

**CITY OF LARGO  
CITY COMMISSION REGULAR MEETING**

**June 19, 2018  
Minutes**

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

**COMMISSION ABSENT:** None

**PARTICIPATING STAFF PRESENT:** City Mgr. Schubert, City Attorney Zimmet, Asst. City Mgr. Staffopoulos, City Clerk Bruner, HR Dir. Sinz, Sustainability Coor. Thomas, Library Dir. McPhee, Div. Chief Carpenter, Acting Fire Chief Pennino, Engineering Services Dir. Woloszynski, Engineer Rocke, Engineer Mura, Public Works Dir. Usher, Economic. Dev. Mgr. Brydon

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

Invocation was given by Mr. Joe Reinhardt, Atheists of Florida, Inc., followed by the Pledge of Allegiance.

**CEREMONIAL**

**EMPLOYEES OF THE QUARTER RECOGNITION**

The Citywide Employee Relations Committee created the employee recognition program entitled, "Employees of the Quarter" in January 2006. This program recognizes up to four (4) employees quarterly for exemplifying, contributing to, and upholding the City of Largo's Mission, Vision, and Values. Additionally, up to one (1) Operational Manager of the Quarter can be recognized. Nominations were received through June 1, 2018. The Selection Committee is comprised of employees representing all departments. Periodically a team of employees is recognized for particular work accomplishment. This past quarter there was a tie vote that could not be broken between two nominated employees; resulting in 5 Employees of the Quarter. An unbreakable tie vote has not occurred since the inception of the program. Each Employee of the Quarter receives 8 hours of Personal Option time and a \$50 gift card. The committee selected the following employees:

Employees of the Quarter

Joe Colgate, IT Network Administrator, IT Department  
Lauren Fatkin, Web & Marketing Specialist, General Operating Department  
Craig McBaine, Trades Worker II, Public Works Department  
Mary McBroom, Telecommunicator, Police Department  
Leron Roberts, Solid Waste Driver I, Public Works Department

Operational Manager of the Quarter

Kate Oyer, Communications & Marketing Manager, General Operating Department

Employees of the Quarter:

Joe Colgate, IT Network Administrator, IT Department  
Joe works late into the night and comes in early in the morning to ensure that there is little to no impact to the city employees and in doing so puts in a lot of hours ensuring that the city has what it needs to get the job done. Even though the IP change project has consumed almost all of his free time, he still finds time to assist other IT people with issues. He never hesitates to provide some on-the-spot training for IT people so they better understand networking concepts. Joe always ensures that the policies he is implementing are necessary and have minimum impact on the city users. He is not only security conscience but ensures he has superior customer service. Joe is security conscience as he makes sure the latest patches are installed and the design of the network is secure in nature. This in turn ensures we are free from hacking attempts.

Lauren Fatkin, Web & Marketing Specialist, General Operating Department

Lauren was hired as Largo's very first Web and Marketing Specialist. Never before had Largo employed a full-

time team member to focus solely on the website and digital marketing. One of the strengths that Lauren brought to the position was experience in, and a great eye for, website design. Lauren masterfully employed those skills as Communications and Marketing entered the design phase of the new website development. Collaboration and Professionalism – Though Lauren was responsible for much of the design of the new website, she happily welcomed team feedback and collaboration. The “Website Wall” in Communications and Marketing shows the design progression and highlights the collaboration that took place to arrive at the final design. Passion and Creativity – From the day that Lauren joined the Communications and Marketing team, her passion for design and creativity have been clearly seen, but her amazing work on the new website’s design just made her talents so much more evident. Lauren designed not just one, but four new websites: Largo.com, LargoArts.com, LargoPublicLibrary.org, and PlayLargo.com. Largo’s new websites will enhance the quality of life and community pride for website visitors because they look amazing and provide much higher quality website experience than the previous site did. Perhaps Mayor Woody Brown said it best when he stated at the close of a Largo City Commission Meeting, “I found a couple of things in the first 20 seconds that I’ve been looking for on our website for about seven years.”

