

CITY OF LARGO CITY COMMISSION REGULAR MEETING

June 5, 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, Code Enforcement Supervisor Jensen, Finance Dir. Adams, Engineering Services Dir. Woloszynski, Engineer Dion, Public Works Dir. Usher, Mgmt. Analyst DiFiore, Dep. Police Chief Loux, Comm. Dev. Dir. Stricklin, Planning Mgr. Perez, Econ. Dev. Coord. Rojas-Norton, Econ. Dev. Mgr. Brydon

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

Invocation was given by Reverend J. Arnold Johnson, Largo Police Chaplain (Retired), followed by the Pledge of Allegiance.

CEREMONIAL

RECOGNITION OF LARGO'S 105 YEARS AS A COMMISSION-MANAGER FORM OF GOVERNMENT

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.

Mr. Spoor stated that he chaired the FCCMA Public Management Matters Committee. He congratulated the City on its 105 years as a Commission-Manager government and presented a Certificate to Mayor Brown and Mr. Schubert. Mayor Brown stated that Largo was the first such government in Florida.

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.

Ms. Bruner read the Proclamation aloud. Mr. Jensen thanked the City Commission for the Proclamation and their continued support. He stated that the department had its strongest staff ever.

LARGO YOUTH LEADERSHIP COUNCIL RECOGNITION

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, Matthew Nelson and Grace Robinson.

Commissioner Robinson introduced the three graduating seniors and spoke of their achievements during high school. Mayor Brown presented each with a Certificate.

CITIZEN COMMENT

1. John DeBellis stated his concern for the Clean Life Detox facility, 405 7th Avenue SW, in that the property owners were trying to buy up additional properties in the neighborhood. He stated that current City regulations and proposed regulations would not go far enough as they would allow six bed facilities in the neighborhood. He stated that residents did not want the City to allow properties to be purchased for non residential use.

2. May-li Cuypers stated that accidental drownings caused more deaths of children ages 1 through 4 than any other cause and that it is crucial that children be taught to swim at a young age. She stated that she was a member of the Recreation, Parks and Arts Advocacy Board and that the department played an important role in public safety, offering a variety of swimming classes and events.

3. Amanda O'Connor stated that there was a group of her neighbors present to express their concern for the expansion of the Clean Life Detox Center. She questioned what protections were in place for the residents of the neighborhood. She stated that the residents did not support continued expansion. Kathleen Duke stated that they wanted to keep the area residential.

4. Geoff Moakley stated his concern for funding School Resource Officers.

Mr. Zimmet stated that the City is governed by the Federal Fair Housing Act, which prohibits the City from discriminating against residential facilities and requires that detox homes be treated the same as residential homes inhabited by a single family. Mayor Brown questioned how other cities managed sober homes. Mr. Zimmet stated that other communities struggled with this as well and that prohibiting them will not work. He further stated that those suffering from addiction are considered disabled and are protected.

STAFF REPORTS I

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. Cassandra Bernard, Vice Chair, will also present.

Commissioner Robinson introduced the members of the Youth Leadership Council. Ms. Bernard stated that suggestions from the Teen Summit included events such as concerts and art shows, public art and green space in the downtown area. Ms. Connolly thanked the City Commission for their support. Mayor Brown thanked the students for their work this year.

AGENDA – APPROVED AS AMENDED

Approval of the Regular Commission Meeting agenda of June 5, 2017.

Discussion:

Commissioner Holmes requested that Item 18 be removed from the Consent Docket.

Motion was made by Commissioner Holmes, seconded by Commissioner Carroll, to approve the agenda for the Regular Meeting of June 5, 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 May 15, 2018 as on file in the City Clerk's Office.

Discussion:

None

Motion was made by Commissioner Fenger, seconded by Vice Mayor Smith, to approve the minutes of the Regular Meeting of May 15, 2018.

Vote:

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

Motion carried 7-0.

CONSENT DOCKET – APPROVED AS AMENDED

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.

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

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.

AUTHORIZATION TO CONTINUE PARTICIPATION WITH PINELLAS COUNTY CO-OP BID NO. 145-0387-B(PF) FOR A PERIOD ENDING DECEMBER 15, 2020 FOR THE PURCHASE OF GASOLINE AND DIESEL FUEL FROM INDIGO ENERGY PARTNERS, LLC IN THE ESTIMATED AMOUNT OF \$604,531

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.

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.

AUTHORIZATION TO EXPEND STATE FORFEITURE TRUST FUNDS FOR THE PURCHASE OF VARIOUS POLICE EQUIPMENT IN THE ESTIMATED AMOUNT OF \$65,080.30

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)*

DESIGNATION OF A VOTING DELEGATE FOR THE FLORIDA LEAGUE OF CITIES 92ND ANNUAL CONFERENCE TO BE HELD IN HOLLYWOOD, FLORIDA, AUGUST 16-18, 2018

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.

