Call to Order

Invocation – Pastor Ray Kilgore, Associate Pastor, Gulf Coast Church of Largo

Pledge of Allegiance

Ceremonial

1. Proclamation Declaring Hispanic Heritage Month From September 15 – October 15, 2018
2. Presentation Of Florida Recreation And Park Association Awards To The Largo Recreation, Parks And Arts Department For 2018
3. Proclamation Declaring October 2018 As Community Planning Month

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

Approval of Agenda/Minutes

4. Approval Of Agenda – Regular Meeting Of October 2, 2018
5. Approval Of Minutes – Regular Meeting Of September 18, 2018

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

6. Community Development Advisory Board (CDAB) 2017 Annual Report

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

7. Blanket Authorization For Mayor Woody Brown And Commissioners Jamie Robinson, Michael Smith, Samantha Fenger, Curtis Holmes, Donna Holck, And John Carroll To Attend Various Meetings During FY 2019 For Which They May Be Designated To Represent The City Of Largo
8. Appointment Of Members To The Largo Youth Leadership Council
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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.)*

None

Items from City Attorney Zimmet, Commissioner Holck, Commissioner Carroll, Vice Mayor Smith, Commissioner Fenger, Commissioner Holmes, Commissioner Robinson, Mayor Brown, City Manager Schubert, Action Items

Adjournment

Any invocation offered at the start of the City Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the City Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission, and the City Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.
The City of Largo is proud to declare September 15-October 15 as Hispanic Heritage Month. The City of Largo prides itself on inclusiveness and service to the community, principles that embody the spirit of Hispanic Heritage Month.

Executive Director of the Hispanic Outreach Center, Jaclyn Boland, will share a few words about the Hispanic/Latino community in Largo.
WHEREAS, during National Hispanic Heritage Month, the City of Largo recognizes the contributions made by Hispanic and Latino Americans and celebrates their contributions stemming from our earliest days which include naming the State of Florida and introducing the important resources of cattle and oranges to the economy; and

WHEREAS, Latinos comprise 11.2% of the City of Largo’s population, the second largest and one of the fastest growing ethnic groups in the city; and

WHEREAS, Hispanic Americans have had a profound and positive influence in our community through their commitment to family, faith, hard work, and community service; they have shaped our national character with centuries-old traditions that reflect the customs of their proud history; and

WHEREAS, Hispanic Americans continue to embody the pioneering spirit of America, starting American businesses at a pace 15 times the national average over the last decade; and

WHEREAS, Hispanic Americans have worked to overcome many challenges, often in the face of discrimination and prejudice, and have successfully embraced the opportunities of the American Dream;

NOW, therefore, I, WOODY BROWN, MAYOR OF THE CITY OF LARGO, FLORIDA, and on behalf of the City Commission, do hereby proclaim the month of September 15-October 15, 2018 as

HISPANIC HERITAGE MONTH

in the City of Largo in conjunction with the celebration of National Hispanic Heritage Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Largo, Florida, to be affixed this 2nd day of October, 2018.

Mayor

ATTEST: City Clerk
The Florida Recreation and Park Association sponsors an annual awards program. Awards are made in several categories and this year the Largo Recreation, Parks and Arts Department received two of the statewide awards.

The first award was for an individual who is considered to be a “Rising Star” in the profession. The recipient must have been employed for at least one year, but no more than five years, in a full time professional position in parks and recreation. The recipient must have performed special service in the field of parks and recreation as well as rendering service in the community. Megan Leary, Southwest Recreation Supervisor, was selected as this year’s recipient of the Young Professional Rising Star Award. Her nomination was supported by letters of recommendation from the City of Largo, the City of Winter Haven, where she started her career, and Pi Beta Phi Sorority at the University of Florida.

The second award was the Agency of Excellence Award for the department’s health initiatives. This is the fourth time the department has been honored with the prestigious Agency of Excellence Award and it is the only agency in the state to have received the award four times. The excellence in health award is particularly important, because it supports the citywide focus area of public health and safety. Some of the initiatives cited in the nomination include: Fit 2 Play, an evidence based program of physical activity and nutrition in after school programs in cooperation with the University of Miami; the annual Playing Unplugged event; the installation of five outdoor fitness zones in cooperation with the Pinellas County Health Department; programming that includes monthly themed family 5K races; Walk with Ease programs sponsored by the Arthritis Foundation; Better Balance through Tai

Continued on Page 2
Chi classes for seniors; and a commitment to healthy eating called “Fun Bites”, which includes a nutrition policy for child care programs and a requirement for all food vendors to offer lower cost healthy menu items at City events.

The City of Largo has made a significant investment in Parks and Recreation in the community and the department has worked hard to make sure that the community receives a high quality benefit from the investment.
Each year the American Planning Association (APA), its members, chapters, divisions, and professional institute sponsor National Community Planning Month to raise the visibility of the important role of planners and planning in communities across the United States. This year's theme is “Housing As Community Infrastructure.” This theme highlights the importance of housing as part of our community fabric, and underscores the critical role planning plays in delivering the housing and communities the nation needs.

How cities plan, design, rehabilitate, preserve and manage housing has long-term effects on the overall livability of a community. Expanded housing choices are needed to keep up with changing demographics and trends.

For Informational Purposes Only.
WHEREAS, community planning is a continuous cycle because change is constant and affects all cities, towns, suburbs, counties, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work, live and play by way of designing, creating and maintaining the interrelated planning system; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices and creating a vision that determines the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our cities and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of the City of Largo Planning Board, the Community Development Advisory Board and other citizen planners who have contributed their time and expertise to the improvement of the City of Largo; and

WHEREAS, this year the American Planning Association has chosen to celebrate the theme of "Housing as Community Infrastructure" to highlight the importance of housing as part of our community fabric, and underscores the critical role planning plays in delivering the housing and communities the nation needs; and

WHEREAS, we recognize the many valuable contributions made by the professional planners in the City of Largo and extend our heartfelt thanks for the continued commitment to public service by these professionals;

NOW, therefore, I, WOODY BROWN, MAYOR OF THE CITY OF LARGO, FLORIDA, and on behalf of the City Commission, do hereby proclaim the month of October 2018 as

COMMUNITY PLANNING MONTH

in the City of Largo in conjunction with the celebration of National Community Planning Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Largo, Florida, to be affixed this 2nd day of October 2018.

Mayor

ATTEST: City Clerk
CITY COMMISSION AGENDA

6:00 PM
October 2, 2018
Commission Chambers

Call to Order

Invocation – Pastor Ray Kilgore, Associate Pastor, Gulf Coast Church of Largo

Pledge of Allegiance

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Adjournment

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CITY OF LARGO
CITY COMMISSION REGULAR MEETING

September 4, 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, Police Chief Undestad, Officer Quattlebaum, OMB Mgr. Semones, Mgmt. Analyst Payne, Sustainability Coor. Thomas, Intergovernmental Relations Coor. Reed, Engineering Services Dir. Woloszynski, Finance Dir. Adams

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

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

CEREMONIAL

PRESENTATION OF GRANT FOR SAFETYNET PROGRAM

The Pinellas Community Foundation will be awarding the City of Largo Police Department a grant in the amount of $7,500 in support of LPD Senior Services inaugural SafetyNet program which will be underway in the coming months.

SafetyNet is an innovative tracking technology which uses a commercially-produced tracking system to locate individuals who wander off and may become lost. Other law enforcement agencies have implemented this program with many successful rescues. Examples include Hillsborough County Sheriff’s Office, which first began using the SafetyNet system in 2009 and annually locates dozens of individuals using the technology.

The LPD SafetyNet initiative will provide an opportunity to reduce emergency service hours for individuals who wander, and ultimately help save lives by decreasing search times and increase the probability of a safe return home.

Chief Undestad presented a Certificate of Appreciation. Officer Quattlebaum described the SafetyNet program and stated that a training session will be held tomorrow. Mr. Duggan Cooley represented Pinellas Community Foundation.

CITIZEN COMMENT

1. Dave Ellis stated that he was running for Circuit Court Judge, representing Pinellas and Pasco counties.

AGENDA – APPROVED

Approval of the Regular Commission Meeting agenda of September 4, 2018.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Carroll, to approve the agenda for the Regular Meeting of September 4, 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 August 21, 2018 as on file in the City Clerk's Office.

Discussion:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Holck, to approve the minutes of the Regular Meeting of August 21, 2018.

Vote:

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

Motion carried 7-0.

**CONSENT DOCKET – APPROVED**

**AUTHORIZATION TO PROCURE THE SERVICES OF SMITH FENCE COMPANY TO REPLACE FENCING AT VARIOUS LOCATIONS THROUGHOUT THE CITY IN THE ESTIMATED AMOUNT OF $75,000 UTILIZING PINELLAS COUNTY BLANKET PURCHASE AGREEMENT NOS. 411433 AND 411465**

The FY 2018 Annual Budget includes the first year of a multi-year fencing replacement CIP project. Staff have evaluated the condition of fencing throughout the City and created a plan for replacement and other fencing projects. In FY 2018, the majority of fencing projects are at the Southwest Recreation Complex and baseball/softball fields.

**AWARD OF RFP NO.18-P-639, GENERAL EMPLOYEES LONG TERM DISABILITY, TO FLORIDA COMBINED LIFE (FCL) FOR THE 2-YEAR PERIOD BEGINNING JANUARY 1, 2019 THROUGH DECEMBER 31, 2020 IN THE ESTIMATED AMOUNT OF $138,829**

The City of Largo has provided disability income protection to General Employees since 2002 with a fully-insured long term disability program. The term “General Employee” is an employee who is in the CWA, Professional/Technical, or Operational Management classifications.

The following is the schedule of eligibility and benefit amounts payable:

<table>
<thead>
<tr>
<th>Group</th>
<th>Years of Service</th>
<th>Benefit Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not eligible</td>
<td>0 to 1 years of service</td>
<td>0% of average twelve month compensation</td>
</tr>
<tr>
<td>Class 1</td>
<td>1 to 3 years of service</td>
<td>40% of average twelve month compensation</td>
</tr>
<tr>
<td>Class 2</td>
<td>3 to 5 years of service</td>
<td>50% of average twelve month compensation</td>
</tr>
<tr>
<td>Class 3</td>
<td>5 or more years of service</td>
<td>60% of average twelve month compensation</td>
</tr>
</tbody>
</table>
Human Resources received four (4) responses to the Request For Proposal (RFP). The City’s current carrier, Cigna did not respond to the RFP. Florida Combined Life proposed a 1% increase with a $10,000 employee wellness benefit to be used towards employee wellness events such as, flu shots, health fair, and Angio Screenings. MetLife proposed a 1% decrease to current premium but does not offer the $10,000 employee wellness benefit, Reliastar proposed a 24% increase in premium, and the fourth proposal was non-responsive. Human Resources is recommending Florida Combined Life because of the $10,000 employee wellness benefit and minimal cost increase.

See the following chart:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Current Annual Premium</th>
<th>Proposed Annual Premium</th>
<th>Annual Difference</th>
<th>Wellness Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cigna (incumbent)</td>
<td>$68,053.43</td>
<td>No Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCL</td>
<td>$69,414.50</td>
<td>$1,361.07</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>MetLife</td>
<td>$67,521.38</td>
<td>$-532.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliastar</td>
<td>$84,138.79</td>
<td>$16,085.36</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Long Term Disability Fund records all long term disability costs for general employees. The fund receives revenues from two main sources: half of all amounts forfeited from the General Employees Retirement Plan when employees leave before becoming fully vested; and investment earnings in the fund. The General Employees Retirement Plan has a five-year vesting requirement for employees to receive 100% of their account balance upon separation from employment. When an employee leaves before reaching five years of service, the employee non-vested balance is divided in half, with one-half of the forfeited amount distributed among remaining employees in the Retirement Plan and one-half of the forfeited amount transferred to the Long Term Disability Fund.

At the end of FY 2017, which reflects the latest information available, the Long Term Disability Fund’s fund balance (not assets) was $655,000. Fund balance has been used to help pay costs over the last several years, due mostly to historically low interest rates. The fund balance used annually varies based mostly on the amount of forfeitures received. Based on the existing revenue sources and available fund balance, the City of Largo has not been required to budget additional funds for the long term disability program.

AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR FY 2019 WITH THE PINELLAS COUNTY SHERIFF’S OFFICE FOR LATENT PRINT EXAMINATION AND FORENSIC SCIENCE SPECIALIST SERVICES IN THE AMOUNT OF $14,922.25, PENDING ADOPTION OF THE FY 2019 BUDGET

The Largo Police Department (LPD) requests authorization to enter into a new FY 2019 agreement with the Pinellas County Sheriff’s Office (PCSO), effective October 1, 2018, for latent print examination and forensic science specialist services, in the amount of $14,922.25. This will maintain the current level of service provided in the FY 2018 agreement and represents a decrease of $3,705.50 from FY 2018.

Several LPD officers are certified Evidence Technicians, trained to handle evidence collection and preservation for routine minor offenses. Handling major crime scenes, however, requires advanced expertise that cannot be developed without the frequent utilization of these skills. The incidence of major crime in the City of Largo is such that LPD personnel are not called upon frequently to conduct specialized forensic services. By contracting for this service with PCSO, LPD receives multiple highly-trained forensic science specialists to properly collect and preserve critical evidence in major cases and provide subsequent testimony in court.

Under the agreement with PCSO, latent fingerprints are submitted and evaluated for identification value by
fingerprint examiners. Identification value is determined by the visibility and number of fingerprint characteristics. All latent prints of value are retained and fingerprint lifts with sufficient points of identification are submitted into the Automated Fingerprint Identification System (AFIS). The system compares the latent print to the prints of all known subjects on file, and can identify potential offenders on a statewide basis.

