

# 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:*

<b>Group</b>	<b>Years of Service</b>	<b>Benefit Level</b>
<i>Not eligible</i>	<i>0 to 1 years of service</i>	<i>0% of average twelve month compensation</i>
<i>Class 1</i>	<i>1 to 3 years of service</i>	<i>40% of average twelve month compensation</i>
<i>Class 2</i>	<i>3 to 5 years of service</i>	<i>50% of average twelve month compensation</i>
<i>Class 3</i>	<i>5 or more years of service</i>	<i>60% of average twelve month compensation</i>

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:

Vendor	Current Annual Premium	Proposed Annual Premium	Annual Difference	Wellness Benefit
Cigna (incumbent)	\$68,053.43	No Proposal		
FCL		\$69,414.50	\$1,361.07	\$10,000
MetLife		\$67,521.38	-\$532.05	
Reliastar		\$84,138.79	\$16,085.36	

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 oversight*
- 

*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**

<i>CONTRACTOR</i>	<i>BID</i>
<i>Ajax Paving Industries of Florida, LLC</i>	<i>\$89,105.00</i>
<i>Jam 520 Construction, Inc.</i>	<i>\$75,4528.00</i>
<i>Castco Construction, Inc.</i>	<i>\$59,487.37</i>

**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*

*website.*

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**

#### **ORDINANCE NO. 2018-66 - FIRST READING – ESTABLISHING THE PROPERTY TAX RATE FOR FISCAL YEAR 2019 - APPROVED**

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 budgets 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.

Fiscal Year	Total City Taxable Value	Total Tax Levy	Value of One Mill for General Fund	Budgeted General Fund Property Tax Revenue	Budgeted CRA Fund Property Tax Revenue
FY 2009	4,343,624,169	\$16,700,366	\$4,191,597	\$15,755,000	\$401,900
FY 2010	3,897,783,107	\$16,804,512	\$3,761,361	\$15,836,000	\$344,500
FY 2011	3,486,118,909	\$15,029,704	\$3,364,105	\$14,251,000	\$308,300
FY 2012	3,306,805,549	\$15,077,049	\$3,191,067	\$14,380,000	\$276,300
FY 2013	3,244,615,167	\$16,222,751	\$3,131,054	\$15,440,000	\$182,900
FY 2014	3,289,066,021	\$17,148,861	\$3,173,949	\$16,441,000	\$216,300
FY 2015	3,467,172,706	\$18,009,535	\$3,345,822	\$17,163,000	\$245,700
FY 2016	3,724,208,734	\$20,000,863	\$3,593,861	\$19,056,000	\$268,400
FY 2017	4,044,507,672	\$21,721,028	\$3,902,950	\$20,686,000	\$321,500
FY 2018	4,367,692,783	\$24,330,227	\$4,214,824	\$23,479,000	\$382,600
FY 2019	4,689,087,872	\$26,921,460	\$4,524,970	\$25,516,000	\$459,800

*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	<u>282,211,961 (+6.47%)</u>
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 14<sup>th</sup> 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:

1. New Revenues and Expenditures in FY 2019 Associated with the Receipt of the 2017/2018 JAG Grants
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.

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.

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Diane L. Bruner, CMC, City Clerk