance (subject to City Project Manager approval) for three functional services. The first is for any additional field investigations to capture additional data necessary to expand the flow model to cover this engineering evaluation or to capture any undocumented assets. The second is a weather contingency to extend wet weather flow monitoring should the current evaluation period lack sufficient rainfall. The third is a design contingency to allow McKim & Creed to produce plans and specifications for sanitary sewer collection system repairs or reconfigurations recommended by this engineering evaluation.

On August 15, 2017, the City Commission approved the scope and fee for the engineering evaluation for the four (4) locations to McKim & Creed, in the amount of $1,147,029. The evaluation is currently underway conducting flow and rainfall monitoring. It also includes:

- model flow and review the configuration of the sanitary piping,
- conduct inflow and infiltration smoke and dye testing,
- inspect manholes and provide night flow isolation evaluations,
- predict problem areas and identify deficiencies within the modeled areas,
• provide improvement alternative analysis to reduce inflow and infiltration volumes,
• recommend improvements to reduce surcharging,
• provide a cost benefit analysis of City modeling software to improve future modeling efforts,
• provide construction design services on an as needed basis.

On September 18, 2017, change order No. 1 to the Request For Qualifications (RFQ) No. 17-Q-601 was issued to McKim & Creed for $19,500 to provide additional stormwater asset inspections within two of the five SSO locations. This effort will result in better stormwater asset attribute information (pipe size, pipe material, flow direction, etc) in those areas.

On October 3, 2017, change order No. 2 to the Request For Qualifications (RFQ) No. 17-Q-601 was issued to McKim & Creed for $273,830 to add a fifth sanitary sewer overflow (SSO) location to the original four (4) areas with gravity sewer lines that experienced surcharged conditions which inhibited flow to a number of lift stations during Hurricane Hermine. This fifth SSO area is located in the 11th Avenue SW and Seminole Boulevard area.

The following table summarizes the total values of this task order.

<table>
<thead>
<tr>
<th>RFQ No. 17-Q-601</th>
<th>Scope and Fee</th>
<th>Contract Allowance</th>
<th>Total</th>
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</thead>
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<tr>
<td>Original Task - 4 Hermine SSO Locations</td>
<td>$862,989</td>
<td>$284,040</td>
<td>$1,147,029</td>
</tr>
<tr>
<td>Change Order 1 - Stormwater Asset Inspections</td>
<td>$19,650</td>
<td>$0</td>
<td>$19,650</td>
</tr>
<tr>
<td>Change Order 2 - 5th Hermine SSO Location</td>
<td>$246,830</td>
<td>$27,000</td>
<td>$273,830</td>
</tr>
<tr>
<td>Change Order 3 – Additional Contract Allowance</td>
<td>$0</td>
<td>$250,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Totals</td>
<td>$1,129,469</td>
<td>$561,040</td>
<td>$1,690,509</td>
</tr>
</tbody>
</table>

In summary, the engineering evaluation is currently on schedule inspecting 243,300 linear feet of gravity sewer lines, 4,234 service laterals and 949 manholes.

A copy of change order No. 3 has been sent to the City Commission electronically, and has been posted to the City's web site.
AWARD OF RFP NO. 18-P-635, ASHBROOK BELT FILTER PRESS REHABILITATION, TO ALFA LAVAL, INC., IN THE ESTIMATED AMOUNT OF $206,325

FY 2018 CIP projects in the Environmental Services (ES) Wastewater Reclamation Facility (WWRF) included Biosolids Facility Mechanical Improvements. In 2011, equipment within the biosolids facility was evaluated by an engineering consultant to determine its useful life and the appropriate replacement or rehabilitation schedule. An evaluation of the 16-year-old Ashbrook Belt Filter Press revealed the need for a complete refurbishment, including pressure rollers, bearings and housings, drive motors, gearboxes, and other integral components. Advertisement for Request for Proposals (RFP) was conducted and the RFP opening occurred on April 11, 2018 with two responsive proposals.

ES staff evaluated the proposals for experience in similar work, total project cost, proposed warranty period and time to complete the project. In addition, references were checked at four municipalities where Alfa Laval, Inc. (acquired Ashbrook Simon-Hartley in 2013) refurbished the same model Ashbrook 2.0 Meter Type 85 Belt Filter Press and performed all work in an acceptable manner. Based on the evaluation criteria and reference checks, staff is recommending the award of RFP No. 18-P-635 to Alfa Laval, Inc.
On April 17, 2018, the City Commission awarded Bid No. 18-B-632, Sanitary Sewer Line Cleaning and Video inspection, to Layne Inliner, LLC. Environmental Services (ES) will utilize the City’s Professional Services Agreement with Reiss Engineering to produce interceptor inspection services in an estimated amount of $53,300.

Reiss Engineering will provide project administration, inspection oversight, field data collection analysis, and reporting services. The City’s Engineering Construction Inspectors will conduct the actual inspections and transmit findings to Reiss Engineering. Reiss will generate a results report documenting areas of concern that are identified, and will recommend system repairs and replacements. It is likely that the inspections will result in additional Capital Improvement Projects and other corrective actions.

<table>
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<td>Expenditure Amount:</td>
<td>$53,300.00</td>
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</table>

Layne Inliner was awarded the Sanitary Sewer Line Cleaning and Video Inspections in the amount of $295,187.05

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<th>Funding Source(s):</th>
<th>Wastewater</th>
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<td>{ Yes, No }</td>
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<tr>
<td>City Attorney Reviewed:</td>
<td>{ Yes, No, N/A }</td>
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<tr>
<td>Advisory Board Recommendation:</td>
<td>{ For, Against, N/A }</td>
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<tr>
<td>Consistent With:</td>
<td>{ Yes, No, N/A }</td>
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<tr>
<td>Source:</td>
<td>N/A</td>
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<tr>
<td>Potential Motion/ Direction Requested:</td>
<td>I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE SANITARY SEWER CLEANING AND VIDEO INSPECTION OVERSIGHT TO INCLUDE: DATA COLLECTION AND PIPELINE ANALYSIS FROM REISS ENGINEERING IN ACCORDANCE WITH PROFESSIONAL SERVICES RFP. NO. 14-Q-479 IN THE ESTIMATED AMOUNT OF $53,300.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Contact:</th>
<th>Bill Brown, Collection System Manager 507-4460 <a href="mailto:wibrown@largo.com">wibrown@largo.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td>None</td>
</tr>
</tbody>
</table>
**Title:**

**Authorization to Purchase Sodium Bisulfite from Thatcher Chemical of Florida, Inc. in Accordance with Lee County Bid No. 130346 in the Estimated Amount of $100,000**

The City’s Wastewater Reclamation Facility (WWRF) uses Sodium Bisulfite to remove all chlorine from the effluent pumped to surface water discharge (Old Tampa Bay) via the Feather Sound Stormwater Pond System. The City has been purchasing sodium bisulfite from Thatcher Chemical of Florida through a piggyback contract with Lee County, FL since July 2017.

The Lee County Board of County Commissioners has extended their contract an additional six months through November 12, 2018 with all terms and conditions remaining the same. Thatcher Chemical of Florida, Inc. agrees to allow the City of Largo the option to continue piggybacking on the referenced contract #130346 with all pricing, terms, and conditions stated therein applying. The current pricing is $2.15 per gallon delivered for partial loads (2,400 to 3,999 gallons) and $1.59 per gallon for full loads (4,000 gallons or more) The current contract runs through November 12, 2018.