Lauren’s passion, creativity, enthusiasm and go-getter spirit have shined brilliantly throughout the new website project. When the website vendor first delivered design proofs of the new website, Lauren, along with Design Committee Lead Kate Oyer, decided that a more modern, warm and Largo-focused design was needed to meet audience expectations. Together, they began working tirelessly on creating what has become the amazing design of four all-new websites including Largo.com, PlayLargo.com, LargoPublicLibrary.org and LargoArts.com. Lauren has worked countless hours and truly gone above and beyond to create these masterpiece designs, keep track of mission-critical tasks for the website vendor and lead the implementation team. Largo’s amazing new websites are a testimony to Lauren’s hard work, team spirit and determination.

Craig McBaine, Trades Worker II, Public Works Department

Craig is the most thoughtful person. He cares about every job as most important. Today I was working on replacing lights and a couple needed ballasts. He happened to be there at that time and jumped right in to install them. He is always offering an open hand. He goes above and beyond the job when he is called upon. He will always ask me if I need help or what else he can do to help. Great employee and Largo is fortunate to have an electrician like Craig.

Mary McBroom, Telecommunicator, Police Department

On the evening of April 5th, 2018 dispatch received a call of a robbery in progress at a Walgreens on the east side of the City. Units responded very quickly but the suspect was not located at the scene. It was also determined that this robbery was one of many the same suspect had committed throughout Pinellas County. Mary McBroom was working the information channel in dispatch and in the midst of everything else she was doing, the officers requested she call around to the local taxi services to see if anyone was picked up in the area. This procedure is standard practice however that evening the local taxi service had 72 pick-ups in or around that area. Mary worked with the taxi dispatch center and the officers to determine which was the most likely pick-up and narrowed it down to two cabs. The dispatcher from Seven 7’s taxi advised her one of the cab drivers didn’t speak good English and was never able to provide accurate information on his fares so they initially disregarded him as a possibility and focused on the second driver. That driver was heading to an address in St Petersburg where we had St Pete Police waiting to question the passenger. It unfortunately turned out to be the wrong subject.

About an hour after the incident seemed to be winding down, Mary took it upon herself to check on the other driver to see where he was. The taxi dispatcher said he had been wandering around the City since they had initially discounted him and was currently at Brittany Bay (on the west side of the City). She sent units to his location to welfare check the driver. When units arrived on scene the suspect of the robbery was in the back of the cab with the gun on his lap and a female he had picked up somewhere in tow. The cab driver never alerted dispatch the suspect had a firearm and was forcing him to drive around the city presumably to avoid the police. Mary’s diligence, dedication to her position and attention to detail found this suspect, closed several cases and probably saved lives. She definitely went above and beyond that night, and she continues to set a

shining example of how to be an exemplary employee of the City of Largo.

Leron Roberts, Solid Waste Driver I, Public Works Department

While Leron was on his route and saw a resident slip and fall in the street. He stopped his truck and asked if he could help her. He got her safely to her home, but when he realized she was home alone he asked her what else he could do and she informed him that her daughter lived across the street. He then went across the street to let the daughter know what happened so she could take care of her Mom. The resident's husband emailed us to let us know how grateful he was and the genuine concern Leron showed for his wife's well being.

Operational Manager of the Quarter

Kate Oyer, Communications & Marketing Manager, General Operating Department

Kate has exemplified Largo's Mission, Vision and Values during both the Citywide Branding and New Website projects in the following ways: Collaboration and Teamwork- During the branding process, Kate managed multiple projects and led several teams to create the collection of items that encompass the new brand. Examples include Communications and Marketing team collaboration which led to the tagline "Naturally" and the new scripted "L" logo. She also helped guide creation of a brand video and many new printed items that showcase the new logo and brand including business cards, uniforms, stationary and more. In addition, Kate orchestrated multiple brand launch and roll-out events to introduce pieces of the brand to staff, the City Commission and the public. These roll-out events were sort of the "icing on the cake" (and yes, there were delicious iced-cakes at several of these events:-) that introduced the new brand to audiences in a way that inspired excitement and confidence. Passion and Professionalism - Kate's passion for Largo and seeing the new brand come to fruition was made clear through tireless work and countless hours spent guiding every detail of the branding process. From conceptual meetings with other agencies that had also recently undergone brand campaigns to working through numerous iterations of individual branding pieces in order to get the best final products, Kate remained focused on the end goal. Creativity and Competence - Kate's brilliant eye for design and out-of-the-box creativity helped propel the design of the new website and the visual elements of the new brand to the next level. While Kate welcomed and incorporated team input and collaboration, she originated the design for the scripted "L" logo which combines a very classy look with a beautiful representation of Largo's strategic plan. She also had the vision to foresee the need for a logo and brand that was flexible to meet the needs of the entire City organization. In addition, Kate has designed complimentary pieces such as the Largo Identity Guide and Communications and Marketing Plan. Enhance the quality of life and community pride - Largo's new brand will enhance the quality of life and community pride for residents, businesses, staff and visitors for many years by giving them a community identity they can be proud to show family and friends. Largo's new Naturally brand and the countless number of achievements throughout the entire City of Largo in recent years (Community development and beautification, new recreation centers, sewer and infrastructure improvements, sustainability initiatives, enhancements to Public Safety, 2018 Library of the Year, Central Park Performing Arts Center re-branding, just to name a few) are working synergistically to make the moniker "Largetto" obsolete and out of touch with reality. The entire City organization has been working extremely hard for many years to make Largo an awesome place to live, work and visit, and I think the new Naturally brand and website help bring every employee's dedication and hard work together in order to help the community see what a great City they're part of. And as an employee, I am thrilled and thankful to be a part of this organization and the Communications and Marketing team.

