CITY COMMISSION AGENDA

6:00 PM
October 16, 2018
Commission Chambers

Call to Order

Invocation - Reverend Robert Martin, St. Paul United Methodist Church

Pledge of Allegiance

Ceremonial

1. Recognition Of Top Awards For Largo’s New Brand, Logo And Website Along With The Prestigious Diamond Award From 3CMA
2. Proclamation For Infant Safe Sleep Awareness Month And Presentation
3. Recognition Of Community Partner Imperial Palms
4. Swearing In Of Fire Chief Pittman
4a. Swearing In Of Fire Rescue’s New EMT

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

5. Approval Of Agenda – Regular Meeting Of October 16, 2018
6. Approval Of Minutes – Regular Meeting Of October 2, 2018

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

7. Authorization To Purchase Cellular Voice And Data Services From AT&T Mobility In Accordance With State Contract No. DMS-10/11-008A In The Estimated Annual Amount Of $55,000
8. Authorization To Purchase Centranet Telephone Voice Services From The State Of Florida Department Of Management Services In The Estimated Amount Of $85,000 For The Period Of October 1, 2018 Through September 30, 2019
10. Authorization To Purchase Various Information Technology Wiring And Cabling Services From Comco Communication Installation & Service Co. Inc. In Accordance With Florida Department Of Management Services Suncom In The Estimated Amount Of $100,000
11. Authorization To Purchase Cable TV And Internet Services From Spectrum, Inc. In The Estimated Amount Of $125,000 For Fiscal Year 2019
12. Authorization To Purchase Heavy Duty Tires And Services From Callaghan Tire In The Estimated Amount Of $94,000 In Accordance With The City Of Punta Gorda Bid No. RO8073 Through December
23, 2018


14. Award Of Bid No. 19-B-644, Sanitary Sewer, Reclaimed Water And Stormwater Repair, To Rowland, Inc., Gator Grading And Paving, LLC, QRC, Inc., And All American Concrete, Inc.

15. Approval Of The Phillips Ulmerton Storage LLC Plat

16. Authorization To Purchase A Replacement Fire Engine From Ten-8 Equipment, Inc., In Accordance With Lake County Contract No. 14-0601, In The Amount Of $681,141 And Vehicle Equipment In The Estimated Amount Of $90,000

17. Award Of RFP No. 17-P-591, Contractual Building Services, To MT Causley, LLC And Nova Engineering And Environmental, LLC In The Estimated Amount Of $80,000


19. Resolution No. 2224 – A Moratorium On The Collection Of Temporary Event Fees For The Month Of November 2018 (Largo Small Business Month)

20. Authorization For Commissioner Donna Holck To Attend The 2018 Institute For Elected Municipal Officials IV: Municipal Leadership, To Be Held November 16-17, 2018, In Kissimee, Florida, In The Estimated Amount Of $777.96

Public Hearings  (procedure For Public Hearings: Staff Presentation; Reading Of Ordinance Title; Public Hearing; Questions/discussion; City Commission Action.) - None

Legislative Matters  (procedure For Legislative Matters: Staff Presentation; Public Input; City Commission Questions/Discussion; City Commission Action.)

21. Ratification Of A Collective Bargaining Agreement With The Pinellas County Professional Firefighters IAFF Local 4966 For A Three Year Term Beginning October 7, 2018

22. Annual Update On The Fiscal Year 2019-2023 Public Works Strategic Plan

22a. Affordable Housing Density Bonus Agreement With PSREG CLR Owner, LLC.

23. Ordinance No 2019-01 - First Reading - Vacating A Segment Of The 10th Street NW Right-Of-Way And Portions Of The 11th Avenue NW Right-Of-Way, All Adjacent To 1159 Clearwater-Largo Road

24. Ordinance No. 2019-02 - First Reading - Vacating A Ten Foot Wide Portion Of A Fifteen Foot Wide Drainage And Utility Easement Located At 10915 130th Avenue

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

25. Clear Channel Outdoor Advertising Agreement

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

Adjournment

Any invocation offered at the start of the City Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the City Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission, and the City Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.
The City of Largo Communications & Marketing team is very excited to announce the winning of three top Savvy awards and a highly-acclaimed Diamond Award at the 30th Annual 3CMA Conference in Milwaukee, WI on Thursday, September 6.

Winning one of the first, top Savvy awards in the Marketing & Tools category, Largo's new logo was highly applauded by the judges panel. Extremely impressed by the in-house branding efforts, judges praised the overall cohesive and versatile design that fits a range of needs in our community.

Impressed by the eye-catching graphics and infographic style, the all-new Largo.com also received the top award in Digital Interactive: Overall Website category. Judges noted the interactive, modern layout and design that "has set the new standard for government websites."

Last but certainly not least, the 3CMA panel awarded the City of Largo with not just the top Savvy award in Community Visioning, but also with the "best of the best" Diamond Award! Applauded for ongoing community engagement and consistency, Largo's vision and brand has made its mark in the world of City-County Communicators and Marketers.

3CMA, City-County Communications & Marketing Association, is the nation’s premiere network of local government communicators. The Communications and Marketing team is proud to be bringing back to Largo these prestigious awards and looks forward to sharing this mark of achievement with our community of choice, naturally!
According to the CDC, about 3,500 babies in the U.S. die preventable sleep-related deaths each year. On average, a healthy baby suffocates while sleeping unsafely every month in Pinellas County.

In an effort to prevent these deaths, a local campaign called, Sleep Baby Safely, has been created by Pinellas County leaders. The campaign includes Infant Safe Sleep Training, Direct On-Scene Education, website and social media campaign.

Largo PD will have a certified trainer who will be able to train our officers. They will then be able to recognize those residents in need of Infant Safe Sleep training or proper bedding while they are responding on unrelated calls in the community. The certified trainer will follow-up with the resident to provide training and other services as needed.

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<td>Budget Amendment Required:</td>
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| City Attorney Reviewed: | { ○ Yes | ○ No | ○ N/A } |
| Advisory Board Recommendation: | { ○ For | ○ Against | ○ N/A } |
| Consistent With: | { ○ Yes | ○ No | ○ N/A } |
| Potential Motion/Direction Requested: | N/A |
| Staff Contact: | Chris Berard, Detective | X 7480 | jberard@largo.com |
| Attachments: | Proclamation |
WHEREAS, According to the CDC, about 3500 babies in the U.S. die preventable sleep-related deaths each year; and

WHEREAS, On average, a healthy baby suffocates while sleeping unsafely every month in Pinellas County, making it the #1 cause of preventable death for children under 18; and

WHEREAS, As many babies die before their first birthday from this one single cause than in the next 17 years from all other causes of preventable death combined; and

WHEREAS, A group of concerned Pinellas County leaders created a local campaign based on data and facts called Sleep Baby Safely; and

WHEREAS, The campaign features consistent messaging, coordinated materials, a website, PSA, social media toolkit, and easy-to-remember tips given across multiple touch-points across the county; and

WHEREAS, Sleep Baby Safely also uses direct language – for example, suffocation not SIDS – based on data from the District Six Medical Examiner’s Office which has not determined a cause of death as SIDS in over 17 years; and

WHEREAS, In addition to dozens of campaign partners to include physicians, birthing hospitals, parent educators, and home-visiting agencies, the Largo Police Department and other first responders across the county are providing direct on-scene education to help save babies’ lives.

NOW, THEREFORE, I, WOODY BROWN, Mayor of the City of Largo, and on behalf of the City Commission, do hereby proclaim October 2018 as

INFANT SAFE SLEEP AWARENESS MONTH

Urging all citizens to sleep babies safely – ALONE on their BACKS in an empty CRIB every night, every nap, and every time – so we can celebrate the first birthdays of all babies!

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Largo, County of Pinellas and State of Florida to be affixed this 16th day of October 2018.

MAYOR

ATTEST: L. Bruce Burmeister
CITY CLERK
Imperial Palms has partnered with the Largo Police Department in support of their new SafetyNet program which will begin this year.

SafetyNet is an innovative tracking technology that uses a commercially-produced tracking system to locate individuals who wander off and may become lost. Other local law enforcement agencies have implemented this program with many successful rescues 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 increasing the probability of a safe return home.

Through their generous donation of $3,300, Imperial Palms has enabled the Largo Police Department to purchase an additional 8 SafetyNet locator bracelets to be used by vulnerable seniors in our community.

Thank you for your donation and we would like to recognize Imperial Palms as an outstanding Community Partner.
City Manager Schubert is proud to introduce the newest member of the City's Executive Leadership Team: Fire Chief Chad Pittman.

Chief Pittman was employed by the Palm Harbor Fire Rescue Department for 26 years, the last 5 years as Deputy Chief of Operations. His credentials include: Chief Fire Officer Designation from the Center for Public Safety Excellence, Executive Fire Officer from the National Fire Academy, Master’s Degree in Public Administration from Troy University, Bachelor's Degree in Public Safety Administration from St. Petersburg College, and certified Paramedic, among many other fire rescue certifications.

Chief Pittman was selected after two national searches to replace former Chief Willis, who left the City to move to Utah. While the City Charter provides for the appointment of department directors by the City Manager, the selection process included three interview panels: Executive (City Manager, Assistant City Manager, Police Chief, and Human Resources Director), Fire Department Management (Division, Assistant, and District Chiefs), and Fire Department Employee (Firefighter EMT’s and Paramedics, Fire Lieutenants, including IAFF leadership).

Largo Fire Rescue is a highly professional and respected department, with a Class 1 (the highest available) ISO rating. The department provides fire suppression, emergency medical service, technical rescue, hazardous material, public education, emergency management, and fire inspection services to not just the City of Largo, but also the City of Belleair Bluffs, the Town of Belleair, and a fire district within unincorporated Pinellas County. Chief Pittman is dedicated to continuing this legacy of excellence and furthering the City of Largo’s vision to be the Community of Choice in Tampa Bay.

**SWEARING IN OF FIRE CHIEF PITTMAN**

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Fire Rescue is proud to introduce our newest member: Firefighter/EMT Amanda Campbell.

Please join Fire Administration in congratulating our newest team member.
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Adjournment

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

Invocation was given by Pastor Ray Kilgore, Associate Pastor, Gulf Coast Church of Largo, followed by the Pledge of Allegiance.

CEREMONIAL

PROCLAMATION DECLARING HISPANIC HERITAGE MONTH FROM SEPTEMBER 15 – OCTOBER 15, 2018

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.

Ms. Bruner read the Proclamation aloud and Ms. Clark introduced Ms. Boland. Ms. Boland stated that they have been serving Hispanic residents at the Outreach Center since 2002, with the mission of developing strong families. She stated that they have seen an increase in Largo residents coming to the center for services. She stated that they looked forward to continuing to work with the City of Largo.

PRESENTATION OF FLORIDA RECREATION AND PARK ASSOCIATION AWARDS TO THE LARGO RECREATION, PARKS AND ARTS DEPARTMENT FOR 2018

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 the department’s involvement in: 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 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.

Ms. Pincince described the two awards; Agency of Excellence and Young Professional Rising Star Award to
Megan Leary. Ms. Leary was congratulated by the City Commission, City Manager, City Attorney and
Assistant City Manager.

**PROCLAMATION DECLARING OCTOBER 2018 AS COMMUNITY PLANNING MONTH**

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.

Ms. Bruner read the Proclamation aloud. Mr. Perez stated that community planning was a collaborative effort
and thanked the Planning Board and Community Development Advisory Board for their efforts.

**CITIZEN COMMENT**

None

**MINUTES – APPROVED**

Approval of the Regular City Commission Meeting minutes of September 18, 2018 as on file in the City Clerk’s
Office.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Carroll, to approve the minutes of
the Regular Meeting of September 18, 2018.

Vote:

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

Absent: Commissioner Robinson

Motion carried 6-0.
AGENDA – APPROVED AS AMENDED

Approval of the Regular Commission Meeting agenda of October 2, 2018.

Discussion:

Commissioner Holmes requested that Item 11 be removed from the Consent Docket.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve the agenda for the Regular Meeting of October 2, 2018.

Vote:

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

Absent: Commissioner Robinson

Motion carried 6-0.

STAFF REPORTS

COMMUNITY DEVELOPMENT ADVISORY BOARD (CDAB) 2017 ANNUAL REPORT – PRESENTATION GIVEN

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.

Ms. Kadau presented the 2017 report. Mayor Brown thanked Ms. Kadau and CDAB member Janyce Cruse for attending the meeting.
CONSENT DOCKET – APPROVED AS AMENDED

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

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, Pinellas Planning Council, 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 and Suncoast League of Cities, are also covered.

APPOINTMENT OF MEMBERS TO THE LARGO YOUTH LEADERSHIP COUNCIL

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

AWARD OF BID NO. 18-B-641, YARD TRASH, CLASS III WASTE AND CONSTRUCTION DEMOLITION DEBRIS DISPOSAL, TO ANGELO’S RECYCLED MATERIALS, WASTE MANAGEMENT OF FLORIDA AND
CONSOLIDATED RESOURCE RECOVERY FOR A THREE (3) YEAR PERIOD IN THE ESTIMATED AMOUNT OF $900,000 PER YEAR

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.

AUTHORIZATION TO RENEW BID NO. 15-B-527, MOBILE REPAIRS TO REFUSE CONTAINERS FOR ONE AND FINAL YEAR, TO MCS CURTIGAN GROUP, INC. IN THE ESTIMATED AMOUNT OF $54,000

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.

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

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.

**RENEWAL OF BID NO. 17-C-589, PAVEMENT AND ROADWAY INFRASTRUCTURE REHABILITATION, TO ASPHALT PAVING SYSTEMS, INC. AND GATOR GRADING AND PAVING, LLC**

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.

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>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>$20,000</td>
<td>PW</td>
<td>Parking Lot Maintenance</td>
</tr>
<tr>
<td>General</td>
<td>$19,600</td>
<td>RPA</td>
<td>Asphalt Patches, Misc Parks</td>
</tr>
<tr>
<td>General</td>
<td>$170,000</td>
<td>PW</td>
<td>Street Maintenance</td>
</tr>
<tr>
<td>Local Option Sales Tax</td>
<td>$415,000</td>
<td>RPA</td>
<td>Central Park Parking Lots 2 and 3</td>
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<tr>
<td>County Gas Tax</td>
<td>$50,000</td>
<td>EN</td>
<td>Road and Sidewalk R&amp;M</td>
</tr>
<tr>
<td>County Gas Tax</td>
<td>$35,000</td>
<td>PW</td>
<td>Street/Sidewalk Minor Repairs</td>
</tr>
<tr>
<td>TIF 7a, 8</td>
<td>$285,000</td>
<td>EN</td>
<td>Sidewalk Expansions</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$994,600</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Funds will not be expended unless a specific project/ scope is assigned to a contractor.

**RENEWAL OF BID NO. 17-C-588, MISCELLANEOUS SANITARY SEWER LIFT STATION REPAIRS, TO**
APEX COMPANIES, LLC, AND RTD CONSTRUCTION, INC.

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>
</tr>
</thead>
<tbody>
<tr>
<td>EN</td>
<td>Sanitary Sewer Repair /Maintenance APA</td>
<td>$250,000</td>
</tr>
<tr>
<td>ES</td>
<td>Lift Station Repair and Maintenance</td>
<td>$50,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$300,000</strong></td>
</tr>
</tbody>
</table>

Funds under the APA are not spent unless a work order and associated costs are assigned to a contractor.

RENEWAL OF Bid No.17-C-590, MISCELLANEOUS MANHOLE REHABILITATION TO CONCRETE CONSERVATION INC., T.V. DIVERSIFIED LLC, VACVISION ENVIRONMENTAL LLC, AND ROWLAND, INC.

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.

Staff has identified the following funding in the FY 2019 budget that will use this APA.

| Wastewater                     | $250,000 | EN |
Hermine Areas 1-5 I&I Projects | $1,600,000 | ES
LS 2 Sub-Basin 1 I&I Project | $823,500 | ES
Total | $2,673,500 |

Funds will not be expended unless a specific project/ scope is assigned to a contractor.

APPROVAL OF SCOPE AND FEE FOR AN ENGINEERING INFLOW AND INFILTRATION EVALUATION OF LIFT STATION 2 SANITARY SEWER SUB-BASIN 2 BY MCKIM AND CREED INC. IN THE AMOUNT OF $199,498

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).

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.

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

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.
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

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

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 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 BISULFITE FROM THATCHER CHEMICAL OF FLORIDA, INC. IN ACCORDANCE WITH LEE COUNTY BID NO. B180243RJD IN THE ESTIMATED AMOUNT OF $100,000

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).

AUTHORIZATION TO PURCHASE ODOR AND CORROSION CONTROL CHEMICALS FROM PREMIER MAGNESIA, LLC, IN THE ESTIMATED AMOUNT OF $500,000
The Environmental Services Department (ES) requests authorization to purchase odor and corrosion control chemicals from Premier Magnesia, LLC. Premier Magnesia, LLC is the sole-source applicator of Thioguard, a proprietary product designed specifically to mitigate hydrogen sulfide (H$_2$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 H$_2$S levels throughout areas in the wastewater collection system where it is currently applied. This reduction in H$_2$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 VARIOUS AUTOMATION PRODUCTS AND SERVICES FROM REXEL ELECTRIC SUPPLY IN THE ESTIMATED AMOUNT OF $80,000**

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.

**AUTHORIZATION TO PURCHASE PUMPS AND PUMP REPAIR SERVICES FOR FLYGT PRODUCTS FROM XYLEM, INC. IN THE ESTIMATED ANNUAL AMOUNT OF $150,000**

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. Collections 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.

**RENEWAL OF RFP NO.16-P-560, GROUP & SUPPLEMENTAL LIFE AND AD&D LIFE INSURANCE TO VOYA FINANCIAL FOR A ONE YEAR PERIOD BEGINNING OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019 IN THE ESTIMATED AMOUNT OF $256,000**

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.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, 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, Holck, Carroll, Mayor Brown

Absent: Commissioner Robinson

Motion carried 6-0.