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

**AUTHORIZATION TO RENEW SCHOOL RESOURCE OFFICER AGREEMENT WITH THE PINELLAS COUNTY SCHOOL BOARD FOR LARGO HIGH SCHOOL, LARGO MIDDLE SCHOOL AND GULF COAST ACADEMY FOR THE 2018-2019 SCHOOL YEAR**

The Largo Police Department (LPD) requests authorization to renew the School Resource Officer (SRO) agreement with the Pinellas County School Board for the 2018-2019 school year. LPD has assigned five full-time Police Officers to SRO duties at Largo High School, Largo Middle School and Gulf Coast Academy. In exchange for these full-time officers, the Pinellas County Board pays the City a set fee of $290,000 for all five officers which is an increase from the previous contract which was for four officers.

The SRO program is critical to LPD’s community policing efforts. The program provides the opportunity for officers to become highly familiar with students, faculty and staff at each school, and establishes the officers as integral members of the schools’ culture. LPD also benefits by obtaining information on juvenile issues and crimes through the SRO’s relationships with students, faculty and staff.

The current average annual salary and benefit cost estimate for the City of Largo Police Officers is $104,382; however, the actual SRO salary and benefit cost is contingent upon the actual Police Officers assigned to SRO duty, which can change throughout the school year.

The FY 2019 Proposed Budget includes $241,100 in revenue from the Pinellas County School Board for reimbursement of School Resource Officer expenditures.

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

**APPROVAL OF CHANGE ORDER NO. 2 TO RFP NO. 16-P-587 WITH DAVID NELSON CONSTRUCTION COMPANY FOR THE 25TH STREET SW SANITARY SEWER REPLACEMENT PROJECT IN THE AMOUNT OF $264,632.58**

This agenda item requests approval of Change Order 2 to the Trotter Road Community Streets Improvements project to include the replacement of the 25th Street sanitary sewer line from 8th Avenue SW to 7th Avenue SW.

The existing addresses of 758, 705, and 703 along the west side of 25th Street SW do not have enough fall on their existing laterals to make usable connections to the existing sanitary sewer. The City has completed a design to install a new sanitary sewer line along this segment of roadway so that all existing houses can connect utilizing proper lateral slopes.

Currently David Nelson Construction is reconstructing Trotter Road which includes sanitary work. Their existing contract has all the required line items and unit costs to complete the sanitary sewer replacement along 25th Street. Since David Nelson Construction is immediately adjacent to this work site, they have also agreed to honor their unit costs for the required work.

**APPROval of scope and fee with king engineering associates, inc., for the design and construction phase services for the WWRF biosolids process improvements and building hardening project, in the amount of $1,841,337**
The purpose of this item is to request City Commission approval of scope and fee with King Engineering for the design of improvements to the biosolids processing system, and the hardening of the biosolids building.

This project is a combination of two merged CIP projects: the Process Improvements project, and the Building Hardening project. The Process Improvements project will include the replacement of aging equipment with newer, more efficient components, and modifications to the pellet drying system that will reduce operating costs. The Building Hardening project will provide for structural strengthening of the building shell to withstand hurricane force winds and bring it into compliance with the current Florida Building Code standards.

In addition to the merged design phase services, the scope and fee also includes construction phase services, projecting the following services based on a 20 month construction period:

- 20 Construction Progress Meetings
- 150 Shop Drawing Submittal Reviews
- 70 Responses to Requests for Information
- 20 Pay Application Reviews
- 20 hours/week Resident Project Representative oversite

Similar to the merger for the design of the two projects, the construction funding will also be aligned during the development of the FY 2020 – 2024 Capital Improvements Program.

King Engineering and McKim and Creed have agreed to partner with each other to produce a combined and coordinated design for process improvements and building hardening. King Engineering will be the prime consultant on the project, focusing on process improvements and equipment replacement. McKim and Creed will be a sub-consultant to King Engineering, focusing on the building hardening aspects of the combined project.

City Staff has successfully negotiated a scope of services with King Engineering Associates in the amount of $1,841,337. A copy of the scope and fee has been sent to the City Commission electronically, and has been posted to the City’s web site.

**APPROVAL OF A TEMPORARY DUKE ENERGY UTILITY EASEMENT AT THE LARGO MUNICIPAL GOLF COURSE**

Duke Energy is implementing a Targeted Underground Program (TUG) within their service area. They have identified customers who frequently experience service interruptions during storm events. In such areas they are relocating service from above ground poles to underground facilities. One such area is adjacent to the Largo Golf Course and the church to the east on Walsingham Road. Duke Energy staff met with City staff and requested the granting of an easement along the east boundary of our golf course north of Walsingham Road. The exact location of the new underground cable will be determined in the field based on any obstacles that may be present. The attached temporary easement would provide permission for the installation of the new cable. After installation, a permanent easement with the exact cable location will then be presented to the City Commission for approval.

**AWARD OF CONTRACT NO. 18-B-646, 14TH AVENUE NW SIDEWALK INFILL PROJECT, TO CASTCO CONSTRUCTION INC. FOR SIDEWALK CONSTRUCTION IN THE AMOUNT OF $59,487.37**

Engineering Services requests to award of Contract No. 18-B-646, 14th Avenue NW Sidewalk Infill Project, to Castco Construction Inc., for construction.

On July 18, 2018, the City advertised the sidewalk infill project for competitive bid. The City received three (3)
bids by the deadline of August 17, 2018. The bid tabulation is attached. City staff have evaluated the bids and determined that Castco Construction, Inc. is the most competitively priced bidder. Castco Construction Inc. has performed similar work for the City of Largo in the past and their work has been satisfactory. Castco Construction, Inc. has the ability and the resources to perform the services required in this contract.

Engineering Services requested bids for this project earlier in FY 2018 and received only one bid which was nearly double the budgeted amount. Engineering Services has since requested bids a second time in an attempt to receive at least three competitive bids. A competitive bid was received for the project and has been evaluated in respect to funds available. Engineering Services requests to award RFP No. 18-B-646 in the amount of $59,487.37.

The 14th Avenue NW Sidewalk Infill Project includes installation of new sidewalk along the north side of 14th Avenue NW from 9th Street NW to Clearwater-Largo Road including ADA compliance improvements on the north and south side of the roadway.

The 14th Avenue NW Sidewalk Infill Project was included on the FY 2017-2018 Community Development Block Grant (CDBG) Action Plan’s Alternate Project List. Due to additional program income being received above what was needed to fund the primary project allocations in the CDBG Action Plan, the project was able to be funded from the Alternates List. The listed budget in the CDBG Action Plan Alternates List was $50,000. However, under CDBG guidelines, the Action Plan would not require amendment to this amount unless the project cost exceeds 25% of the listed project budget. The lowest bid price is approximately 19% higher than the original budget, which does not exceed the threshold for an Action Plan amendment. The original budget did not specify the amount of sidewalk to be installed. There is available funding in CDBG from the additional program income received to complete the scope of this project.

A copy of the contract has been placed in the Commission Workroom.

BID TABULATION

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ajax Paving Industries of Florida, LLC</td>
<td>$89,105.00</td>
</tr>
<tr>
<td>Jam 520 Construction, Inc.</td>
<td>$75,4528.00</td>
</tr>
<tr>
<td>Castco Construction, Inc.</td>
<td>$59,487.37</td>
</tr>
</tbody>
</table>

AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF LARGO AND PINELLAS COUNTY FOR MAINTENANCE OF TRAFFIC CONTROL SIGNALS AND RELATED DEVICES

In 2005, the City of Largo and Pinellas County entered into an interlocal Agreement for Pinellas County to provide operation and maintenance services on those traffic signals and the associated devices located within the boundaries or under the control of the City. In 2013, the City Commission approved an updated agreement with an effective term beginning on October 1, 2013 and terminating on September 30, 2018.

Pinellas County forwarded a new interlocal Agreement for the City’s consideration, providing the same essential services while reflecting changes being implemented as part of the Intelligent Transportation System (ITS) improvements installed around the City. Additionally, as of July 1, 2017 the City of Largo no longer retains responsibility for operation and maintenance of traffic signal systems that belong to the Florida Department of Transportation (FDOT) as the cost and responsibility have been transferred to Pinellas County.

A copy of the Interlocal Agreement has been sent electronically to the City Commission and posted to the
Motion was made by Commissioner Holmes, seconded by Commissioner Carroll, 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

None

PUBLIC HEARINGS


The Truth in Millage (TRIM) notice, mailed on August 20, 2018, included the proposed tax rate of 5.7413 mills to be levied by the City of Largo for FY 2019, and the time, date and place for the first public hearing for property tax rate and budget adoption. During the public hearing conducted for property tax rate adoption, the City Commission may levy a tax rate lower, but not higher, than the proposed rate included in the TRIM notice. The second public hearing is scheduled at a regular City Commission meeting on Tuesday, September 18, 2018 at 6:00 pm.

In the Proposed Budget, the City Manager proposed keeping the property tax rate the same as FY 2018 at 5.7413 mills, which the City Commission approved to advertise on the TRIM notices. This rate would have the following impacts:

- Generate an additional $1,717,000 in total revenue in the General Fund;
- Equate to an additional $17 annually for the average Largo homesteaded home;
- Continue progress toward rebuilding fund balance in the General Fund target of 20%.

Adoption of this millage rate will also allow the City to continue to provide the quality services that residents and businesses expect, while making progress toward achieving its goals as outlined in the City’s Strategic Plan.

How the Homestead Provision Works

In Florida, the County Property Appraiser assesses all property values for tax purposes. The individual taxing jurisdictions establish a tax rate for the fiscal year, which is then used by the County Tax Collector’s office to bill property owners and collect taxes due. Homeowners are eligible for the homestead exemption, which reduces the assessed value of their principal residence up to $50,000. The Florida Constitution, through the “Save Our Homes” provision, also caps annual increases in the assessed value for homesteaded properties to 3% or the Consumer Price Index (CPI), whichever is less. If the market value for a homesteaded property decreases, an increase of the assessed value of 3% or CPI, (whichever is less) still occurs through a catch up provision within the “Save our Homes” program until such time that the assessed value equals the market value. This provision applies as long as the assessed value is greater than the “Save our Homes” base. For the 2018 tax year (FY 2019) the CPI is 2.1% and most property values increased, therefore, a 2.1% increase will be applied to the assessed value of homesteaded properties.
The City budgeted 96.5% and 95% of the total tax levy in the General and CRA Funds respectively. Per state law, the City must budget at least 95% of the total tax levy. The table below shows the history of the City’s total taxable value, the property tax levied and the budgeted property tax revenue to the City.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total City Taxable Value</th>
<th>Total Tax Levy</th>
<th>Value of One Mill for General Fund</th>
<th>Budgeted General Fund Property Tax Revenue</th>
<th>Budgeted CRA Fund Property Tax Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009</td>
<td>4,343,624,169</td>
<td>$16,700,366</td>
<td>$4,191,597</td>
<td>$15,755,000</td>
<td>$401,900</td>
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<tr>
<td>FY 2010</td>
<td>3,897,783,107</td>
<td>$16,804,512</td>
<td>$3,761,361</td>
<td>$15,836,000</td>
<td>$344,500</td>
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<tr>
<td>FY 2011</td>
<td>3,486,118,909</td>
<td>$15,029,704</td>
<td>$3,364,105</td>
<td>$14,251,000</td>
<td>$308,300</td>
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<td>FY 2012</td>
<td>3,306,805,549</td>
<td>$15,077,049</td>
<td>$3,191,067</td>
<td>$14,380,000</td>
<td>$276,300</td>
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<tr>
<td>FY 2013</td>
<td>3,244,615,167</td>
<td>$16,222,751</td>
<td>$3,131,054</td>
<td>$15,440,000</td>
<td>$182,900</td>
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<tr>
<td>FY 2014</td>
<td>3,289,066,021</td>
<td>$17,148,861</td>
<td>$3,173,949</td>
<td>$16,441,000</td>
<td>$216,300</td>
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<tr>
<td>FY 2015</td>
<td>3,467,172,706</td>
<td>$18,009,535</td>
<td>$3,345,822</td>
<td>$17,163,000</td>
<td>$245,700</td>
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<tr>
<td>FY 2016</td>
<td>3,724,208,734</td>
<td>$20,000,863</td>
<td>$3,593,861</td>
<td>$19,056,000</td>
<td>$268,400</td>
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<td>FY 2017</td>
<td>4,044,507,672</td>
<td>$21,721,028</td>
<td>$3,902,950</td>
<td>$20,686,000</td>
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<tr>
<td>FY 2018</td>
<td>4,367,692,783</td>
<td>$24,330,227</td>
<td>$4,214,824</td>
<td>$23,479,000</td>
<td>$382,600</td>
</tr>
<tr>
<td>FY 2019</td>
<td>4,689,087,872</td>
<td>$26,921,460</td>
<td>$4,524,970</td>
<td>$25,516,000</td>
<td>$459,800</td>
</tr>
</tbody>
</table>

Note: The taxable values for FY 2018 and earlier years are certified final values after Value Adjustment Board appeals were completed. FY 2019 numbers use the Preliminary Certified Tax Rolls of July 1, 2018 values issued by the Pinellas County Property Appraiser’s Office.

Breakdown of the Tax Value for FY 2019:

- New Construction: 34,361,600 (+0.79%)
- Annexation: 8,947,342 (+0.20%)
- Change in Value of Existing Property: 282,211,961 (+6.47%)
- Net change in Taxable Value From Prior Year: 325,520,903 (+7.46%)

City Clerk Bruner read Ordinance No. 2018-66 by title only.

Public Hearing:

1. Denada Sinsmataj stated that she was a St. Petersburg College student in the Public Policy program. She stated that considering the existing property tax exemptions and the cost of Hurricane Irma, the difference in the rolled back rate for residents would be small versus a large difference for the City. She recommended keeping the millage rate at 5.7413 mills.