Kate became the Communications and Marketing Manager at a critical time for Largo Communications. The newly-formed division was already in the middle of a project to launch an all-new Largo.com in which she was serving as the design committee team leader. In addition, shortly after becoming Communications and Marketing Manager, Kate took on the role of Project Manager for Largo's re-branding effort. Both of these projects have produced superior results that have been given much praise by the Largo City Commission, staff and the public. Kate has an outstanding eye for design and an attention to detail that have kept these projects moving forward and achieving project deliverables.

In addition to everything described above, I think one of Kate's many amazing accomplishments during the Branding project has been maintaining a very smooth and calm transition away from the old and into the new.

Change of any kind can be challenging for an entire organization, but I think Kate's collaboration at all levels of the organization has been key to the Branding project moving forward so successfully. Kate has also displayed exemplary patience throughout both the Branding and New Website projects. Sometimes project milestones take longer to achieve than originally anticipated, but something Kate has taught me as a Manager is how important it is to be patient with deliverables in order to achieve the best possible outcome.

Ms. Sinz introduced the Employees of the Quarter (Joe Colgate was absent) and each was presented with a certificate by Mayor Brown. They were congratulated by the Mayor, City Commission, City Manager and City Attorney.

#### **10TH ANNUAL FLORIDA LEAGUE OF CITIES MUNICIPAL ACHIEVEMENT AWARD**

The City of Largo has been awarded the 10th annual Florida League of Cities Municipal Achievement Award in Environmental Stewardship for the annual Largo Freecycle Event. This event helps to keep Largo sustainable for generations by encouraging the reuse of new or gently used items, reducing waste, and helping others in our community. The Freecycle Event supports our vision of being the community of choice in Tampa Bay and our strategic focus on sustainability and recycling.

The Freecycle Event was chosen by the Florida League of Cities due to its success, effectiveness and adaptability to other communities. With thousands of donated items benefiting hundreds of residents in the first two years alone, this event reduces our environmental impact, increases local sustainable equity and creates long-term change through organizational partnerships.

Jeff Branch, Legislative Advocate for the Florida League of Cities, will present this award and recognize the innovative and impactful services that Largo provides.

Ms. Thomas introduced Mr. Branch, who presented the award to Mayor Brown.

#### **PRESENTATION OF CHECK BY KIWANIS CLUB OF LARGO/MID-PINELLAS**

Kiwanis Club of Largo Mid-Pinellas President Bruce Blazej will present a check to the City of Largo to provide funding for various City programs as follows:

\$ 200 – Library: Children's programs and Pup Pals  
\$ 500 – Highland Pool: Children's swim program  
\$ 500 – Southwest Pool: Children's swim program  
\$ 150 – Community Center: Youth summer program  
\$ 300 – Central Park Performing Arts Center: Youth summer program  
\$1,650 Total

Mr. Blazej presented one check to Ms. McPhee for the Pup Pals reading program and presented three checks to Mayor Brown for recreation programs.