<table>
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<tr>
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<td>Expenditure Amount:</td>
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<td>Additional Budgetary Information:</td>
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<td>Funding Source(s):</td>
<td>Wastewater</td>
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<tr>
<td>Sufficient Funds Available:</td>
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<td>Budget Amendment Required:</td>
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<td>City Attorney Reviewed:</td>
<td>Yes</td>
</tr>
<tr>
<td>Advisory Board Recommendation:</td>
<td>For</td>
</tr>
<tr>
<td>Consistent With:</td>
<td>Yes</td>
</tr>
<tr>
<td>Potential Motion/ Direction Requested:</td>
<td>I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE SODIUM BISULFITE FROM THATCHER CHEMICAL OF FLORIDA, INC. IN ACCORDANCE WITH LEE COUNTY BID NO. 130346 IN THE ESTIMATED AMOUNT OF $100,000.</td>
</tr>
<tr>
<td>Staff Contact:</td>
<td>Scott Johnson, Management Analyst x7519 <a href="mailto:sjohnson@largo.com">sjohnson@largo.com</a></td>
</tr>
<tr>
<td>Attachments:</td>
<td>None</td>
</tr>
</tbody>
</table>

**Advisory Board:**

**City Attorney:**

**Consistent For:**

**Not Applicable**
The City has participated in the Florida State contract for Merchant Card (credit card) Processing Services with Bank of America, NA (BOA) since 2013. The current agreement between the City and BOA expires June 11, 2018.

BOA has provided good service at highly competitive prices. The new State Contract's terms, conditions and processing fees are identical to the existing contract, which remain highly competitive; therefore, an RFP was not conducted. The participation agreement will be linked to the same Master Contract as the expiring agreement.

The City's participation would remain in effect for the remaining term of the Master Contract with the State of Florida unless terminated earlier by either party. The City can terminate the agreement at any time without penalty.

Total merchant card processing charges for the twelve months ending September 30, 2017 were approximately $104,000, including BOA's fees of $13,000, interchange fees of $73,000 (pass-through costs from the credit card companies) and other processing fees of $18,000. These amounts can change based on card usage, including the size of individual transactions (amounts being charged) and the number of charge transactions.

Each City department that accepts credit cards has budgeted for merchant card processing fees and fees are charged to each department according to actual usage.

Departments are anticipating collecting additional fees on-line over the next three years and additional on-line payment opportunities are currently being explored in conjunction with the launch of the City's new website; therefore, authority is requested for anticipated growth in merchant card purchases over the next three years of $150,000 a year for the next three years ($450,000 total over three years).

A copy of the agreement has been sent to the City Commission electronically and posted on the website.
AUTHORIZATION TO SETTLE THE AUTOMOBILE CLAIM OF MICHAEL AND ANGELA MCCANN FOR $50,000

On December 2, 2015, a City of Largo Volunteer in Policing (V.I.P.) was eastbound on Ulmerton Road and attempted to make a U-turn at the intersection of Lake Avenue SE to head west. The McCann vehicle was westbound on Ulmerton Road and the right front of the V.I.P. vehicle contacted the left front of the McCann vehicle.

Both vehicles were total losses. Mr. and Mrs. McCann incurred medical bills for injuries and lost wages in excess of $60,000. The McCann’s attorney filed a lawsuit against the City. The Risk Committee reviewed this claim and, contingent upon City Commission approval, agreed to settle the McCann’s lawsuit in the amount of $50,000 for a full release.

I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO SETTLE THE AUTOMOBILE CLAIM OF MICHAEL AND ANGELA MCCANN FOR $50,000.
The purpose of this memo is to obtain City Commission approval to authorize additional expenditures from FY 2018 budgeted funds to Bid No. 16-B-534, Trenchless Sanitary and Storm Sewer Rehabilitation Annual Purchase Agreement (APA). The table represents both the budgeted funds approved in October 2017 and those requested.

<table>
<thead>
<tr>
<th>Stormwater</th>
<th>Approved October FY2018</th>
<th>Requested June FY2018</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater APA Repairs</td>
<td>$150,000</td>
<td></td>
<td>EN</td>
</tr>
<tr>
<td>Stormwater Repairs</td>
<td>$132,100</td>
<td></td>
<td>PW</td>
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<tr>
<td>Stormwater Pipe Lining</td>
<td>$100,000</td>
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<td>PW</td>
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<tr>
<td>Total</td>
<td>$382,100</td>
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<table>
<thead>
<tr>
<th>Wastewater (Collections)</th>
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<th></th>
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<tbody>
<tr>
<td>Sanitary Repair and Maintenance</td>
<td>$818,000</td>
<td>EN</td>
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<tr>
<td>Line Repair and Maintenance</td>
<td>$100,000</td>
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</tr>
<tr>
<td>LS15 SS I&amp;I Project</td>
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<td>$600,000</td>
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<tr>
<td>SSO Prevention Projects</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
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<tr>
<td>Total</td>
<td>$2,318,000</td>
<td>$1,600,000</td>
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</table>

The budgets awarded in October 2017 did not account for the full budgeted amount of the Lift Station 15 and Sanitary Sewer Overflow (SSO) Prevention projects. This request would authorize additional budgeted funds for those projects to be expended under the APA. This additional funding allows staff to more effectively award the corrective actions to the sanitary sewer conveyance system identified from ongoing Inflow and Infiltration (I&I) and SSO studies in six areas in the City.

On October 3, 2017, the City Commission approved the one year option award for Bid No. 16-B-534. Funds under the APA are not expended unless a project and associated cost are assigned to a contractor.

I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION OF ADDITIONAL EXPENDITURES UNDER ANNUAL PURCHASE AGREEMENT BID NO. 16-B-534, TRENCHLESS SANITARY AND STORM SEWER REHABILITATION, IN THE AMOUNT OF $1,600,000.
The purpose of this memo is to obtain City Commission approval to authorize additional expenditures from FY 2018 budgeted funds to Bid No. 17-C-589, Pavement and Roadway Infrastructure Rehabilitation Annual Purchase Agreement (APA) in the amount of $350,000.

Residents living on Cove Lane identified a portion of the road and corresponding sidewalk that was developing a depression. The pavement condition index (PCI) for this section of road was found to be 36 (poor). A geotechnical investigation completed in November 2017 found that the high groundwater table and the presence of organic soils from the original construction of the subdivision caused premature failure of the road base.

This additional LOST funding remains as a result of the Hurricane Hermine Roadway Infrastructure Improvements project and allows staff to make major roadway/sidewalk repairs to Cove Lane. If approved, construction of these repairs and a mill and overlay of the entire street is expected to begin in late fourth quarter FY 2018.

On October 3, 2017, the City Commission approved the one year option award for Bid No. 17-C-589, Pavement and Roadway Infrastructure Rehabilitation APA.

Funds under the APA are not spent unless a project and associated cost are assigned to a contractor.
Project Location Map:
Cove Lane Improvements

Keene Rd.

Belleair Road

St. Pauls Dr.

Cove Lane

Project Area
The purpose of this memo is to obtain City Commission approval to authorize additional expenditures from FY 2018 budgeted funds to Bid No. 16-B-535, Sanitary Sewer, Reclaimed Water and Stormwater Repair Annual Purchase Agreement (APA). The table represents both the budgeted funds approved in October 2017 and those requested.