2. Geoff Moakley stated that he wanted the millage rate reduced and the ending fund balance to be fifteen percent or less rather than twenty percent.
Questions:

Commissioner Holmes questioned the impact in 2020 of the upcoming additional homestead exemption, which Ms. Semones stated would be -.78%, however there will also be impacts from other taxing authorities. Commissioner Holmes requested a detailed explanation of exactly what the additional $25,000 will come into the property tax calculations. Mr. Schubert stated that he has met with several groups in the community regarding the proposed exemption. Ms. Semones stated that the impact would be $750,000 on Largo’s property tax values.

Motion was made by Commissioner Robinson, seconded by Commissioner Fenger, to approve Ordinance No. 2018-66 establishing the property tax rate for Fiscal Year 2019 at 5.7413 mills on first reading and schedule a second reading and public hearing on September 18, 2018 at 6:00 pm.

Discussion:

None

Vote:

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

Motion carried 7-0.

RESOLUTION NO. 2221 – ADOPTING A TENTATIVE BUDGET FOR FISCAL YEAR 2019 - ADOPTED

The City Charter requires that the annual budget be adopted by resolution and approved at a public hearing. State Statutes require that the City conduct two public hearings on the budget. During the first public hearing the City Commission is to approve a tentative budget, and at the second public hearing the City Commission is to adopt a final budget. Action on the budget may not occur until the City Commission has acted upon the ordinance establishing the property tax rate.

The City Manager’s FY 2019 Proposed Budget was submitted on July 1, 2018, with all funds totaling $161,152,600, of which $78,291,900 is in the General Fund. The Proposed Budget was reviewed by the Finance Advisory Board (FAB) at a special meeting with the City Commission on July 13, 2018, and a subsequent City Commission Budget Work Session was held on August 14, 2018. The Finance Advisory Board recommended keeping the property tax rate at 5.7413 mills and supported the budget and revenue changes as proposed.

The Tentative Budget with updated information and re-budgeted items totals $164,173,700 (including re-budgeted items from FY 2018) and is submitted with this memo for consideration. General Fund expenditures total $79,479,300 including re-budgeted items listed on the attached Reconciliation List. The City Commission may amend the Tentative Budget prior to final approval as the City’s adopted budget.

This Budget was shaped by the direction provided in the City’s Strategic Plan, fund balance policies, and by the City Commission at the Budget Work Session.

Highlights of FY 2019 Budget:

Net 8.81 FTE Change – Major Changes Below: (all details available in the budget summary section)
  • Minimum Mandatory Police/Fire Pension Contribution One-Time Reduction of $215,000
  • Addition of 3 Police Officer Positions (Public Safety Staffing Plan)
  • Reorganization of the Office of Management and Budget to the Office of Performance and Budget (Net 1.00 FTE)
    ◦ Creation of an Executive-Level Position Serving as the Director of Performance and Budget
Addition of a Contracts and Procurement Administrator
- Refocusing Work Activities on Performance, Organizational Change, Process Improvement, and Data-Informed Decision-Making
  - Reorganization of Human Resources to Enhance Internal service Provision (Net 1.50 FTE)
    - Re-classification of Existing Positions to HR Generalist and HR Analyst Classifications
    - Addition of one Compensation and Classification Analyst
- Addition of a Solid Waste Supervisor to Manage the Recycling Program
- Partnership between the Police and Community Development Departments and a Nonprofit Partner to Deliver Mental Health Navigator Services in the Community
- Citywide Technology Upgrades
  - Deployment of Smartphones for Field Staff
  - IT Infrastructure Security Improvements

Revenue Changes
- Continuation of the Millage rate at 5.7413; 6.28% tax increase as defined by state law; approximately $1.7M additional property tax revenue in the General Fund due to a 7.46% property value increase, including new construction and annexations.
- 3% User Fee Increase in the Golf Course Fund
- 20% Rate Increase in the Solid Waste Fund
- Hurricane Irma FEMA Reimbursement Estimate, $1.5M (All Funds); $1.3M (General Fund)

Changes Since the August 14th Budget Work Session:
At the Budget Work Session, the City Commission did not request any additional changes be incorporated into the FY 2019 Tentative Budget. Several additional administrative changes appear on the Reconciliation List, and are described below:

2. General Fund Revenue Estimate Adjustments in FY 2018 & FY 2019
   - FY 2018 & FY 2019 Property Taxes: Remove CRA Revenue from Calculation
   - Increase Revenue Estimates for State Sales Tax Sharing, Private Police Duty Fees, & State Premium Taxes
3. Re-Budget McGough Trail Construction Grant to FY 2019
4. Reflect Risk Fund and Housing Fund FY 2018 Budget Amendment Related Revenues & Expenditures
5. Re-Budget FDOT Highway Beautification Grant to FY 2019
6. Re-Budget the Comprehensive Emergency Management Plan (CEMP) Project to FY 2019
7. Correction: Add Annual NPDES Water Quality Testing to FY 2019

City Clerk Bruner read Resolution No. 2221 by title only.

Public Hearing:

1. Geoff Moakley stated that the millage rate should have been reduced. He stated that the budget includes $435,000 for the plaza project and recommended deleting it. He stated that he also had concerns with the amount requested for design of the Rosery Road project.

Questions:

Commissioner Carroll thanked staff for their work in moving the City forward with the City Commission’s objectives. Commissioner Robinson asked whether Balancing Act will remain on the website. Ms. Semones stated that staff will be working on a campaign after budget adoption that will be live during the month of October and will allow the community to see the impact of the proposed homestead exemption on the General Fund. She stated that it will be live until the election. Mayor Brown also thanked staff for their work on the budget, as well as the Finance Advisory Board.
Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve Resolution No. 2221.

Discussion:
None

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

Motion carried 7-0.

LEGISLATIVE MATTERS

RESOLUTION NO. 2223 – ENDORSING THE CREATION OF THE TAMPA BAY REGIONAL RESILIENCY COALITION AND THE TECHNICAL ADVISORY COMMITTEE - APPROVED

The City of Largo’s Strategic Plan provides a vision for the City to be the community of choice in Tampa Bay and provide superior services with a strategic focus on sustainability, community pride and public health and safety. These efforts include the development of strategic, financially-sustainable organizational strategies.

In January of 2018, the Tampa Bay Regional Planning Council (TBRPC) began an initiative to address resiliency issues for our collective communities including sea level rise, climate and hazard resiliency, salt water intrusion and local development. This initiative has evolved into the Tampa Bay Regional Resiliency Coalition (TBRRC) which has a stated goal of advancing local and regional responses to, and preparations for, economic and social disruption that could occur from these perils. The TBRRC will also provide state and local agencies with access to technical assistance and support in addressing these issues while offering adaptation, mitigation and recovery strategies. The TBRRC has also worked to establish a Technical Advisory Committee (TAC) which includes scientific experts and stakeholders on the topics of sea level rise, climate change and resiliency.

The formation of the TBRRC will advance local and regional responses to regional hazards, coordinated regional planning efforts, sustainable planning practices and financial strategies which benefit local businesses, residents and organizations. These strategies also serve to develop local economies and develop equitable conditions for the community, particularly those most vulnerable across our region.

The formation and support of the TBRRC does not commit local resources or staffing to the Committee, but rather supports the formation, action plans, science-based decisions, legislative strategies, community involvement, regional cooperation and findings of the Committee.

Ms. Bruner read Resolution No. 2223 by title only.

Questions:

Commissioner Holmes questioned where the resources will come from. Ms. Thomas stated that there is no commitment of resources at this point, as support will come from the TBRPC. Mayor Brown stated that the intent was for communities to be on the same page in terms of becoming resilient to weather issues. He stated that at present there will be no cost to cities.

Motion was made by Commissioner Robinson, seconded by Commissioner Fenger, to approve Resolution No. 2223.
Minutes  
September 4, 2018

Discussion:
None

Vote:

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

Voting Nay: Commissioner Holmes

Motion carried 6-1.

AUTHORIZATION TO SUBMIT APPLICATION TO THE UNITED STATES DEPARTMENT OF JUSTICE FOR THE FY 2018 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM – APPROVED

The United States Department of Justice (U.S. DOJ) annually allocates funding through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program is a formula grant which allocates funding based on population and crime rates. The City’s allocation for the federal FY 2018 is $27,891. The program allows the funds to be used for four years from date of award, does not require matching funds from the City, and may not be used to supplant budgeted funds. The monies may be used for state and local initiatives, technical assistance, training, personnel, equipment, contractual support, and information systems for criminal justice, in addition to research for policing methods.

After a review of the allowable uses, amount of funding, and time frame for use of the funding, staff proposes utilizing the funding to purchase a passenger van/minivan and associated up-fitting for use by the police officer assigned to the Enriching Lives Through Mental Health Services Program. The passenger van/minivan is estimated to cost approximately $26,000; it is anticipated that the grant funding may cover a portion of the cost of up-fitting the vehicle with lights and basic police radio.

Due to time constraints between the opening of the application period and submission deadline, staff has submitted the application. The application is for review and approval of the proposed uses outlined above. Should the U.S. DOJ find that this purpose does not meet the needs or requirements of the program, the U.S. DOJ will contact the City and provide an opportunity to change the request. Public comment requirements stipulate the application (and any amendment to the application) must be made public, thereby providing citizens with an opportunity to comment. If U.S. DOJ approves the application, staff proposes to present the grant award agreement and certifications and assurances to the Mayor for execution. Additionally, staff will present a required Chief Legal Officer certification to the City Attorney for execution.

Questions:

Commissioner Holmes complimented staff on working to secure the grant.

Motion was made by Commissioner Holmes, seconded by Commissioner Holck, to approve authorization to submit application to the United States Department of Justice for the FY 2018 Edward Byrne Memorial Justice Assistance Grant Program and authorize the Mayor and City Attorney to execute the grant award documents and certifications and assurances.

Discussion:
None

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

Motion carried 7-0.

**AWARD OF RFP NO. 18-P-622, WWRF BIOLOGICAL TREATMENT IMPROVEMENTS PROJECT, TO KIEWIT INFRASTRUCTURE SOUTH CO. FOR A GUARANTEED MAXIMUM PRICE OF $53,523,250 AND CONTINGENCY ALLOWANCE OF $3,000,000 - APPROVED**

The purpose of this item is to request City Commission approval of the design build agreement with Kiewit Infrastructure South Co. 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 June 19, 2018, the City Commission approved the selection committee’s final design build team ranking, with Kiewit Infrastructure South Co. as the number one choice. Following final ranking approval, a preliminary Guaranteed Maximum Price (GMP) of $52,615,680 was provided to City staff pending value engineering discussions. City staff, and design build consultants from McKim & Creed Inc., held several meetings with Kiewit Infrastructure South Co. staff and conducted value engineering discussions for 26 project elements. This optimization effort yielded $1,485,390 in deductions and $2,392,960 in additions resulting in net $907,570 addition.

City Commission approval is requested for a final negotiated GMP of $53,523,250 and contingency allowance of $3,000,000.

City staff will utilize the State Revolving Loan Fund Program (SRF), administered by the Florida Department of Environmental Protection (FDEP) to fund the project. On August 7, 2018, the City Commission approved Ordinance No. 2018-41, which authorized borrowing from the SRF loan program, in an amount not to exceed $62,000,000.

A copy of the Design Build Agreement has been sent to the Commission electronically, and posted to the City’s web site.

Questions:

Commissioner Robinson questioned why money was added during the value engineering process. Mr. Woloszynski stated that the intent of value engineering was to optimize the project rather than reduce the price. He stated that the one of the items that increased the cost was weir covers for the treatment plant, which will pay dividends for decades in terms of maintenance savings. Commissioner Holmes questioned how the expenditures will be audited. Mr. Adams stated that the expenditures will go through two audits; the City’s external auditor and the State’s auditor. He stated that staff reviewed expenditures internally as part of normal business.

Motion was made by Commissioner Holmes, seconded by Commissioner Carroll, to approve award of RFP No. 18-P-622, WWRF Biological Treatment Improvements Project, to Kiewit Infrastructure South Co. for a guaranteed maximum price of $53,523,250 and contingency allowance of $3,000,000.

Discussion:
None

Vote:

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

Motion carried 7-0.

**STAFF REPORTS**

None

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

Commissioner Holmes stated that the new EMS vehicle could be seen at Fire Station 40. Mr. Schubert stated that the vehicle will be brought to City Hall prior to an upcoming meeting.

Commissioner Holck stated that Largo Police Department has done an amazing job in looking for the missing child. She offered condolences to the family.

Commissioner Carroll stated that on Saturday he attended the Doughboys Reception event hosted by the Historical Society and American Legion Post 119, along with City staff.

Vice Mayor Smith stated that Art in the Park will take place on Saturday from 10 to 4 in Largo Central Park. He offered condolences to the family of the missing child.

Mayor Brown thanked the Police Department for their tireless work in looking for the missing child. He also thanked the FDLE for their help.

Mr. Schubert thanked the City Commission for their support of the tax rate and budget. He also thanked them for their willingness to take a long term financial view of projects.

**SUMMARY OF ACTION ITEMS**

1. Request by Commissioner Holmes that staff prepare a report explaining the proposed additional 25% homestead exemption for a future City Commission meeting.

**ADJOURNMENT**

The meeting adjourned at 6:54 pm.

Diane L. Bruner, CMC, City Clerk
The Community Development Advisory Board (CDAB) provides recommendations to the City Commission on programs, projects and initiatives of the Community Development Department (CD). As they do each year, the Board has prepared an Annual Report for the City Commission, which highlights the work of its members in 2017 and proposes a work plan for 2018.