#### **RECOGNITION OF THE LARGO PUBLIC LIBRARY FOR RECEIVING FLORIDA LIBRARY ASSOCIATION (FLA) 2018 LIBRARY OF THE YEAR AWARD**

On May 23, 2018, the Largo Public Library received the Florida Library Association 2018 Library of the Year at the annual conference. This distinctive honor was bestowed on the library for its focus on community building, outreach and partnership which resulted in greater relevancy in the programs and services offered.

Ms. McPhee introduced Library staff members Barbara Mayes and Geri Remming and members of the Friends of the Library and Library Foundation Board. She thanked the City Commission and City Administration for their support of the Library.

**INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS (IEMO) PRESENTATION**

Mayor Brown presented a Certificate of Completion to Vice Mayor Smith for recently completing the Advanced Institute for Elected Municipal Officials (IEMO).

**CITIZEN COMMENT**

1. Geoff Moakley stated his concern for recent CDBG proposals totaling \$37,500 from the General Fund. He stated that the \$10,000 requested by the Homeless Leadership Board should come from CDBG rather than the General Fund.

**AGENDA – APPROVED AS AMENDED**

Approval of the Regular Commission Meeting agenda of June 19, 2018.

Discussion:

Commissioner Holmes requested that Items 7 and 10 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 June 19, 2018.

Vote:

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

Motion carried 7-0.

**MINUTES – APPROVED**

Approval of the Regular City Commission Meeting minutes of June 5, 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 June 5, 2018.

Vote:

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

Motion carried 7-0.

**CONSENT DOCKET – APPROVED AS AMENDED**

***APPROVAL OF THE STATEWIDE MUTUAL AID AGREEMENT WITH THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT AND THE CITY OF LARGO***

*The Florida Division of Emergency Management has presented an updated 2018 Statewide Mutual Aid Agreement. The update to the current agreement is to allow users to request assistance in smaller events. The*

*Statewide Mutual Aid Agreement was originally developed in FY 2001, has been adopted by all 67 counties in the state, and is a mechanism for mutual aid throughout the state. If approved, the agreement does not have an expiration date.*

*A copy of the agreement has been sent to the City Commission electronically and posted to the website.*

***APPROVAL OF FINAL RANKING OF DESIGN BUILD TEAMS FOR RFP NO. 18-P-622, WWRF BIOLOGICAL TREATMENT IMPROVEMENTS PROJECT***

*The purpose of this item is to obtain City Commission approval of the final ranking of design build firms for the Wastewater Reclamation Facility (WWRF) Biological Treatment Improvements project.*

*The goal of the Biological Treatment Improvements project is to address the age and condition of key components of the treatment facility, as well as make improvements to the treatment process to increase the nutrient removal efficiency. This improved efficiency will allow the City to meet its nitrogen discharge limit into Tampa Bay.*

*On May 30, 2017 the City advertised a Request for Qualifications (RFQ) for the Design-Build of the WWRF Biological Treatment Improvements project. Four design-build teams submitted responses to the RFQ prior to the deadline of June 30, 2017. On July 20, 2017, the selection committee met to review the RFQ responses and select the three top teams. After careful consideration, the committee selected the following short listed teams:*

- Garney / Hazen and Sawyer*
- Haskell / Tetra Tech*
- Kiewit / CPH*

*On September 28, 2017, the three short-listed teams were issued a Request for Proposal (RFP) for the project, with a deadline of March 16, 2018. The required content of the RFP submittal included an explanation of the team's overall approach to the project, detailed technical information and preliminary drawings, and the team's guaranteed maximum price (GMP).*

*On May 17, 2018, the City's Selection Committee met to review the RFP submittals and rank the design build teams. The final ranking is as follows:*

- 1. Kiewit / CPH*
- 2. Garney / Hazen and Sawyer*
- 3. Haskell / Tetra Tech*

*Following City Commission approval of the ranking, City staff will begin the value engineering process and negotiation of the final guaranteed maximum price. Staff anticipates bringing an item before the City Commission to award the design build contract before the end of FY 2018.*

***AUTHORIZATION TO AMEND AGREEMENT NO. A7120 BETWEEN THE CITY AND FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AMENDING PROJECT ELEMENTS FOR A FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) FUNDED PROJECT***

*In January 2017, the City Commission authorized acceptance of grant funds from the Florida Recreation Development Assistance Program. The project was to install the first phase of solar powered security lighting around the lake at Highland, picnic areas and a shade structure at the baseball field. The grant award is for \$50,000, not requiring a match from the City. As the project commenced, the cost of the primary elements of the project, the picnic areas and shade structure, is much less than originally projected. Therefore staff discussed options for maximizing the grant funds with FRDAP representatives and they suggested adding other primary elements to the project. Staff submitted a proposal with an expansion of scope to the project to*

include rehabilitation of the clay on the baseball field and replacement of the scoreboard. These are maintenance items that are in need of completion this year and the grant provides an opportunity to receive reimbursement for them. The request to amend the agreement was accepted by FRDAP and staff recommends approval.