APPROVAL OF THE TOWNS AT BELLEAIR GROVE PLAT

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.

APPROVAL OF CHANGE ORDER NO. 1 TO THE TR-12 NEIGHBORHOOD ROADWAYS PAVING PROJECT IN THE AMOUNT OF \$95,000

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).

APPROVAL OF CHANGE ORDER NO. 3 FOR RFQ NO. 17-Q-601, CONSULTANT SERVICES FOR THE HURRICANE HERMINE SANITARY SEWER COLLECTION SYSTEM ENGINEERING EVALUATION PROJECT, TO MCKIM AND CREED, IN THE AMOUNT OF \$250,000

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.

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

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.

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

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.

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.

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.

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

APPROVAL OF EXTENSION OF AN AGREEMENT FOR MERCHANT CARD PROCESSING SERVICES TO BANK OF AMERICA, NA, BASED ON STATE OF FLORIDA CONTRACT NO. D0751, FOR THE PERIOD JUNE

12, 2018 THROUGH JUNE 11, 2021 IN THE ESTIMATED TOTAL AMOUNT FOR THE THREE YEAR PERIOD OF \$450,000 – APPROVED

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.

Questions:

Commissioner Holmes questioned the amount being processed with credit cards. Mr. Adams stated that the actual charges paid last year were close to \$105,000 for purchases of \$4 million. He stated that additional transactions were anticipated going forward as more purchases are being done online. Commissioner Holmes requested a list of credit card transactions and fees for the past year.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve the extension of an agreement for Merchant Card Processing Services to Bank of America, NA, based on State of Florida Contract No. D0751, for the period June 12, 2018 through June 11, 2021, in the estimated total amount for the three year period of \$450,000.

Discussion:

None

Vote:

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

Motion carried 7-0.

PUBLIC HEARINGS

None

LEGISLATIVE MATTERS

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 - APPROVED

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.

	Approved October FY 2018	Requested June FY 2018	Dept
Stormwater			
Stormwater APA Repairs	\$150,000		EN
Stormwater Repairs	\$132,100		PW
Stormwater Pipe Lining	\$100,000		PW
Total	\$382,100		
Wastewater (Collections)			
Sanitary Repair and Maintenance	\$818,000		EN
Line Repair and Maintenance	\$100,000		ES
LS15 SS I&I Project	\$400,000	\$600,000	ES
SSO Prevention Projects	\$1,000,000	\$1,000,000	ES

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.

Questions:

Commissioner Holmes questioned whether staff anticipated the additional expenses. Mr. Woloszynski stated that the value was included in two CIP line items. Commissioner Holmes questioned the estimated completion date. Mr. Woloszynski stated that staff expected Lift Station 15 to be finished by the end of September, which will eliminate 25 million gallons of inflow/infiltration each year.

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

Discussion:

None

Vote:

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

Motion carried 7-0.

AUTHORIZATION OF ADDITIONAL EXPENDITURES UNDER ANNUAL PURCHASE AGREEMENT BID NO. 17-C-589, PAVEMENT AND ROADWAY INFRASTRUCTURE REHABILITATION, IN THE AMOUNT OF \$350,000 – APPROVED

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.

Questions:

Commissioner Holmes asked whether FEMA reimbursement has been requested. Mr. Woloszynski stated that City dollars have been augmented by FEMA dollars, which were part of the twelve street segments that were paved. He stated that the subject request represented the remaining City dollars.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to approve authorization of additional expenditures under annual purchase agreement Bid No. 17-C-589, Pavement and Roadway Infrastructure Rehabilitation, in the amount of \$350,000.

Discussion:

None

Vote:

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

Motion carried 7-0.

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 – APPROVED

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.

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.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve 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.

Discussion:

None

Vote:

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

Motion carried 7-0.

AUTHORIZATION TO APPROVE THE PAYMENT OF DEBRIS REMOVAL SERVICES FROM DRC EMERGENCY SERVICES, IN ACCORDANCE WITH RFP NO. 16-P-574, IN THE ESTIMATED AMOUNT OF \$60,220 – APPROVED

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.

Questions:

Mayor Brown questioned whether the City's plan for debris removal has changed. Mr. Usher stated that it has not. He explained that since Hurricane Irma affected the entire state of Florida, all of the debris contractors were impacted. He stated that one issue the City faced was the 4 to 1 reduction of the debris to chipped material and that there were some issues with removal. He stated that staff picked up about 30% of the debris and the City's contractor picked up 60%. Commissioner Holmes questioned where the brush trucks unloaded debris. Ms. Usher stated that local contractors mulched the material.