CDAB identified and addressed priorities of the City through presentations, reports and updates heard from the Code Enforcement, Economic Development, Housing, and Planning Divisions within CD as well as Administration. This report from CDAB will cover its activities for 2017 as they relate to CD and the implementation of Largo’s newly revised 2017 Strategic Plan. Such activities include:

- TRAKiT Software Implementation;
- Annexation Strategy Plan;
- Affordable Housing Development Locational Policy;
- Institutional Land Use Designation Analysis;
- City of Largo’s Comprehensive Plan Updates;
- CDBG Sub-Recipient Applicant Presentations;
- FY 2017-2018 CDBG Funding Recommendations;
- Draft FY 2017-2018 CDBG Action Plan;
- Planning for Healthy through Health in All Policies; and
- Nuisance Abatement.

There were several presentations that were unique to 2017 that are contained in the report. The 2018 work plan is also included and will be presented by Maria Kadau, CDAB Chair, at the October 2, 2018, City Commission meeting.
COMMUNITY DEVELOPMENT ADVISORY BOARD

ANNUAL REPORT
2017

PREPARED BY
COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF LARGO
LARGO.COM/CDAB
WHO WE ARE

The Community Development Advisory Board (“CDAB”) provides recommendations to the City Commission on programs, projects and initiatives of the Community Development Department. Many of the goals of the Department are reflected in the 2009 Comprehensive Plan, Strategic Plan: Reconnecting the Community 2011-2016, the 2015 Comprehensive Development Code (“CDC”), and the 2017 City of Largo Strategic Plan. These goals are achieved through a variety of mechanisms including programs, projects and initiatives. CDAB plays an integral role in providing feedback, supporting staff and the City Commission and making formal recommendations for the implementation of these mechanisms, CDAB, along with City staff members, have prepared the following Annual Report for the City Commission, which highlights the Board’s sustenance over the past year and identifies a work plan for the upcoming year.

CDAB also serves as the Community Redevelopment Agency Advisory Board (“CRAAB”) advising and making recommendations to the Community Redevelopment Agency (“CRA”) along with four additional representatives from the Redevelopment Districts. CRAAB provides feedback and guidance for: on-going activities and programs in the City’s Community Redevelopment Districts (“CRDs”) including both the Clearwater-Largo Road CRD and the West Bay Drive CRD; incentive applications received by the Community Development Department concerning the CRDs; and the West Bay Drive CRD Annual Report. CRAAB meetings are held on a quarterly basis in conjunction with CDAB who meets monthly.

CDAB MEMBERS:

Maria Kadau, Chair
Janyce Cruse, Vice-Chair
Allison Brohier
Anita McHenry
Beverly Gatewood
Chris Peoples
Neil McMullen

Community Development Commission Liaison:
Commissioner Jamie Robinson

Community Development Department Staff:
Carol Stricklin, AICP, Community Development Director
Robert Klute, AICP, Assistant Community Development Director
Teresa Brydon, Economic Development/Acting Planning Manager
Rick Perez, Planning Manager
Katrina Lunan-Gordon, Planner I/ Board Liaison
SUMMARY OF DUTIES

Provides citizen input regarding the use of Community Development Block Grant (CDBG), HOME Investment Partnership, and State Housing Initiatives Partnership (SHIP) funds throughout Largo for housing and community development programs.

Advises the Mayor and City Commission on the scope or funding for Capital Improvement Program (CIP) projects and the annual budget as it relates to the responsibilities of the Community Development Department.

Make recommendations to the Mayor and City Commission for the establishment, alignment and implementation of plans, programs, initiatives, organizations including special projects and studies, including but not limited to:

- City of Largo Comprehensive Plan: Forwarding Our Future 2040
- City of Largo Strategic Plan
- Special Area Plans (SAP)

Engages the community to attain/solicit feedback and disseminate information concerning the City’s planning programs as a basis for establishing consensus on needs, plans, programs, etc.

Participates when necessary, in joint meetings with the City Commission, Affiliate Boards and other Advisory Boards on special topics.

In an advisory capacity, provides guidance and recommendations to the Community Development Department and to the Mayor and City Commission on matters related to each Division including:

- Administration
- Building
- Code Enforcement
- Economic Development
- Housing
- Planning and Development Services

CDAB MEMBERS:

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Katrina Lunan-Gordon, Planner I/ Board Liaison
PRESENTATION TOPICS

An outline with presentation topics to CDAB appearing in red are organized by Strategic Plan focus areas, goals, objectives and implementation initiatives. Expanded commentary and CDAB recommendations follow:

1.1 TRAKIT
1.2 Annexation Strategy
1.3 Affordable Housing Development Locational Policy
1.4 Institutional Land Use Designation Analysis
1.5 City of Largo’s Comprehensive Plan Updates
1.6 CDBG Sub-Recipient Applicant Presentations
1.7 FY 2017-2018 CDBG Funding Recommendations
1.8 Draft FY 2017-2018 CDBG Action Plan
1.9 SHIP LHAP
1.10 CAPER – October 1, 2016 – September 30, 2017
1.11 Pre-Planning Hearing for the CDBG FY 2019-2020 Action Plan

2.1 FY 2018-2022 Capital Improvement Program Projects
2.2 Planning for Healthy through Health in All Policies

3.1 Nuisance Abatement
3.2 Modification of Code Lien Forgiveness Program to Allow Demolition
1.1 TRAKiT – CDAB was presented information regarding the new permitting and development review system called TRAKiT. The new system went live on January 31st, 2017 and has provided our customers and residents the following capabilities:
1. Applying for permits and development reviews online and monitoring the progress online, such as reviews, inspections, and status;
2. Submitting plans, and other supporting documents online;
3. Pay associated fees online;
4. Scheduling inspections online;
5. Renewing Business Tax Receipts online; and
6. Printing permits online.

1.2 Annexation Strategy – In an effort to effectively and sufficiently annex unincorporated portions within the Largo Planning Area, the Economic Development staff reviewed a two-year Annexation Strategy for the community. The intent of the strategy is to provide direction on the annexation process for Largo. The primary objective of the strategy will be to focus on neighborhoods that are completely surrounded by Largo and attempt to close those enclaves.

1.3 Affordable Housing Development Locational Policy – Staff sought recommendation from CDAB concerning an amendment to the City of Largo Comprehensive Development Code (CDC) to expand the eligible areas in the City where developments with a high percentage of affordable housing units (up to 100% of the units) can be located. CDAB supported amending the CDC to permit projects whose funding sources

The implementation initiatives and goals for this focus area encompasses three communal and organizational driven initiatives:
Initiative #1: Renew our Natural Environment to Ensure Sustainability for Future Generations;
Initiative #2: Advance a Flexible and Resilient Organization That Delivers Superior City Services; and
Initiative #3: Foster a Community Where Opportunities Exist for Residents and Businesses to Realize Their Full Potential.
This focus area responds to the concerns and priorities reported by members of the community. It also builds on the City’s Comprehensive Plan and responds to current issues related to economic growth and development; partnership and collaboration; accessibility and connectivity; along with sustainability and resiliency. Other accomplishments relating to this focus area are reflected in the CDAB’s dual role as CRAAB members. As such, CDAB heard and/or provided recommendations which invoked the “Sustainability” focus area by addressing the following items presented:
necessitate a higher percent of affordable housing, such as the Low Income Housing Tax Credit (LIHTC) Program, to be located within areas of the City that are in both federally-defined Difficult Development Areas and in one of the City’s Major Activity Centers. Affordable housing developments would then be able to locate in the Tri-City Mall and Largo Mall Activity Center areas as defined in the Future Land Use Element of the City of Largo Comprehensive Plan. Permitting a higher percent of affordable housing units to locate in these areas encourages development to be located close to employment opportunities and transit. The resulting recommendations from CDAB were transmitted to the City Commission.

1.4 Institutional Land Use Designation Analysis – Staff sought recommendation from CDAB concerning an amendment to the CDC's Institutional Future Land Use Category's allowable uses for consistency. Planning staff conducted research regarding the intent of the land use as established in the City of Largo Comprehensive Development Code (CDC), Comprehensive Plan, Pinellas Countywide Plan Map and Rules and the Florida Statutes. The resulting recommendations from CDAB are anticipated to be brought forward in 2018 as amendment to the CDC.

1.5 City of Largo’s Comprehensive Plan Updates – Staff sought recommendation from CDAB concerning the update of the City’s Comprehensive Plan. Over the last two years CDAB has given staff feedback on the long-range principles and policies that invoke guidelines, goals, and tools aimed at implementing the community's...
vision for future growth and development. Upon direction of the Community Development Advisory Board (“CDAB”) (October 26, 2015) and the City Commission (November 10, 2015), staff has been revising the 2009 document to address said purpose, internal policy changes, and ensuring consistency with State/Regional/City/County regulations and planning priorities. With the input from CDAB, who are residents and business owners in the City of Largo, staff was able to identify new policies derived from the input that encompasses the following focus areas: Economic growth and development; placemaking and inclusiveness; mixed-use and activity centers; partnership and collaboration; accessibility and connectivity; sustainability and resiliency. The resulting recommendations from CDAB were transmitted to the City Commission.

Housing Division’s Federal and State Funding Distribution:

Each year, CDAB advises the Housing Division staff on the disbursement of federal CDBG funds. CDAB listened to presentations from all the sub-recipients who applied for this year’s funding and had the opportunity to ask questions. Presentations included organizations that provided services and/or housing related infrastructure to the residents of Largo. However, the amounts requested from these organizations exceed the funding available. The Housing Division provided recommendations for the distribution of these funds based on a set criteria. CDAB provided recommendations to the proposed funding which was then taken to City Commission for final approval. In addition, CDAB annually provide comments on the CAPER, CDBG Action Plan, and SHIP LHAP prior to City Commission adoption. These plans and reports are required from the Department of Housing and Urban Development (HUD) and must allow the opportunity for public comments.
2.1 FY 2018-2022 Capital Improvement Program Projects – Staff sought recommendation from CDAB concerning the proposed FY 2018-2022 Capital Improvements Program (CIP). The CIP includes proposed capital projects according to functional areas, rather than departments. The projects of significance to the Community Development Department are primarily included within the Mobility, Stormwater, and Wastewater programs. Notable new inclusions for the proposed CIP include funding for the downtown triangle property enhancements, Hurricane Hermine roadway improvements, and significant wastewater system inflow and infiltration improvements. The resulting recommendations from CDAB were transmitted to the City Commission.

2.2 Planning for Healthy through Health in All Policies – Information was presented to CDAB regarding health in all policies. A fundamental approach that was taken during the update of the Comprehensive Plan’s goals, objectives and policies as addressed under the “Sustainability” focus area. The presentation was given by Jocelyn Howard, Planning & Partnerships Coordinator of the Florida Department of Health in Pinellas County. She explained that health in all policies is “a collaborative approach to improving the health of all people by incorporating health considerations into decision-making across sectors and policy areas” which engages city, county and community-based agencies.

The implementation initiatives and goals for this focus area encompasses three communal and organizational driven initiatives:
Initiative #1: Invest in Quality Public Infrastructure;
Initiative #2: Build a Community of Safe and Healthy Neighborhood; and

This focus area responds to the concerns and priorities reported by members of the community. It also builds on the City’s Comprehensive Plan and responds to current issues related to placemaking and inclusiveness; partnership and collaboration; accessibility and connectivity; along with sustainability and resiliency. Other accomplishments relating to this focus area are reflected in the CDAB’s dual role as CRAAB members. As such, CDAB heard and/or provided recommendations which invoked the “Public Health and Safety” focus area by addressing the following items presented:
ACCOMPLISHMENTS FROM LARGO STRATEGIC PLAN

COMMUNITY PRIDE

3.1 Nuisance Abatement - One of the major priorities for this year was the abatement of nuisance and derelict properties throughout the City. In an effort to do so, the Code Enforcement Division focused on community appearance initiatives during this year, which includes building without permits, the regulation of clothing donation bins and window signs associated with businesses. Staff continues to work diligently with the Code Enforcement Board and the Special Magistrate to effectively bring identified properties into compliance.

3.2 Modification of Code Lien Forgiveness Program to Allow Demolition - Staff sought recommendation from CDAB concerning the amendment to City Commission approved Resolution No. 2155, which created a program as an alternative to the lien reduction requests being heard by the Code Enforcement Board. The program was intended to provide an incentive for new owners to bring nuisance and vacant residential properties into compliance. The amendment included a provision allowing demolition of existing homes. The resulting recommendations from CDAB were transmitted to the City Commission.

The implementation initiatives and goals for this focus area encompasses three communal and organizational driven initiatives:

Initiative #1: Develop an Active Downtown; and
Initiative #2: Cultivate and Support a Vibrant Intergenerational Community That Attracts Residents and Businesses.

This focus area responds to the concerns and priorities reported by members of the community. It also builds on the City’s Comprehensive Plan and responds to current issues related to economic growth and development; partnership and collaboration; along with placemaking and inclusiveness. Other accomplishments relating to this focus area are reflected in the CDAB's dual role as CRAAB members. As such, CDAB heard and/or provided recommendations which invoked the “Community Pride” focus area by addressing the following items presented:
CDAB was recognized for reflecting the spirit of the City’s new mission, vision and values. CDAB’s engagement and collaboration to provide advisement regarding:

- Changes in scope or funding for major capital projects, which relate to the responsibilities of the Community Development Department;
- Economic development initiatives, building fee structure, and other services as may be provided by the Building Division;
- Community Development Department annual budget and Capital Improvement Program projects;
- Listing of community needs that may be addressed through any of the City’s federal state state community development programs, and development of annual program applications, including subsequent amendments, should they be warranted;
- Policy decisions regarding program implementation, such as siting and design for neighborhood facilities, services to be offered, etc.; Assist in conducting local public hearings as described in this plan;
- The City’s redevelopment plans and programs;
- Annexation program initiatives;
- Comprehensive Plan and Comprehensive Development Code proposed amendments; and
- Other aspects of the Community Development Department, including special projects and studies, as may be requested by staff or the City Commission.