ITEMS REMOVED FROM THE CONSENT DOCKET

AUTHORIZATION TO PURCHASE NEW COMPACTORS AND ASSOCIATED EQUIPMENT FROM WASTEQUIP, LLC UNDER SOURCEWELL (FORMERLY NJPA) CONTRACT 041217-WQI IN THE ESTIMATED AMOUNT OF $200,000 – APPROVED

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.
Questions:
Commissioner Holmes questioned whether the compactor cost included the sealed container. Mr. Comi stated that it did. Commissioner Holmes also questioned how many compactors would be at the end of their useful lives. Mr. Comi stated that three have reached the end this year, however staff anticipates another 34 privately owned compactors will also come to the end during FY 2019. He stated that some private owners will want to use the City’s compactors and that new customers are also anticipated. Commissioner Holmes questioned the associated equipment. Mr. Comi explained that this referred to items such as containers, power units and guiderails.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to approve authorization to purchase new compactors and associated equipment from Wastequip, LLC under Sourcewell (Formerly NJPA) Contract 041217-WQI in the estimated amount of $200,000

Discussion:
None

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

Motion carried 6-0.

PUBLIC HEARINGS

None

LEGISLATIVE MATTERS

None

ITEMS FROM CITY ATTORNEY, COMMISSION, MAYOR, CITY MANAGER

Commissioner Holck thanked Ms. Kadau and all of the members of the Community Development Advisory Board (CDAB).

Commissioner Carroll stated that he had work done on the sewer line in front of his house and complimented staff on their work. He stated that he has received feedback from the community on the recent sign discussion. He stated that the Suncoast League of Cities will host a Legislative Round Table on December 7th at the Library.

Vice Mayor Smith also thanked Ms. Kadau and the other CDAB members. He asked that the board also look at pedestrian and bicycle safety issues. He stated that PTEC will have an Open House the next day from 5:30 to 7:00 pm in their culinary art center. He stated that Coffee with a Cop will also be held tomorrow at three locations. He thanked staff for their work on the FY 2019 budget.

Commissioner Fenger thanked Ms. Kadau and the members of CDAB for their work. She stated that PSTA will unveil its first fully electric bus tomorrow morning at 10:00 am at St. Petersburg City Hall. She stated that she will be attending a round table discussion with the Pinellas County School Superintendent tomorrow at PTEC.
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.
Mayor Brown thanked Ms. Kadau and Ms. Cruse.

Commissioner Carroll stated that the locations for Coffee With A Cop are Europa Cafe, The Haus Coffee Shop and Frida’s Cafe and Bakery.

**SUMMARY OF ACTION ITEMS**

None

**ADJOURNMENT**

The meeting adjourned at 6:34 pm.

______________________________
Diane L. Bruner, CMC, City Clerk
The City of Largo has been using AT&T Mobility for cellular voice telephone services since October, 2013. The initial cellular voice contract was for three years and currently the City is under the terms and conditions of the state contract, which is in effect until January 10, 2022. This cellular voice service is used by all City Departments. The rate is $0.06 per minute per call and provides several base cellular phone models at no cost to the City. These services are also used by the Police Department as an emergency secondary connectivity method in case of failure by the primary cellular data services provider. Due to the deployment of smartphones, data services are also now included in this purchase.

**Authorization to Purchase Cellular Voice and Data Services from AT&T Mobility in Accordance with State Contract No. DMS-10/11-008A in the Estimated Annual Amount of $55,000**

The City Attorney reviewed and found the recommendation consistent with the Advisory Board.

**Potential Motion/Direction Requested:**

I move to approve/disapprove authorization to purchase cellular voice and data services from AT&T Mobility in accordance with State Contract No. DMS-10/11-008A in the estimated annual amount of $55,000.

**Staff Contact:**

Michael Pearlman, IT Infrastructure Manager  x6802  mpearlma@largo.com

**Attachments:**

None
Centranet is a communications service offered by the State of Florida Department of Management Services. The City receives the Primary Rate Interface (PRIs) from Centranet. The PRI consists of 2 digital circuits that allow up to 46 simultaneous external voice calls (local and long distance). This service provides the primary land line voice services for phone number 727-587-6700 which allows for incoming and outgoing calls through the City telephone system serving City telephones on the internal 4 digit dialing plan. Most of the Direct Inward Dialing (DID) numbers are served by these PRI circuits. The use of 2 circuits allows for redundancy should one circuit become disabled.

Centranet is also used to provide telephone service (local and long distance), voice mail, and fax services for City locations that are not connected to the City's main PBX telephone system.

For the current fiscal year, monthly Centranet services have averaged approximately $7,085, depending on the number of active voice circuits, active services, and the volume of long distance telephone calls that were generated by City staff. The pricing for these services is negotiated by the State of Florida with local exchange providers resulting in a lower cost for the same traditional communication services offered commercially.

This item is included in the below budgeted amount, along with the Cellular Voice and Data Services, Agenda Item 7, as well as the Internet Service and Leased Network Connection portion of Agenda Item 11.
Information Technology (IT) staff utilizes Comco Communication Installation & Service Co. Inc. (Comco) for installation, testing, and repair of network cabling, panels, conduits, ports, and other related items. The City has a twenty year history working with Comco on a variety of projects, ranging from small cable runs to major capital projects such as the Fiber Optic Network Reconfiguration.

This request is for authorization of a blanket purchase order to Comco for FY 2019. This authorization will not encumber any funds or guarantee any work. Total spending with Comco was approximately $100,000 in FY 2018. Comco has agreed to honor the terms and pricing of their contract negotiated with the State of Florida SUNCOM program, which is the FL Department of Management Services program to provide superior telecommunications services more cost effectively to state and local governments by achieving economies of scale with enterprise planning and procurement.

Staff Contact: Michael Pearlman, IT Infrastructure Manager  x6802  mpearlma@largo.com

Attachments: None
The City receives both Internet cable modem service and cable television service from Spectrum, Inc. Spectrum has purchased Bright House Cable, which was our previous vendor. The services we are receiving are basically the same as in previous years from Bright House. The most significant part of this purchase is the provision of Internet service used by the City for general Internet access, as well as to connect distant sites (Fire stations, Golf Course, Recycling Center and Environmental Services) to the City’s main computer network. Sites where fiber optic cable is not available are generally connected by these cable data circuits.

This year, Spectrum cable TV service has gone 100% digital, and now requires a digital cable box at each television in the City that needs TV reception. An analysis has been done and the City will require a total of 137 cable boxes at an annual cost of approximately $15,000. Including installation charges and additional cable service levels, the total for FY 2019 cable TV service will be approximately $25,000. Without these boxes, there would be no television reception available at any City facilities, including Public Safety facilities and those utilized by the public, such as Recreation Centers and the Library.

FY 2019 funding for the Internet circuits continues to remain within the IT Department’s budget. Customer Departments will be responsible for the cost of their own cable boxes. Most City facilities have been provided complimentary basic cable TV service in the past, and Spectrum has indicated that this will continue. Service levels above basic cable TV are charged to their respective locations. An example would be the recreational common areas in the Fire stations. Currently, the estimated annual charges break down as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Internet Service</td>
<td>$55,000</td>
</tr>
<tr>
<td>Leased Network Connection</td>
<td>$45,000</td>
</tr>
<tr>
<td>Cable Service</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

Budgeted Amount: $265,000.00
Available Amount: $125,000.00
Expenditure Amount: $125,000.00

Additional Budgetary Information:
The Leased Network Connection and a portion of the Internet Services is drawn from the IT budget ($236,900). Cable Service costs and the remainder of Internet Services are paid by the Departments.

Potential Motion/Direction Requested:
I MOVE TO APPROVE / DISAPPROVE AUTHORIZATION TO PURCHASE CABLE TV AND INTERNET SERVICES FROM SPECTRUM, INC. IN THE ESTIMATED AMOUNT OF $125,000 FOR FISCAL YEAR 2019.
The Fleet Management Division repairs and replaces heavy duty tires on the City’s vehicles and heavy equipment such as Solid Waste trucks, sewer trucks, dump trucks, tractors, Fire apparatus, etc. For the past seven years, the City has purchased heavy duty tires and services from Callaghan Tire utilizing the City of Punta Gorda Bid No. RO8073, which had an original ten year term. This bid is structured to provide for purchasing new tires using either the State of Florida Contract or the Florida Sheriffs Association bid, depending on which offers the best pricing for the needed tire. In addition, the bid provides firm pricing for services such as tire repairs, yard calls, emergency services and recapped tires.

The initial term of the Punta Gorda bid expired on June 23, 2018, but was extended to December 23, 2018. Due to the vacancy and transition of the Fleet Manager position, the Purchase Order for this contract remained open past the June 23, 2018 approval date. The Fleet Management Division recommends that the City continue to use the Punta Gorda bid to purchase heavy duty tires and services through its expiration on December 23, 2018. Historic data indicates that the City’s expenses for this period will be approximately $94,000. This request will authorize expenditures of approximately $94,000 through the period ending December 23, 2018.

Punta Gorda is in the process of issuing a new bid solicitation for this service. Fleet Management will monitor the bid process in Punta Gorda and come to the City Commission in December with a recommendation on how to proceed.
Engineering Services requests award of Bid No. 19-B-645, Trenchless Sanitary and Storm Sewer Rehabilitation annual purchase agreement (APA), to the nine recommended bidders. The City performs contract rehabilitation and repair of sanitary sewer, reclaimed water, and storm sewer systems through the use of an APA with multiple contractors for trenchless pipe rehabilitation, manhole rehabilitation, and traditional excavation, repair and restoration. This APA is for trenchless pipe rehabilitation, which includes wastewater and stormwater pipe cleaning, inspection, grouting and lining services.

The bids were broken into five (5) bid groups, contractors were only required to bid on groups that included services provided by their company. For example Miller Pipeline, LLC is the single vendor for group two fold and former liner and likewise JTV, Inc. and Envirowaste Services Group, Inc. are vendors for group four joint sealing with chemical grout. By awarding the APA to the nine recommended bidders, the City will be able to obtain all of the services included in all the bid groups and will be able to perform the work in a timely manner.

(Continued on Page 2)
The nine contractors are:

- Envirowaste Services Group, Inc.
- Hinderland Group, Inc.
- Granite Inliner, LLC
- Insituform Technologies, LLC
- JTV, Inc.
- BLD Services, LLC
- Miller Pipeline, LLC
- LMK Pipe Renewal, LLC
- Vac Vision Environmental, LLC

FY 2019 budgeted items considered for this APA are:

<table>
<thead>
<tr>
<th>Stormwater</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150,000 Stormwater APA Repairs</td>
<td>EN</td>
</tr>
<tr>
<td>$132,100 Stormwater Repairs</td>
<td>PW</td>
</tr>
<tr>
<td>$100,000 Stormwater Pipe Lining</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Wastewater</th>
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</tr>
</thead>
<tbody>
<tr>
<td>$250,000 Sanitary Sewer Repair APA</td>
<td>EN</td>
</tr>
<tr>
<td>$4,000,000 Hermine SSO Prevention</td>
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<tr>
<td>$4,200,000 LS-2 I&amp;I Abatement</td>
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<tbody>
<tr>
<td>$8,832,100</td>
<td></td>
</tr>
</tbody>
</table>

The intended use of the Hermine SSO Prevention funding is for Inflow and Infiltration (I & I) corrective actions within the three remaining areas, specifically Lift Station sanitary sewer basins 16, 28 and 39. Similar to the work accomplished with FY 2018 funding, Engineering Services will issue APA work orders for gravity pipe lining, and lateral pipe lining with clean-out installation as necessary.

Likewise, the intended use of the Lift Station 2 I&I abatement funding will also be for corrective actions within Lift Station 2 sub-basin 1 for APA work orders for gravity pipe lining, and lateral piping lining with clean-out installation as necessary.

Funds will not be expended unless a specific project/scope is assigned to a contractor.
Engineering Services requests award of Bid No. 19-B-644, Sanitary Sewer, Reclaimed Water and Stormwater Repair annual purchase agreement (APA), to the four recommended bidders. The City performs contract rehabilitation and repair of sanitary sewer, reclaimed water, and storm sewer systems through the use of an APA with multiple contractors for trenchless pipe rehabilitation, manhole rehabilitation, and traditional excavation, repair and restoration. This APA is for traditional excavation, repair and restoration, which includes sanitary sewer, reclaimed water, and storm sewer pipe replacement, and other underground utility repair and replacement.

The four recommended bidders are:

- Rowland, Inc.
- Gator Grading and Paving, LLC
- QRC, Inc.
- All American Concrete, Inc.

By awarding the APA to the four recommended bidders, the City will be able to obtain all of the services included in the bid and will benefit from the timely completion of work.

(Continued on Page 2)
FY 2019 budgeted items considered for this APA are:

<table>
<thead>
<tr>
<th>Stormwater</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150,000 Stormwater APA Repairs</td>
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<tr>
<td>$132,100 Stormwater Repairs</td>
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<tr>
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<table>
<thead>
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<tbody>
<tr>
<td>$250,000 Sanitary Sewer Repair APA</td>
<td>EN</td>
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<tr>
<td>$4,000,000 Hermine SSO Prevention</td>
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<td>$4,200,000 LS-2 I&amp;I Abatement</td>
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<tr>
<td>$100,000 Reclaimed Water Repair/Maintenance</td>
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<th>Total</th>
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</thead>
<tbody>
<tr>
<td>$8,932,100</td>
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</tbody>
</table>

The intended use of the Hermine SSO Prevention funding is for Inflow and Infiltration (I &I) and hydraulic bottleneck corrective actions within all five of the evaluation areas specifically Lift Station sanitary sewer basins 12, 16, 20, 28 and 39. Similar to the work accomplished with FY 2018 funding, Engineering Services will issue APA work orders for gravity pipe repair, replacement and reconfiguration.

Likewise, the intended use of the Lift Station 2 I&I abatement funding will also be for corrective actions within Lift Station 2 sub-basin 1 for APA work orders for gravity pipe repair, replacement and reconfiguration.

Funds will not be expended unless a specific project/scope is assigned to a contractor.
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<td>Rowland</td>
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<tr>
<td>Gator Grading Inc.</td>
<td>$5,494.75</td>
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<tr>
<td>Total Bid Price</td>
<td>$6,318,874.90</td>
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</table>

Proposed Commission Date: [Date]

City of Largo, FL - Tabulation Sheet

Bid No. 18-R-644

September 18, 2018 - 3:00 pm
Sanitary Sewer, Redlined Water and Stormwater Repair
A 72,450 square foot three-story self-storage building and an 18,750 square foot one-story self-storage building are being constructed on approximately 3.27 acres at 9125 Ulmerton Road. Platting of the property is required by the Comprehensive Development Code (CDC) because the parcel is not platted and platting will ensure that records are updated and mapping accuracy of the subject portion of land is maintained. The CDC requires a final plat when a Development Order is issued to ensure the accurate depiction of land subdivision when lot lines vary from previous records, or when parcels are combined or have never been platted.

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

I MOVE TO APPROVE/DISAPPROVE THE PHILLIPS ULMERTON STORAGE LLC PLAT.

Staff Contact: Shaun Smith, Engineering Technician III x4000 ss smith@largo.com

Attachments: Location Map
Project Location Map:
Phillips Ulmerton Storage - 9125 Ulmerton Rd

Phillips Ulmerton Storage Plat
02-30-15-00000-440-0400
Each year as a part of the budget process, the Public Works Department’s Fleet Management Division analyzes the vehicle needs of all City Departments. The Fire Rescue Department’s programmed vehicle replacement schedule provides funding for the replacement of one fire engine (Engine 40) in FY 2019. The current engine has accumulated over 91,000 miles and is seven years old. When replaced, the engine will be placed in reserve status for several more years. This will allow the oldest reserve unit, a 2008 Pierce Velocity fire engine to be surplussed out of the fleet.

The replacement vehicle will be purchased in accordance with the terms, pricing, and conditions established in the Lake County, Florida Contract Number 14-0601. Purchasing the vehicle in accordance with the Lake County contract relieves the City of the extensive specification and bidding process inherent with such a complex and specialized vehicle purchase. The Fire Rescue Department received a proposal for the vehicle from Ten-8 Fire Equipment, Inc. on October 2, 2018, in the amount of $681,141. The total price includes a pre-pay discount of $19,675 for payment in full upon ordering. The vendor will provide a 100% performance bond to ensure that the City's payment will be returned if the apparatus is not delivered. With the purchase of this vehicle, additional accessories and equipment in an estimated amount of $90,000 will be required to ensure the vehicle is fully operational. These accessories will be purchased separately and installed after the vehicle has been delivered. The City will be reimbursed by Pinellas County for a portion of the purchase (approximately 75%) as the vehicle will support fire operations in the unincorporated High Point area of the Largo Fire District.

I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE A REPLACEMENT FIRE ENGINE FROM TEN-8 FIRE EQUIPMENT, INC., IN ACCORDANCE WITH LAKE COUNTY CONTRACT NO. 14-0601, IN THE AMOUNT OF $681,141 AND VEHICLE EQUIPMENT IN THE ESTIMATED AMOUNT OF $90,000.

Matt Carpenter, Division Chief
The purpose of this memo is to obtain City Commission approval for the optional renewal of RFP No. 17-P-591, Contractual Building Services. The Building Division utilizes contractual building services personnel to supplement staff during times of high demand, vacancies, or staff leave time through the use of annual purchase agreements (APA) with multiple vendors. This allows the Building Division to maintain a consistent level of service on plan reviews and building inspections throughout the year.

On November 1, 2016, the City Commission approved award of RFP No. 17-P-591 for contractual building services to the firms listed below. The agreement had a one year term, with the option of additional one-year renewal periods upon mutual agreement between the City and the vendor. Both vendors 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 pricing, as the original RFP. The two vendors are:

- MT Causley, Inc.
- Nova Engineering and Environmental, LLC

The Building Division has a budget of $80,000 for FY 2019 for contractual building services. Funds under these agreements are not spent unless services are requested by the Building Division and provided by the vendor.