A copy of the agreement has been sent to the City Commission electronically and posted to the website.

**AWARD OF RFP NO.18-P-634, GROUP VOLUNTARY DMO AND PPO DENTAL INSURANCE, TO UNITED HEALTHCARE, FOR A TWO YEAR PERIOD BEGINNING OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2020 IN THE ESTIMATED AMOUNT OF \$495,937**

The Human Resources Department issued an RFP on March 12, 2018 for the City of Largo's group voluntary employee dental insurance. There are 625 benefit eligible employees enrolled in the dental benefit. Of this number, 431 employees are enrolled in the DMO plan and 194 employees are enrolled in the PPO plan. After review of the proposals with the Employee Benefits Committee (EBC), it was determined that the best option was to remain with United Healthcare (UHC) as the City's group dental insurance provider for FY 2019 and FY 2020, with a rate guarantee of two (2) years with an option to renew for one (1) year.

The City received a total of six (6) proposals. The City's incumbent, UHC, proposed to eliminate the 12-month waiting period for major services for the PPO plan with no increase in premium for the DMO and PPO plans. UHC does not require employees to select a primary dental provider which allows employees to choose a provider as their dental needs change with no advanced notice required. All other proposers had the mandatory requirement and do not allow this flexibility. All others proposed a 12-month waiting period for major services on the PPO plan and also had significant provider impact. The following chart represents the premiums and provider impact of the proposers:

Proposer	Percent Increase/Decrease	Provider Impact	Rate Guarantee
UHC (incumbent)	0%	0%	24-Months
Aetna	-6.34%	72%	12-Months
Florida Combined Life	+3.48%	22%	24-Months
Humana	-9.14%	34%	24-Months
MetLife	-7.29%	28%	24-Months
Sun Life	-8.96	40%	12-Months

Staff is recommending to renew group voluntary dental insurance through UHC from October 1, 2018 through September 30, 2020.

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, Carroll, Mayor Brown

Motion carried 7-0.

**ITEMS REMOVED FROM THE CONSENT DOCKET**

**AUTHORIZATION TO PURCHASE COMMUNICATION EQUIPMENT AND ACCESSORIES FROM MOTOROLA SOLUTIONS IN ACCORDANCE WITH NASPO PURCHASING CONTRACT NUMBER 43190000-18-NASPO-ACS-1, IN THE AMOUNT OF \$97,632.85 – APPROVED**

The Fire Rescue Department's programmed vehicle replacement schedule provided funding for the replacement of one ladder truck, one squad truck, one District Chief vehicle, two staff vehicles, and the addition of the Medic 40 vehicle. Authorization to purchase these vehicles with additional equipment in the estimated amount of \$2,046,000 was approved by the City Commission on December 5, 2017, January 16, 2018, and February 6, 2018. This communication equipment was to be purchased separately and installed after the vehicles have been delivered. While some of the newer radios can be transferred from vehicles being surplussed, others are at the end of their useful life and are in need of replacement including:

- 3 hand-held portable and 1 vehicle-mounted radio for Truck 42
- 2 hand-held portable radios for Squad 39
- 2 hand-held portable radios and 1 vehicle-mounted radio for Medic 40
- 2 hand-held portable radios and 1 vehicle-mounted radio for District 41
- 1 hand-held portable radio for Fire Inspector vehicle
- 10 remote speaker microphones, one for each hand-held radio

All equipment includes programming, installation, and accessories where applicable.