**CDAB MEMBERS:**

Maria Kadau, Chair
Janyce Cruse, Vice-Chair
Allison Broihier
Anita McHenry
Beverly Gatewood
Chris Peoples
Neil McMullen

**Community Development Commission Liaison:**
Commissioner Jamie Robinson

**Community Development Department Staff:**
Carol Stricklin, AICP, Community Development Director
Robert Klute, AICP, Assistant Community Development Director
Teresa Brydon, Economic Development/Acting Planning Manager
Rick Perez, Planning Manager
Katrina Lunan-Gordon, Planner I/ Board Liaison
2018 WORK PLAN

In the upcoming year, the CDAB will provide counsel to the Community Development Department projects and programs. These projects and programs will include but are not limited to:

**Building/Code Enforcement Divisions:**
- TRAKiT / Development Review Software
- Code Enforcement update

**Housing Division:**
- CDBG Sub-Recipient applicants
- CDBG funding recommendations
- CDBG Action Plan
- Consolidated Annual Performance & Evaluation Report (CAPER)

**Community Development**
- Implementing the Strategic Plan
- City of Largo’s webpage development and update
  - Annual budget
- Capital Improvement Program projects
  - Division Reports
  - Sign Amortization Program

**Economic Development Division:**
- Quarterly information regarding (re) development
- Job creation in the City of Largo
- Continue the role as CRAAB members

**Planning & Development Division:**
- Implement the 2040 Comprehensive Plan
- Comprehensive Plan & Comprehensive Development Code proposed amendments
- Special Area Plan for US Highway 19 N / Roosevelt Blvd Activity Center
- Community (Complete) Streets
Upon City Commission’s review of the City’s advisory boards, CDAB took the time to identify their strengths, weaknesses, opportunities and threats. An honest SWOT analysis will assist CDAB identify what they are doing well, where they can improve, and where they fit in the community. This list was identified through input during the CDAB meeting dated, July 30, 2018.

**STRENGTHS**

- 2017 Community Champion
- Housing Division’s federal and state funding distribution
- Support of redevelopment
- Varied perspective of the Board’s diverse make-up
- Well defined organizational roles
- Represent the mission, vision and values of the City

**OPPORTUNITIES**

- Neighborhood and community outreach
- Collaboration between other Advisory Boards and Departments
- Historical Preservation
- Advisory Board round table
- Attain results from previous presentations
- Job development in the City of Largo
- Swapping Advisory Boards

**WEAKNESSES**

- Lack of historical preservation representative
- Project-driven
- Roles of Community Development, Divisions and City Staff
- Goals of Community Development, Divisions and City Staff

**THREATS**

- Meeting duration and content
- Actions of State Legislature
- Training
- Drifting from role and responsibilities
LARGO COMMUNITY IDENTITY

DEMOGRAPHIC PROFILE

- 60+: 34%
- 40-59: 27%
- 20-39: 22%
- 5-19: 13%
- Under 5: 4%

82 thousand

MEDIAN AGE

$37,756

MEDIAN HOUSEHOLD INCOME

2.02 HOUSEHOLD SIZE

LESS THAN 9TH GRADE: 2.9%
GRADE 9-12: 8.6%
HIGH SCHOOL: 37.7%
SOME COLLEGE: 15.7%
ASSOCIATE DEGREE: 6.1%
BACHELOR'S DEGREE: 15.4%
GRADUATE DEGREE: 1.2%

65%
33%

INDUSTRY SECTORS
- Life Sciences
- Aviation & Aerospace
- Manufacturing
- Corporate Operations
- Information Technology
- Homeland Security
- Financial/Professional

TOP LARGO 2014 EMPLOYERS

- Tech Data
- PCS
- HCA Largo Medical Center
- SCC Soft Computer
- BIC Graphic

LARGO EMPLOYMENT BY INDUSTRY

- Agriculture
- Construction
- Manufacturing
- Transportation
- Wholesale
- Retail
- Finance
- Service
- Government

C D A B  2 0 1 7  A N N U A L  R E P O R T
A P P E N D I X  B
ANNEXATION

24.19 acres
73% Residential
27% Commercial
66 population
$5.1M increased tax value
COMMUNITY DEVELOPMENT ADVISORY BOARD

ANNUAL REPORT
2017

PREPARED BY
COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF LARGO
LARGO.COM/CDAB
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.
Legislative Policy 4-1: City Commission Travel Expenses, provides that “In order for the Mayor or a Commissioner to receive reimbursement for travel and other expenses, prior authorization must be granted by the City Commission.” This Policy also indicates that “The Mayor or a Commissioner who is the designated representative of the City to an organization or who serves as a committee member or officer of an organization of which the City is a member, shall seek advance authorization for such expenses, for a period not to exceed one year, at the start of each year.”

There may be a number of important issues considered during the 2019 Legislative Session in Tallahassee that may be of interest to the City of Largo. In addition to providing written input, it is often beneficial to lobby the members of the Legislative body by personal contact, both in Tallahassee and locally. The Mayor may also be invited to participate in and/or find it beneficial to attend various meetings during the fiscal year for the purpose of representing the City's position on matters of interest.

The Mayor and City Commissioners may be appointed or designated to represent the City of Largo on various committees and boards for which travel is sometimes necessary. In order to comply with Legislative Policy 4-1 as shown above, it is necessary to obtain prior approval for this travel in the form of blanket authorization for meetings of the Florida League of Cities, Tampa Bay Regional Planning Council, Pinellas Suncoast Transit Authority, Homeless Leadership Board, Suncoast League of Cities, and Forward Pinellas which are all held in-state. Expenses associated with organizations to which the City belongs, such as the Florida League of Cities, US Congress of Mayors, Central Pinellas Chamber of Commerce, and Suncoast League of Cities are also covered.

---

**Budgeted Amount:** $20,000.00  
**Available Amount:** $20,000.00  
**Expenditure Amount:** $0.00  
**Funding Source(s):** General Fund  
**Sufficient Funds Available:** Yes  
**Budget Amendment Required:** No  
**Advisory Board Recommendation:** For  
**Consistent With:** N/A  
**City Attorney Reviewed:** Yes  
**Potential Motion/Direction Requested:** I MOVE TO APPROVE/DISAPPROVE BLANKET AUTHORIZATION FOR MAYOR WOODY BROWN, COMMISSIONERS JAMIE ROBINSON, MICHAEL SMITH, SAMANTHA FENGER, CURTIS HOLMES, DONNA HOLCK AND JOHN CARROLL TO ATTEND VARIOUS MEETINGS DURING FY 2019 FOR WHICH THEY MAY BE DESIGNATED TO REPRESENT THE CITY OF LARGO.
LEGISLATIVE POLICIES

4-1: CITY COMMISSION TRAVEL EXPENSES
Updated: Resolution No. 2099, 05/07/2013

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

The Mayor or a Commissioner who is the designated representative of the City to an organization or who serves as a committee member or officer of an organization of which the City is a member, shall seek advance authorization for such expenses, for a period not to exceed one year, at the start of each fiscal year.

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

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

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

The City Commission, by majority vote, may waive any provision of this policy.
The Youth Leadership Council was established in 2017 to provide community youth a voice in their local government and to give the Largo City Commission the benefit of youth input in their decision making.

The Youth Leadership Council shall be comprised of up to twenty (20) members but no less than ten (10) members. Membership is open to students in grades 9-12 who are residents of Largo or who are enrolled in Largo schools. All members shall be appointed for a maximum two (2) year term. The membership year shall be defined as the school year.

There are currently ten (10) students who are in their second year as members. These ten (10) members and the Council staff are recommending the appointment of the following eight (8) students who have submitted applications for this school year.

Brianna Allen – 11th Grade - Largo High School
Aniya Brady - 9th Grade – Largo High School
Joey Chenis - 12th Grade – Pinellas Gulf Coast Academy
Nandi DeCoteau - 12th Grade – Largo High School
Ashley Kadau – 10th Grade – Largo High School
Aaron Lester - 11th Grade – Largo High School
Phillip Nowling - 11th Grade – Florida Virtual School
Elizabeth Piehl - 9th Grade – Largo High School

<table>
<thead>
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<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>
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<td>Additional Budgetary Information:</td>
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<td>Budget Amendment Required:</td>
<td>No</td>
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<tr>
<td>Source:</td>
<td>N/A</td>
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<tr>
<td>City Attorney Reviewed:</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Advisory Board Recommendation:</td>
<td>For</td>
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<td>Consistent With:</td>
<td>Yes</td>
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<tr>
<td>Potential Motion/Direction Requested:</td>
<td>Not Applicable</td>
<td></td>
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<tr>
<td>Staff Contact:</td>
<td>Shirley Frick</td>
<td></td>
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<tr>
<td>Attachments:</td>
<td>None</td>
<td></td>
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</table>
The Award of Bid No. 18-B-641 is to three (3) separate vendors effective October 1, 2018 to September 30, 2021 for a three (3) year period pursuant to the terms of the contract. The City has utilized a number of private companies to dispose of Yard Trash, Class III Waste and Construction Demolition Debris to reduce the time and cost to dispose of these materials at the Pinellas County Resource Recovery Facility.

All three companies that submitted bids (Angelo's Recycled Materials, Waste Management of Florida and Consolidated Resource Recovery) were selected in order to provide flexibility and competitive pricing to the City based on the service being provided.

The use of all three vendors provides multiple drop off points within or near the City limits for various types of Yard Trash, Class III Waste and Construction Demolition Debris, resulting in efficiency of operations in the Solid Waste Division and a reduction in fixed expenses such as disposal costs. An annual purchase order secures the prices for three years, yet does not guarantee either usage or a specific quantity to any specific vendor.

In FY 2017, the following amounts were spent with these vendors; Angelo's Recycled Materials = $548,924, Waste Management of Florida = $84,348, Consolidated Resource Recovery = $117,311. Consolidated Resource Recovery is used exclusively for clean yard waste debris.

The City of Dunedin and the City of Clearwater are participants on this bid, but are responsible for their own disposal costs.

This bid contains a fiscal non-funding clause.
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BINAME 1</th>
<th>BINAME 2</th>
<th>BINAME 3</th>
<th>BINAME 4</th>
<th>BINAME 5</th>
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<tbody>
<tr>
<td>PURE CONSTRUCTION - DEMOLITION DEBRIS</td>
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<tr>
<td>PRICE PER TON</td>
<td>34.00</td>
<td>No bid</td>
<td>45.00</td>
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<td>TOTAL COST</td>
<td>136,000.00</td>
<td></td>
<td>180,000.00</td>
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<tr>
<td>YARD WASTE - CLEAN</td>
<td></td>
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<tr>
<td>PRICE PER TON</td>
<td>34.00</td>
<td>31.95</td>
<td>45.00</td>
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<tr>
<td>TOTAL COST</td>
<td>102,000.00</td>
<td>98,850.00</td>
<td>135,000.00</td>
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<tr>
<td>YARD WASTE – CLEAN WITH MATERIAL IN BAGS</td>
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<tr>
<td>PRICE PER TON</td>
<td>34.00</td>
<td>42.67</td>
<td>45.00</td>
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<td>TOTAL COST</td>
<td>136,000.00</td>
<td>170,680.00</td>
<td>180,000.00</td>
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<tr>
<td>CLASS III – SELECT COMPACTOR/ROLL-OFFS</td>
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<tr>
<td>PRICE PER TON</td>
<td>34.00</td>
<td>No bid</td>
<td>45.00</td>
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<tr>
<td>TOTAL COST</td>
<td>578,000.00</td>
<td></td>
<td>765,000.00</td>
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</table>
Each year the Solid Waste Division of the Public Works Department inventories dumpsters and roll-off containers in service and on hand to determine which containers need to be repaired. Making repairs can extend a container's useful life by approximately five to seven years. All containers are evaluated by staff to determine if they are repairable or have surpassed their useful life and need to be sold as scrap.

This year, ninety-five dumpsters and eleven roll-off containers are displaying floor and sidewall failures. When an eight yard front-end loader dumpster is repaired, in lieu of replacement, the City saves an average of forty-nine percent of the cost of a new container.

MCS Curtigan Group, Inc. was the low bidder in every area of the initial two (2) year bid. Initial bid award date was October 1, 2015. One and final year renewal terms remain the same as in the initial two year term of the contract. Services are provided on a unit cost basis in accordance with the attached Bid Tabulation Sheet. MCS Curtigan Group, Inc. has provided good service in meeting the repair needs of the City of Largo.
<table>
<thead>
<tr>
<th></th>
<th>MCS Curtigan Group, Inc.</th>
<th>Canitize USA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Replacement Bottom only – no Installation:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Yard</td>
<td>$115.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>4 Yard</td>
<td>$160.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>6 Yard</td>
<td>$194.00</td>
<td>$380.00</td>
</tr>
<tr>
<td>8 Yard</td>
<td>$225.00</td>
<td>$425.00</td>
</tr>
<tr>
<td><strong>Replacement Bottom with Installation:</strong></td>
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<td></td>
</tr>
<tr>
<td>2 Yard</td>
<td>$225.00</td>
<td>$450.00</td>
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<tr>
<td>4 Yard</td>
<td>$275.00</td>
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<tr>
<td>6 Yard</td>
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<td>$650.00</td>
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<tr>
<td>8 Yard</td>
<td>$350.00</td>
<td>$700.00</td>
</tr>
<tr>
<td><strong>Roll-off Floor &amp; Sidewall Installation – Labor only</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Yard</td>
<td>$500.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>20 Yard</td>
<td>$700.00</td>
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<td>30 Yard</td>
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<tr>
<td>40 Yard</td>
<td>$700.00</td>
<td>$1,275.00</td>
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<tr>
<td><strong>Hourly Rate for Major Repairs – Labor only</strong></td>
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<td>$75.00</td>
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<td><strong>Hourly Rate for Minor Repairs – Labor only</strong></td>
<td>$32.50</td>
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<tr>
<td><strong>Hourly Rate for Emergency Repairs – Labor only</strong></td>
<td>$65.00</td>
<td>$120.50</td>
</tr>
</tbody>
</table>
June 18, 2018

Robert,

This letter is to confirm our commitment to honor the prices set forth in the 2016 contract with the City of Largo for container repair and maintenance of front-end load containers, roll-off containers, and compactors.