I MOVE TO APPROVE/DISAPPROVE RENEWAL OF RFP NO. 17-P-591 FOR CONTRACTUAL BUILDING SERVICES TO MT CAUSLEY, LLC AND NOVA ENGINEERING AND ENVIRONMENTAL, LLC IN THE ESTIMATED AMOUNT OF $80,000.
In July 2017, the City Commission approved acceptance of funding from Pinellas County related to the Deepwater Horizon accident in the Gulf of Mexico. The project submitted and approved by the County is to renovate the trails at McGough Nature Park. This project involves replacing a 2,500 foot section of sidewalk with 2,500 feet, 5 foot wide poured in place rubber trail system in the park. The original proposal was to replace the asphalt trail with concrete, however, due to the cost of concrete and restrictions on equipment that can be brought into the park and trail area, only 800 feet of sidewalk can be poured. However, the poured in place rubber trails will allow for 2,500 feet of trail. The proposed vendor, Rubber Designs LLC, has provided this type of trail surfacing at the Robinson Preserve in Bradenton where they have developed a 130,000 square foot trail system. They also provided this surfacing to the City of St. Pete Beach.

Upon project completion, staff will submit a reimbursement request for the grant funding.

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<th>Budget Page No(s):</th>
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<tr>
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<td>No</td>
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<tr>
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<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Advisory Board Recommendation:</td>
<td>For</td>
<td>Against</td>
<td>N/A</td>
</tr>
<tr>
<td>Potential Motion/ Direction Requested:</td>
<td>I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE SERVICES FROM RUBBER DESIGNS LLC FOR THE INSTALLATION OF A RUBBER TRAIL SYSTEM AT THE MCGOUGH NATURE PARK IN THE AMOUNT OF $73,543.55 UTILIZING THE LEXINGTON COUNTY, SC DISTRICT ONE CONTRACT NO. B2018.21.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Contact:</td>
<td>Lara Khoury</td>
<td>x5012</td>
<td><a href="mailto:lkhoury@largo.com">lkhoury@largo.com</a></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Attachments:</td>
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<td></td>
<td></td>
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</table>
Small businesses play a major role in both the local and national economy. The Small Business Administration reports that small businesses account for 66% of all net new jobs. In Florida alone, small businesses employ over 3.3 million people, which is 42.2% of the private workforce. Largo is home to over 4,000 small businesses. To celebrate the important role that small entrepreneurship plays in the City of Largo, the City Commission has proclaimed the month of November, also the busiest shopping month of the year, as Largo Small Business Month for the past seven years.

Each year the City has celebrated Largo Small Business Month during November and the City Commission has adopted a moratorium on the collection of Temporary Event Permit Application Fees in the amount of $75 per application. As in previous years, staff is once again proposing the moratorium as outlined in the attached Resolution No. 2224. The moratorium will provide Largo's businesses an opportunity to host various events such as sidewalk sales and on-site promotional events at no charge to them in anticipation of the holiday shopping season. Last year, there were eight temporary events held by businesses during Largo Small Business Month. While no fee will be charged to the businesses that choose to participate, they will still be required to submit the Temporary Event Application for life safety review. A proclamation for adoption of “Largo Small Business Month” is scheduled for the ceremonial portion of the November 6, 2018 City Commission meeting.

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<tr>
<td>City Attorney Reviewed</td>
<td>Yes</td>
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<tr>
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</tbody>
</table>

Potential Motion/Direction Requested:

I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2224.

Staff Contact: Karisa Rojas-Norton, ED Coordinator | X7206 | krojasno@largo.com

Attachments:

Resolution No. 2224
RESOLUTION NO. 2224

A RESOLUTION OF THE CITY OF LARGO, FLORIDA, ADOPTING A ONE MONTH MORATORIUM ON TEMPORARY EVENT PERMIT FEES FOR COMMERCIAL AND MULTI-FAMILY DEVELOPMENTS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Largo encourages growth and retention of small businesses; and

WHEREAS, small businesses form the building blocks of our local economy, create employment opportunities and spark innovation; and

WHEREAS, more than half of Americans either own or work for a small business and create two out of three net new jobs in the United States; and

WHEREAS, small businesses give back to our community and provide opportunities for many residents to achieve financial success and independence; and

WHEREAS, the City of Largo is committed to helping small businesses thrive and seeks to honor and celebrate these businesses during the month of November.

NOW, THEREFORE, THE CITY OF LARGO CITY COMMISSION HEREBY RESOLVES:

Section 1. That a moratorium on the collection of the $75.00 Temporary Event Permit Fee for Commercial/Multi-Family developments as provided in Section 4(B)(13)(a) of the City of Largo Fee Schedule is hereby approved for the month of November, 2018.

Section 2. That this resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF __________________, 2018.

CITY OF LARGO, FLORIDA

________________________________________
Louis L. Brown, Mayor

REVIEWED AND APPROVED: ATTEST:

________________________________________
Alan Zimmet, City Attorney

________________________________________
Diane Bruner, City Clerk
In accordance with Legislative Policy 4-2: City Commission Travel Expenses, “In order for the Mayor or Commissioner to receive reimbursement for travel and other expenses, prior authorization must be granted by the City Commission.”

Commissioner Donna Holck is requesting authorization to attend the 2018 Institute for Elected Municipal Officials IV: Municipal Leadership to be held November 16-17, 2018, in Kissimmee, Florida, in the estimated amount of $777.96. IEMO IV will be held following the 2018 FLC Legislative Conference which Commissioner Holck will be attending as a member of the Utilities, Natural Resources & Public Works Policy Committee.

The Institute for Elected Municipal Officials IV consists of two components. The first component identifies the styles of leadership, team collaboration, and how to adapt to situations that are less than ideal. The second component builds on the experience of IEMO III, looking at personal type and trait information. Commissioner Holck completed IEMO III in March, 2017.
Dear Graduate of IEMO III,

You are eligible for IEMO IV -- are you ready?

We are pleased to announce the second class of **IEMO IV: Municipal Leadership**. IEMO IV will be held right after the 2018 FLC Legislative Conference (and at the same hotel in Lake Buena Vista) on **Friday and Saturday, Nov. 16-17th**.

IEMO IV consists of two components. In the first, we will continue to deepen our self-awareness as leaders and our ability to work with others. Combining the insights of the FIRO-B instrument utilized in IEMO III with those provided by the Myers-Briggs Type Inventory (MBTI), Dr. Scott Paine will work with attendees to identify the styles of leadership and of team collaboration that work best for us, and how to adapt to situations that are less than ideal.

In the second, we will create that rarest of environments for elected officials: an open process for discussion and collaboration on the issues you and your fellow attendees consider most important for the future of your cities and of our state. Using Open Space Meeting Technology, we will spend a highly productive day addressing current problems and anticipating future challenges on which we can work together.

Because of the wide-ranging and policy-focused nature of the second component of IEMO IV, **each city can send only one representative** (to avoid Sunshine concerns). Because IEMO IV builds on the experience of IEMO III, **only IEMO III graduates may attend**. And, because each attendee will want some individual time to look at their personal type and trait information with Dr. Paine, attendance is limited to 25.

I hope you'll join us in the opportunity to expand our ability to move forward as citizens of Florida.

Please register [HERE](#) and if you have any questions, please call Shwanda Barnette at (407) 367-4024.

I look forward to seeing you at IEMO IV!

Lynn Tipton  
Director, FLC University  
Florida League of Cities, Inc.  
Direct: (407) 367-4025  
itipton@ficities.com

Please visit the University website: [www.ficuniversity.com](http://www.ficuniversity.com)
Travel Request

CITY of LARGO
LARGO, FLORIDA EST. 1905

Employee Travel Report

Complete BEFORE Training

<table>
<thead>
<tr>
<th>Department</th>
<th>AD - Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Donna Holck</td>
</tr>
<tr>
<td>Employee #</td>
<td>3972</td>
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<tr>
<td>Justification for Travel During and/or after event</td>
<td>Required</td>
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<tr>
<td>Destination</td>
<td>Kissimmee, FL</td>
</tr>
<tr>
<td>Date/Time of Event</td>
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<tr>
<td>Date/Time of Departure</td>
<td>11/15/2018 @ 07:00 AM Departure Time</td>
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<tr>
<td>Date/Time of Return</td>
<td>11/17/2018 @ 08:00 PM Return Time</td>
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<table>
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<td>Food Per-Diem</td>
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<td>Air/Travel Costs</td>
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<tr>
<td>Mileage</td>
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<td>$97.96</td>
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<td>$0.00</td>
<td>$97.96</td>
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Account Number(s) 001-511-0610-40

Pre-Authorization Approval. Send to FINANCE when completed IF staying overnight AND requesting Advance per diem.

Is Food Per Diem being requested in advance? NO x YES □
Amount: $

Department Director Approval: Date:
Administration Approval: Date:
(if required)

Notes/Comments: 2018: 54 c/mile only when personal vehicle is used. Times listed are actual published class times. Attach receipts for tolls, other parking, shuttle and other supporting documentation for mileage reimbursement, internet access, etc.

If Administration approval is required, email completed "Page 1: Before Travel" form to: travel@largo.com
Complete AFTER travel

Reason for travel  Florida League of Cities – Policy Committee  Employee: Donna Holck

Post-Travel Amount Due

To City: __________________________

To Employee (Payroll): __________________________

Notes/Additional Information:

PUBLIC OFFICER, EMPLOYEE AND ELECTED OFFICIAL STATEMENT OF TRAVEL

The travel expenses listed in the Travel Report were actually incurred by the undersigned employee, as necessary travel expenses in the performance of official duties for the City of Largo, Florida. The information contained in the Travel Report is true and correct as to every material matter.

I fully acknowledge and understand that any person who willfully makes and subscribes any travel expense claim that he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation of such a claim that is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes. Whoever receives an allowance or reimbursement by means of a false claim is civilly liable in the amount of the overpayment for the reimbursement of the public funds from which the claim was paid. The above statement is made and given in accordance with s. 166.021, Florida Statutes.

Signature of Public Officer/Employee/Elected Official

Donna Holck / Commissioner

Print Name of Public Officer/Employee/Elected Official  Date

Post-Travel Approval (REQUIRED). Send to FINANCE when completed.

Department Director Approval: __________________________  Date: __________________________

Prepared By: Shirley Frick

Effective Date: 1/1/16  Revised Date: 12/18/17
Thank you for your payment. This web page is your receipt - please print a copy for your records.

Need help printing? Try the control-P key command: press and hold the control key (usually located on the bottom left of the keyboard), and then press the letter P.

Paying by check? Click here for more information.

**Order Confirmation**

Florida League of Cities

<table>
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<th>Quantity</th>
<th>Price</th>
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<tbody>
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<td>300.00</td>
</tr>
<tr>
<td>When: 11/18/2018 12:00 PM - 11/17/2018 3:30 PM</td>
<td></td>
<td></td>
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<tr>
<td>Where: Embassy Suites Orlando - Lake Buena Vista South</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4955 Kyngs Heath Road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kissimmee, FL 34746</td>
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<td></td>
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</tr>
<tr>
<td>Registration Option: Registration fee</td>
<td>11/18/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Item Total** 300.00  
**Transaction Grand Total** 300.00  
**Payment Amount** 300.00

A confirmation is being sent to: sfrick@largo.com

Send another copy to: C:  

9/18/18, 4:29 PM
The IAFF represents Firefighters/EMTs, Firefighter/Paramedics and Fire Lieutenants. The current collective bargaining agreement with the IAFF expired on September 30th, 2018. The City and the IAFF bargaining teams have reached tentative agreement on a proposed three year agreement beginning October 7, 2018. Pay increases for FY 2019 will be effective with the pay period beginning October 7, 2018. This labor agreement is for a full term of three years, expiring on September 30, 2021.

The agreement continues a range pay plan, with minimum range adjustments of 2% and maximum range adjustments of 3% in FY 2019 and FY 2021. In FY 2020, the minimum adjusts 1% and the pay range maximum adjusts by 2%. These pay range adjustments allow the City of Largo to be competitive within our regional market to attract and retain Paramedics, EMTs (Emergency Medical Technicians) and Fire Lieutenants. The general wage increase is 3%, and benchmarks are retained in the agreement based on tenure within the department.

Of the 121 IAFF bargaining unit employees, the agreement was ratified by the membership with a vote of 82 (yes) to 13 (no).

The agreement has been sent to the City Commission electronically and posted to the website.
On June 5, 2008, the American Public Works Association (APWA) granted Accredited Agency status to the Department of Public Works. The accreditation process includes the development of a strategic planning document for the department’s operations for the next five years.

Staff developed seven strategic plans for the Public Works Department in 2007, 2010, 2013, 2015, 2016, 2017, and 2018 respectively. In 2013, staff proposed, and the City Commission approved, a new format for the strategic plan to an extended planning period of five years and institute regular, annual updates to the plan. Supervisors, division managers and the Public Works Director, as part of the Strategic Plan Committee, provided input for the updated plan.

The Strategic Plan provides the Department of Public Works with the following management tools:

- Mission, Vision, and Values
- Guiding Principles
- Strengths, Weaknesses, Opportunities, and Threats
- Department Goals and Objectives

Staff reviewed the accomplishments of FY 2018 in terms of the progress made towards the Department’s goals and objectives and this document includes a summary of those accomplishments. The Strategic Plan Committee updated the Goals and Objectives for FY 2019-2023 and the document includes progress towards its performance measurements for the last year. The Committee reviewed and made changes that were appropriate to the overall plan in light of the City’s new Strategic Plan, which is included in the FY 2018 Adopted Budget.

**Title:**

ANNUAL UPDATE ON THE FISCAL YEAR 2019-2023 PUBLIC WORKS STRATEGIC PLAN

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

Additional Budgetary Information: Not applicable

Funding Source(s): NA

Sufficient Funds Available: { Yes }  { No }

Budget Amendment Required: { Yes }  { No }

Source: N/A

Advisory Board Recommendation: { For }  { Against }  { N/A }

Consistent With: { Yes }  { No }  { N/A }

Accreditation Standards

Potential Motion/Direction Requested: I MOVE TO APPROVE/DISAPPROVE THE PROPOSED UPDATE TO THE FISCAL YEAR 2019-2023 PUBLIC WORKS STRATEGIC PLAN.

Staff Contact: Matthew DiFiore, Management Analyst II  ext. 7601  mdifiore@larg.com

Attachments: FY 19 Annual Update to Public Works Strategic Plan, Quarter 3 Report
Integrity

Enthusiasm

Collaboration

Innovation

Strategic Plan

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

GUIDING PRINCIPLES

and Values, as well as the Largo City Commission’s Focus Initiatives. Guiding Principles serve as the benchmarks of how Department and Division Goals and Objectives meet the Department’s Mission, Vision, and Values.

GUIDING PRINCIPLES

<table>
<thead>
<tr>
<th>Guiding Principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

VALUES STATEMENTS

and educating the community.

To make Largo the community of choice through a diverse high-performing workforce, acting as first responders in servicing, supporting,

VISION STATEMENT

To provide and support superior services through efficient and innovative methods.

MISSION STATEMENT

2019-2023

Strategic Plan

Public Works Department
**STRENGTHS**

- Newer Equipment
- Lack of Structured Employee Development
- Open Communication with Management
- Inter-division Cooperation & Coordination
- Communication
- Too Many Meetings
- Telling our Story
- No apprenticeship Program
- Ego
- Organizational Support
- Security
- Too Many Meetings
- Turnover
- Interdisciplinary
- Technology
- Strategic Planning
- Employee Training
- Resistance to Change
- Work force Near Retirement
- Lack of Structured Employee Development
- Investment in Productivity"
<table>
<thead>
<tr>
<th>Trends</th>
<th>Problems/Challenges</th>
<th>Solutions/Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnover</td>
<td>Limited department</td>
<td>Union Negotiations</td>
</tr>
<tr>
<td>Asset Management</td>
<td>More Processes Same People</td>
<td>International Facility Management Association Membership</td>
</tr>
<tr>
<td>Lean &amp; Flexible Schedule</td>
<td>Unified Department</td>
<td>Union Negotiations</td>
</tr>
<tr>
<td>GIS Coordination</td>
<td>Public Works Professionalization</td>
<td>GIS Coordination/Coordination</td>
</tr>
<tr>
<td>Automatic Vehicle Locators</td>
<td>More Processes Same People</td>
<td>GIS Coordination/Coordination</td>
</tr>
<tr>
<td>Lack of Applicants</td>
<td>Available Workforce</td>
<td>Available Workforce</td>
</tr>
<tr>
<td>Inter-governmental work orders</td>
<td>Risk Averse</td>
<td>High School to Hire Program</td>
</tr>
<tr>
<td>Outsourcing of Services</td>
<td>SWANA Membership</td>
<td>High School to Hire Program</td>
</tr>
<tr>
<td>Increased Material Costs</td>
<td>Relationship with PW Academy</td>
<td>Media Relationships</td>
</tr>
<tr>
<td>Skill Program Responsibility with Other Departments</td>
<td>Media Relationships</td>
<td>Relationship with PW Academy</td>
</tr>
<tr>
<td>Clear/Coordinated Communication</td>
<td>Relationship with PW Academy</td>
<td>Relationship with PW Academy</td>
</tr>
</tbody>
</table>
**Goal:**
Adopt and leverage technology to track and implement performance measurements that improve department efficiency.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Division Assigned</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>All</td>
<td>Begin collecting data on sign and markings to be incorporated into GIS System</td>
</tr>
<tr>
<td>2019</td>
<td>All</td>
<td>Implement smart phones for department personnel</td>
</tr>
<tr>
<td>2019</td>
<td>Fleet Management</td>
<td>Switch over work management to EAM System in Fleet Management Division</td>
</tr>
<tr>
<td>2019</td>
<td>Fleet Management</td>
<td>Begin developing a list of performance measures for streets &amp; stormwater</td>
</tr>
<tr>
<td>2019</td>
<td>Fleet Management</td>
<td>Incorporate direct and indirect labor hours into performance evaluations for fleet</td>
</tr>
<tr>
<td>2019</td>
<td>Solid Waste</td>
<td>Develop benchmarks for direct and indirect labor charges</td>
</tr>
<tr>
<td>2019</td>
<td>Facilities Management</td>
<td>Research possible acquisition of an electronic time card system for Solid Waste System</td>
</tr>
<tr>
<td>2019</td>
<td>Facilities Management</td>
<td>Perform study of PW Complex to determine feasibility of complying with LEED standards</td>
</tr>
<tr>
<td>2019</td>
<td>Facilities Management</td>
<td>Have illustrative mouse PM checks to make class specific</td>
</tr>
<tr>
<td>2019</td>
<td>Facilities Management</td>
<td>Develop a standard measure for tracking fleet downtime</td>
</tr>
</tbody>
</table>