<table>
<thead>
<tr>
<th>Stormwater APA Repairs</th>
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<th>Requested June FY2018</th>
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</thead>
<tbody>
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<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Repair and Maintenance</td>
<td>$100,000</td>
<td></td>
<td>ES</td>
</tr>
<tr>
<td>Sanitary Repair and Maintenance</td>
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<td>EN</td>
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<tr>
<td>LS15 SS I&amp;I Project</td>
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<td>SSO Prevention Projects</td>
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<tr>
<td>Total</td>
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| Reclaimed Water R&M     | $100,000               |                      | ES   |

The budgets awarded in October 2017 did not account for the full budgeted amount of the Sanitary Sewer Overflow (SSO) Prevention projects. This request would authorize additional budgeted funds for those projects to be expended under the APA. This additional funding allows staff to more effectively award the corrective actions to the sanitary sewer conveyance system identified from ongoing SSO studies in five areas in the City.

On October 3, 2017, the City Commission approved the one year option award for Bid No. 16-B-535. Funds under the APA are not expended unless a project and associated cost are assigned to a contractor.

### Motion

I move to approve/disapprove authorization of additional expenditures under Annual Purchase Agreement Bid No. 16-B-535, Sanitary Sewer, Reclaimed Water and Stormwater Repair, in the amount of $500,000.
Following Hurricane Irma the City Commission approved the Emergency Purchase Order for DRC Emergency Services (DRC) to manage the debris removal process from across the City of Largo. Staff activated the contract with DRC on September 8, 2017 to correlate with the activation of our Debris Monitoring Contractor. On October 2, 2017, in accordance with the City’s emergency purchasing provisions, the City issued a Purchase Order to DRC for $359,400 to cover the expected expenses for this service. On October 10, 2017, the City issued a second purchase order for an additional $359,400 due to the increase in estimated cubic yards of debris being collected. The actual costs to DRC for removing 54,995 cubic yards of debris caused by Hurricane Irma was $525,242.64.

The resulting debris was reduced in volume to approximately 14,000 cubic yards of mulch for disposal. In February, the City Commission approved disposal at a rate of $8 per cubic yard for an estimated amount of $112,000 with a not to exceed of $125,000. However, by March, the original debris disposal facility closed its Hurricane Irma debris disposal operations and did not have a permit from the Florida Department of Environmental Protection to reopen the site for hurricane debris disposal. Consequently, DRC, the City’s debris contractor, negotiated a deal with Angelo’s Recycled Materials to dispose of the hurricane debris at $35 per ton, which City staff approved. The debris contractor then removed the debris and completed operations in March. Consequently, the resulting amount for debris disposal is $172,220.3.

This amount represents a dollar value greater than $50,000 of the original purchase order. This difference requires City Commission approval. Staff brings this amount for City Commission approval now as staff received the invoice in May and additional documentation was needed to verify the amount owed.

I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION OF A PAYMENT FOR DEBRIS REMOVAL SERVICES, FROM DRC EMERGENCY SERVICES, IN THE ESTIMATED AMOUNT OF $60,220.
# City of Largo
## Agenda Item 25

**Presenter:** Michael Loux, Deputy Chief of Police  
**Department:** PD – Police Department

### TITLE:
CHARTER SCHOOL REQUEST REGARDING SB 7026

Deputy Chief Loux will discuss a request by the Charter Schools in the City to staff Charter schools with School Resource Officers as a result of SB 7026 “Marjory Stoneman Douglas HS Public Safety Act”/

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<th>Expenditure Amount</th>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
| 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 |
| Potential Motion/Direction Requested | N/A |
| Staff Contact: | Michael Loux, Deputy Chief of Police  
  X 7427  
  mloux@largo.com |
| Attachments: | Staff Report |
Subject: Staff Report: Charter School Reserve SRO’s

The “Marjory Stoneman Douglas High School Public Safety Act” (SB7026) brought about the requirement for every public school to have either a SRO or a guardian assigned to their campus for security. The City of Largo has the following public schools:

High Schools – The public high schools within the City of Largo have historically had SRO’s assigned to them. Pinellas County Schools (PCS) reimburses us $58,000 each year for two SRO’s at Pinellas Gulf Coast and for one SRO at Largo High. While we have had two SRO’s at Largo High, the second one has been historically been funded solely by the Largo Police Department. With the passage of SB7026, PCS has additionally provided reimbursement for the second SRO at Largo High School.

Largo High School (enrollment 1798 students) – Currently has two SRO’s assigned as security. The City of Largo is reimbursed $58,000 each for these two officers.

Pinellas Gulf Coast Academy (enrollment 248) - Currently has two SRO’s assigned as security. The City of Largo is reimbursed $58,000 each for these two officers.

Middle Schools

There are four public schools with middle school grades within the City of Largo. Three of them are listed below under “Charter Schools,” and the fourth one is Largo Middle School. Historically, the Largo Police Department has had an SRO assigned to Largo Middle School and is reimbursed $58,000 from PCS for this officer.

Largo Middle School (enrollment 830) – Currently has one SRO assigned as security. The City of Largo is reimbursed $58,000 for this officer.

Elementary Schools

There are nine public schools within Largo which teach elementary grades. Three of these schools are listed below under “Charter Schools.” The remaining six, public, elementary schools are required to have either an SRO or guardian for security, per the passing of SB7026. PCS had previously attempted to contract with the
City of Largo to have an SRO assigned to each of these schools. PCS was willing to reimburse Largo at a rate of $58,000 for each of these officers. The City Commission did not vote in favor of this agreement. As a result, PCS will be having the Pinellas County Sheriff’s Office train Guardians to perform the security duties at these public elementary schools.

The public elementary schools which will have a PCS funded guardian assigned to them include:
- Anona Elementary (enrollment 455)
- Belcher Elementary (enrollment 666)
- Frontier Elementary (enrollment 605)
- Fuguitt Elementary (enrollment 552)
- Mildred Helms Elementary (enrollment 560)
- Ponce De Leon Elementary (enrollment 537)

Charter Schools
There are three public charter schools within the City of Largo. All three of these schools teach both elementary and middle school grades. The passage of SB7026 has also required them to either have an SRO or Guardian on the campus. The charter schools receive funding from PCS to cover the costs associated with having an SRO or Guardian. The funding that they receive is based on their enrollment numbers. While SB7026 applies to charter schools, it is the responsibility of each charter school’s board to determine how to staff and fund coverage at their school.

Two of the three charter schools have reached out to the Largo Police Department and asked us to provide them with an SRO. These two schools (Pinellas Academy of Math and Science and Pinellas Preparatory Academy) each receive approximately $41,000 from PCS to cover SB7026 security personnel costs. Both schools wish to use additional funding from their schools to have an SRO on campus.

Pinellas Academy of Math and Science (enrollment 663 plus an additional 200-300 with their campus expansion) – Teaches both elementary and middle school grades. They wish to use PCS, SB7026 funding in addition to additional funding from their budget to pay for an SRO on campus.

Pinellas Preparatory Academy (enrollment 724) - Teaches both elementary and middle school grades. They wish to use PCS, SB7026 funding in addition to additional funding from their budget to pay for an SRO on campus.