The contract will extend through September 30, 2019.

Thank you for the opportunity to work with you.

Jennifer Curtis

MCS Curtigan Group, Inc.
The Solid Waste Division provides compactors for various commercial customers throughout the City of Largo. These compactors reduce pickups for commercial service while using the same size container. The Division purchases these compactors and recoups the costs of the initial purchase, installation and maintenance over the life of the compactor through fees.

Several compactors have reached the end of their useful life of ten to twelve years and will need to be replaced. The Solid Waste Division also anticipates new customer requests as well as requests from customers who may currently be utilizing third party equipment. Replacements and the new compactors need to be purchased to provide this service. This request includes a maximum of eight compactors.

Compactors normally have a lease term of sixty months. The lease price includes the purchase price, installation cost and estimated total maintenance over the term of the lease.

The compactors will be purchased from Wastequip, LLC. through a Sourcewell contract (formerly National Joint Powers Alliance). Sourcewell is a municipal contracting agency that operates as a public entity under legislative authority through Minnesota Statute 123A.21.
The City of Largo Solid Waste Division has utilized the web-based solid waste route optimization software provided by WM Logistics, LLC since 2014. This software is used through the City computer system and has demonstrated itself to be a very useful tool to route solid waste vehicles in an efficient manner, while providing management staff a clear picture of solid waste daily operations.

This software was utilized to establish the number of vehicles and personnel needed for the Mixed Recycling Program, as well as planning the routes for those vehicles. This software was also purchased to document and optimize the City’s current routes for Solid Waste collection and provide the Solid Waste management staff an added resource in managing new annexations and changes in services, while providing staff performance measures with which to make future service projections.

WM Logistics, LLC was awarded a three (3) year contract with two (2) optional one (1) year renewals on September 01, 2014. This would be the second and last optional one (1) year renewal. There is no fee increase for this service.

**Title:**

AUTHORIZATION TO RENEW ANNUAL MAINTENANCE FOR THE WEB-BASED SOLID WASTE ROUTE OPTIMIZATION SOLUTION, FROM WM LOGISTICS, LLC. IN THE ESTIMATED AMOUNT OF $56,718

---

**Budgeted Amount:** $61,600.00

**Offered Amount:** $61,600.00

**Expenditure Amount:** $56,718.00

**Funding Source(s):** Solid Waste Fund

**Sufficient Funds Available:** Yes

**Budget Amendment Required:** No

**Source:** Technology Support, WM Logistics Software 50-534-6031-36

**Advisory Board Recommendation:** For

**Consistent With:** Yes

**City Attorney Reviewed:** Yes

**Potential Motion/Direction Requested:** I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO RENEW ANNUAL MAINTENANCE FOR THE WEB-BASED SOLID WASTE ROUTE OPTIMIZATION SOLUTION, FROM WM LOGISTICS, LLC. IN THE ESTIMATED AMOUNT OF $56,718.

**Staff Contact:** Michael Gordon, Solid Waste Manager

**Attachments:** N/A
The purpose of this memo is to obtain City Commission approval for the second optional renewal year of the Bid No. 17-C-589, Pavement and Roadway Infrastructure Rehabilitation to two contractors. The City performs contract preventative maintenance, rehabilitation and reconstruction of roadways through the use of annual purchase agreements (APA) with multiple contractors for a variety of techniques including micro sealing, traditional milling and asphalt overlay, full depth reclamation, and complete reconstruction. This APA is for pavement rehabilitation, which includes repair or replacement of the driving surface, curbing, sidewalks, pavement striping, and traffic calming.

On April 4, 2017, the City Commission approved the award of Bid No. 17-C-589 for pavement rehabilitation to three firms listed below. The agreement has a term of one year, with the option of two additional one year renewal periods.

- Ajax Paving Industries of Florida, LLC.
- Asphalt Paving Systems, Inc.
- Gator Grading and Paving, LLC.

Two of the three contractors have indicated, in writing, that they wish to renew the agreement with the understanding that the extension will be subject to the same terms and conditions, including unit prices, as the original bid document. The two contractors are:

- Asphalt Paving Systems, Inc.
- Gator Grading and Paving, LLC.

(Continued on Page 2)
Staff has identified the following funding in the FY 2019 budget that will use this APA.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amt</th>
<th>Department</th>
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<tbody>
<tr>
<td>General</td>
<td>$20,000</td>
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<td>Parking Lot Maintenance</td>
</tr>
<tr>
<td>General</td>
<td>$19,600</td>
<td>RPA</td>
<td>Asphalt Patches, Misc Parks</td>
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<td>General</td>
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<td>Local Option Sales Tax</td>
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<td>Central Park Parking Lots 2 and 3</td>
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<td>County Gas Tax</td>
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Funds will not be expended unless a specific project/ scope is assigned to a contractor.
The purpose of this memo is to obtain City Commission approval for the second optional renewal year of Bid No. 17-C-588, Miscellaneous Sanitary Sewer Lift Station Repairs with APEX Companies, LLC and RTD Construction, Inc. The City performs contract rehabilitation and repair of sanitary sewer lift stations through the use of annual purchase agreements (APA) with multiple contractors. This APA includes: manhole and wet well cleaning; wet well piping replacement; pump replacement; by-pass pumping; valve and valve box replacement; access hatch replacement; concrete work and other miscellaneous lift station and wet well repairs.

On July 11, 2017, the City Commission approved the award of Bid No. 17-C-588 for Miscellaneous Sanitary Sewer Lift Station Repairs to APEX Companies, LLC and RTD Construction Inc. The agreement has a term of one year, with the option of two additional one year renewal periods. On October 3, 2017, the City Commission approved the first renewal of Bid No. 17-C-588. APEX Companies, LLC and RTD Construction, Inc. have indicated, in writing, that they wish to renew the agreement with the understanding that the extension will be subject to the same terms and conditions, including unit prices, as the original bid document.

The Engineering Services Department and Environmental Services Department have budgeted the following amounts in their FY 2019 budgets:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Item</th>
<th>FY 2019 Amount</th>
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<tr>
<td>EN</td>
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<tr>
<td>ES</td>
<td>Lift Station Repair and Maintenance</td>
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<tr>
<td>Total</td>
<td></td>
<td>$300,000</td>
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Funds under the APA are not spent unless a work order and associated costs are assigned to a contractor.
The purpose of this memo is to obtain City Commission approval for the second optional renewal year of Bid No. 17-C-590, Miscellaneous Manhole Rehabilitation. The City performs contract rehabilitation and repair of sanitary sewer, reclaimed water, and storm sewer systems through the use of annual purchase agreements (APA) with multiple contractors for trenchless pipe rehabilitation, manhole rehabilitation, and traditional excavation, repair and restoration. This APA is for manhole rehabilitation and repair and includes manhole cleaning, bench repair, grouting, and manhole lining services.

On March 21, 2017, the City Commission approved the award of Bid No. 17-C-590 for manhole rehabilitation to the four contractors listed below. The agreement has a term of one year, with the option of two additional one year renewal periods. All four contractors have indicated, in writing, that they wish to renew the agreement with the understanding that the extension will be subject to the same terms and conditions, including unit prices, as the original bid document. The four contractors are:

- Concrete Conservation, Inc.;
- T.V. Diversified, LLC;
- VacVision Environmental, LLC;
- Rowland, Inc.

(Continued on Page 2)
Staff has identified the following funding in the FY 2019 budget that will use this APA.

<table>
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<tr>
<th>Wastewater</th>
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Funds will not be expended unless a specific project/ scope is assigned to a contractor.
The purpose of this agenda item is to obtain City Commission approval of the scope and fee for McKim and Creed Inc. to conduct an Engineering Inflow and Infiltration (I & I) study on Lift Station 2 Sanitary Sewer Sub-Basin 2 specifically focused on I & I abatement (reduction). This study will include five tasks evaluating 55,204 linear feet of mainline gravity sewers, 1,138 service laterals, and 225 manholes. The duration of this study is forecasted to be seven (7) months in order to capture dry and wet season data. The work to be accomplished during the five phases is as follows:

- Task 1 – Project Management and Administration
- Task 2 – Stormwater Inflow Source Identification (Smoke/Dye Testing)
- Task 3 – Stormwater Inflow Abatement Project Design (Preparation of Bid Documents)
- Task 4 – Infiltration Source Identification (Manhole Inspections, Night Flow Monitoring, CCTV)
- Task 5 – Infiltration Abatement Design (Preparation of Bid Documents)

The bid documents that are produced in Tasks 3 and 5 would yield I & I abatement construction projects that would be funded in FY 2020 as documented in the FY 2019 – 2023 Capital Improvements Program (CIP).

(Continued on Page 2)
This study location immediately west of Eagle Lake Park was prioritized as a result of a broader sanitary sewer flow study in 2008. That high level study determined which areas of the City had larger estimated I & I flows. It was not intended to identify the source and specific locations of origin whether private or municipal. A general finding from this study showed that approximately 80 percent of the I & I was distributed over 63 percent of the collection system. Lift Stations 2 and 15 (already under I & I rehabilitation) are the highest priority basins for study and abatement projects also taking into account the locations of previous sanitary sewer overflows (SSOs) specifically from the Hurricane Hermine rain event.

A copy of the scope and fee document has been sent to the City Commission electronically and posted to the City’s web site.
SANITARY ASSET INVENTORY:
LIFT STATION 02 BASIN
SUB BASIN 2

Publication Date: 1/12/2017
The Information Technology (IT) Department has used Dell Marketing LP as its preferred vendor for computer equipment and peripherals under Florida State Contract for over ten years. All new and replacement computer equipment is budgeted within the individual departments.

The FY 2019 budget includes $244,000 for new and replacement computer equipment and peripherals across departments (FY2018 budget amount was $237,500). This includes technology associated with new personnel, replacement of equipment at the end of its useful life, and the IT Customer Support Division’s stock of replacement monitors. All equipment costs are charged to the requesting department. The total amount requested was rounded-up to $250,000 to provide authorization for incidental expenses that may arise throughout the year due to equipment failures or other unforeseen needs.

**Title:**

AUTHORIZATION TO PURCHASE COMPUTER EQUIPMENT, PERIPHERALS, AND RELATED SERVICES FROM DELL MARKETING LP IN ACCORDANCE WITH STATE CONTRACT NUMBER 43211500-WSCA-15-ACS IN THE ESTIMATED AMOUNT OF $250,000

---

I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE COMPUTER EQUIPMENT, PERIPHERALS, AND RELATED SERVICES FROM DELL MARKETING LP IN ACCORDANCE WITH STATE CONTRACT NUMBER 43211500-WSCA-15-ACS IN THE ESTIMATED AMOUNT OF $250,000.

Staff Contact: Will Parker, IT Customer Service Manager

wparker@largo.com

x7773
This memo is to request approval to award a project to All American Concrete, Inc. to extend a sanitary sewer main on 10th Street NW from 9th Ave NW to Mehlenbacher Rd. The award is in accordance with pricing contained in the Sanitary Sewer, Reclaimed Water, and Stormwater Repair Bid No. 16-B-535 already executed with All American Concrete Inc.

The 10th Street NW Sanitary Sewer Extension project will extend approximately 300 linear feet of new 8-inch sanitary sewer main along 10th Street NW. This project will provide service connections to the following property parcels in order to correct the existing service connections:

- 800 10th Street NW
- 808 10th Street NW
- 816 10th Street NW
- 850 10th Street NW
- 963 9th Avenue NW

**Potential Motion/Direction Requested:**

I MOVE TO APPROVE/DISAPPROVE AWARD OF CONSTRUCTION OF THE 10TH STREET NW SANITARY SEWER EXTENSION PROJECT, IN THE AMOUNT OF $65,671.10, IN ACCORDANCE WITH PRICING CONTAINED IN BID NO. 16-B-535.
Survey Location Map:
10th St NW Sewer Improvements

Limits of Survey

Jerald Wołoszynski, P.E.
Assistant Director

Rafal Ciesłak, P.E.
May 22, 2018

10th St NW
9th Ave NW
8th Ave NW
The City of Largo Wastewater Reclamation Facility (WWRF) leased an interim chlorination system and arranged the purchase of sodium hypochlorite chemical through Odyssey Manufacturing Company during the construction activities associated with both the Disinfection & Effluent Pump Station project and the Influent Pumping & Headworks Projects. The Disinfection project included a permanent sodium hypochlorite chlorination system that was placed in service in December 2017, which required the City to purchase sodium hypochlorite directly from a vendor.

On November 8, 2015, Clay County Utility Authority (CCUA) entered into contract with Odyssey Manufacturing Company for the purchase of sodium hypochlorite on an annual basis, with three annual renewals available upon mutual agreement of both parties. On September 4, 2018, CCUA approved a fourth renewal with Odyssey, from November 8, 2018 through November 7, 2019. Odyssey Manufacturing Company agreed to allow the City of Largo to use the Clay County, FL Bid with all pricing, terms, and conditions stated therein applying. Current pricing is $0.69 per gallon delivered and the contract runs through November 7, 2019.

**AUTHORIZATION TO PURCHASE SODIUM HYPOCHLORITE FROM ODYSSEY MANUFACTURING CO. IN ACCORDANCE WITH CLAY COUNTY BID NO. 14/15-A13 IN THE ESTIMATED AMOUNT OF $300,000**

The additional $100,000 will come from savings from not purchasing as much Peracetic Acid.