**Objectives:**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Division Assigned</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>All</td>
<td>Set benchmarks for all route types and the Evisio Sustainable Infrastructure Program and complete certifications of specific staff members in the LEED Green Building Program</td>
</tr>
<tr>
<td>2020</td>
<td>Solid Waste</td>
<td>Implement 360 degree camera system in solid waste vehicles as they are replaced by 2020</td>
</tr>
<tr>
<td>2020</td>
<td>Administration</td>
<td>Start Implementation of RFID Readers in front-load program by 2020</td>
</tr>
<tr>
<td>2020</td>
<td>Facilities Management</td>
<td>Incorporate metrics into re-accreditation effort</td>
</tr>
<tr>
<td>2020</td>
<td>Facilities Management</td>
<td>Successfully switch over work management to EAM System in Facilities Management</td>
</tr>
</tbody>
</table>

**Initiatives:**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Division Assigned</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Solid Waste</td>
<td>Develop a standard measure for tracking fleet downtime</td>
</tr>
<tr>
<td>2020</td>
<td>Solid Waste</td>
<td>Incorporate Direct and Indirect Labor Charges</td>
</tr>
<tr>
<td>2019</td>
<td>Streets &amp; Stormwater</td>
<td>Successfully switch over work management to EAM System in Streets &amp; Stormwater</td>
</tr>
<tr>
<td>2019</td>
<td>Streets &amp; Stormwater</td>
<td>Begin developing a list of performance measures for streets &amp; stormwater</td>
</tr>
<tr>
<td>2019</td>
<td>Streets &amp; Stormwater</td>
<td>Incorporate direct and indirect labor hours into performance evaluations for fleet</td>
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</tbody>
</table>

**Fiscal Year:**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Successfully switch over work management to EAM System in Facilities Management</td>
</tr>
<tr>
<td>2019</td>
<td>Incorporate metrics into re-accreditation effort</td>
</tr>
<tr>
<td>2020</td>
<td>Implement 360 degree camera system in solid waste vehicles as they are replaced by 2020</td>
</tr>
</tbody>
</table>

Public Works Department

Strategic Plan

2019-2023
<table>
<thead>
<tr>
<th>Division Assigned</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2020</strong></td>
<td>Review survey results to possible motivators for employees</td>
</tr>
<tr>
<td><strong>ALL</strong></td>
<td>行政管理</td>
</tr>
<tr>
<td><strong>2019</strong></td>
<td>Supplemental leave requirements</td>
</tr>
<tr>
<td><strong>2019</strong></td>
<td>Support and foster trades schools and career paths to improve primary work processes to determine areas of insurable program or teach all</td>
</tr>
<tr>
<td><strong>2019</strong></td>
<td>Review and promote division development plans for new employees</td>
</tr>
<tr>
<td><strong>2018</strong></td>
<td>Develop training or professional development programs by job classification</td>
</tr>
</tbody>
</table>

**Highly trained, productive, and motivated employees serving as leaders in the industry**
<table>
<thead>
<tr>
<th>Year</th>
<th>Division Assigned</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>ALL</td>
<td>Future Initiatives:</td>
</tr>
<tr>
<td>2019</td>
<td>all</td>
<td>Expand stock of Food, Water, and bedding.</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td>Develop Standardized Safety Training Schedule for all Personnel.</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td>Safely store sheets (SDS) OSHA System.</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td>Update all former Material Safety Data Sheets (MSDS) to new Safety Data Sheets OSHA system.</td>
</tr>
</tbody>
</table>

**Fiscal Year:** 2019-2023

**Goal:** Improve departmental safety programming and emergency preparedness.
**Goals & Objectives**

**Future Initiatives:**

<table>
<thead>
<tr>
<th>Division Assigned</th>
<th>Description</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION</td>
<td>Provide PIO and Field Media Relations Training for Management Staff</td>
<td>2019</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>Update and Redesign Department Pamphlet</td>
<td>2019</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>Use Communication Survey Results to improve internal communication</td>
<td>2019</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>Start Program to educate operators on vehicle and equipment maintenance issues</td>
<td>2019</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>Develop and Implement a Department Social Media Strategy</td>
<td>2019</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>Public Works Department Strategic Plan 2019-2023</td>
<td>2019</td>
</tr>
</tbody>
</table>

**Goals:**

**Goal:**

- **Improve overall communication both internally and externally**
<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Integrate City asset management strategy into department operations</td>
</tr>
<tr>
<td></td>
<td>Integrate Public Works Asset Management Plan into annual Strategic Planning Process</td>
</tr>
<tr>
<td></td>
<td>New EAM Software and incorporate into System Integration Programs</td>
</tr>
<tr>
<td></td>
<td>Dueing Asset Management Inventories, Correlate Assets to PM</td>
</tr>
<tr>
<td></td>
<td>Using industry standard maintenance schedules using the new EAM Software</td>
</tr>
<tr>
<td></td>
<td>Integrate new Environmental Sociology standards into Facility Management</td>
</tr>
<tr>
<td></td>
<td>Review possible use building condition index rating system to design standards document</td>
</tr>
<tr>
<td>2020</td>
<td>Review results of Condition Index and Needs Assessment Planning for use by other communities</td>
</tr>
<tr>
<td></td>
<td>Issue consultant and do needs assessment reports on lowest 5%</td>
</tr>
<tr>
<td></td>
<td>Review possible use building condition index rating system to rate all City facilities</td>
</tr>
<tr>
<td>2021</td>
<td>Review neighboring communities for Design Standards Planning for use by other communities</td>
</tr>
<tr>
<td></td>
<td>Publish results of Condition Index and Needs Assessment Planning for use by other communities</td>
</tr>
<tr>
<td></td>
<td>Issue consultant and do needs assessment reports on lowest 5%</td>
</tr>
</tbody>
</table>

**Goals & Objectives**

**Division Assigned**

**Fiscal Year**

**Description**

**Future Initiatives**
MISSION STATEMENT
To provide and support superior services through efficient and innovative methods.

VISION STATEMENT
To make Largo the Community of Choice through a diverse high-performance workforce, acting as first responders in servicing, supporting, and educating the community.

VALUES STATEMENTS
1. Integrity
Proactively researching and implementing new methods and ideas to solve problems and improve service delivery.

2. Enthusiasm
Approaching daily with great interest and pride in the end result.

3. Collaboration
Communicating, engaging, and teamwork that is inclusive of our internal and external partners.

4. Innovation
Fiscal
Strategic Plan
Public Works Department

GUIDING PRINCIPLES
2018-2022

Provide & Promote a Clean Environment & Healthy Community
Provide Largo with Superior Services as Efficiently, Effectively, and Safely as Possible
Ensure Largo's infrastructure is sustainable and well maintained.
### S.W.O.T.T. Analysis

#### STRENGTHS

- Newer Equipment
- Adherence to Policies
- Commitment to Innovation
- Mostly quality employees
- Skilled workforce
- Open communication with management
- Passion
- S.W.O.T. Analyst's
- Education & Training Programs
- Serving as an Industry Leader
- Leaders in Profession
- Professional Certification
- Inter-departmental Relatioships/Coordination
- Documentation & Reporting
- Safety Training
- Senior based Culture vs Performance based culture
- Communication
- Too much process
- Skill based Culture & Performance Based Culture
- Telling our Story
- No Apprenticeship Program
- Eigen
- Consistency
- Chain of Command
- Lack of Trust
- Organizational Alignment
- Security
- Too Many Meetings
- Turnover
- Technology
- Skilling Shoeges
- Employee Annual
- Resistance to Change
- Other Work Force
- Lack of Structured Employee Development

#### WEAKNESSES

- Employees feel it’s more of a job than a career
- Inter-departmental cooperation & coordination
- Documentation & Reporting
- “What’s in it for me” attitude
- Safety Training
- Seniority based Culture vs Performance based Culture
- Communication
- Too much process
- Too large of span of control
- Telling our story
- No apprenticeship program
- Ego
- Consistency
- Chain of command
- Lack of trust
- Organizational alignment
- Security
- Too many meetings
- Turnover
- Technology
- Skilling Shortages
- Employee Annual
- Resistance to Change
- Other Work Force
- Lack of Structured Employee Development

#### THREATS

- Increased Funding
- Inter-departmental relationships/collaboration
- Professional Certification
- Leaders in Profession
- Serving as an Industry Leader
- Yes, we can attitude
- Education & Training Programs
- Passion
- Financial & Business Planning
- Open Communication with Management
- Skilled Workforce
- Most quality employees
- Commitment to Innovation
- Accountability to Policies
- Avoidance to Policies
- Newer Equipment
- Lack of Service Excellence

#### OPPORTUNITIES

- Increased Funding
- Inter-departmental relationships/collaboration
- Professional Certification
- Leaders in Profession
- Serving as an Industry Leader
- Yes, we can attitude
- Education & Training Programs
- Passion
- Financial & Business Planning
- Open Communication with Management
- Skilled Workforce
- Most quality employees
- Commitment to Innovation
- Accountability to Policies
- Avoidance to Policies
- Newer Equipment
- Lack of Service Excellence

---

Through the S.W.O.T. T.A.N.A.L.Y.sis process members of the Strategic Planning Committee could recognize our strengths and weaknesses and develop a framework to improve our performance and continue to be on the cutting edge.

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Public Works Department

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2018-2022

Strategic Plan
<table>
<thead>
<tr>
<th>Trends</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Leans &amp; Flexible Schedule</td>
<td></td>
</tr>
<tr>
<td>Asset Management</td>
<td></td>
</tr>
<tr>
<td>Turnover</td>
<td></td>
</tr>
<tr>
<td>Unfilled Department</td>
<td></td>
</tr>
<tr>
<td>More Processes Same People</td>
<td></td>
</tr>
<tr>
<td>Public Works Professional</td>
<td></td>
</tr>
<tr>
<td>Lack of Applicants</td>
<td></td>
</tr>
</tbody>
</table>

| Inter-departmental Relationships/Collaboration |          |
| High School to Hire Program                   |          |
| Career Ladders/Succession Planning            |          |
| Inter-governmental work orders                |          |
| Establish apprenticeship program with defined pay steps |          |

| Skill program responsibility with other departments |          |
| Risk Averse                                         |          |
| Clear/concise communication                        |          |
| Available workforce                                 |          |
| Restricted pay & benefits                          |          |
| Lack of qualified applicants                      |          |

| Media relationships                                |          |
| SWANA Memberships                                  |          |
| Neighboring cities communication with us           |          |
| Relationships with PW Academy                     |          |
| Supportive Commission                              |          |
| Technology Improvements                            |          |
**Public Works Department**

**Strategic Plan**

**2018-2022**

**Goals & Objectives**

<table>
<thead>
<tr>
<th>Division</th>
<th>Fiscal Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLID WASTE</td>
<td>20189</td>
<td>Develop and utilize a database for tracking waste reduction and recycling efforts.</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>20189</td>
<td>Develop and implement a technology plan that will enhance the efficiency of department operations.</td>
</tr>
<tr>
<td>FACILITIES MANAGEMENT</td>
<td>20189</td>
<td>Review and update the department's energy efficiency and performance standards.</td>
</tr>
<tr>
<td>STREETS &amp; STORMWATER</td>
<td>20189</td>
<td>Conduct a study of the department's operations to determine the feasibility of implementing LEED standards.</td>
</tr>
</tbody>
</table>

**Continuous Improvement Initiatives**

<table>
<thead>
<tr>
<th>Division</th>
<th>Fiscal Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOIL WASTE</td>
<td>20189</td>
<td>Implement an electronic time card system for department personnel.</td>
</tr>
<tr>
<td>FLEET MANAGEMENT</td>
<td>20190</td>
<td>Incorporate metrics into the department's performance evaluation system.</td>
</tr>
<tr>
<td>SOLID WASTE</td>
<td>20190</td>
<td>Perform a 5-year review of the department's mixed recycling program.</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>20190</td>
<td>Research the use of drones for department operations.</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>20190</td>
<td>Implement a smart phone system for department personnel.</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>20190</td>
<td>Begin collecting data on sign and markings.</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>20190</td>
<td>Incorporate performance metrics into the re-accreditation effort.</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>20201</td>
<td>Review asset management programming needs and develop plans to remedy.</td>
</tr>
<tr>
<td>SOLID WASTE</td>
<td>2022</td>
<td>Full-fill implementation of RFID Readers in the frontload program by 2022.</td>
</tr>
<tr>
<td>SOLID WASTE</td>
<td>2022</td>
<td>Implement a 360-degree camera system in solid waste vehicles as they are replaced.</td>
</tr>
</tbody>
</table>

**Future Initiatives**

<table>
<thead>
<tr>
<th>Division</th>
<th>Fiscal Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREETS &amp; STORMWATER</td>
<td>20190</td>
<td>Successfully switch over work management to EAM system in Fleet Management.</td>
</tr>
<tr>
<td>FACILITIES MANAGEMENT</td>
<td>20190</td>
<td>Successfully switch over work management to EAM system in Facilities Management.</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>20190</td>
<td>Successfully switch over work management to EAM system in all divisions.</td>
</tr>
</tbody>
</table>

---

**Completed Projects**

1. Completed the development of a new departmental performance management system.
2. Developed and implemented a new departmental operations plan.
3. Successfully completed the department's annual audit.
4. Conducted a comprehensive review of departmental policies and procedures.
5. Completed the installation of new equipment for improved efficiency.
6. Successfully completed the department's annual budget process.
7. Completed the implementation of a new departmental communications system.
8. Conducted a comprehensive review of departmental performance metrics.
9. Successfully completed the department's annual training program.
10. Completed the development of a new departmental training program.
11. Successfully completed the department's annual safety program.
12. Completed the implementation of a new departmental performance management system.

---

**Public Works Department**

**Strategic Plan**

**2018-2022**

**Goals & Objectives**

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Develop and utilize a database for tracking waste reduction and recycling efforts.</td>
</tr>
<tr>
<td>2.</td>
<td>Develop and implement a technology plan that will enhance the efficiency of department operations.</td>
</tr>
<tr>
<td>3.</td>
<td>Conduct a study of the department's operations to determine the feasibility of implementing LEED standards.</td>
</tr>
</tbody>
</table>

---

**Completed Projects**

1. Completed the development of a new departmental performance management system.
2. Developed and implemented a new departmental operations plan.
3. Successfully completed the department's annual audit.
4. Conducted a comprehensive review of departmental policies and procedures.
5. Completed the installation of new equipment for improved efficiency.
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7. Completed the implementation of a new departmental communications system.
8. Conducted a comprehensive review of departmental performance metrics.
9. Successfully completed the department's annual training program.
10. Completed the development of a new departmental training program.
11. Successfully completed the department's annual safety program.
12. Completed the implementation of a new departmental performance management system.

---

**Future Initiatives**

<table>
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<td>20190</td>
<td>Successfully switch over work management to EAM system in all divisions.</td>
</tr>
</tbody>
</table>
## Public Works Department Strategic Plan 2018-2022

### Goals & Objectives

#### Goal:

Highly trained, productive, and motivated employees, serving as leaders in the industry

<table>
<thead>
<tr>
<th>Objective</th>
<th>Division Assigned</th>
<th>Fiscal Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Overview Professional Development Plans and New Technologies</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
</tr>
<tr>
<td>2. Develop Training or Professional Development Programs by Position</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
</tr>
<tr>
<td>3. Review existing professional development programs to determine needs of personnel</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
</tr>
<tr>
<td>4. Develop employees of all levels to possible new positions</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
</tr>
<tr>
<td>5. Develop education programs and job modules</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
</tr>
<tr>
<td>6. Review supervisors’ development plans for new technologies and equipment</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
</tr>
<tr>
<td>7. Develop education programs and job modules</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
</tr>
<tr>
<td>8. Review existing professional development programs to determine needs of personnel</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
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<tr>
<td>9. Develop Training or Professional Development Programs by Position</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
</tr>
<tr>
<td>10. Review existing professional development programs to determine needs of personnel</td>
<td>All</td>
<td>2018</td>
<td>Continuous</td>
</tr>
</tbody>
</table>

Future Initiatives:

- All Management and Supervisory Staff complete Public Works Institute Program, or Teach at It
- Process Map primary work processes to determine areas of improvement
- Support and Foster Trades Schools and Career Paths to supplement future retirements
- Review Apprenticeship Program Options for Custodians, Mechanics, and CDL Drivers
### Public Works Department

#### Strategic Plan

#### 2018-2022

**Goal:**

3. Improve departmental safety and emergency responsiveness

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Description</th>
<th>Division Assigned</th>
<th>Fiscal Year(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Develop standardized training schedule for all employees</td>
<td>S&amp;A</td>
<td>2018</td>
</tr>
<tr>
<td>2</td>
<td>Ensure department and city wide continuity of operations</td>
<td>S&amp;A</td>
<td>2019</td>
</tr>
<tr>
<td>3</td>
<td>Revise (COOP) for needed updates</td>
<td>ALL</td>
<td>Continuous</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Description</th>
<th>Division Assigned</th>
<th>Fiscal Year(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>FLEET MANAGEMENT/STORMWATER</td>
<td>ADMINISTRATION</td>
<td>2018</td>
</tr>
<tr>
<td>5</td>
<td>Update and upgrade Emergency Command Center in Streets &amp; Stormwater</td>
<td>ADMINISTRATION</td>
<td>2019</td>
</tr>
<tr>
<td>6</td>
<td>Streets &amp; Stormwater (SDS) OSHA System</td>
<td>ADMINISTRATION</td>
<td>2018</td>
</tr>
<tr>
<td>7</td>
<td>Update Material Safety Data Sheets (MSDS) in new and upgraded SDS systems</td>
<td>FM</td>
<td>2020</td>
</tr>
</tbody>
</table>