Plato Academy (enrollment 393) – Teaches both elementary and middle school grades. They will use their PCS funding to pay for a Guardian on campus.
In response to the request to provide an SRO at the two public charter schools (Pinellas Academy of Math and Science and Pinellas Preparatory), a contract has been drafted which closely mirrors the contract existing between the City of Largo and PCS. This contract has been forwarded to the City Attorney’s Office for review.

If the Largo Police Department were to provide an SRO at these two schools, it would be proposed that these SRO’s would be reserve officers for the Largo Police Department. The below table illustrates the cost associated with providing two reserve SRO’s to these two charter schools.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Salary</td>
<td>$35,256.00</td>
</tr>
<tr>
<td>FICA</td>
<td>$2,800.00</td>
</tr>
<tr>
<td>Health (Dual)</td>
<td>$13,000.00</td>
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<tr>
<td>Life</td>
<td>$200.00</td>
</tr>
<tr>
<td>Worker's Comp</td>
<td>$1,300.00</td>
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<tr>
<td>Sub Total</td>
<td>$52,556.00</td>
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<tr>
<td>Relief Factor</td>
<td>$10,511.20</td>
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<tr>
<td>Equipment &amp; Supplies</td>
<td>$6,600.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$69,667.20</td>
</tr>
</tbody>
</table>

The Pinellas Academy of Math and Science and Pinellas Preparatory would reimburse the City of Largo $69,667.20 for providing them with a reserve SRO. Any contract entered into would be an annual contract with ensuing years subject to an annual cost escalator.
Staff will present a brief update on the status of the West Bay Lofts project currently undergoing development review and minor proposed changes from the conceptual plan, attached, which was approved with the Development Agreement. The proposed site plan is in the final stages of development review and is expected to obtain building permit approval this summer.

**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  
**Budget Amendment Required:** No  
**Source:** N/A  
**Advisory Board Recommendation:** For  
**Consistent With:** Yes  
**City Attorney Reviewed:** Yes  
**Potential Motion/Direction Requested:** None, informational item only.

**Staff Contact:** Rick Perez, AICP, Planning Manager  
**x7350**  
**rperez@largo.com**  
**Attachments:** Development Agreement Exhibit B Conceptual Site Plan
The Community Redevelopment Agency (CRA) staff received an application for the Real Estate Development (RED) grant program in March 2018. The applicant, Largo Central LLC, has submitted on behalf of their project, the West Bay Lofts for their mixed-use development with 123 market-rate residential rental units above 40,000 gross square feet of commercial space and accompanying structured parking. The project is located on the 500 and 600 Blocks of West Bay Drive.

The RED grant was established in May 2014 by the CRA Board for the West Bay Drive Community Redevelopment District (WBD-CRD) with the intent to expedite multi-story mixed-use development with an office component in the district. This is the first grant request for the RED grant program.

Staff presented Largo Central LLC’s grant application to the Community Redevelopment Agency Advisory Board (CRAAB) on April 30, 2018. A copy of the CRAAB memo and meeting minutes are attached. The CRAAB voted in favor (7-2) of awarding a RED Grant incentive in the amount of 50% of Largo’s portion of tax increment generated by the project, for a period of up to 10 years. Members of the Board stated the mixed-use project was needed in Downtown Largo, that they were appreciative of the developer’s project, and they wanted to send a message to other developers that they want more projects like the West Bay Lofts in Downtown Largo.

(Continued on page 2)

<table>
<thead>
<tr>
<th>Budgeted Amount:</th>
<th>$0.00</th>
<th>Budget Page No(s.):</th>
<th>NA</th>
<th>Available Amount:</th>
<th>$0.00</th>
<th>Expenditure Amount:</th>
<th>$0.00</th>
</tr>
</thead>
</table>

**Additional Budgetary Information:**
Future expenditure is unknown at this time, however, an anticipated commitment could start in 2020.

| Funding Source(s): | NA | Sufficient Funds Available: | { Yes | No } | Budget Amendment Required: | { Yes | No } | Source: | N/A |
|--------------------|----|-----------------------------|--------|----------------------------|--------|---------|------|

| City Attorney Reviewed: | { Yes | No } | Advisory Board Recommendation: | { For | Against } | Consistent With: | { Yes | No } |
|-------------------------|--------|-------------------------------|-------------|-----------------|--------|

<table>
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<tr>
<th>Potential Motion/ Direction Requested:</th>
<th>I MOVE TO APPROVE/DISAPPROVE THE COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD’S RECOMMENDATION FOR A REAL ESTATE DEVELOPMENT GRANT FOR THE WEST BAY LOFTS AND TO HAVE STAFF NEGOTIATE AN INCENTIVE AGREEMENT WITH LARGO CENTRAL LLC.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Staff Contact:</th>
<th>Karisa Rojas-Norton X7206 <a href="mailto:krojasno@largo.com">krojasno@largo.com</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Attachments:</th>
<th>Page 2, April 30, 2018 CRAAB Memorandum regarding the West Bay Lofts, April 30, 2018 Draft CRAAB Minutes</th>
</tr>
</thead>
</table>
As documented in the CRAAB memo and incentive review, the *West Bay Lotts* total project cost is programmed to be $48,852,990. In addition to tax increment revenues generated by the project, the project will bring pedestrian improvements, landscape and lighting improvements, extending public parking on-street and parking in the structure, retail shopping, dining and personal services amenities, and an enhanced daytime and resident population to add to Downtown living. The mixed-use project will be the first of its kind in Downtown.

If the CRA Board agrees with the CRAAB recommendation to provide a RED grant in the amount of 50% of Largo’s portion of tax increment for 10 years, staff will work with the City Attorney and the applicant on an incentive agreement, which will then be brought back to the CRA for authorization.
MEMO DATE: April 19, 2018
AGENDA DATE: April 30, 2018
TO: Community Redevelopment Agency Advisory Board Members
FROM: Karisa Rojas-Norton, Economic Development Coordinator
TITLE: Real Estate Development (RED) Grant for West Bay Lofts, 500 & 600 Blocks of West Bay Drive

Background:

In March, staff received the first Real Estate Development (RED) grant application. The RED Grant was established in May 2014. The City Commission, in their capacity as the Community Redevelopment Agency (CRA), established this economic development incentive within the West Bay Drive Community Redevelopment District (WBD-CRD). The intent of the incentive is to expedite multi-story, mixed-use development with an office component in the WBD-CRD.

The RED Grant is a reimbursement incentive made by the CRA of up to 50% of Largo’s portion of the tax increment generated by the project on a yearly basis for up to ten (10) years. The remaining 50% of Largo’s tax increment and 100% of the County’s tax increment is retained by the CRA to reinvest into the WBD-CRD. The developer that is awarded a grant does not receive a payment from the CRA until the project has been completed and is 100% on the tax rolls. The incentive is paid in yearly installments only after the developer has provided proof that the taxes have been paid in full for the year. The reimbursement would be based on the terms and conditions of a grant agreement between the CRA and the property owner and shall only be available as long as tax increment is available. A RED grant agreement is contingent upon approval by the CRA Board.

In order to determine whether an applicant is eligible to apply for an incentive award, staff must receive the application, and present the request and an analysis to the Community Redevelopment Agency Advisory Board (CRAAB) for a financial recommendation.

Attached, is the incentive review package for the West Bay Lofts. The developer, Gary Tave, with Largo Central LLC, will be in attendance at the CRAAB meeting to answer questions.