Questions:

Commissioner Holmes questioned why radios are being taken out of a reserve vehicle. Chief Carpenter stated that radios will not be removed from vehicles that will remain in service. He explained that five years ago the Motorola radios changed and that after 2018 maintenance and parts will not be available. He stated that staff will turn them back in to Motorola for credit toward the subject purchase. He stated that some of the radios on reserve vehicles will be replaced. Chief Pennino stated that the current reserve vehicles will be surplussed.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve authorization to purchase communication equipment and accessories from Motorola Solutions in accordance with NASPO Purchasing Contract Number 43190000-18-NASPO-ACS-1, in the amount of \$97,632.85.

Discussion:

None

Vote:

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

Motion carried 7-0.

**AUTHORIZATION TO SUBMIT APPLICATION TO THE HAZARD MITIGATION GRANT PROGRAM REQUESTING \$1,157,947 FOR THE FY 2022 CONSTRUCTION OF THE WASTEWATER RECLAMATION FACILITY LIFT STATION (WWRF) FLOOD PLAIN MITIGATION PROJECT – APPROVED**

The Florida Division of Emergency Management (Division) has appropriated Hazard Mitigation Grant Program (HMGP) funding to Florida communities as a result of the recent Presidential Disaster Declaration for Hurricane Irma. The funding helps communities implement measures to reduce or eliminate long-term risk to people and property from natural hazards and their effects. The Division encourages all potential applicants to submit applications for projects that address eligible mitigation activities. Approximately \$12.5M in funding has been allocated to Pinellas County. The Pinellas County Local Mitigation Strategy (LMS) Working Group approved portions of the County's HMGP funding allotment to communities within the County based on population. The City of Largo was approved by the LMS Working Group for funding in the amount of \$1,157,947 for the WWRF Lift Station Flood Plain Mitigation Project (Project), pending submission and

approval of an application and actual disbursement of funds to Pinellas County.

Staff is requesting approval to apply for \$1,157,947 to support the Project that will elevate critical infrastructure above the flood elevation at Lift Stations 19, 26, 41, 47. These sanitary sewer lift stations are in the flood plain and continuity of operations at the stations is at risk during high rain and/or flooding events. Construction and construction inspection services are scheduled for FY 2022 with an estimated cost of \$3,150,000.

Applications must be submitted to the Division by Monday, August 6, 2018, no later than 5:00 p.m.

Questions:

Commissioner Holmes questioned whether any of the four lift stations have ever flooded. Mr. Woloszynski stated that all four were in flood prone areas. Commissioner Holmes asked whether any have gone out of service during a heavy storm. Mr. Woloszynski stated that staff would research this issue. Mayor Brown questioned the elevations, which Mr. Woloszynski stated varied. Mayor Brown stated that the project would address storm surge. Commissioner Holmes stated that he would prefer to postpone consideration of this item until the City Commission has more information. Ms. Rocke stated that the deadline for applications was August 6th. Commissioner Robinson stated that all of the lift stations were in areas vulnerable to storm surge and that this issue was more serious than rain events. He stated that he would prefer to move forward at this time. Mayor Brown asked whether any other lift stations were in flood areas, to which Mr. Woloszynski stated that there were, however the subject four were the most susceptible. Commissioner Carroll asked whether there will be additional approvals if the grant is awarded. Mr. Schubert stated that the City Commission would have to approve acceptance. Commissioner Holmes requested the flooding history of all City lift stations, along with their elevations.

Motion was made by Commissioner Robinson, seconded by Commissioner Holmes, to approve authorization to submit application to the Hazard Mitigation Grant Program requesting \$1,157,947 for the FY 2022 construction of the Wastewater Reclamation Facility Lift Station flood Plain Mitigation project.

Discussion:

None

Vote:

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

Motion carried 7-0.

### **PUBLIC HEARINGS**

None

### **LEGISLATIVE MATTERS**

**RESOLUTION NO. 2218 – APPROVAL OF THE CITY OF LARGO CLEAN WATER FACILITIES PLAN; PROVIDING FOR PUBLIC PARTICIPATION; AND AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION - APPROVED**

The City of Largo is in the process of applying to the Florida Department of Environmental Protection (FDEP), State Revolving Fund loan program (SRF) for a low interest loan to construct the Wastewater Reclamation Facility (WWRF) Biological Treatment Improvements project to comply with the FDEP Administrative Order (AO-152-SW). A Facility Plan is required to be submitted by the City to qualify for SRF construction funding.

This Facility Plan demonstrates how the project funded by an SRF loan improves the WWRF and benefits the environment.