**Objectives:**

1. Have Basic Electrical 101 Courses for Fleet Technicians
   - Division: FLEET MANAGEMENT
   - Fiscal Year: 2018
   - Status: Complete

2. Update all former Material Safety Data Sheets (MSDS) to new Safety Data Sheets (SDS) OSHA system
   - Division: ADMINISTRATION
   - Fiscal Year: 2019
   - Status: Complete

3. Update and re-publish department emergency operations plan
   - Division: ADMINISTRATION
   - Fiscal Year: 2020
   - Status: Complete

4. Update and re-publish department emergency operations plan
   - Division: ADMINISTRATION
   - Fiscal Year: 2020
   - Status: Complete

5. Update and upgrade emergency command center in streets & stormwater.
   - Division: FLEET MANAGEMENT/STORMWATER
   - Fiscal Year: 2019
   - Status: Complete

   - Division: ADMINISTRATION
   - Fiscal Year: 2018
   - Status: Complete

7. Update Material Safety Data Sheets (MSDS) in new and upgraded SDS systems.
   - Division: FM
   - Fiscal Year: 2020
   - Status: Complete
<table>
<thead>
<tr>
<th>Number</th>
<th>Fiscal Year</th>
<th>Division</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2018</td>
<td>ADMINISTRATION</td>
<td>Start Message from Fleet to Operators on maintenance issues</td>
</tr>
<tr>
<td>2</td>
<td>2019</td>
<td>ADMINISTRATION</td>
<td>Conduct employee survey on how to improve intra-departmental communication</td>
</tr>
<tr>
<td>3</td>
<td>2020</td>
<td>ADMINISTRATION</td>
<td>Develop and implement a department social media strategy</td>
</tr>
<tr>
<td>4</td>
<td>2021</td>
<td>ADMINISTRATION</td>
<td>Develop Departmental Communications Plan with the assistance of Communications &amp; Marketing</td>
</tr>
<tr>
<td>5</td>
<td>2022</td>
<td>ADMINISTRATION</td>
<td>Improve overall communication both internally and externally</td>
</tr>
</tbody>
</table>

**Goal:**

*Improve overall communication both internally and externally*
<table>
<thead>
<tr>
<th>Goal:</th>
<th>Integrate City asset management strategy into department operations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2018-2022 Strategic Plan</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Goals &amp; Objectives</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Goal:</strong></td>
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</tr>
<tr>
<td><strong>Objectives:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td><strong>Division Assigned</strong></td>
</tr>
<tr>
<td>Complete Contracts for all Needed Maintenance Services</td>
<td>ALL</td>
</tr>
<tr>
<td>Using Asset Management Inventories, Correlate Assets to PM Programs</td>
<td>STREETS &amp; STORMWATER</td>
</tr>
<tr>
<td>Integrate industry standard maintenance schedules using the new EAM Software and Incorporate into System Integration</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>Integrate Public Works Asset Management Plan into annual Strategic Planning Process</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>Develop List of Maintenance Activities Needing Contractual Services</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>Integrate new Environmental Standards into Design Standards</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>Use Building Condition Index rating system to rate all City facilities and improve prioritization of work</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>Research and implement vehicle classification categories and consistent classification procedures</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>Complete, review and update City asset management strategy for needed changes</td>
<td></td>
</tr>
<tr>
<td>Future Initiatives:</td>
<td></td>
</tr>
<tr>
<td>Analyze procurement methods for potential changes or improvements to design standards</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>Hire consultant and conduct needs assessment for the lowest 5% rated buildings</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>Publish results of Condition Index and Needs Assessment Planning for use by other communities</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>Research neighboring communities for Design Standards, review ours for needed changes</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>
Under the Clearwater–Largo Road Community Redevelopment District (CLR-CRD) Plan, redevelopment incentives are in place to help the District achieve the goals of the Plan. In particular, the Affordable Housing Density Bonus (AHD) is designed to provide developers with the opportunity to be granted a density bonus based on the percentage of affordable housing units set aside in a new residential project. The incentive provides an additional four (4) units per acre for each five percent (5%) of the total number of units deemed affordable within a project starting at 10% and going up to 20%. In the CLR-CRD Plan, Figure 4.8: Housing Density Bonuses in the Clearwater-Largo Road Community Redevelopment District, outlines how a developer can increase the density on a site. For example, if a site is not an active Mobile Home Park and has a base density of 15 units an acre and the developer commits to a 10% affordable set aside for the new residential project, they could be eligible for four (4) more units per acre through the incentive program. In this case their density would increase from 15 units an acre to 19 units an acre.

This item is to present to the City Commission an AHD Agreement with Pollack Shores Real Estate Group for the development of the former Rainbow Mobile Home Park site located at the southwest corner of Clearwater-Largo and Rosery Roads (map attached). Pollack Shores intends to construct a 224 unit apartment complex on the 8.835 acre site that is made up of a 7.876 acre former mobile home park and .959 acre from the City’s vacation process of an adjacent ditch and a section of a city road. The former mobile home park has a CLR-CRD land use overlay of Mixed Use Corridor and City Home that provides for a residential density of 15 units an acre. An additional 12 units an acre is being requested under the AHD Agreement with a commitment of a 20% affordable housing set aside that will provide a total density of 27 units an acre for the project.

(Continued on Page 2)
The term of the AHD Agreement will be 30 years and be a covenant running with the land, with all successor owners obligated to comply with the Agreement for this period of time. The Largo Housing Division will oversee a reporting and auditing program that has been developed to monitor and confirm that the project abides by the AHD Agreement rules and regulations. Additionally, the Agreement contains a Right to Cure process and outlines fees for non-compliance if the project does not provide, or have available, the 20% AHD units at any time during the term of the Agreement.

A copy of the AHD Agreement has been sent to the City Commission electronically and posted to the website.
The purpose of this memorandum is to request approval for the vacation of rights-of-way adjacent to 1159 Clearwater-Largo Road. The applicant, Anthony M. Everett of Pollack Shores Real Estate Group, authorized agent for the property owners, Biltmore Trails LLC and Largo Belleair LLC, is requesting the vacations for the development of the Rosery Apartments at 1159 Clearwater-Largo Road.

The vacations are being processed in accordance with Section 4.10 Level V, Vacation or Dedication of Right-of-Way or Easements, of the City Comprehensive Development Code (CDC). The applicant is requesting the vacation of a 281 foot x 60 foot segment of the 10th Street NW right-of-way, a 613 foot x 60 foot portion of the 11th Avenue NW right-of-way and a 653 foot x 10 foot portion of the 11th Avenue NW right-of-way, all adjacent to 1159 Clearwater-Largo Road. An easement for roadway use across the 10th Street NW vacated area will be dedicated to the public as part of the platting process. The remaining right-of-way on the west end of 11th Avenue NW will meet the City’s minimum 50 foot width requirement for the existing roadway. The unimproved right-of-way on the east end of 11th Avenue NW currently contains a drainage ditch and will be modified to provide drainage through a piped system.

The proposed vacation of rights-of-way meets the appropriate standards of the CDC and has been reviewed with no objections by City Departments including the Public Works Department and the Engineering Services Department. City staff has determined that the rights-of-way to be vacated are no longer necessary for public purpose. Adjacent property owner and outside utility agencies have been notified, including but not limited to: Pinellas County Utilities, Duke Energy, TECO Peoples Gas, Wide Open West, Frontier, Clearwater Gas System, Bright House Networks and Level 3 Communications, all of which provided no objections.

I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-01 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON NOVEMBER 6, 2018.
ORDINANCE NO. 2019 - 01

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, VACATING A SEGMENT OF THE 10TH STREET NW RIGHT-OF-WAY AND PORTIONS OF THE 11TH AVENUE NW RIGHT-OF-WAY, ALL ADJACENT TO 1159 CLEARWATER LARGO ROAD, LARGO, FLORIDA, WITHIN SECTION 28, TOWNSHIP 29 SOUTH, RANGE 15 EAST, PINELLAS COUNTY, FLORIDA; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Biltmore Trails LLC and Largo Belleair LLC requested that the City vacate a segment of the 10th Street NW right-of-way and portions of the 11th Avenue NW right-of-way, all adjacent to 1159 Clearwater Largo Road; and

WHEREAS, the City Commission has reviewed the request for vacation of rights-of-way and finds that it meets the criteria established in Section 4.10 of the Comprehensive Development Code; and

WHEREAS, the City Commission finds that the vacation of rights-of-way is consistent with the City of Largo Comprehensive Plan, that it will not compromise the public interest nor will it prevent any property from having access to a public right-of-way, and that it will not substantially reduce the market value of abutting property (without the consent of the affected property owner or unless provisions have been made to pay damages); and

WHEREAS, the City Commission has determined said rights-of-way are no longer necessary for public purposes and that vacation thereof is deemed to be in the best interest of the public.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF LARGO HEREBY ORDAINS:

Section 1. That the following described rights-of-way, lying and being in the County of Pinellas, State of Florida, to wit:

AREA 1:

A PORTION OF A 60.00 FEET WIDE RIGHT-OF-WAY OF 11TH AVENUE NW (LEXINGTON AVENUE, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA) LYING IN SECTION 28, TOWNSHIP 29 SOUTH, RANGE 15 EAST, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF LOT 5, BLOCK B, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA; THENCE SOUTH 04°30'55" WEST ALONG THE SOUTHERLY EXTENSION OF THE WEST RIGHT-OF-WAY LINE OF 10TH STREET NW (PALMER STREET PER PLAT), A DISTANCE OF 10.02 FEET; THENCE NORTH 89°07'31" WEST, A DISTANCE OF 653.00 FEET TO THE SOUTHERLY EXTENSION OF THE EAST RIGHT-OF-WAY LINE OF THE PINELLAS TRAIL (RAILROAD RIGHT-OF-WAY PER PLAT); THENCE NORTH 04°02'24" EAST ALONG SAID SOUTHERLY EXTENSION OF THE EAST RIGHT-OF-WAY LINE, A DISTANCE OF 10.02 FEET TO THE SOUTHWEST CORNER OF LOT 15, BLOCK B, SAID RE-PLAT OF ALTA VISTA; THENCE SOUTH 89°07'31" EAST ALONG THE NORTH RIGHT-OF-WAY LINE OF 11TH AVENUE NW (LEXINGTON AVENUE PER PLAT), A DISTANCE OF 653.08 FEET TO THE POINT OF BEGINNING.

CONTAINING 6530 SQUARE FEET OR 0.150 ACRES.

AREA 2:

A PORTION OF A 60.00 FEET WIDE RIGHT-OF-WAY OF 10TH STREET NW (PALMER STREET, RE-
PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA) LYING IN SECTION 28, TOWNSHIP 29 SOUTH, RANGE 15 EAST, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHEAST CORNER OF LOT 1, BLOCK B, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA; THENCE SOUTH 89°03'54" EAST ALONG THE SOUTH RIGHT-OF-WAY LINE OF ROSEY ROAD, A DISTANCE OF 60.12 FEET TO THE NORTHWEST CORNER OF LOT 18, BLOCK A, OF SAID RE-PLAT OF ALTA VISTA; THENCE SOUTH 04°30'55" WEST ALONG THE EAST RIGHT-OF-WAY LINE OF 10TH STREET NW (PALMER STREET PER PLAT) AND A SOUTHERLY EXTENSION THEREOF, A DISTANCE OF 280.67 FEET; THENCE NORTH 89°07'31" WEST, A DISTANCE OF 60.12 FEET TO THE SOUTHERLY EXTENSION OF THE WEST RIGHT-OF-WAY LINE OF SAID 10TH STREET NW; THENCE NORTH 04°30'55" EAST ALONG SAID SOUTHERLY EXTENSION AND THE WEST RIGHT-OF-WAY LINE OF SAID 10TH STREET NW, A DISTANCE OF 280.93 FEET TO THE POINT OF BEGINNING.

CONTAINING 16854 SQUARE FEET, OR 0.387 ACRES.

AREA 3:

A PORTION OF A 60.00 FEET WIDE RIGHT-OF-WAY OF 11TH AVENUE NW (LEXINGTON AVENUE, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA) LYING IN SECTION 28, TOWNSHIP 29 SOUTH, RANGE 15 EAST, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF LOT 5, BLOCK A, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA; THENCE SOUTH 05°08'05" WEST ALONG THE SOUTHERLY EXTENSION OF THE WEST RIGHT-OF-WAY LINE OF CLEARWATER-LARGO ROAD (SUNSET BOULEVARD PER PLAT), A DISTANCE OF 30.08 FEET; THENCE NORTH 89°07'31" WEST, A DISTANCE OF 612.54 FEET TO THE SOUTHERLY EXTENSION OF THE EAST RIGHT-OF-WAY LINE OF 10TH STREET NW (PALMER STREET PER PLAT); THENCE NORTH 04°30'35" EAST ALONG SAID SOUTHERLY EXTENSION OF THE EAST RIGHT-OF-WAY LINE, A DISTANCE OF 30.06 FEET TO THE SOUTHWEST CORNER OF LOT 14, BLOCK A, SAID RE-PLAT OF ALTA VISTA; THENCE SOUTH 89°07'31" EAST ALONG THE NORTH RIGHT-OF-WAY LINE OF 11TH AVENUE NW (LEXINGTON AVENUE PER PLAT), A DISTANCE OF 612.86 FEET TO THE POINT OF BEGINNING.

CONTAINING 18381 SQUARE FEET OR 0.422 ACRES.

AREA 4:

A PORTION OF A 60.00 FEET WIDE RIGHT-OF-WAY OF 11TH AVENUE NW (LEXINGTON AVENUE, GRENELLYN, BLOCK A, REPLAT, ACCORDING TO PLAT BOOK 109, PAGE 42, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA) LYING IN SECTION 28, TOWNSHIP 29 SOUTH, RANGE 15 EAST, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHEAST CORNER OF LOT 1, GRENELLYN, BLOCK A, REPLAT, ACCORDING TO PLAT BOOK 109, PAGE 42, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA; THENCE NORTH 89°07'31" WEST ALONG THE SOUTH RIGHT-OF-WAY LINE OF 11TH AVENUE NW (LEXINGTON AVENUE PER PLAT), A DISTANCE OF 612.21 FEET TO THE NORTHWEST CORNER OF LOT 2, OF SAID GRENELLYN, BLOCK A, REPLAT; THENCE NORTH 04°30'55" EAST ALONG THE NORTHERLY EXTENSION OF THE EAST RIGHT-OF-WAY LINE OF 10TH STREET NW (PALMER STREET PER PLAT), A DISTANCE OF 30.06 FEET; THENCE SOUTH 89°07'31" EAST, A DISTANCE OF 612.54 FEET TO THE NORTHERLY EXTENSION OF THE WEST RIGHT-OF-WAY LINE OF CLEARWATER-LARGO ROAD (SUNSET BOULEVARD PER PLAT); THENCE SOUTH 05°08'05"
WEST ALONG SAID WEST RIGHT-OF-WAY LINE, A DISTANCE OF 30.08 FEET TO THE POINT OF
BEGINNING.

CONTAINING 18371 SQUARE FEET OR 0.422 ACRES.

be and the same are vacated.

Section 2. That a certified copy of this ordinance shall be furnished to Biltmore Trails LLC and
Largo Belleair LLC, property owners, whose mailing address is 1821 Bayshore Blvd, Tampa, Florida
33606-3210, and to the City of Largo Public Works Department.

Section 3. That it is the intention of the City Commission that each provision hereof be
considered severable, and, if any section, subsection, sentence, clause, or provision of this ordinance is
held invalid, the remainder of the ordinance shall not be affected.

Section 4. That this ordinance shall take effect immediately upon its final passage and adoption.

APPROVED ON FIRST READING

PASSED AND ADOPTED ON
SECOND AND FINAL READING

CITY OF LARGO, FLORIDA

Mayor

ATTEST:

City Clerk

REVIEWED AND APPROVED:

City Attorney
Project Location Map:
Vacation of Right-of-Way, 1959 Clearwater-Largo Rd

Pinellas Trail
Rosery Rd
10th St NW
Clearwater Largo Rd

Proposed Vacation of Right-of-Ways

Jerald Wołoszynski, P.E.
Assistant Director
Rafal Cieslak, P.E.

October 02, 2018

MAP SCAL: N.T.S.
The purpose of this memorandum is to request approval for the partial vacation of a public drainage and utility easement that the City of Largo has over, under, through, and across a portion of a residential property located at 10915 130th Avenue. The applicants, Scott and Melissa Howser, have requested that the City approve the vacation of a ten foot wide portion of a fifteen foot wide drainage and utility easement in order to make more exclusive use of the land.

The vacation is being processed in accordance with Section 4.10 Level V, Vacation or Dedication of Right-of-Way or Easements, of the City Comprehensive Development Code (CDC). The applicants are requesting the partial vacation of the fifteen foot wide drainage and utility easement along the northern boundary of their property. One of the outside utility agencies requested that the northern five foot portion of the existing easement remain in place for their utility.

The proposed vacation of easement meets the appropriate standards of the CDC and has been reviewed with no objections by City Departments including the Public Works Department and the Engineering Services Department. City staff has determined that the portion of easement to be vacated is no longer necessary for public purposes. Outside utility agencies have been notified, including but not limited to: Pinellas County Utilities, Duke Energy, TECO Peoples Gas, Wide Open West, Verizon, Clearwater Gas System, Bright House Networks and Level 3 Communications, all of which provided no objections.

ORDINANCE NO. 2019-02 - FIRST READING - VACATING A TEN FOOT WIDE PORTION OF A FIFTEEN FOOT WIDE DRAINAGE AND UTILITY EASEMENT LOCATED AT 10915 130TH AVENUE

I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-02 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON NOVEMBER 6, 2018.