Budgetary Impact:

Based on staff projections and completion of the project, the financial recommendation will impact the Fiscal Year 2021 Budget.

Requested Action:

Staff is seeking a recommendation from the CRAAB on the percentage of tax increment and on a length of time to award this reimbursement incentive for developing the mixed-use project.
Potential Motion/Direction Requested:

The CRAAB recommends/does not recommend a grant award for Largo Central LLC, for the *West Bay Lofts* project.

If a financial recommendation is made, how much percentage of Largo’s portion of tax increment, and for how many years has the CRAAB recommended to forward for approval to the CRA Board?

Attachment:

Incentive Review Package
MEMO DATE: April 19, 2018
PRESENTATION DATE: April 30, 2018
TO: Community Redevelopment Agency Advisory Board Members
STAFF CONTACT: Karisa Rojas-Norton, Economic Development Coordinator
Phone: 727-586-7360 x 7206, Email: krojasno@largo.com
TYPE OF GRANT REQUEST: Real Estate Development (RED) Grant for West Bay Lofts

Applicant:
Gary Tave, Largo Central LLC

Project Site:
The 500 block of West Bay Drive and a large portion of the 600 block of West Bay Drive (see attached map)

Project Description:
The applicant’s proposed mixed-use development, West Bay Lofts, will have 123 Class A market rate residential rental units above 40,000 gross square feet of commercial space and accompanying structured parking. The project encompasses almost two complete City blocks in the core downtown area that totals approximately 2.76 acres. The mixed-use development is made up of two multi-story buildings. The building to the west will be three (3) stories and the eastern building, a five (5) story structure that will house the structured parking, a pedestrian bridge will connect the two buildings. The total project cost is programmed to be $48,852,990.

The facility is designed to encompass innovation, efficient construction methods such as modular and prefabrication technologies and will incorporate design elements and materials to reduce energy and water consumption as well as maintenance requirements. It is also being designed to meet the standards of the West Bay Drive Community Redevelopment District Plan. The buildings will front West Bay Drive and the first floor will have a height of twenty feet, provide an active first floor with the commercial space, and it is the developer's vision for the buildings to be iconic structures for downtown.

Amenities for the residential rental units will include an on-site fitness facility, a business center for residents, guest suites, a roof-top pool and entertainment areas with kitchen facilities in the central amenity core area as well as on the rooftop terrace. Each individual residential unit will have nine foot ceiling heights, ceramic flooring, and stacking washer/dryer units. A unique design will be that all mechanical systems will be located outside of the “living envelope” of the units so that no air conditioning equipment or water heater will be in the living space, which removes the noise and maintenance from the residential units.

In addition to the investment in the building's spaces being designed with an emphasis on efficiency, durability, and ease of use, the developer is proposing to do an underground installation of power lines along the right-of-way on all the project roadways to complement the aesthetic of the neighborhood. The right-of-way streets consist of West Bay Drive, Ridge Road, 5th Street, 6th Street and 1st Avenue NW. The anticipated project
schedule for the mixed-use project has start date of July 2018 with a completion at the end of August 2019.

**Background:**

The Largo Community Redevelopment Agency (CRA) in 2006 and 2007, purchased seven properties in two separate transactions that make up the 500 block of West Bay Drive at a total cost of $2.45 million. At the time of purchase, the block contained several commercial buildings and a single family home. In 2009, the CRA demolished four commercial buildings and the single family home was preserved and relocated within the neighborhood. The two commercial buildings that remained had active leases. In February 2015, the CRA sold the 500 block to Largo Central LLC for the development of a mixed-use project to be built on the site. Largo Central LLC then purchased the majority of the 600 block in May 2015 for $1.55 million.

Following the transaction with the CRA, Largo Central LLC requested that the City vacate the alleys located within the footprint of the 500 block and that portion of the 600 block of West Bay Drive that they owned, along with a portion of of 6th Street that connected the two blocks. These alleys were no longer needed by the City and the City Commission granted the request in 2016 to remove barriers to redevelopment of the site.

**Staff Analysis:**

**Conformance with the West Bay Drive Redevelopment District Plan**

The proposed site for the *West Bay Lofts* is located within the West Bay Drive Community Redevelopment District, and has an underlying Character District designation of Mixed-Use Corridor (MUC). The MUC Character District includes the highest residential density and commercial development intensity within the WBD-CRD. Projects developed in this district are required to have multiple stories and have an active ground floor use. The applicant requested a Development Agreement (DA) in order to obtain a bonus density to 45 units an acre and to construct a seven story structure on the 500 block. The DA was approved by the Largo City Commission in June 2016, and then amended in January 2018. The project was presented at the January 6, 2016 Design Review Committee and staff has determined the concept presented met the intent of the WBD-CRD Plan.

**Criteria**

The Real Estate Development Grant is the incentive being requested by the applicant. This is the second time an incentive request has been presented to the CRAAB for a redevelopment incentive. The first incentive was granted in 2015 by the CRAAB and the CRA for the 158 Ridge Road Apartment Homes under the Housing Infill Program (HIP). It is important to note the difference in the purpose and payout structures between the HIP Grant and the Real Estate Development (RED) grant:

- The HIP grant incentive is specifically for infill multifamily housing or single family housing only and the grant is paid in installments to the developer at milestones throughout the construction, inspection, and completion process of the building.

- The RED grant is to expedite mixed-use and office development in the WBD-CRD with a focus on multi-story projects that have commercial ground floor uses, or mixed-use projects that include an office component. The developer that is awarded a grant does not receive a payment from the CRA until the project has been completed and is 100% on the tax rolls. The incentive is paid in yearly installments only after the developer has provided proof that the taxes have been paid in full for the year.

The RED grant incentive is a reimbursement made by the CRA of up to 50% of Largo’s portion of the tax increment generated by the project on a yearly basis for up to ten (10) years. The remaining 50% of Largo’s tax increment and 100% of the County’s tax increment is retained by the CRA to reinvest into the WBD-CRD. The RED grant program requires the applicant to meet specific eligibility requirements. Staff has determined
the developer is eligible to apply and meets all following requirements of the program:

1. Construction has not began on the project.
2. The applicant is not a non-profit and is subject to property taxes.
3. The improvements to the site, public improvements, and new construction are consistent with the goals of the WBD-CRD Plan.
4. The land is owned by the applicant.
5. The project will contain more than 5,000 Square Feet of Office space.
6. The entire first floor is a non-residential active use (retail).
7. The property and completed project will be held by the applicant for long-term integration into an existing portfolio of property under management.
8. The property is free and clear and has no municipal or county liens, judgments or encumbrances.

Tax Increment Fund Contribution

In order to conduct an analysis on the amount of taxes that this project will generate, staff consulted with commercial appraisers from the Pinellas County Property Appraiser’s office, the City of Largo Finance Department, and the Building Division.

Staff used the projected assessed value after completion of West Bay Lofts to analyze the amount of taxes generated. The proprietary construction estimate provided by the applicant’s licensed contractor, the construction value for the two buildings and associated site improvements and parking structure aligns with the building valuation data standards set forth by the International Code Council (ICC). The ICC is the standard used by municipalities and building professionals to determine the average construction costs per square foot.