The WWRF Biological Treatment Improvements project has three main goals. The first is to further biologically reduce the amount of nitrogen in the effluent discharging to Old Tampa Bay. The second is to recapitalize the aging assets within the middle section of the treatment plant. And third, to elevate critical infrastructure above the 100 year flood plain.

The Facility Plan was prepared by a City consultant with input from the Finance, Engineering Services and Environmental Services Departments. It provides three alternatives (including a no-action alternative) for the Biological Treatment Improvements project. The preferred alternative meets the aforementioned three project goals. The Facility Plan also estimates an SRF loan value of \$60,270,000 for this project. No additional rate increases are expected to support the repayment of these funds beyond the planned Wastewater Fund 25% increase forecast for FY 2021.

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

Ms. Bruner read Resolution No. 2218 by title only.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Carroll, to approve Resolution No. 2218.

Discussion:

None

Vote:

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

Motion carried 7-0.

**AWARD OF RFP NO. 18-P-627, CONSTRUCTION MANAGER AT RISK FOR WASTEWATER TREATMENT FACILITY OPERATIONS BUILDING CONSTRUCTION AND HARDENING OF BIOSOLIDS FACILITY INCLUDING DESIGN PHASE SERVICES, TO BILTMORE CONSTRUCTION IN THE ESTIMATED AMOUNT OF \$66,750 - APPROVED**

Staff is requesting award of the Construction Manager at Risk for the Wastewater Treatment Facility Operations Building Construction and Hardening of the Biosolids Facility to Biltmore Construction (Biltmore), the top ranked firm. The construction manager will assist in the design phase of the project to guarantee constructability and manage the construction phase of the project.

The City Commission approved the rankings for the Construction Manager at Risk firms on April 3, 2018, identifying Biltmore Construction as the first ranked firm. Staff has negotiated with Biltmore their fees for the design phase of the project. The contract will be executed in two phases: (1) design phase services and (2) construction phase services. During the design phase, Biltmore will function as a member of the design team, which includes City staff and McKim & Creed. The negotiated fee for the design services phase is \$66,750.

After the design is completed, staff will negotiate a guaranteed maximum price (GMP) and scope of work for

the project with Biltmore. The GMP and scope of work will then be presented to the City Commission for approval. Construction services would commence upon approval by the City Commission. The contract before the City Commission for approval does not obligate the City to proceed with construction or to use Biltmore for construction services. During the design phase, Biltmore will be responsible for generating cost estimates and providing input on alternative construction methodologies, materials and systems based on ease of construction, initial construction cost and long term operating and maintenance costs.

Biltmore is a local construction firm located in Belleair, Florida. They have previously served as Construction Manager at Risk for the Largo Public Library and the Data Center projects. They have a strong background with building construction and have an excellent track record in working with the City. A copy of the contract has been sent to the City Commission electronically and posted to the website.

Questions:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Carroll, to approve award of RFP No. 18-P-627, Construction Manager At Risk For Wastewater Treatment Facility Operations Building Construction And Hardening Of Biosolids Facility Including Design Phase Services, to Biltmore Construction in the estimated amount of \$66,750.

Discussion:

None

Vote:

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

Motion carried 7-0.

#### **APPROVAL OF FIFTEENTH AMENDMENT TO CITY ATTORNEY AGREEMENT WITH ALAN S. ZIMMET FOR ASSISTANT CITY ATTORNEY SERVICES - APPROVED**

The Assistant City Attorney position has been vacant since March 2018. Since that time, City Attorney Zimmet's law firm, Bryant Miller Olive (BMO), has provided Assistant City Attorney services on a temporary basis, as authorized by the City Manager. These services have included two attorneys maintaining office hours in City Hall generally two days per week each. Their duties include providing legal services for meetings of the Code Enforcement Board, Special Magistrate hearings, and the Planning Board. When not in City Hall, they are available for consultation and other work by telephone and the internet. This arrangement has worked very well. The legal services received have been very professional, timely, and of very high quality. These attorneys are directly supervised by Mr. Zimmet.