Motion was made by Commissioner Holmes, seconded by Commissioner Holck, to approve authorization of a payment for Debris Removal Services, from DRC Emergency Services, in the estimated amount of \$60,220.

Discussion:

None

Vote:

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

Motion carried 7-0.

STAFF REPORTS

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".

Discussion:

Commissioner Holmes questioned the status of Plato Academy. Dep. Chief Loux explained that they had lower enrollment and received less funding. He stated that they would have a guardian. Commissioner Robinson stated he met with the Principal of Pinellas Preparatory. Vice Mayor Smith questioned the Guardian position. Dep. Chief Loux stated that they will be trained by the Sheriff's Office on how to react to a situation and will be armed. He stated that relief costs will be built into the cost of the Guardian position. He stated

that the Chiefs came up with a relief factor of 1.2, which will pay for the absence of the regular guardian. Vice Mayor Smith asked whether a relief program was presented to the School Board, to which Dep. Chief Loux stated that the School Board has not requested the information. Vice Mayor Smith asked whether a vehicle will be supplied. Dep. Chief Loux stated that existing vehicles will be used. Commissioner Carroll stated that the guardians were not entitled to disability or pension benefits and that the vehicles will not be driven extensively. Mayor Brown thanked the Police Department and the Charter Schools for working together.

WEST BAY LOFTS STATUS UPDATE

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.

Discussion:

Mayor Brown questioned the orientation of the second and third stories. Ms. Stricklin stated that from 6th Street, the driveway would pass under the second and third stories. Commissioner Holmes asked whether the entire project will move forward at the same time, which Ms. Stricklin confirmed. Mayor Brown stated that the townhomes on the 500 block were no longer in the conceptual plan. Ms. Stricklin stated that the ground floor townhomes have been replaced with commercial tenant space.

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

COMMUNITY REDEVELOPMENT AGENCY (CRA)

REAL ESTATE DEVELOPMENT GRANT FOR LARGO CENTRAL LLC FOR THE DEVELOPMENT OF WEST BAY LOFTS – APPROVED

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.

As documented in the CRAAB memo and incentive review, the *West Bay Lofts* 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.

Public Input:

1. Geoff Moakley stated his concern that the project should not be built if it is dependent on Largo's tax concessions.

Gary Tave represented Largo Central LLC.

Questions:

Vice Mayor Smith questioned whether the units will be rental. Mr. Tave stated that all units will be rentals. He stated that his leasing company will be handling the residential units and that he has a commercial leasing agent for the commercial space. Vice Mayor Smith complimented Mr. Tave on the project.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve 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.

Discussion:

None

Vote:

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

Motion carried 7-0.

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

ITEMS FROM CITY ATTORNEY, COMMISSION, MAYOR, CITY MANAGER

Commissioner Carroll questioned whether any neighborhood meetings are scheduled or could be scheduled with residents near Clean Life Detox. Mr. Schubert stated that staff has communicated the restrictions on expansion to the property owner. He stated that staff can set up a neighborhood meeting. Commissioner Carroll complimented the members of the Youth Advisory Committee and thanked City staff for their work. He stated that the Largo Area Historical Society was conducting a fundraising campaign to pay for members to travel to France in the fall to commemorate the end of World War I and remember Private Worth Johnson, a Largo resident who was killed.

Commissioner Fenger congratulated the Youth Leadership Council and thanked Commissioner Robinson and City staff. She thanked Recreation, Parks and Arts staff for providing continued updates and upcoming events. She commended the City Commission as well as the residents of Largo for the City's budget practices, which have put the City in a good position.

Commissioner Holmes complimented the Recreation, Parks and Arts Department for the Memorial Day ceremony. He congratulated Largo Medical Center on their fortieth birthday. He stated that there was a

halfway house on Ridge Road that the City was able to disallow and questioned how it was done, which Mr. Schubert stated was mostly due to permit violations. Mayor Brown stated that they were also providing services that were not allowed in residential homes. Ms. Stricklin stated that the project was being run as a boarding house rather than a residential treatment center, which was not an allowed use.

Commissioner Robinson stated that he liked the idea of holding a community meeting for residents near Clean Life Detox. He thanked the City Commission for supporting the Youth Leadership Council.

Commissioner Holck thanked City staff and City Commission members for their work.

Mayor Brown stated that the house next door to Clean Life Detox should not be used as a support facility and that they should not be using it to house clients being treated at the main facility. He congratulated Commissioner Robinson for the success of the Youth Teen Council.

SUMMARY OF ACTION ITEMS

1. Request by Commissioner Holmes for a listing of credit card transaction fees for the past year.
2. Request by Commissioner Carroll that staff schedule a neighborhood meeting with residents near the Clean Life Detox facility.

ADJOURNMENT

The meeting adjourned at 7:52 pm.

Diane L. Bruner, CMC, City Clerk