The estimated assessed valued was determined to be $49 Million dollars for the West Bay Lofts project. Under this assumption, and based on a conservative increase of 5% in assessed value year-over-year, staff determined that West Bay Lofts will generate an estimated total of $6,685,935 by the end of Fiscal Year 2030 for the WBD-CRD tax increment fund. The revenue calculations used the 2017 City and County millage rates and conservatively made no assumption in increases to the millage rates.

| Revenue Generated by West Bay Lofts Over a Ten Year Period (Starting in Calendar Year 2020)* |
| City of Largo Tax Increment | $3,458,101 |
| Pinellas County Tax Increment | $3,227,834 |
| Total | $6,685,935 |

*Based on 2017 City and County Millage rates
Assuming 5% growth rate in assessed value
Assuming base year is on assessed value (2017)
Assuming initial assessed value is $49 Million
Aside from the real property improvements being made by the developer, Staff anticipates that the West Bay Lofts will contribute many non-monetary benefits to the neighborhood such as:

- Pedestrian improvements
- Landscaping and lighting improvements
- Expanded public parking on-street and parking in the structure
- Retail, shopping, dining and personal services amenities
- Enhanced daytime and resident population for the surrounding restaurant and retail resulting from new offices, employment and new residents
- Downtown living

Additionally, staff believes that the West Bay Lofts will provide an economic lift to the area. The new residents will be in close proximity to frequent the existing restaurants, retail and service providers in Downtown Largo. The new construction will provide opportunities for new businesses to move into updated tenant spaces. Staff anticipates that the West Bay Lofts will be one of several redevelopment projects that will transform the redevelopment districts to a more urban community.

Funding Recommendation

Based on the RED Grant program guidelines, the West Bay Lofts project is eligible for a grant award of up to 50% of Largo’s portion of tax increment generated by the new construction on a yearly basis, for up to ten years. It is important to note that the true dollar figure will not be able to be calculated until the project has been completed and has been placed on the tax rolls. Any agreement between the CRA and the applicant for a grant will be based on a percentage of the tax increment and not necessarily a specific dollar amount. The TIF program for the WBD-CRD will sunset in 2030 and therefore any tax increment collected for Fiscal Year 2031 and forward cannot be committed to an incentive award.

Therefore, staff is seeking a recommendation from the CRAAB on the percentage of TIF and on a length of time to award this reimbursement incentive for developing the mixed-use project. Here are two examples:

- The maximum recommendation for this project grant could be the award of a 50% reimbursement of TIF generated by the West Bay Lofts project, for a period of ten (10) years, or by December 31, 2030, whichever comes first.
- A recommendation for this project grant could be 40% over a period of seven (7) years or by December 31, 2030, whichever comes first.

If the CRAAB recommends a financial incentive for this grant application and the CRA approves the award, the funds will be processed as a reimbursement to the developer after property taxes are paid following the year of completion of construction, upon proof of payment of taxes.

If a RED grant award is recommended by the CRAAB, the next step in the process is to forward the recommendation to the CRA Board.

Attachment:

Map of the 500 and 600 West Bay Drive Blocks
Aerial of the 500 and 600 West Bay Drive Blocks
Proposed Site Plan and elevations
Call to Order and Roll Call

The April 30, 2018, the meeting of the Community Redevelopment Agency Advisory Board (CRAAB) was called to order at 5:55 PM by Board Chair, Maria Kadau.

Roll call was held:

Board Members Present: Maria Kadau, Janyce Cruse, Anita McHenry, Allison Broihier, Neil McMullen, Beverly Gatewood, Joe Barkley, Laura Guroian, Chris Peoples and Stacey Shaffer.

Board Members Absent: Jay Dingman.

Also in attendance: Commissioner Donna Holck, Director of Community Development, Carol Stricklin, Assistant Director of Community Development Robert Klute, Economic Development Manager Teresa Brydon, Planning Manager Rick Perez, Economic Development Coordinator Karisa Rojas-Norton, Planner Katrina Lunan-Gordon and Planner Sam Ball.

Organizational Matters

Approval of agenda.
Cruse made a motion to approve the agenda. Shaffer seconded the motion. Motion approved with 10-0, with 1 member absent.

Approval of minutes.
Broihier made a motion to approve the minutes. Cruse seconded the motion. Motion approved with 10-0, with 1 member absent.

Board Chair Kadau announced that she would be leaving the meeting early and Board Vice-Chair Cruse would take over to Chair the meeting.

Public Comment
None
Presentations:

Review of the Real Estate Development (RED) Grant for West Bay Lofts (500 & 600 Block of West Bay Drive)

Economic Development Coordinator Rojas-Norton thanked the Board for agreeing to convene for a special meeting to review the incentive package for Largo Central LLC. Rojas-Norton introduced the developer, Gary Tave, as the Managing Member of Largo Central LLC, and Tave introduced his residential leasing agent, Rick, for the property. Rojas-Norton explained that she would provide an overview of the project and would have Tave join her to answer questions about the project, and then after the questions she would present on the program and analysis. Rojas-Norton explained that the West Bay Lofts development will have 123 Class A, market-rate residential units above 40,000 gross square feet of commercial space and accompanying structured parking. She provided an overview of the site plan for each building footprint and then deferred questions about the site to Tave.

Board Member McMullen asked if the units would be for rental or for sale. Rojas-Norton responded the units are rentals.

Board Chair Kadau asked Tave if it is his first foray into retail. Tave responded yes and that this is his first time developing a mixed-use project with his own money. He explained that he has an extensive development background while working for the Navy. He explained that as the Construction Manager within the Navy, he has managed large projects such as an airport in Italy, housing in Puerto Rico, barracks, lodges, and more. He has a strong construction and project management experience, but will be working with leasing experts to bring in the commercial tenants, and brought on a separate agent to do the residential leasing.

McMullen asked what level commercial spaces will there be. Tave responded that the space will be Class A. McMullen asked if it was possible. Tave responded that the tenants for the residential component will be midlevel tenants. He will be marketing to the employees within the Medical Arts District. He will be hiring a commercial leasing broker to solicit for commercial tenants.

Kadau asked how many tenant spaces will be on the ground floor and Tave responded that it will be determined by the type and number of tenants that sign leases.

Board Member Shaffer stated that there are many medical students in the region that are working on their residency in the area hospitals and would probably find the apartments attractive to rent or to rent with other medical students. Tave stated that he currently owns a property on 14th St N but there are not many apartments for mid-level professionals such as pharmacy technicians, x-ray technicians, and others. They live in Gateway North and he wants to accommodate those types of tenants.

Cruse stated that the most important thing she recognized is that this is the first experience of magnitude for Largo. This is the beginning of a change and other developers will be following along closely. She thanked Tave for making an investment in Largo.

McMullen asked how many other partners would be investing in the project. Tave responded that he has passive investors but he is the general partner. He says it was challenging convincing people that Downtown Largo is worthy of investment but he is happy to say he has equity in the bank for the project and the term sheets are waiting to be signed. McMullen asked about the income rate for the residents and Tave responded their income will be $50,000 and above.

Board Member Barkley asked why can’t the derelict home on the 600 block be incorporated into the project. Tave responded that he originally had a handshake agreement with the owner and then the owner changed his mind about selling. However, the project is designed so if there is an expansion opportunity he could easily incorporate the property into the project. Community Development Director Stricklin added that the property Barkley describes has...
been cited for minimum property maintenance and was taken to the Code Board for action. Barkley responded that the building should be condemned. Stricklin stated that the City agrees and the focus is to take the vacant property to Code Board.