**Potential Motion/Direction Requested:**
I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE SODIUM HYPOCHLORITE FROM ODYSSEY MANUFACTURING CO. IN ACCORDANCE WITH CLAY COUNTY BID NO. 14/15-A13 IN THE ESTIMATED AMOUNT OF $300,000.

**Staff Contact:**
Kyle Hicks
727-518-3076
KHicks@largo.com

**Attachments:**
None
The City’s Wastewater Reclamation Facility (WWRF) uses Sodium Bisulfite to remove chlorine from 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 the contract through November 12, 2019 with 3 renewals upon request. Thatcher Chemical of Florida, Inc. agreed to allow the City of Largo to continue piggybacking on the contract with all pricing, terms, and conditions stated therein applying. The pricing is $1.47 per gallon for full loads (4,000 gallons or more).

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<th>Budgeted Amount:</th>
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<td>Advisory Board Recommendation:</td>
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<td>I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE SODIUM BISULFITE FROM THATCHER CHEMICAL OF FLORIDA, INC. IN ACCORDANCE WITH LEE COUNTY BID NO. B180243RJD IN THE ESTIMATED AMOUNT OF $112,000.</td>
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<tr>
<td>Staff Contact:</td>
<td>Scott Johnson, Management Analyst x7519 <a href="mailto:sjohnson@largo.com">sjohnson@largo.com</a></td>
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</tbody>
</table>
The Environmental Services Department (ES) requests authorization to purchase odor and corrosion control chemicals from Premier Magnesia, LLC. Premier Magnesia, LLC is the sole-source applicator of Thioguard, a proprietary product designed specifically to mitigate hydrogen sulfide ($\text{H}_2\text{S}$) odor and the deteriorating effects of hydrogen sulfide gas on sanitary sewer infrastructure. Premier Magnesia, LLC has agreed to provide Thioguard at a unit price of $2.81 per gallon, delivered. This price reflects a 10.6% increase from FY18. The increase is due to the rise in the Producer Price Index (PPI) and Transportation Index, which represent manufacturing and railroad shipping costs. This pricing will remain in effect from October 1, 2018 through September 30, 2019.

Staff continues to closely monitor the effectiveness of the Thioguard product and has recorded significant reductions in $\text{H}_2\text{S}$ levels throughout areas in the wastewater collection system where it is currently applied. This reduction in $\text{H}_2\text{S}$ levels has a direct correlation to reductions in resident odor complaints and protects the wastewater collection system integrity, extending its useful life.

### Authorization to Purchase Odor and Corrosion Control Chemicals from Premier Magnesia, LLC, in the Estimated Amount of $500,000

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<td>Potential Motion/Direction Requested:</td>
<td>I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE ODOR AND CORROSION CONTROL CHEMICALS FROM PREMIER MAGNESIA, LLC, IN THE ESTIMATED AMOUNT OF $500,000.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Contact:</td>
<td>Scott Johnson, Management Analyst</td>
<td>x7519</td>
<td><a href="mailto:sjohnson@largo.com">sjohnson@largo.com</a></td>
</tr>
</tbody>
</table>

| Attachments: | None |
The City of Largo Wastewater Reclamation Facility (WWRF) utilizes a variety of automation systems to efficiently operate the treatment processes, such as Variable Frequency Drives (VFDs), Software, Motion Controllers, Industrial Controls, Programmable Logic Controllers (PLCs), and Human-Machine Interfaces (HMI). These systems have been standardized over time, and are all manufactured by the Rockwell Automation and Allen-Bradley companies. In order to maintain compatibility and inter-changeability of parts, no other parts from different manufacturers could reliably be utilized without changing all of the automation systems.

Rexel Electric Supply is the sole authorized distributor for Rockwell Automation and Allen-Bradley products and services in the State of Florida. Rexel is also the sole supplier for distributor installation, and field services for these components. Rexel's services for many years and staff are satisfied with their work.

PotentialAction/ Motion/ Direction Requested: I move to approve/disapprove authorization to purchase various automation products and services from Rexel Electric Supply in the estimated amount of $80,000.

Note: $360,000 is budgeted for repair & maintenance and $160,000 is budgeted for operating supplies.
The City of Largo Environmental Services (ES) Department operates 52 lift stations throughout the collection system. All of these lift stations contain multiple pumps requiring preventive maintenance, repairs, and replacement. The Wastewater Collections Division staff uses Flygt products in all lift stations to allow for consistent maintenance practices, interchangeability of parts, and guaranteed compatibility with other lift station components.

Xylem, Inc. is the only authorized vendor for Flygt products, repairs, and warranty work in the State of Florida east of the Apalachicola River. While other vendors may be able to perform repairs using aftermarket parts, Xylem is the only company that uses original manufacturer parts. Collection staff are satisfied with the customer service provided by Xylem during the past several years.

This annual purchase authorization will be effective for all of FY 2019.
The City of Largo issued an RFP on March 23, 2016 regarding the City of Largo's Group & Supplemental Life and Accidental Death & Dismemberment (AD&D) insurance. VOYA Financial (Reliastar) was awarded the bid with a rate guarantee of three (3) years. The City's estimated annual expenditure for Group & Supplemental Life and AD&D insurance is $50,000. The employees’ estimated annual expenditure is $206,000.

The City of Largo provides Basic Life Insurance and AD&D insurance to benefit eligible employees, for which the City of Largo pays the premium costs. The Basic Life and AD&D amount is equal to annual salary rounded to the nearest $500 with a minimum amount of $15,000 (CWA $30,000 minimum) and a maximum amount payable of $250,000. The City’s current Basic Life insurance rate is 0.075 and AD&D insurance rate is $0.025 per $1,000 of coverage per employee per month.

The City offers a Supplemental Life insurance plan, with premiums paid by employees through payroll deductions or Personal Insurance Credits (PIC). Employees may choose coverage of $25,000, $50,000, $100,000, $150,000, $175,000, $250,000 or $500,000. Employees who select Supplemental Life may also select Spouse Life in $10,000 increments up to $100,000. Dependent Child life is also available to employees in the amount of $2,000, $5,000 or $10,000. After retirement, retirees may continue term life insurance in the amount of $10,000 or $20,000 at the retiree’s expense. The retiree premium is $1.37 per $1,000.

Life insurance is part of each department's personnel budget. Upon approval by the City Commission, the policy will date to October 1, 2018.
Exhibit A
City of Largo
I/I Abatement Program
Lift Station 2 Sub-basin 2 Service Area I/I Abatement
Preliminary Engineering Analysis
Summary of Task Descriptions
McKim & Creed, Inc.
September 20, 2018

The City of Largo’s (City) goals are to reduce the total volume of wastewater received at the City’s Wastewater Reclamation Facility (WWRF) during periods of significant wet weather. While the WWRF has capacity to treat the additional wastewater volumes generated during significant rainfall events, there are several lift station service areas which have had recorded Sanitary Sewer Overflows (SSOs) during wet weather events of lengthy duration. The Lift Station 2 (LS) service area is one of the wastewater collection systems that have experienced SSO’s during these past events. As such, the City plans to implement improvements to the wastewater collection system in this service area to mitigate the problematic SSOs. McKim & Creed will implement a program that involves identification of storm water inflow and groundwater infiltration (I/I) sources, provides recommendations for I/I abatement projects, assists in I/I abatement, and documents I/I flow reduction. To accomplish this, the City has divided the LS basin into four (4) sub-basins. Sub-basin 1 is currently being undertaken with a projected completion date of November 2018. McKim & Creed will provide the City with consulting services for Lift Station 2, Sub-basin 2, comprised of the following tasks:

Scope of Services

Task 1 – Project Management and Administration
Task 2 – Storm Water Inflow Source Identification (Smoke/Dye Testing)
Task 3 – Storm Water Inflow Abatement Design (Preparation of Bid Documents)
Task 4 – Infiltration Source Identification (MH Inspections/Night Flow Isolations/CCTV)
Task 5 – Infiltration Abatement Design (Preparation of Bid Documents)

The scope of services is further defined and described in the following tasks:

Task 1 – Project Management and Administration

Task includes project management, kickoff meeting and administration that will be performed from project authorization through construction completion and close-out. Work associated with this task includes the following:

a. Project Set-up
b. Project kickoff meeting
c. Monthly invoicing and status reports
d. Master schedule management

**Task 2 – Storm Water Inflow Source Identification**

McKim & Creed will conduct comprehensive smoke testing of the Lift Station 2 Sub-basin 2 project area (see map: **Attachment A**) wastewater collection system gravity sewers. The testing will encompass approximately 55,204 linear feet of mainline gravity sewers and 1,138 service laterals. Based on the results of the smoke testing effort, dye testing/flooding will be performed on portions of the storm drainage system(s) that are identified as being connected to the wastewater collection system. The following identifies the tasks which will be completed during the smoke/dye testing initiative.

**Smoke Testing:**

1. Select area to be tested and develop working field maps of the area.
2. Field review the area selected and note on the map addresses of the work areas identified by the appropriate City blocks.
3. Distribute notice of smoke testing to homes, businesses, schools, etc. to be impacted by smoke testing efforts. In addition, Largo Fire & Rescue will be notified of any proposed smoke testing activities seventy two hours prior to initiation.
4. During the initial field review, identify all types of businesses, specifically any medical offices or facilities, hospitals, schools, retirement homes (communities) or any other establishment that may need special consideration and handling during the smoke test. Strict consideration and coordination with customers who have sensitive needs must be adhered to, some of whom will not be included on any smoke testing schedule as the nature of their business, such as hospitals, is far too delicate.
5. At least twenty four hours must expire from the issuance of smoke testing notices to allow all affected to prepare for the testing or call with special exceptions, such as persons with health problems living at home, etc.
6. On the day of the testing, the selected portion of the study area will be identified and all street names and related City block addresses will be given to the fire department/emergency personnel for the area where the testing will occur. **UNDER NO CIRCUMSTANCES WILL THE AREA SELECTED FOR THAT DAY'S TESTING BE MODIFIED TO INCLUDE ADDITIONAL WORK UNLESS THE FIRE DEPARTMENT/EMERGENCY PERSONNEL HAVE BEEN NOTIFIED FIRST.** The name and ID number of the fire department person contacted will be documented on the appropriate form. The fire department/emergency personnel will be provided the exact locations and specific time frames of where and when the tests will be performed.
7. Multi-day scheduling with one time reporting to the fire department/emergency personnel will not be permitted.
8. The City’s Project Representative will be notified on a daily basis with the same information.

9. Should the fire department/emergency personnel respond to the target area during the actual smoke testing, all testing will cease immediately and the Smoke Testing Team’s field supervisor in charge will communicate with the fire unit responding to answer any questions that the fire department officer may have.

10. All testing activity will cease when any property owner or occupant complains of smoke entering their establishment or home. Smoke Testing Team’s field personnel will then attempt to isolate where the smoke is entering the establishment or home and make the occupant aware of what the problem may be. All defective plumbing found inside should be documented appropriately for future reference. The occupant will be advised to have the defect repaired by a licensed plumber.

11. During the smoke testing, Smoke Testing Team field personnel will scout the area for smoke escaping from ground sources, roof vents, storm drain structures, etc. All sources of Infiltration/Inflow will be photographed, measured, drawn, and documented accordingly with addresses, data, and sketches. The smoke test form will identify which sewer reach is being tested by its component identification in the City’s GIS database.

It is understood that City staff members may accompany McKim & Creed field staff during the smoke testing to gain a better understanding of how to quantify potential inflow volumes from the smoke defects recorded and how to compare the smoke testing defect results to the previously recorded flow data. McKim & Creed will develop a ‘Smoke Testing Results’ spreadsheet that identifies each pipe section tested and the results of the test, whether positive or negative. A separate spreadsheet, ‘Smoke Testing Defects’, will be prepared that identifies all defects encountered during the smoke testing activity. This spreadsheet will contain a column which identifies the surface area associated with each defect, the associated inflow volume based on a one inch rainfall event at the defect and if there is a need to conduct dye water testing/flooding. If a dye test (dye trace or dye flood) is necessary, a service order number will be prepared for the work effort using the City’s CMMS system and a description provided of what personnel and equipment will be needed.

**Dyed Water Tracing:**

It is assumed that 10 dye water traces will be required to confirm where private storm water inflow sources are entering the wastewater collection system. Private sector dye water tracing will be conducted by introducing a small quantity of liquid dye concentrate into suspect sources such as downspouts, area drains, patio drains, window well drains, and driveway drains, and then introducing a sufficient volume of clean water to locate the source’s discharge point. During each tracing, sanitary sewers, storm drains, and curb lines located downstream of the sources shall be monitored for signs of dyed water. The quantity of dye concentrate and water used will vary depending on pipe size and the quantity of flow and debris in each line section. A report will be
prepared for each location where dye water tracing has been performed. The report will identify where the dye water was introduced and its susceptibility for entering the wastewater collection system. Photos will be taken of where the dye water is introduced and where it is recorded discharging into the downstream wastewater collection system manhole.

**Dyed Water Flooding:**

It is assumed that three (3) dye water floods will be required to identify potential cross connections between the sanitary sewer system and storm drainage sewer system. The Dye Water Flooding results will be documented for each location where the storm drainage system is flooded. Each Dye Water Flood Report will identify the section of wastewater gravity piping being tested, the location(s) where the storm water system piping was isolated and flooded, photographs of each setup and CCTV inspection results identifying the location(s) where dye water was identified entering the wastewater collection system. The following information will also be documented:

- Evidence of dyed water in manholes downstream from the ponding area, stream crossing, or other suspected sources where the dyed water is placed;
- Time of travel from contributing source to manhole sampled, and the concentration of the dyed water;

The Field Inspection Procedures for Dyed Water Flooding are as follows:

1. A mixture of water and any approved dye coloring substance will be introduced to the identified source. Dye Water Team inspectors will be stationed immediately downstream on the local sanitary and storm sewer lines. Observations, whether positive or negative, should be documented appropriately. Whenever possible the dyed water point of exit will be documented either by a handheld digital recorder or by HD closed circuit television inspection equipment.