Staff Contact: Ann Rocke, Engineer III  
x4425  
arocke@largo.com

Attachments: Ordinance No. 2019-02, Location Map
ORDINANCE NO. 2019 - 02

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, VACATING A TEN FOOT WIDE PORTION OF A FIFTEEN FOOT WIDE DRAINAGE AND UTILITY EASEMENT LOCATED AT 10915 130TH AVENUE, LOT 19, BLOCK A, ORANGEWOOD ESTATES SUBDIVISION SECTION TWO, AS RECORDED IN PLAT BOOK 69, PAGES 18-21, PUBLIC RECORDS OF PINELLS COUNTY, FLORIDA PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Scott Howser and Melissa Howser, owners of land over and/or through which the City of Largo has a drainage and utility easement located at 10915 130th Avenue, lot 19, BLOCK A, ORANGEWOOD ESTATES SUBDIVISION SECTION TWO, as recorded in Plat Book 69, Pages 18-21, Public Records of Pinellas County, FL, have requested that the City vacate a ten foot wide portion of a fifteen foot wide drainage and utility easement in order to make more exclusive use of the land and

WHEREAS, the City Commission has reviewed the request for vacation of the drainage and utility easement and finds that it meets the criteria established in Section 4.10 of the Comprehensive Development Code; and

WHEREAS, the City Commission finds that the vacation of the drainage and utility easement is consistent with the City of Largo Comprehensive Plan, that it will not compromise the public interest nor will it prevent any property from having access to a public right-of-way, and that it will not substantially reduce the market value of abutting property (without the consent of the affected property owner or unless provisions have been made to pay damages); and

WHEREAS, the City Commission has determined said easement is no longer necessary for public purposes and that vacation thereof is deemed to be in the best interest of the public.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF LARGO HEREBY ORDAINS:

Section 1. That the following described public drainage and utility easement, lying and being in the County of Pinellas, State of Florida, to wit:

The South 10 feet of the North 15 feet of Lot 19, BLOCK A, ORANGEWOOD ESTATES SUBDIVISION SECTION TWO, as recorded in Plat Book 69, Pages 18-21, Public Records of Pinellas County, Florida.

be and the same is hereby vacated, closed, and released.

Section 2. That a certified copy of this ordinance shall be furnished to Scott Howser and Melissa Howser, property owners, whose mailing address is 10915 130th Avenue, Largo, Florida 33778, and to the City of Largo Public Works Department.

Section 3. That it is the intention of the City Commission that each provision hereof be considered severable, and, if any section, subsection, sentence, clause, or provision of this ordinance is held invalid, the remainder of the ordinance shall not be affected.
Section 4. That this ordinance shall take effect immediately upon its final passage and adoption.

APPROVED ON FIRST READING

PASSED AND ADOPTED ON
SECOND AND FINAL READING

CITY OF LARGO, FLORIDA

__________________________
Mayor

__________________________
ATTEST:

__________________________
City Clerk
Pinellas County Public Safety Complex Property

Project Location Map:
10915 130th Ave Partial Vacation of Easement

10-foot-wide portion to be vacated

109th St

130th Ave
The City of Largo entered into individual agreements with Outdoor Advertising Companies (Clear Channel Outdoor and CBS Outdoor) in May 2010 for regulation of outdoor advertising signs (billboards), replacing a previous agreement from May 1999. The agreements were for a ten (10) year period and will expire in 2020. During discussions with the City Commission in 2010, direction was given regarding the issue of digital billboards and consensus was reached to include a provision in the agreement that would allow the Outdoor Advertising Companies (OAC) to submit a written request to the City to negotiate the terms and conditions associated with the introduction and construction of digital, LED or “self illuminated” billboards in the City. The agreement states that it is understood and agreed that no digital, LED or similar “self illuminated” signs are allowed in the City’s jurisdictional limits, unless or until the parties negotiate terms or conditions allowing for such signs.

Clear Channel Outdoor has submitted a request to negotiate the inclusion of digital billboards and to renew the agreement. Accordingly, staff will initiate negotiations with Clear Channel regarding digital billboards and renewal of the agreement. The proposed terms of the new agreement, compared with the terms of the current agreement, will be presented to the City Commission at the February, 2019, City Commission Work Session for direction. Staff wishes the City Commission to be aware of the ongoing negotiations prior to the Work Session. Also, staff will contact Outfront Media (formerly CBS Outdoor) regarding the renewal of their agreement with the City.

STAFF REPORT: INFORMATIONAL ITEM

Presenter: Carol Stricklin, AICP, Com Dev Director
Department: CD – Community Development

Budgeted Amount: $0.00
Budget Page No(s.): NA
Available Amount: $0.00
Expenditure Amount: $0.00

Additional Budgetary Information: Not applicable

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

City Attorney Reviewed: Yes
Advisory Board Recommendation: For
Consistent With: Yes

Potential Motion/Direction Requested: STAFF REPORT: INFORMATIONAL ITEM

Staff Contact: Rick Perez, Planning Manager
586-6749 x 7350 rperez@largo.com

Attachments: None
AGREEMENT BETWEEN

PINELLAS COUNTY PROFESSIONAL
FIREFIGHTERS
IAFF LOCAL 4966

THE CITY OF LARGO

and

THE CITY OF LARGO

OCTOBER 7, 2018 - SEPTEMBER 30, 2021
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ARTICLE 1 - PREAMBLE

This Agreement is entered into by and between the City of Largo, Florida, hereinafter referred to as the "Employer" and Pinellas County Professional Firefighters International Association of Firefighters (IAFF) Local 4966, hereinafter referred to as the "Union".

It is the purpose of this agreement to achieve and maintain harmonious relations between the employer and the union; to provide for equitable and peaceful adjustment of differences which may arise; and to establish proper standards of wages, hours, and other conditions of employment.

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE 2 - UNION RECOGNITION

Section 1

The Employer recognizes the Union as the sole exclusive bargaining agent for the purpose of negotiations over salaries, benefits, and all other conditions of employment for all employees in the bargaining unit.

Section 2

The bargaining unit shall consist of those classifications in the Fire Rescue Department as determined by the Public Employees Relations Commission.

In the event the City introduces a line rank job classification below the rank of District Chief, the City agrees to offer no objection to the inclusion of the position into the bargaining unit. The City and Union agree that the position of Assistant Fire Chief is excluded from the bargaining unit.

Current classifications in the bargaining unit are as follows:

Firefighter/EMT
Firefighter/Paramedic
Fire Lieutenant

Section 3

A Firefighter/Paramedic is a separate job classification within the City's Fire Rescue Department. Employees in these classifications are to perform duties as stated in their job descriptions.

Section 4

Voluntary demotions will be implemented in accordance with Personnel Rules and Regulations.

ARTICLE 3 - MANAGEMENT RIGHTS

Section 1

Management officials retain the full and unrestricted rights to the following, provided they do not conflict with or violate any of the terms of this Agreement:

a. To operate and manage all personnel, facilities, and equipment; to determine the purpose of the department; to determine methods, means and number of personnel needed to carry out the department's mission, including the determination of crew size; to set standards of service to be offered to the public.
b. To establish functions and programs; to set and amend budgets; to determine the utilization of technology, including the introduction of new or improved methods or facilities or the changing of existing methods or facilities.

c. To determine and modify the organizational structure; to select, direct, transfer, assign, and determine the number of personnel and take disciplinary action including discharge, for just cause; to establish normal work schedules and the scheduling of overtime; to relieve employees from duty because of lack of work or when the continuation of work would be wasteful or unproductive.

d. To promulgate, implement, and enforce any rules and regulations concerning Employee practice or working conditions.

Section 2

The Employer will maintain job descriptions for those job classifications covered by this agreement. Management possesses the sole right to establish specifications for each class of position, to classify and reclassify, to allocate and reallocate new or existing positions, and reserves the right to create or abolish any job position or title. Department management shall notify the Union of such actions prior to implementation. It is understood by the parties that every incidental duty connected with operations, as enumerated in job descriptions, is not always specifically described, and employees, at the discretion of the Employer, may temporarily be required to perform duties not within their job description.

Section 3

If in the sole discretion of the Employer it is determined that civil emergency conditions exist, including but not limited to riots, civil disorders, hurricane conditions, or similar catastrophes, the provisions of this Agreement may be suspended by the City during the time of the declared emergency provided that wage rates and other direct monetary payments shall not be suspended. Discipline shall be for just cause during declared emergencies, and shall be grievable within ten days of the end of the declared emergency.

Section 4

Nothing in this Agreement shall prohibit or restrict the right of the Employer from subcontracting work performed by this Agreement. However, prior to subcontracting on-going work performed by bargaining unit employees that will result in a reduction of jobs or a layoff, the City shall provide the Union a minimum of sixty (60) days written notice prior to implementation. This section does not apply to subcontracting in emergency situations or for special projects of limited duration and scope.

Section 5

The above rights by the Employer are not all inclusive but indicate the type of matters or rights which belong to or are inherent to the Employer.

Section 6

Nothing in this Article shall be construed to restrict the ability of the union to engage in impact bargaining as provided for in State Statutes.

ARTICLE 4 - REPRESENTATIVE OF PARTIES

Section 1

The Employer agrees that during the term of this Agreement it will deal only with the authorized representatives of the Union in matters requiring the mutual consent or other official action called for by this Agreement. The Union agrees to notify the Labor Relations Officer and Fire Chief of the name of
such authorized representatives as to the execution of the Agreement and replacement thereof during the term of this Agreement.

Section 2

The Employer and Union agree that during the term of this Agreement both parties will deal only with authorized representatives in matters regarding the negotiation and administration of this Agreement. This section shall not restrict members of the Union from having the same legal rights as any citizen.

ARTICLE 5 - UNION REPRESENTATION

Section 1

The Employer agrees to recognize the Union representatives designated by the Union. The Union shall furnish written notice to the Labor Relations Officer and Fire Chief of such Union representatives.

Section 2

There shall be up to ten (10) Union representatives authorized by this Agreement.

Section 3

The Union agrees to assign one Executive Vice President, District Vice President, Steward, or the President to each grievance who may process that grievance up to and including Step 3 during normal working hours without a loss of earnings or benefits. The Union reserves the right to change the assigned representative processing the grievance upon notification to the Fire Chief or designee and the Labor Relations Officer. The performance of this function by the Union official shall in no way interrupt the normal functioning of the department. During working hours fire station telephones may be used by the assigned Union official to process and investigate grievances. The Union agrees to guard against the use of excessive time for such activities. The Employer and the Union agree that maintenance of superior service and adherence to schedules are compelling commitments which may at times create delays and necessitate postponements. The Union official will provide advance notice to the Fire Chief or designee to allow planning arrangements, staffing permitting, to enable the Union official time for investigative activity. When a Union official desires to contact an Employee who has a complaint, they shall first obtain oral permission from the Fire Chief or designee. If permission must be denied at that particular time, the Union official will be informed of the reason for the denial and when they can reasonably expect to contact the Employee concerned. The Union official will notify the Fire Chief or his designee upon return to work.

Class action grievances may be processed by the President or any one steward subject to the above conditions.

Section 4

Department management agrees not to permanently transfer stewards unless it is necessary for the efficient operation of the Fire Service. In the event it becomes necessary to transfer a steward permanently, the Union will be notified. Temporary transfers are those transfers for a period not to exceed ninety (90) days.

Section 5

Solicitation of any and all kinds by the Union, including but not limited to the solicitation of membership, shall not be engaged in during working hours.

Section 6

The Union may distribute literature concerning Union business or activities and conduct balloting for
contract ratification, for election of representatives and voting on initiatives during duty hours provided it does not interfere with normal operations.

Section 7

The Union shall not distribute on City property materials that reflect on the integrity or motives of any individual, department or activity of City government. Violation of this Section by employees may invoke disciplinary action.

ARTICLE 6 - PAYROLL DEDUCTION OF UNION DUES

Section 1

Employees represented by the Union may request on a prescribed form the authorization of payroll deductions for the purpose of paying Union dues. The Employer is expressly prohibited from any involvement in the collection of fines, penalties or assessments and shall not honor any requests of this nature other than for Union dues.

Section 2

The Union will initially notify the Finance Department as to the amount of dues to be deducted from a member's salary on a monthly or payroll basis. This notice shall state the amount in dollars and cents for each individual member. Such notification will be certified to the Finance Department in writing over the signature of an authorized officer of the Union at least thirty (30) calendar days in advance of the effective date. Changes in membership dues will be similarly certified to the Finance Department and shall be done at least thirty (30) calendar days in advance of the effective date of such change.

Section 3

Deductions for Union dues will be honored providing an authorization form for such deduction is properly executed and has been submitted to the Payroll Section of the Finance Department.

Section 4

Transmittal of dues monies by the City will be made by direct deposit to a bank account designated by the Treasurer of the local union.

Section 5

The Union shall indemnify and hold harmless the Employer from any and all claims or demands and expenses in connection therewith based upon the Employer's participation in dues deductions.

Subject to the approval of management, the Union shall provide for bargaining unit members a form for authorization of dues deductions.

ARTICLE 7 - UNION BUSINESS

Section 1

Any member of the bargaining unit may donate vacation or sick leave to the union pool time. Vacation leave donations shall be in increments of one hour, on the basis of one hour vacation for one hour pool time. Sick leave donations shall be in increments of two hours, not to exceed 24 hours per fiscal year, on the basis of two hours sick leave for one hour pool time. Donation of sick leave in accordance with the provisions of this section may not cause an Employee's sick leave balance to be reduced below 240 hours. Carryover of union pool time from one fiscal year to the next shall not exceed 750 hours. Donations of time shall be made in writing and signed by the Employee.
Each union member shall have an automatic deduction of four vacation hours per year. Deduction of said hours shall commence upon ratification of this agreement and continue each October 1. The Union can suspend the automatic deduction on a year to year basis. Notification to suspend the deduction must be in writing from the Union President no later than 90 days from which the deduction would be made.

Section 2

Charges against the union business pool time, as provided in this article, shall only be made when approved by the president of the local or designee, with the approval of the Fire Chief, or his designee, staffing permitting. The Union shall notify the Employer in writing of any charges against the pool at least five (5) calendar days prior to the time-off period. Leave request submittals shall be completed in a manner similar to all other leave requests.

Section 3

The use of the above referenced pool time shall be used by Union officials or designees for conducting Union business, up to a maximum of two (2) officials per shift, not to exceed a maximum of four (4) at any time to attend national, state or local union meetings. Time off under this provision shall be granted at the discretion of the Employer; however, the use of this time will not be unduly restricted by the Employer given sufficient advance notice by the Union. No overtime will be paid to meet provisions of this article unless previously approved by fire administration.

Section 4

Authorized persons using pool time will not suffer a loss of any benefit.

Section 5

Donations by Employees to the union business pool time account shall be processed by the department no more than two times each fiscal year within separate two week periods that are mutually agreed upon.

Section 6

Union representatives may be excused from duty by department management to attend meetings between the parties with no charge to the union business pool time account.

Section 7

The City will schedule one hour during the new employee Departmental orientation period for the Union to convey information regarding Union membership to new hires.

Section 8

If operationally possible, excuse the Union’s District Vice President and Secretary/Treasurer from mandatory overtime assignments when such an assignment would conflict with a previously scheduled Union activity.

ARTICLE 8 – NON-DISCRIMINATION

Section 1

Employees in the bargaining unit shall have the right to form, join and participate in, or to refrain from joining, forming or participating in any labor organization. Neither the Employer nor the Union will discriminate against any employees in regard thereto.
Section 2

The Employer and the Union will not discriminate against employees in regard to race, color, creed, sex, age, national origin, religion, or disability, as provided by law. Employees may pursue issues regarding discrimination through the Human Resources Department as provided for in City Personnel Rules and Regulations. Any matters regarding this section may not be grieved beyond Step 3 of the grievance procedure as provided for in Article 20.

ARTICLE 9 - PROHIBITION AGAINST STRIKES

Section 1

A strike shall be defined as: the concerted failure to report for duty, the concerted stoppage of work, the concerted submissions of resignations, the concerted abstinence in whole or in part by any group of employees from the full and faithful performance of their duties of employment with the City or participation in a deliberate and concerted course of conduct which adversely affects the service of the City.

Section 2

Neither the Union, nor any of its officers or agents, or members covered by this Agreement, nor any other employees covered by this Agreement, will instigate, promote, sponsor, or engage in any strike, sympathy strike, slowdown, concerted stoppage of work or any other activity which prohibits an Employee from reporting for duty.

Section 3

The Union agrees not to picket over any matter subject to the grievance procedure provided herein. This does not restrict the Union's right to picket for other purposes so long as the same does not lead to a cessation of work by any bargaining unit members.

Section 4

Should the Union or a majority of the Union employees covered hereunder with the City's Fire Rescue Department breach this Article, the Employer may then proceed against the Union as provided in State Statutes.

ARTICLE 10 - BULLETIN BOARDS

Section 1

The Union shall be entitled to reasonable use of City internet, electronic mail, intranet and fax services, and a bulletin board at each station or office in work locations where they are established, or the Union may furnish a bulletin board for its use of a type and in an area agreeable to the Employer. If the Union furnishes a bulletin board, it is their responsibility for the care, maintenance and replacement.

Section 2

These bulletin boards, fax, and City e-mail, intranet and internet shall be used for posting Union notices but restricted to:

a. Notices of Union recreational or social affairs

b. Notices of Union elections and results of such elections

c. Notices of Union appointments and other official Union business
d. Notices of Union meetings and educational material

e. Any other information, including any notices and educational material, containing any information other than purpose, date, time and place, may be posted on such designated areas only upon approval of the Fire Chief or designee.

Section 3

All such notices shall be signed by a duly recognized officer of the Union.

Section 4

Supervision may remove Union material not in conformance with Section 3 of this Article and then inform officers of the Union.

Section 5

All costs incidental to preparing and posting of Union materials will be borne by the Union. The Union is responsible for posting and removing approved material on designated bulletin boards and for maintaining such bulletin boards in an orderly condition.

ARTICLE 11 - HOURS OF WORK

Section 1

The work period cycle for employees working 24 hour shift work will be 28 days.

Section 2

Overtime (1.5 regular rate) will be paid to employees when they actually work more than their regularly scheduled time in a payroll draw period. In the event an employee is deployed to a mutual aid request, the employee will be paid straight time for normally scheduled work days and overtime for normally scheduled days off from station to assignment and return based on the 24 hour shift schedule.