McMullen asked if the rents for the apartments will vary. Tave responded that the rents will be at the top of the market.

Board Member Guroian asked about the cost to demolish the buildings, asked about the commercial buildings with active leases and the cost to sell the property. Stricklin responded that the house that was originally part of the 500 Block was preserved and relocated by the Housing Division. Brydon responded that the cost of the 500 Block was $200,000. Guroian asked if the developer was receiving a density bonus of 45 units per acre, what is the normal number of units that can be developed. Brydon responded 30 units per acre in the allowable density without the bonuses.

Kadau asked if the funding from the RED Grant was necessary to complete the project. Tave stated that the RED Grant would not make or break his project, but he is requesting the maximum amount. He will leverage the funding and consider it as support from the City for the project. He took a loss when purchasing the 600 Block above market value to make the project but wanted to have the two full blocks as part of a larger vision and larger project that Largo deserves. Kadau stated that she needed to leave the meeting early but wanted to go on the record in support for an incentive for Tave’s project.

Cruse stated that what Tave is doing in Downtown Largo is wonderful and that it will help Largo get away from being a pass-through City. She asked what the time frame is for the project. Tave responded the process will take approximately eighteen months from groundbreaking to grand opening. Cruse added that she would like him to come back and provide updates on the tenants and vacancies. She stated she is excited about shopping there and requested an update to the CRAAB after the project is completed and open. Tave stated that he has a public Facebook page for the project (https://www.facebook.com/LargoCentralLLC/). She stated that he has a marketing budget and will have a website, he is eager to engage in publicity for the project.

Board Member Peoples stated that there’s currently no destinations in Downtown Largo. Retail will make the area stand out. The retail will be the meat on the plate and draw businesses to open there.

Board Member Broihier thanked Tave for being at the meeting. She stated that having the opportunity to meet Tave makes the project more exciting. She stated that he knows the community and wants to keep this property shows that he has community pride. Despite the hard work it’s been a lot of the same retailers in Largo and this will bring something different, and hopefully higher-end retail into Largo.

Peoples asked when is everything going to come together and Tave responded that he is at the finish line of preparation and he is at the end of the beginning of the process and would like to invite the CRAAB to the groundbreaking.

McHenry stated that the project hits closer to home because she lives in Downtown Largo and it would be nice to walk to retail and restaurants close to home. She wished Tave luck on the project.

McMullen stated that he is conflicted. His family has been in Largo for many years and as bankers. He is not philosophically against incentives. He stated that by Tave’s own admission he picked up the property at low rates and the finances worked before last summer, and in December have worked and will be even better due to the new tax code update. He has pass through concerns. He added that the CRAAB is not the fiduciary for Largo but the City Commission is. The incentive is not big money but it seems like he has already received an “atta boy” from the City Commission and now he will be able to claim more income and advanced depreciation and that would be a boost for his business. If all the TIF revenue was retained, what harm would be done and what good could be done elsewhere in the District? There is an opportunity cost and the incentive is not needed at this time. Tave responded that he paid
$1.55 Million for the property where the fair market value was probably $800,00 if that. It was an unfortunate necessity to complete the project and an acre and a quarter of the 500 block didn’t cut it. There was not enough density to make the project work. McMullen stated that the cap rate should still work.

Broihier stated that she is not one to advocate for a property tax abatement, but she wants to show Gary and other developers that this community wants this project. She stated that we have been working on Downtown Largo for nearly a decade and the people and the City wants this. This is a sign to the other developers that we absolutely understand.

McMullen stated that looking at it from both sides, the numbers looked good last August but now is there a need? Both Cruse and Board Member Beverly Gatewood stated there is a need. McMullen stated but the numbers worked last year.

Broihier stated, in my opinion, I feel it is worth it. Peoples added that she thought it was worth it.

Guroian stated she understands but she is in conflict because of similar reasons. She stated that the City has already demonstrated enthusiasm for the project. As an owner of a business on West Bay Drive she understands the magnitude of a project and it is awesome, however, incentives have already been given and the City has illustrated backing. There was the purchase from the City, density bonuses, and giving the alley. The City is being responsible for more costs and more costs. Residents are giving tax increment and she is considering what that means for residents and the community. Incentives have been given and it’s a shame to give away new revenue that at the end comes to the County and City.

McMullen stated that the legislation regarding the CRA, it will come back and with the new property exemptions he can see properties being taken off the tax rolls because of the homestead exemption. Broihier added that she would encourage the CRAAB to educate themselves regarding the homestead exemption and what they plan to vote on. She shared that the property appraiser’s office has a link on how much you would save as a homeowner.

Broihier stated she she would like to make a motion to recommend an incentive of 50 percent of Largo’s portion of the tax increment from the West Bay Drive for the West Bay Lofts project, for a period of ten years. Barkley seconded the motion. The motion passed 7-2, with two members absent.

**Items from Board Members (including remarks regarding old or new business)**

**Old Business**

- Legislative update:
  - Rojas-Norton thanked the CRAAB for the letters and support this legislative session. She explained that the CRA Bills died at the end of the legislation session, but the Florida Redevelopment Association anticipates the bills will be brought back. We consulted with the City’s legislative coordinator regarding whether the City/CRA would seek a legislator to sponsor the bill. The Florida Redevelopment Association has requested to wait at this time until they get a better understanding of the new leadership and their goals for the year. Rojas-Norton agreed to keep the CRAAB apprised of plans for the upcoming legislative session.

**Next Meeting Date**
The next meeting was confirmed to be held on June 25, 2018.

**Adjournment**
Broihier made a motion to end the meeting and it was seconded by Cruse. The meeting was adjourned 7:22 PM.
Exhibit A  
City of Largo  
Summary of Task Descriptions for  
RFQ# 17-Q-604  
Hurricane Hermine Sanitary Sewer Collection System  
Engineering Evaluation  
Additional R&R Professional Services  
McKim & Creed, Inc.  
May 22, 2018

**Background**  
In accordance with Professional Services Agreement 14-Q-484, The City of Largo (City) authorized McKim & Creed, Inc. to implement a program that involves identification of storm water inflow and groundwater infiltration (I/I) sources, provides recommendations for I/I abatement, identifies hydraulic limitations within the existing system, assists in I/I abatement, documents I/I flow reduction, provides updates to the City’s Capital Improvement Plan and performs design and construction services to implement the selected improvements. This program will evaluate hydraulic conditions that may relate to SSOs experienced in five basins and minimize risk of future SSOs occurring within these basins. The City has requested McKim & Creed provide additional professional engineering consulting services for the additional repair and replace (R&R) design, permitting, and construction services resulting from the assessment activities being performed within the five (5) basins which experienced past SSO events during Hurricane Hermine. McKim & Creed will provide the City with the following additional consulting services for the five (5) basins:

**Scope of Work**  

**Task 1 – R&R Design, Permitting, and CEI Services**  
Derived from the recommendations provided in the Final Report, McKim & Creed will utilize this task at the discretion and approval of City staff to prepare plans, specifications and bid documents (when applicable) for the City to utilize for successful completion of the necessary manhole and gravity sewer rehabilitation using third party contractor(s), or a contractor previously selected by the City. It is assumed that the majority of the proposed rehabilitation will include the use of trenchless type repair/rehabilitation systems; but should point repairs or open-cut construction be required, the necessary scope and fees for such repairs to include necessary SUE, surveying, design, permitting and construction engineering inspection (CEI) services shall be identified to the City and may be performed under this agreement.
STAFFING – KEY PROJECT TEAM MEMBERS

Principal-in-Charge: Street Lee, PE
Project Manager: Kris Samples, PE
QAQC: Greg Anderson, PE
Lead Design Engineer: Blake Peters, PE
Engineering Support: Vivian Hong, EI
Drafting: Laurie Vieth

SCHEDULE

This schedule is based on receiving notice-to-proceed (NTP) in June of 2018.