The proposed monthly fee for these services is \$9,785 (\$117,420) per year plus existing hourly rates in the current agreement for any litigation work. The total cost of the Assistant City Attorney position for FY 2019 would have been approximately \$120,000. Assuming litigation costs of \$15,000, the cost of this arrangement would be slightly greater than hiring a City employee, but will result in a higher level of service through consistency of all employees working for BMO, and direct supervision of Mr. Zimmet.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve the Fifteenth Amendment to City Attorney Agreement with Alan S. Zimmet for Assistant City Attorney Services.

Discussion:

None

Vote:

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

Motion carried 7-0.

### **STAFF REPORTS**

None

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

### **COMMUNITY REDEVELOPMENT AGENCY (CRA)**

#### **WEST BAY DRIVE COMMUNITY REDEVELOPMENT TRUST FUND 15 YEAR REVIEW**

During the approval process for the 2009 West Bay Drive Community Redevelopment Plan update by the Pinellas County Board of County Commissioners, the County added in a requirement for a fifteen (15) year review that could be requested to be undertaken for the West Bay Drive Community Redevelopment Trust Fund. The purpose of the fifteen year review would be for Pinellas County to determine whether, given the totality of the circumstances, the county portion of the tax increment revenues beyond fifteen years should continue at the portion established or at a lesser amount, or the potential of not continuing their portion of funding. When staff began discussions on the expansion of the Clearwater Largo Road Community Redevelopment District with Pinellas County staff, the County requested that the review be submitted for the West Bay Drive Redevelopment Trust Fund.

Attached is the fifteen year review and attachments that have been submitted to Pinellas County. The review covers the performance of the Tax Increment Financing (TIF) revenues for this period as well as the progress that has been made towards the implementation of the 1997 and 2009 West Bay Drive Community Redevelopment District Plans. This document is not part of Florida Statute 163, Part III regulations; it is only required by Pinellas County.

Questions:

Commissioner Robinson requested that the report be sent to local legislators. Mayor Brown questioned the amount in the TIF fund balance, which Ms. Brydon stated was over \$2 million. Mayor Brown stated that it was important to note that all of the positive productivity in the downtown area was done with approximately \$6 million in TIF funds.

Discussion:

None

Vote:

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

Motion carried 7-0.

Mayor Brown adjourned the CRA meeting and reconvened the City Commission meeting.

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

Mr. Zimmet stated that regarding an upcoming neighborhood meeting, the right-of-way vacation was a quasi-judicial matter and that Commissioners speaking about it would be ex parte communication and Commissioners will have to be able to report on the communication at the public hearing. He thanked the City Commission for their support of the Assistant City Attorney services. Mayor Brown questioned whether Commissioners would have to report any communications from residents on the right-of-way vacation, to which Mr. Zimmet stated that they would.

Vice Mayor Smith congratulated the Employees of the Quarter winners.

Commissioner Holmes encouraged Commissioners to visit Fire Station 43.

Commissioner Holck also congratulated the Employees of the Quarter winners. She stated that it was Public Works Week and recognized staff in the Library and the Kiwanis Club.

Commissioner Carroll thanked the boy scout who attended the meeting. He stated that Mr. Branch from Florida League of Cities related to him that he was very impressed with Largo's facilities. He thanked Ms. Reed for her work at coordinating efforts with the Historical Society regarding the upcoming commemoration of the end of World War I. He questioned whether there will be any further action on the Golf Course Cafe. Mr. Schubert stated that the next action will be as part of the budget process.

Commissioner Holmes suggested that the West Bay Drive CRA Report be sent to all candidates in the upcoming election.

Mayor Brown thanked Vice Mayor Smith for covering last week's Work Session while he attended the US Conference of Mayors. He stated that the Library of the Year celebration will take place at the Library on July 31st from 1:00 pm to 3:00 pm. He stated that former Mayor Joe Mangus passed away and offered condolences to his family.

**SUMMARY OF ACTION ITEMS**

1. Request by Commissioner Holmes that staff provide information on any history of lift station flooding and lift station elevations.
2. Request by Commissioner Robinson that staff send copies of the West Bay Drive Redevelopment Trust Fund 15 year review to Largo's legislators in Tallahassee.
3. Request by Commissioner Holmes that staff send copies of the West Bay Drive Redevelopment Trust Fund 15 year review be sent to County Commission and other local candidates in the upcoming election.

**ADJOURNMENT**

The meeting adjourned at 7:12 pm.

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Diane L. Bruner, CMC, City Clerk