Section 3

If FLSA regulations are amended during the life of the Agreement, the City and Union have the right to reopen this article.

Section 4

All employees within the bargaining unit shall report to duty at Roll Call. The Fire Chief or his designee can approve voluntary early relief practices if it is a casual and informal practice.

Section 5

When a shift employee is promoted, demoted, or reassigned to 40 hour duty (including light duty) in excess of a 30 day period, the following conversion table will be applicable. Vacation leave and sick leave will be reduced to 4/5 of shift hour balances to comply with the 40 hour schedule. Upon returning to shift duty, the balance will then be converted back to 5/4 of the 40 hour balance. Accruals will be at the 40 hour rate during this assignment. Holidays will be granted on the date of occurrence or City substitute when assigned to 40 hour status. All non-scheduled days that occur during 40 hour assignment will be forfeited. These employees will be ineligible for trade time.
Section 6

The present schedule for 24 hour shift personnel of 24 hours on duty followed by 48 hours off duty shall continue. The 24 hour shift begins and ends at 0700.

Section 7

The following Non-Scheduled (NS) Day procedure will apply:

a. Employees will be assigned a NS number, station, and job position.
b. Each number will not be scheduled to work once in each 28 day work period cycle on their assigned shift.
c. Scheduling will be by station and job position as determined by Fire Administration.
d. An Employee may request to reschedule a NS day within the 28-day cycle, subject to adequate staffing and management approval. Such requests are allowed following the annual vacation and employee recognition day picks.

ARTICLE 12 - JURY DUTY AND COURT ATTENDANCE

Section 1

If an employee covered by this labor agreement is summoned for jury duty and/or job-related court attendance, they shall promptly notify his immediate supervisor so that arrangements may be made for their absence from work.

Section 2

Employees who are required to be absent for any portion of their currently scheduled work hours due to such jury duty and job-related court attendance shall receive straight-time pay for the hours absent from work.

Section 3

Employees who perform jury duty for only a portion of their regular scheduled work day are expected to report to work prior to such jury duty and/or when excused or released by the court. Employees required to perform jury duty will be released from duty at 9:00 p.m., provided they are required to report for jury duty the following day.

Section 4

The employee shall provide the Fire Chief with proof of jury duty service before any City compensation is approved.

Section 5

Any employee whose appearance is required in court as the result of a matter arising out of the course of their employment shall suffer no loss of pay or benefits provided they report back to duty when released by the court. Such employee will be released from duty at 9:00 p.m., provided they are required to report to court prior to noon the following day.

Section 6

Employees may keep any compensation provided by the court, provided they comply with Sections 1, 3 and 4 of this Article.
Section 7

Failure to comply with the above sections may be cause for disciplinary action.

Section 8

In the event that court attendance and/or deposition arising from the scope of City employment may be required while off duty, an employee shall receive payment for the hours spent in court attendance with a minimum of two one hours. This time will be considered as hours worked for purposes of determining overtime pay at the time and one-half rate. No employee who is a litigant against the City or any of its officers or departments shall be compensated under this section.

ARTICLE 13 - SICK LEAVE

Section 1

Employees shall be entitled to earn and accrue sick leave while on active pay status on the following basis:

a. Scheduled shift employees shall earn fourteen (14) hours of sick leave for every calendar month worked. (6.46 hours per biweekly payroll draw)

b. Scheduled forty (40) hour employees shall earn eight (8) hours sick leave for every calendar month worked. (3.70 hours per biweekly pay period)

Employees shall be eligible for sick leave after one (1) month of service.

Section 2

Sick leave may be accumulated to a maximum of two thousand sixteen (2016) hours by scheduled shift employees and one thousand six hundred thirteen (1613) hours by scheduled forty (40) hour employees.

Section 3

Employees who accrue sick leave in excess of 400 hours may elect to convert up to 200 hours to vacation leave. Hours will be converted on a two-for-one basis (two (2) hours of sick for one (1) hour vacation. Sick leave hours may be converted only once per year on the employee's anniversary date of hire. Conversion of hours may not reduce the sick leave balance below the threshold of 400 hours. The request to convert hours must be sent to the Human Resources Department, in accordance with Personnel Rules and Regulations. Forty-eight (48) hours of vacation must be utilized in the year immediately prior to the anniversary date to be eligible for sick leave conversion privileges.

Section 4

An employee incapacitated and unable to work shall notify the on-duty district chief at least thirty minutes before their scheduled reporting time as designated by the department, stating the nature of their illness and expected period of absence. This procedure shall be followed for each day the employee is unable to work, unless prior approval is given by the department.

Section 5

If, and whenever, sick leave may appear to be abused, or when an employee consistently uses sick leave as it is earned, the employee claiming/requesting such sick leave may be required to furnish competent proof of the necessity for such absence. The Employer reserves the right in all cases of illness, or reported illness, to require the employee to furnish a certificate or see a doctor designated by the City at the City's cost. The City will not act in an arbitrary or capricious manner concerning this section and will develop guidelines for supervisors concerning this section. Departmental management shall notify the
employee within 24 hours of the reported illness that a doctor's certificate will be required. Abuse of sick leave as stated above or failure to comply with the order to obtain a doctor's certificate may result in discipline up to and including termination.

**Section 6**

Employees may not use any accumulated sick leave for injury sustained while engaged in outside employment or when receiving Workers' Compensation benefits from a source other than the City.

**Section 7**

Sick leave used under this article shall be charged as used in increments of one hour.

**Section 8**

Employees using sick leave are expected to be at or enroute to or from a location and engaged in activities commensurate with their medical condition or injury or caregiving responsibilities.

**Section 9**

Employees covered by this agreement may be granted leave with pay at straight time rate for one shift in the event of a death in the immediate family. If additional time off is needed, the employee may use up to two days sick leave upon the approval of the Fire Chief (grievable only through Step 3). The employee's immediate family shall be defined as: spouse/domestic partner and father, mother, stepfather, stepmother, grandparents, brother, sister, child, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, including same relatives of spouse/domestic partner.

**Section 10**

Should an employee require additional bereavement leave other than provided in Section 9 of this Article, he may request the additional time from the Fire Chief. Upon approval by the Fire Chief (grievable only through Step 3), any additional time used will be charged to vacation leave if the employee has hours accrued that can be charged.

**Section 11**

If requested, the employee shall furnish proof of death of an immediate family member in order to receive paid leave.

**Section 12**

In the event an active employee should die, any unused sick leave accumulated as of the time of death will be paid on the basis of one (1) hour's pay for each two (2) hour's leave to the deceased employee's beneficiary. Unused sick leave will be paid on the basis of one (1) hour pay for each hour leave if the employee dies in the line of duty.

**Section 13**

Whenever possible, medical, dental and optical appointments should be scheduled during non-duty hours.

**Section 14**

Employees who are unable to perform their duty because of illness of a spouse, dependent, or other person living in the employee's home as a family, may use sick leave from their accrued sick leave account when the employee's presence must be required in the care of the above mentioned person. The Chief's decision regarding use of the sick leave is grievable only through Step 3 of the grievance.
Section 15

This contract section and applicable Personnel Rules and Regulations outline the manner in which the Family and Medical Leave Act of 1993 (FMLA), Public Law 103-3, shall be implemented. FMLA and the provisions of this contract section do not limit the use of leave benefits provided for in this agreement other than specifically provided herein.

1. The FMLA provides that employees with at least one year of service who have worked for at least 1250 hours during the preceding 52 weeks are entitled to a total of 12 work weeks of leave during a 52-week period for specified reasons and in accordance with certain restrictions, as defined in the Statute and Department of Labor Regulations. The 52-week period will commence with the first day an absence occurs for the identified FMLA purpose, and run for 52 weeks from that date.

2. Family leave may be authorized for childbirth, adoption or foster care placement, and qualified military reasons.
   a. The employee parent(s) may use an aggregate maximum of 12 weeks.
   b. For family leave involving childbirth, the employee/mother may use up to six weeks sick leave (or more if medical certification requires additional time). If the employee/mother does not have sufficient sick leave balance, the personal option leave and vacation leave, down to 48 hours, must be utilized prior to requesting leave without pay (LWOP).
   c. The employee/father may use sick leave only when medical certification requires his presence due to illness of the newborn or mother. Otherwise, vacation, personal option, or LWOP will be used. Personal Option leave and vacation leave, down to 48 hours, must be utilized prior to requesting leave without pay (LWOP).
   d. Qualified military reasons include employees who are caregivers may take up to 26 weeks of leave to care for a recovering service member. In addition, employees may use the 12 weeks of FMLA leave for exigencies that arise due to a family member's call to active duty.

3. Employees using medical leave for a family member covered by FMLA or for personal illness/injury will not be granted Leave Without Pay (LWOP) until all accrued paid leave, including sick leave, and vacation leave in excess of 48 hours, is depleted. Once all sick leave is taken and the vacation leave balance has been reduced to 48 hours, the employee may elect to either utilize the remaining 48 hours vacation leave prior to taking LWOP or may immediately request LWOP status. For Family and Medical Leave, the employee must provide a health care provider's certificate, on a form provided by the City, explaining the seriousness of the condition and the anticipated duration with as much of a 30-day notice as practicable.

4. Employees using FMLA leave may request, in accordance with existing City policy, sick leave donations from other employees only after all accrued paid leave, including all vacation leave, is depleted.

5. In accordance with 741.313, Florida Statutes, employees with at least three months of employment will be granted three working days of leave within a one-year period when the leave is related to domestic violence as outlined in the City's Personnel Rules and Regulations.

6. Failure to return to work at the expiration of an approved leave shall be considered absence without leave and grounds for dismissal. Upon their timely return from leave, the employee shall be granted and given the same rank or substantially similar position without loss of salary or benefits.
ARTICLE 14 - EMPLOYEE RIGHTS

Section 1

Employees covered by this Agreement will have the rights granted by Florida Statutes Chapter 112, Part VIII, known as the "Firefighters' Bill of Rights".

Definitions: For the purpose of this section, the following terms are defined.

Complaint: A complaint is defined as any allegation of misconduct which is made against a firefighter by any person from within or outside the department, and which, if sustained, may result in disciplinary or criminal enforcement action being taken against the firefighter.

Internal Investigation: An internal investigation is deemed to be in force when a complaint involving or affecting the public trust and confidence of the department and its firefighters or a member of the public or the violation of state's criminal statutes has been made against a firefighter and follow-up investigation on the complaint is needed to determine validity of the complaint. An internal investigation is not indicated nor is one deemed to exist in this context in disciplinary matters which come to the attention of supervisor/command personnel during the course of their normal duties (i.e., the supervisor observes or has direct knowledge of an infraction being committed by a subordinate).

Section 2

The department will process complaints against firefighters only as they relate to their job duties, performance of their job duties, and violations of law and/or written directives that apply to job duties, performance of job duties, or violations of law. While the District Chief receiving the complaint may conduct sufficient inquiry of the complaint to test the allegation, internal investigations will be initiated only at the direction of the Fire Chief. All internal investigations will be conducted by, or under the direction of, the Fire Chief or designee.

Section 3

All investigations shall have one of the following conclusions:

a. Unfounded: The allegation is false and not factual.

b. Exonerated: The incident occurred, but was lawful and proper.

c. Not sustained: The allegation could not be proved or disproved due to insufficient evidence.

d. Sustained: The allegation is supported by sufficient evidence to justify a reasonable conclusion that the allegation is factual.

e. Policy/Procedure Deficiency: The employee’s actions were in compliance with the department rules, policies and procedures, but said rules, policies or procedures are deficient.

Section 4

Employee Right to Representation:

a. When an investigation is initiated against a City of Largo Fire Rescue Department employee, one employee will not be subjected to interrogation by more than two persons conducting the investigation and shall have the right, upon request, to have the presence of a Union representative at such interrogation, as provided for in the Firefighters’ Bill of Rights.

b. When the employee is interviewed as the subject of a potential disciplinary action, the employee shall have the right to union representation at their request and the purpose of the
ARTICLE 15 - VACATION

Section 1

Regular full-time employees covered by this agreement shall accrue annual leave while on active pay status based on their date of permanent employment with the Fire Rescue Department and shall be limited to the following schedule:

Regular Vacation. Vacation time is accumulated at the rate of 4.0 hours per payroll draw. Vacations are granted by seniority and working schedule at the discretion of the Fire Chief or designee. In addition to regular vacation, employees will be granted longevity vacation hours according to the following schedule:

<table>
<thead>
<tr>
<th>Service Period</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 5 years through 9 years service</td>
<td>36</td>
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<tr>
<td>After 10 years through 14 years service</td>
<td>84</td>
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<tr>
<td>After 15 years through 19 years service</td>
<td>120</td>
</tr>
<tr>
<td>After 20 years service and each year thereafter</td>
<td>144</td>
</tr>
</tbody>
</table>

Section 2

Paid vacation may not be taken during the initial six (6) months of employment or reemployment. The maximum vacation accrual shall be 400 hours. Any vacation leave earned in excess of this cap will be forfeited.

Section 3

After the initial six (6) month period, vacation leave may be taken with Fire Chief approval and chargeable in increments of not less than one (1) hour.

Section 4

Employees may convert to pay at their regular base rate any portion of their accrued vacation leave balance in excess of 156 hours one time per fiscal year. In order to be eligible to convert said leave, the employee must take a minimum of 48 hours vacation leave during the preceding year. Conversion request shall be made in accordance with Personnel Rules and Regulations.

Section 5

Upon termination of employment, the employee shall be entitled to compensation for any earned but unused vacation leave, at the time of termination at the employee's normal base rate of pay as set forth in the salary schedule in this Agreement. This does not apply to employees having less than six (6) months of service.

Section 6

Vacation leave shall not be granted in advance of being earned.

Section 7

Vacation leave may be granted in less than twelve (12) hour segments no earlier than the shift prior to the request upon approval of the Fire Chief or designee. All requests for leave time will be dependent upon the staffing requirement established by Fire Administration.

Section 8

Each employee must take at least 24 hours of vacation leave each calendar year in order to provide
employees with vacation and proper rest and relaxation.

ARTICLE 16 – HOLIDAYS

Section 1

The following holidays shall be observed on the actual day of occurrence:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas

A 24 hour shift employee who works a shift that begins on a holiday as listed above will be paid 8 hours holiday pay at their regular rate of pay. A 24 hour shift employee who works a shift that ends on a holiday as listed above, will be paid 4 hours holiday pay at their regular rate of pay.

Section 2

An employee working trade time on a shift that begins on a holiday as listed in Section 1 will be compensated rather than the originally scheduled employee, in accordance with the following:

a. Work 12 hours: receive 4 hours holiday pay at their regular rate of pay.

b. Work more than 12 hours: receive 8 hours holiday pay at their regular rate of pay.

An employee working trade time on a shift that ends on a holiday as listed in Section 1 will receive 4 hours holiday pay at their regular rate of pay.

Section 3

A 24 hour shift employee who works mandatory overtime on a shift that begins on a holiday as listed above will be paid 12 hours holiday pay at their regular rate of pay. A 24 hour shift employee who works mandatory overtime on a shift that ends on a holiday as listed above, will be paid 6 hours holiday pay at their regular rate of pay.

ARTICLE 17 - TRADE TIME

Section 1

Trade time is for the benefit of the employee as opposed to being of benefit to the Employer. Employees may trade time subject to the following terms and conditions:

a. Employees wishing to trade time shall obtain permission from their immediate supervisor (Lieutenant) and approval by the District Chief at least fifteen (15) minutes prior to the trade unless it is an emergency and accepted as such by the Lieutenant in charge.

During an employee's days off, the employee shall contact the on-duty District Chief if emergency trade time is needed for the employee's next shift. If the trade time is not an emergency, the trade must be approved by the employee's District Chief.
b. The member working the time will be covered by all applicable benefits in case of injury while filling in, but will not receive pay for this period.

c. All trade time shall be recorded in the day book and an individual working the trade time shall assume all duties and responsibilities for whom they are working. In the event the regularly scheduled person fails to return to work for any reason at the agreed time, the person assuming their responsibilities shall complete the shift. Payback of trade time will be the responsibility of personnel involved in the trade. Payback of trade time is only permitted as an exchange of hours worked; cash or any other form of compensation is prohibited.

d. The Employer shall not be required to allow an exchange if doing so would impose upon the City liability for any additional overtime compensation, or any other form of additional compensation, over what persons may otherwise be entitled to or if the level of service would be lowered as determined by departmental management.

e. Employees will use the following guidelines when using trade time:

1. Firefighter/EMT with Firefighter/EMT
   Firefighter/Paramedic Trainee with Firefighter/Paramedic Trainee or Firefighter/EMT
   Firefighter/Paramedic with Firefighter/Paramedic
   Lieutenant with Lieutenant

2. Other trades can be arranged with permission of the Fire Chief.

f. An employee cannot owe more than 312 hours trade time to other employees. An employee may exceed the cap with Fire Chief or designee approval.

Section 2

a. If the employee cannot fulfill the obligations to complete the trade, that employee is responsible for notifying the proper supervisor at least one hour before the beginning of the shift and is also responsible for securing an individual of the same classification, and possessing certifications required to staff the shift, to complete the trade. If the employee cannot secure a qualified replacement, the employee will be liable for any costs incurred by the City to secure a replacement and may be subject to disciplinary action.

b. If the employee becomes ill on-duty and cannot complete the trade, that employee (or designee) is responsible for securing an individual of the same classification, and possessing similar certifications, to complete the current trade and any already approved upcoming trades the employee is to work. If the employee cannot secure a qualified replacement, the employee will be liable for any costs incurred by the City to secure a replacement and may be subject to disciplinary action. The employee or designee will have no more than four hours to staff the remainder of the trade.

c. If the employee becomes injured on-duty and cannot complete the trade, the employer will be responsible for ensuring adequate shift coverage and the injured employee will be covered under Article 24 of this agreement. The injured employee (or designee) is responsible for securing an individual of the same classification, and possessing similar certifications, to complete any already approved upcoming trades the employee is to work. If the employee cannot secure a qualified replacement, the employee will be liable for any costs incurred by the City to secure a replacement and may be subject to disciplinary action.