Description | Time to Complete After Receiving NTP Authorization
---|---
R&R Design, Permitting, and CEI Services | 12-Months

FEE

The Scope of Work described herein will be performed on a basis as approved by the City. Monthly invoicing will be based on percent complete to date for each task approved by the City. Scope of Work for will be performed at the discretion and approval of City staff. This lump sum funding will be allocated to the Allowance task provided in the original scope and fee as shown below:

<table>
<thead>
<tr>
<th>TASK</th>
<th>TASK DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R&amp;R Design, Permitting, and CEI Services</td>
<td>$250,000.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL FEE</td>
<td>$250,000.00</td>
</tr>
</tbody>
</table>
ATTACHMENT D
PARTICIPATION AGREEMENT
BETWEEN

BANK OF AMERICA, N.A.
BANC OF AMERICA MERCHANT SERVICES, LLC
and

the City of Largo, Florida

This Participation Agreement is entered into between Bank of America, N.A., Banc of America Merchant Services (together “Contractor”) and the City of Largo, Florida, ("Participant" as defined in the Scope of Work, Attachment A to the Master Contract with the Department of Financial Services). The Master Contract together with the Merchant Services terms and conditions and other attachments and incorporated documents are collectively referred to herein as the “Master Contract”. Signatures on incorporated documents do not serve to negate the prevailing provisions of the Master Contract.

I. PARTICIPATION TERMS AND CONDITIONS

A. All defined terms in the Master Contract apply to this Participation Agreement.

B. By signing this Participation Agreement, the Participant and the Contractor agree to be bound by the terms of this Participation Agreement, and the Master Contract, in the performance of their obligations. By signing below, Participant represents that a copy of the Master Contract has been provided or made available to it.

C. If Participant is an Agency Participant, Participant hereby authorizes Contractor to share any and all information related to the Master Contract, excluding personally identifiable information of a cardholder, it has or obtains pursuant to this Participation Agreement and the Master Contract with representatives of the State of Florida and the specific Agency of the State of Florida to which it reports. If a Participant is a Local Government Participant, Participant hereby authorizes Contractor to share with the Department information that is required in the Dashboard under the Master Contract, excluding personally identifiable information of a cardholder.

D. The parties shall retain copies according to their retention schedules under applicable law.

E. Participants who elect specialized services that are subject to additional agreement terms offered as optional services under the Master Contract, are subject to those terms; however additional agreement terms do not serve to negate the prevailing provisions of the Master Contract.
II. MERCHANT SERVICES TERMS AND CONDITIONS

Participant will provide Contractor with updated business and financial information concerning Participant, including evidence of required licenses and other information and documents Contractor may reasonably request from time to time. All material marked Confidential that Contractor receives from Participant will be used only by Contractor, or Card Organizations or other third parties necessary to perform services under this Participation Agreement or related services and reporting. At any reasonable time, Contractor or any Card Organization may audit Participant’s records relating to this Participation Agreement. Florida law, as applied to agreements made without reference to conflict of law provisions, governs the Master Contract and this Participation Agreement.

III. FEES TO BE PAID TO CONTRACTOR

A. The Participant agrees to pay the Contractor all fees and charges in Attachment B of the Master Contract.

B. Such fees and charges will be billed monthly to the Agency and Local Government Participants via an invoice process, unless a Local Government Participant elects to have the Contractor debit their Settlement Account.

IV. EFFECTIVE DATE AND TERMINATION

A. This Participation Agreement will become effective on the date it is signed by all parties.

B. Unless earlier terminated by one of the parties, this Participation Agreement remains in full force and effect until the earlier of (i) termination of the Master Contract or (ii) any date provided here: XXXXXYYXX, not to exceed the expiration or termination of the Master Contract.

C. In the absence of a default by the other party, either party may terminate this Participation Agreement at any time by giving the other party ninety (90) days prior written notice. Either party may terminate this Participation Agreement after a default by the other party as provided in the Master Contract.

D. In the event of non-payment of fees because of insufficient funds in the Settlement Account or non-payment of an invoice for forty (40) days or more, Contractor may cease processing following 10 days’ notice from Contractor according to the Master Contract. If Participant is an Agency Participant, payment shall be pursuant to section 215.422, F.S. If Participant is a Local Government Participant, payment shall be pursuant to legal requirements applicable to a Local Government Participant.
V. NOTICES

A. Any notice required or permitted to be given under this Participation Agreement or the Master Contract from one party to the other will be in writing and will be given and deemed to have been given when actually received, if hand delivered, delivered by telephonic facsimile transmission equipment and confirmed by telephone with and original mailed or hand-delivered thereafter or mailed by certified or registered mail with postage prepaid to the party or their successor at the address specified as follows:

1. Participant;
2. Contractor;
3. Routine notices given by Contractor to Participant, such as transaction details, changes in terms required by systems updates or Payment Card Organization changes and any reasonable notice required by the Contractor’s services agreement or addenda, schedules, and attachments, may be delivered by electronic mail to the address provided by Participant above.

B. Either party may change the address to which notices are to be delivered by giving to the other party not less than ten (10) Business Days prior written notice thereof.

VI. ELECTION OF OPTIONAL SERVICES

Participant hereby elects to receive the following optional services pursuant to the terms and conditions contained in the various service addenda which are incorporated by reference in the Master Contract and attached thereto. The terms and conditions contained in a particular addenda shall not apply to Participant unless and until Participant elects, by indicating herein, or by future written election signed by the parties, to utilize such optional service.

- [ ] Account Updater
- [ ] Data File Manager
- [ ] Dynamic Currency Conversion
- [ ] MobilePay
- [ ] PayPoint
- [ ] TransArmor
VII. MISCELLANEOUS PROVISIONS

A. This Participation Agreement, incorporating the terms of the Master Contract, contains the entire understanding of the parties and supersedes any and all previous discussions, proposals, or agreements, if any, between the parties with respect to the subject matter hereof.

B. This Participation Agreement may not be amended except by an instrument in writing signed by an authorized representative of each of the parties.

C. Limitation of liability shall be according to PUR 1000-20 as modified in the Master Contract.

D. This Participation Agreement is binding on the parties and their successors and assigns.

Participant's Name: Largo, Florida
Select One: □ Agency Participant  □ Local Government Participant
By: ________________________________
Printed Name: Henry Schubert
Title: City Manager
Date: 4/23/18

Contractor's Name: Bank of America, N.A.
By: ________________________________
Printed Name: ________________________________
Title: ________________________________
Date: ________________________________

Contractor's Name: Banc of America Merchant Services, LLC
By: ________________________________
Printed Name: ________________________________
Title: ________________________________
Date: ________________________________