2. Prior to any testing, the appropriate City staff shall be notified of the specific location of testing and what adjacent waterways may be affected when the dye water is released into the storm drainage system.

Fire hydrants used to supply the water source needed will be opened slowly and closed in the same manner. A flow restrictive device shall be used on the hydrant to prevent discoloration problems. A flow restrictive device and flow meter will be rented through Pinellas County. Should the water be running cloudy or dirty after use, the fire hydrant shall be left open at a slow pace until the water clears. If long term draining is required, the Dye Water Team shall notify the City and Largo Fire and Rescue.
Task 3 – Storm Water Inflow Abatement Design

Upon completion of the dye testing/flooding a Technical Memorandum will be developed to recommend effective forms of abatement for each inflow source discovered. In some cases the necessary abatement activity will include the use of City staff, or third party contracting. The Technical Memorandum will include the individual Dye Test Reports as well as verbiage describing the necessary work which must be completed to eliminate the storm water inflow source(s) and projected costs for completing the work. In addition an 11x17 map which identifies the sanitary and storm water features affected by the proposed I/I remediation effort will be provided. General notes will be added to the map which identifies the proposed I/I abatement scope, but no physical survey, or utility location, will be completed. The diagrams, sketches and notes will be sufficient for use by City maintenance crews to address the inflow abatement. If detailed design is required for corrections beyond the City crew’s capability, we would negotiate additional compensation for these designs.

Task 4– Infiltration Source Identification

This task includes activities needed to identify locations within the Lift Station 2 Sub-basin 2 project area (see map; Attachment A) which are contributing the highest levels of groundwater infiltration. The activities will include conducting manhole inspections and performance of night flow isolations and CCTV inspections. These will be conducted during a fall month in 2018. The following describes the activities to be conducted as part of the infiltration source identification task.

Manhole Inspections:
The manhole inspections will document the existence of a storm water inflow abatement insert/dish, identify previously completed manhole repairs/rehabilitation, establish the existence of active groundwater infiltration, determine the structural condition of the manhole, based on visual observation, and document any Operations and Maintenance (O&M) related defects (roots/grease/sediment buildup). The following identifies the approach to be utilized for completing the inspections.

- Conduct First Pass (Level 1) Inspection – Document manhole location, piping connectivity, piping depths, piping materials, piping size, frame/cover dimensions, existence of inflow insert/dish and drop connections, manhole construction materials utilized, manhole dimensions, condition of connecting mainline gravity sewers, and establish general O&M and structural grades using NASSCO MACP guidelines.
- Conduct Second Pass (Level 2) Inspection – Conduct digital side scan inspection of all structures
• Develop Rehabilitation Recommendations – Use the results of the digital side scanning to develop manhole rehabilitation recommendations for each defective structure.

Level 1 Manhole Inventory/Inspection: Each manhole located in the Lift Station 2 Subbasin 2 project area (see map; Attachment A) will be inventoried and visually inspected. The inventory will include collection of x, y location data utilizing non-survey grade GPS equipment, such as a Trimble R-1 RTK-GPS. Manhole inventory will include up to 225 manholes. Manhole lids will be opened to confirm pipe connectivity, pipe size, and material as shown on the existing GIS. Rim elevation data (z) will not be collected, as the intention of the inspections is based on providing enough adequate data to develop repair and/or rehabilitation recommendations and not for hydraulic model construction use.

Manhole evaluation findings will be summarized on individual manhole evaluation forms that meet the criteria established by NASSCO MACP data collection attribution protocol. The following data will be recorded on the Manhole Evaluation Forms (and in electronic format) for each manhole evaluated.

• Identify each manhole by component number
• Manhole cover and frame type
• Identification of covered or un-located manholes
• Number and size of holes, if any, in a manhole cover, whether cover is subject to ponding or runoff and if a manhole insert has been installed
• Size of ponding/runoff area
• Drawing of invert and direction of flow
• Verified manhole depths and diameters
• Construction materials utilized and condition of cover, rings, walls, steps, aprons, troughs/channels and pipelines incoming and outgoing
• Quantification of visible sources of extraneous flow (inflow & infiltration)
• Identification of special problems and conditions, such as overflows, bypasses, etc.
• Description of leaks and locations
• Evaluation of type and depth of debris in manhole
• Location of manhole: street, driveway, right-of-way/easement
• The x,y location of evaluated manholes will be collected utilizing non-survey grade GPS equipment, such as a Trimble R-1-GPS
• Any manhole found broken, cracked, missing covers, or surcharged, will be reported to the City immediately for remediation action.
• When new structures are found the City will be notified to ensure that the proper identification numbers are added to the new features.
Incoming and outgoing gravity sewer lines connected to the manhole will be investigated, and the following information shall be recorded.

- Size, type, and depth of pipe
- Root growth in pipe
- Type of deposition in pipe and recommended cleaning method
- Visible infiltration sources
- Structural condition of pipe
- Special problems and conditions in pipe

Gravity line investigations will be conducted utilizing either pole mounted camera equipment or manned entry.

The results of the ‘Level 1’ inventory/inspection efforts will be used to grade each manhole for both structural and O&M condition using MACP guidelines. The MACP rating system utilizes the following methodology.

- **Grade 5** – Manholes needing immediate repairs due to I/I, structural deficiencies, roots, corrosion, etc. (failure imminent)
- **Grade 4** – Manholes with significant defects that will reach Priority 5 status if repair/rehabilitation isn’t performed in near future
- **Grade 3** – Manholes with noticeable defects but do not require immediate attention
- **Grade 2** – Manholes in fair condition without significant deficiencies
- **Grade 1** – Manholes in good condition

**Level 2 Digital Side Scan Inspection:** When completing the Level 2 inspections, McKim & Creed will utilize a digital side scanning camera to capture 360 degree imagery of the manholes.

The inspection will be completed in a manner that minimizes movement of the camera head and the descent of the camera will be limited to a maximum of 1-inch per second. Prior to beginning the descent of the camera head, sufficient time will be maintained at manhole rim level in order to properly record the condition of the manhole’s frame and connection to manhole corbel. Collected inspection video will be reviewed in the field to ensure that a quality inspection has been achieved.

McKim & Creed will review the collected digital side scanning video and develop rehabilitation recommendations for each structure inspected. The repair/rehabilitation recommendation action will address the following conditions:
1. Remove Steps
2. Stop Active Infiltration
3. Patch Voids and all Frame Connections with non-shrink grout
4. Remove Loose Coating Materials
5. Resurface Corbel/Walls with Cementitious Mortar
6. Rebuild/Repair Bench/Trough and Seal Pipe Connections
7. Coat Corbel/Cone, Walls, Bench and Trough with an Approved Epoxy Coating System
8. Adjust Frame and Cover Height
9. Reset Frame and Cover
10. Remove Roots
11. Provide Inflow Abatement Insert
12. Remove Debris
13. Perform Structural Repair(s)
14. Replace Frame and Cover
15. Prep Manhole Frame & Corbel and Apply Polyurea Coating to Connection

McKim & Creed will prepare a Technical Memorandum that identifies the proposed repair, or rehabilitation, of each deficient structure. The Technical Memorandum will include mapping that identifies the location of each structure, the proposed repair/rehabilitation methodology to be utilized for each structure and the projected cost for completing the work.

Night Flow Isolations: Upon completion of the manhole inspection effort, McKim & Creed will begin the night flow isolation activities on all gravity piping within the Lift Station 2 Sub-basin 2 project area (see map; Attachment A). The following verbiage describes the scope of services for conducting the night flow isolation initiative.

Flow isolation measurements shall be accomplished using secondary velocity measurement devices and manual depth measurements for large diameter piping, and portable pre-calibrated weirs for small diameter piping. Night flow isolations shall be performed on all gravity sewers experiencing active groundwater infiltration and the pipe sections with the highest levels of infiltration will be recommended for CCTV inspection to adequately document each groundwater infiltration source. Night flow isolations shall be conducted on a sewer reach by sewer reach between the hours of 11:00 PM and 5:00 AM. Upstream flow shall be isolated and consideration given to piping sections whose infiltration rates could be subjected to varying tidal conditions. If restriction of upstream flows may cause backups, upstream flow subtraction shall be utilized for flow isolation. A minimum of three (3) flow measurements shall be taken during each flow isolation, at five minute increments, to assure that no irregular flow
other than groundwater exists. Photographs shall be taken to record the measurements gained from each five minute reading. If flow measurement is negatively affected by standing water caused by system surcharge then no reading shall be taken until the 'tailwater' condition has been eliminated. Spreadsheets will be prepared in a manner that identifies the results of the flow isolations including five minute readings, apparent infiltration volumes, after the subtraction of infiltration rates form connecting manholes and susceptibility of tidal influence. The spreadsheets will be included in a Technical Memorandum which describes the overall results of the night flow isolation initiative and identifies the gravity piping sections which require CCTV inspection to identify the source(s) of active infiltration.

**CCTV Inspections:** Upon approval of the recommendations presented by the Night Flow Isolation Technical Memorandum, McKim & Creed will conduct CCTV inspections of approximately 16,942 linear feet of gravity sewers. Prior to any CCTV inspection, the piping will be cleaned. Cleaning shall include a maximum of three (3) passes of the cleaning head. The cleaning equipment will provide a minimum of twelve (12) gallons per minute of flow at 3,000 psi.

The CCTV inspection equipment will be designed for use in sewers and will have its own light source suitable for viewing entire pipe periphery. CCTV inspection software will be PACP compliant. Inspections shall be completed from manhole to manhole. The camera shall be moved through the line in either direction at a uniformly moderate rate by self-propelled mechanisms. Video images of defects will be captured and tied to their electronic log entry. Obstructions may be encountered during the course of the internal evaluation that prevents the travel of the camera. Should an obstruction not be passable, McKim & Creed will withdraw the equipment and re-enter it for internal evaluation from the opposite end of the sewer reach. Should additional obstructions be encountered after the redeployment of the equipment, and no means are available for passing the obstruction without additional cleaning, the City will be notified and images provided to identify why additional cleaning of the piping is required.

Defects, including building connection leaks, infiltration sources, pipe corrosion, broken pipe, crushed pipe, collapsed pipe, offset joints, etc., will be identified. Location of the observation will be by footage from the entrance manhole and clock position in relation to the pipe circumference. A summary of CCTV inspection results will be presented in a Technical Memorandum. The Technical Memorandum will identify deficiencies encountered, both structural and nonstructural, and shall rate defect severity in accordance with NASSCO PACP. The Technical Memorandum will also provide recommendations for necessary rehabilitation/replacement; including cost estimates, and include copies of the digital video and inspection reports.
**Task 5 – Infiltration Abatement Design:**

Upon approval from the City regarding the recommendations provided in the Technical Memorandum, McKim & Creed will prepare plans and specifications for the City to utilize for successful completion of the necessary manhole and gravity sewer rehabilitation using third party contractor(s), or contractors 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 and as such in-depth corridor surveys and SUE will not be required. Should point repairs or open-cut construction be required, McKim & Creed will negotiate scopes and fees for such repairs to include necessary SUE, surveying, design and permitting services.

**STAFFING – KEY PROJECT TEAM MEMBERS**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal-in-Charge</td>
<td>Street Lee, PE</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Kris Samples, PE</td>
</tr>
<tr>
<td>Lead Engineer</td>
<td>Greg Anderson, PE</td>
</tr>
<tr>
<td>Smoke/Dye Testing Supervisor</td>
<td>Delvin Carter, PACP/MACP</td>
</tr>
<tr>
<td>Manhole Inspection Supervisor</td>
<td>Patrick Goode, PACP/MACP</td>
</tr>
<tr>
<td>Night Flow Isolation Supervisor</td>
<td>Tony Goode, PACP/MACP</td>
</tr>
<tr>
<td>CCTV Inspection Supervisor</td>
<td>Patrick Goode, PACP/MACP</td>
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**SCHEDULE**

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Time to Complete After Receiving NTP Authorization</th>
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<tbody>
<tr>
<td>Project Kick-Off Meeting</td>
<td>2-Weeks</td>
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<tr>
<td>Manhole Inspections</td>
<td>1-Month</td>
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<tr>
<td>Night Flow Isolations &amp; CCTV Inspections</td>
<td>2-Months</td>
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<tr>
<td>Infiltration Abatement Design</td>
<td>3-Months</td>
</tr>
<tr>
<td>Smoke Testing</td>
<td>4-Months</td>
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<tr>
<td>Dye Testing</td>
<td>5-Months</td>
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<tr>
<td>Flow Monitoring &amp; I/I Analysis</td>
<td>7-Months</td>
</tr>
<tr>
<td>Inflow Abatement Design</td>
<td>9-Months</td>
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Exhibit B

FEE

The Work described herein will be performed on a Lump Sum basis. Monthly invoicing will be based on percent complete to date for each task. Scope of Work for the Tasks described herein will be performed for the Lump Sum Fee Amounts as shown in the table below.

<table>
<thead>
<tr>
<th>TASK</th>
<th>TASK DESCRIPTION</th>
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<tr>
<td>1</td>
<td>Project Management and Administration</td>
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<td>2</td>
<td>Storm Water Inflow Source Identification</td>
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<td>3</td>
<td>Storm Water Inflow Abatement Design</td>
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<td>Infiltration Source Identification</td>
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<td>5</td>
<td>Infiltration Abatement Design</td>
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<td></td>
<td>NOT TO EXCEED FEE</td>
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Reviewed and Approved:

City Attorney