ARTICLE 18 - WAGES

Section 1

The pay plan consists of the salary schedule at the end of this article (Exhibit A).
a. Employees will receive a general wage increase of 3% during FY 2016, FY 2017 and FY 2018 effective October 25, 2015 for FY 2016 and the first full pay period in October of FY 2017 and FY 2018.

b. An employee's base pay cannot exceed the maximum listed pay rate for the employee's classification. All salary increases will be rounded to the nearest penny of the hourly rate most closely reflecting the increase received.

c. When pay range maximums do not change, during FY 2017 pay range maximums will not change. In said fiscal year employees at the maximum of their pay range will receive a one time payment equal to the general wage increase 3% of their annual salary the first pay period of October, 2016 subject to a satisfactory or better performance evaluation.

d. During FY 2016, FY 2017 and FY 2018, Salary Compression Adjustments will be implemented as outlined in Exhibit A.

Section 2

a. The City shall evaluate employees annually on or before the employee's evaluation date and give the employee a copy of the annual evaluation.

b. An employee who has received a less than satisfactory evaluation will be counseled as to performance every thirty (30) days thereafter. An improved rating must be received within ninety (90) days or management will take action to terminate or demote the employee.

Section 3

The evaluation date shall be the date the employee entered, transferred, promoted, or was demoted to his/her current position classification. Firefighter/EMT's promoted to Firefighter/Paramedic shall retain their existing evaluation date. When an employee reaches the maximum of their pay range, their evaluation date will change to October 1. The employee's evaluation will be based on this date.

Section 4

The work period for employees in the bargaining unit will be 28 days with draws on their payroll every two weeks.

Section 5

Competitive examinations and/or criteria will be developed by the City for acting officer, driver/operator, hazardous material technician, self-contained breathing apparatus (SCBA) technician, Technical Rescue team member, and Bunker Gear Maintenance Technician.

a. The City will budget $78,840 for driver/operator pay. On September 30 of each year the City will calculate the number of shifts or major portion (12 hours or more) thereof, that each person served as a driver/operator. A pro rata share of the driver/operator pay will then be paid to each active employee and employees who retired and began receiving a retirement benefit during the fiscal year.

b. The City will budget $30,100 for acting officer pay. On September 30 of each year the City will calculate the number of shifts or major portions (8 hours or more) thereof, that each person served as an acting officer. Employees acting as Captain/District Chief shall be credited a 1.5 share per occurrence. A pro rata share of the acting officer pay will be paid to each active employee and employees who retired and began receiving a retirement benefit during the fiscal year.
c. When a District Chief position will be vacant for 30 days or more, an eligible Lieutenant will be designated as a long term Acting District Chief. Acting pay will be 5% of the employee’s base wage rate and will not be charged to the acting officer budget described in paragraph b.

When a District Chief is expected to be absent or the position vacant for more than three consecutive shifts, a Lieutenant will be designated as Acting Captain/District Chief. Acting pay will be 5% of the employee’s base wage rate and will not be charged to the acting officer budget described in paragraph b.

d. When a Lieutenant position will be vacant for 30 days or more, an eligible Firefighter will be designated as a long term Acting Lieutenant. Acting pay will be 5% of the employee’s base wage rate and will not be charged to the acting officer budget described in paragraph b.

e. Any change in service level which adds or deletes the number of apparatus requiring driver/operators will result in an adjustment of the total amount available. This adjustment will be proportioned and will be done at the sole discretion of management.

f. Personnel who are assigned to the hazardous materials team will receive a salary incentive per payroll draw of $45. If federal, state, or county government gives a supplement for hazmat incentive, whichever is higher will be afforded the affected employee.

g. Lieutenants who are State and County certified paramedics will receive a salary incentive per payroll draw of $60 in FY 2016, increasing to $75 effective the first full pay period in FY 2017. Paramedic Lieutenants will not be counted toward minimum Paramedic staffing levels.

h. Qualified personnel assigned as SCBA technicians will receive a salary incentive per payroll draw of $40 in FY 2016, increasing to $45 effective the first full pay period in FY 2017.

i. Qualified personnel assigned as Technical Rescue team members will receive a salary incentive per payroll draw of $35 in FY 2016, increasing to $45 effective the first full pay period in FY 2017.

j. Qualified personnel assigned as bunker gear maintenance technicians will receive a salary incentive per payroll draw of $35 in FY 2016, increasing to $45 effective the first full pay period in FY 2017.

k. Qualified personnel assigned to the TAC team shall receive a salary incentive per payroll draw of $45 effective the first full pay period of FY 19. This shall not exceed 4 persons per shift.

Section 6

When an employee leaves his/her regularly scheduled shift and is officially ordered to and reports back to work, he/she shall receive compensation for actual hours worked, with a minimum of two (2) hours pay at the overtime rate.

Section 7

When an employee is promoted, his or her salary shall be advanced as outlined in the City Personnel Rules and Regulations. Firefighter/EMT’s promoted to Firefighter/Paramedic will receive a 15% pay increase.
## EXHIBIT A

### IAFF PAY PLAN

<table>
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<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
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<tbody>
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<td>Maximum</td>
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<tr>
<td>Firefighter/Paramedic</td>
<td>Minimum</td>
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<td>Maximum</td>
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### Salary Compression Adjustments

Effective first full pay period in FY 2019, FY 2020 and FY 2021

<table>
<thead>
<tr>
<th>Tenure</th>
<th>Position in Range</th>
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<tbody>
<tr>
<td>Firefighter/EMT</td>
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<tr>
<td>3 years</td>
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<tr>
<td>7 years</td>
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<td>10 years</td>
<td>75%</td>
</tr>
<tr>
<td>13 years</td>
<td>Max</td>
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<tr>
<td>Firefighter/Paramedic</td>
<td></td>
</tr>
<tr>
<td>3 years</td>
<td>25%</td>
</tr>
<tr>
<td>7 years</td>
<td>50%</td>
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<td>75%</td>
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<tr>
<td>13 years</td>
<td>Max</td>
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<td>2 years</td>
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<tr>
<td>5 years</td>
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<tr>
<td>7 years</td>
<td>Max</td>
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## ARTICLE 19 - SENIORITY AND REDUCTION IN FORCE

### Section 1

City seniority is an employee's most recent date of employment or reemployment with the City. Seniority will not accrue during a leave of absence without pay for thirty (30) calendar days or more which shall cause this date to be adjusted for an equivalent amount of time. City seniority shall be used for purpose of computing vacation accruals, service awards and other matters based on length of service.

### Section 2

Classification seniority is length of time in classification. After successful completion of the probationary period, length of time in classification reverts to date of entry, transfer or promotion to present classification. Seniority will not accrue during a leave of absence without pay for thirty (30) calendar days or more which shall cause this date to be adjusted for an equivalent amount of time.
Section 3

Employees shall lose their seniority as a result of the following:

a. Voluntary termination
b. Retirement
c. Termination for cause
d. Layoff exceeding twelve (12) months
e. Absent without authorized leave for two (2) consecutive working shifts
f. Failure to return from military leave within the time limits prescribed by law

Section 4

A reduction in force within a classification shall be implemented in order of seniority within that classification, the least senior person first. Personnel subject to such layoff will revert to the next lowest classification they are qualified to fill, provided that the move does not require layoff of an employee with more departmental seniority.

Section 5

Employees in layoff status shall have recall rights for a period of twenty-four (24) months and have preference to positions in their layoff classifications over new applicants provided they have maintained required certifications for the position. Recall will be made by certified mail to the last address in the Employer's records. The recall notice must be answered within five (5) calendar days of its delivery for the notice to be effective.

Section 6

The Employer shall maintain a current seniority list.

ARTICLE 20 - SAFETY

Section 1

The Employer and the Union will cooperate in the continued objective of eliminating accidents and health hazards. The Employer shall continue to make reasonable provision for the safety and health of its employees during the hours of their employment. Safety equipment now provided (or similar equipment) will continue to be provided or replaced as needed by the City. The Union will cooperate and encourage the employees to work in a safe manner.

Section 2

The Union may select one bargaining unit employee from each station and the Fire Prevention Division to be an active member of the Fire Rescue Department safety committee. The Fire Chief shall appoint a like number of Fire management employees to the committee. The committee meetings will be scheduled by the Fire Chief or designee. At least one meeting shall be scheduled each calendar year quarter. Attendance at committee meetings will be compensable for the actual time attended.

Section 3

It is the policy of the City of Largo that its employees shall not use unlawful drugs or abuse alcohol or legal drugs. The possession, use or sale of unlawful drugs by all employees, on or off duty, is expressly prohibited.

The Union and the City agree on the importance of a drug-free workplace. The Union supports and
endorses the implementation of the Drug-Free Workplace Policy developed by the City in accordance with the Florida Drug-Free Workplace Act, Section 440.102, Florida Statutes, and associated State of Florida implementing rules. The following additional provisions shall also be in effect.

a. All test results will be placed in the employee's medical file and not the personnel file.

b. All specimen collecting and testing will be conducted by authorized medical professionals who shall maintain sole custody of all specimens. City supervisory personnel involvement regarding collections and testing shall be restricted to transporting the employee to the contracted medical facility.

c. All bargaining unit employees shall be subject to reasonable suspicion testing for drugs and alcohol utilizing the testing procedures included in the Florida Drug-Free Workplace Act.

d. If test results establish with reasonable scientific certainty that an employee is present at work or operating a City vehicle off duty with the presence of alcohol or unlawful drugs in the employee's system, the employee will be disciplined, up to and including discharge, with regard to alcohol and will be terminated with regard to unlawful drugs.

e. In the event of a positive drug test result, the employee shall have the option of submitting the remainder of the test specimen to a laboratory acceptable to the employee, that complies with the Florida Drug Free Workplace Act standards, for a third and final test. The employee shall pay for this third test and be reimbursed by the City only if the results are negative. If the employee chooses this option, then the employee shall be placed in a leave without pay status until the final test results are reported to the City by the laboratory. If the results are negative, then the employee's lost pay will be restored. The City and Union agree that the third test results are final.

f. Refusal by an employee to submit to alcohol or drug testing will result in termination of City employment.

g. All written information and instructional material regarding implementation of this policy shall be provided to the Union for review and comment prior to distribution to employees.

Section 4

The Union and the City agree that, as a condition of employment, all those employees covered by the bargaining unit hired on or after October 1991 should not smoke or use tobacco in any form either on or off duty. Violation of said condition of employment may result in discipline up to and including termination.

Section 5

The Union and Fire Chief shall appoint an equal number of Fire Rescue Department employees to the Wellness Committee. The committee meetings will be scheduled by the Fire Chief or designee. At least one meeting shall be scheduled each calendar year quarter. Attendance at committee meetings will be compensable for the actual time attended.

Section 6

In order to ensure that all bargaining unit members are medically capable of performing essential job functions and to provide early detection and prevention of physical or medical conditions, all employees shall be required to undergo an annual medical examination at the City's cost and by the City's physician. The scope and elements of the examination shall be determined by department management in consultation with the Wellness Committee.

a. The examining physician shall report the results of the medical evaluation to the employee, including any medical condition(s) disclosed during the medical evaluation, and the
recommendation as to whether the employee is medically certified to perform essential job functions.

b. The examining physician shall inform fire management, in writing, as to whether or not the employee is medically certified to perform essential job functions. Reports submitted by the examining physician to fire management shall identify:

1. If the employee is capable of performing essential functions of the position, or
2. If the employee is not capable of performing essential functions of the position.

c. If the examination shows an acute medical problem or chronic condition exists, that may limit the employee’s ability to safely perform essential functions of their position, further consultation with the employee, fire management, and physician will be required. In such case, the employee shall permit disclosure, by the examining physician, of all medical records pertinent to the medical findings which prevents the employee from being medically certified for the position. Such records shall be maintained in the employee's medical file, separate from the personnel file. The employee shall be afforded those rights and privileges as provided by the Americans With Disabilities Act (ADA) and other applicable Federal and State laws and regulations. Management shall assist the employee in utilizing the employee health insurance, workers’ compensation, and firefighter wellness and fitness programs to address any identified concerns, as appropriate.

d. The department Wellness Committee will continue to monitor the firefighter wellness and fitness program.

ARTICLE 21 - GRIEVANCE AND ARBITRATION PROCEDURE

Section 1 - General

a. The purpose of this Article is to establish a procedure for the fair, expeditious and orderly adjustment of grievances and to be used only for the settlement of disputes between Employer and employee, or group of employees, involving the interpretation or application of this collective bargaining agreement. All classified members of the bargaining unit shall have the option of utilizing the grievance procedure outlined in the City of Largo Rules and Regulations or the grievance procedure established under this Article, but such employee shall not use both procedures. The employee shall elect at the outset which procedure he/she will use and such election shall be binding.

b. Nothing in this Article or elsewhere in this Agreement shall be construed to permit the Union to process a grievance on behalf of any employee without his/her consent. Nothing in this Section shall be construed to prevent any employee from presenting, at any time, his own grievance, and having such grievances adjusted without the intervention of the bargaining agent if the adjustment is consistent with the terms of this Agreement and if the Union has been given reasonable opportunity to be present at any meeting called for the resolution of such grievances.

c. An employee covered by this Agreement shall have the right to be represented, or refrain from exercising the right to be represented, in the determination of grievances arising under the terms and conditions of employment covered by this Agreement.

d. The Union agrees to fulfill its duty to represent only members in the bargaining unit and to handle grievances for only members in the bargaining unit. The Union shall indemnify, defend, and hold the City, its officers, officials, agents and employees harmless against any claim, demand, suit or liability (monetary or otherwise) and for all legal costs arising from any action taken or not taken by the Union with respect to its responsibility to provide fair representation.
e. A grievance not submitted within the time limits as prescribed for every step shall be considered untimely and deemed null and void. A grievance not appealed to the next step within the time limits established by this grievance procedure shall be considered settled on the basis of the last answer provided by management. A grievance not answered within the time limits prescribed for the appropriate management representative at each step shall entitle the employee or the Union to advance the grievance to the next step.

f. A grievance may be submitted under this procedure as a general or class grievance when the grievance is general in nature in that it applies to a number of employees having the same issue to be decided. A Union class grievance shall be presented directly at Step 3 to the Labor Relations Officer within the time limits provided for the submission of a grievance at Step 1. A decision on a specific class action grievance applies to all employees in the bargaining unit. No individual may file a separate grievance on the same set of circumstances pertaining to this specific grievance.

g. Any Employer grievance will be filed with the Union President at Step 3. If the disposition of the grievance by the Union is not acceptable to the City at Step 3, the City has the unilateral right to bring the matter to arbitration. The City, as the grieving party, will use the same time limits as stipulated in Step 3.

h. No employee or group of employees may refuse to follow directions pending the outcome of a grievance.

i. Work days will be interpreted for this Article to mean days that City Hall is open to the public.

j. An employee grieving a disciplinary action that has been reviewed by the Fire Chief in a predisciplinary hearing, as provided in the Personnel Rules and Regulations, may file a grievance directly at Step 3.

k. Grievances arising from a termination shall be filed directly at Step 3.

STEP 1

The aggrieved employee must submit a written grievance on the prescribed form to the District Chief having proper jurisdiction within ten (10) work days after the occurrence of the matter from which the grievance arose or when the employee becomes reasonably aware.

The written grievance at this step, and at all steps thereafter, shall contain the following information:

a. A statement of the grievance including date of occurrence, and details and facts upon which the grievance is based.

b. The Article and Section of the Labor Agreement alleged to have been violated.

c. The action, remedy or solution requested by the employee.

d. Signature of aggrieved employee and Union representative, if applicable.

e. Reason for rejection of management’s answer, if appealed.

f. Date submitted.

Grievances submitted which do not contain the above information shall be considered inappropriate and shall be declared null and void and returned to the employee or the Union as applicable.

The District Chief and a member of the Command Staff, as determined by management, within ten (10) work days of receipt of the grievance shall meet with the grievant and/or the Union representative, if
applicable, to discuss and seek a solution to the grievance. Within ten (10) work days after the meeting, the District Chief shall give their written decision to the grievant and the Union representative.

**STEP 2**

If the grievance is not resolved at Step 1, the aggrieved employee or the Union representative may submit a written appeal to the Fire Chief within ten (10) work days after receipt of the District Chief written answer.

Within ten (10) work days after receipt of the written appeal, the Fire Chief or designee will meet with the aggrieved employee and/or the Union representative to discuss and seek a solution to the grievance. The Fire Chief or designee shall give a written decision to the grievant or the Union representative, as the case may be, within ten (10) work days of the meeting.

**STEP 3**

If the grievance is not resolved at Step 2, the aggrieved employee or the Union representative may submit a written appeal to the Labor Relations Officer within ten (10) work days after the Fire Chief's or designee's written answer. The Labor Relations Officer or his/her designee, if deemed appropriate, shall meet with the aggrieved employee, departmental management and Union representatives within ten (10) work days of receipt of the written appeal to discuss and seek a solution of the grievance. Within ten (10) work days after this meeting, the Labor Relations Officer or his/her designee shall give his/her written answer to the grievant and the Union representative as the case may be.

**Section 2 - Documented Counseling**

a. A documented guidance and counseling session is not considered part of the progressive disciplinary process and is not grievable.

b. An employee who disagrees with a documented guidance and counseling session may submit a written response to the supervisor. Said response shall be filed with the documented guidance and counseling.

**Section 3 - Arbitration Referral**

a. If the employee is not satisfied with the disposition of the grievance at Step 3, the grievance may be submitted only with Union approval to arbitration. If an appeal for arbitration, including a "Request for Arbitration Panel" form, is not filed with the Labor Relations Officer within ten (10) work days from the date of Step 3 answer, the grievance shall be considered settled on the basis of Step 3 answer.

b. A list of seven (7) qualified neutrals shall be requested from the Federal Mediation and Conciliation Service by the party requesting to arbitrate the controversy. Within ten (10) work days after receipt of the list, the parties shall meet and alternately cross out names on the list and the remaining name shall be the arbitrator. A coin shall be tossed to determine who shall cross out first.

c. The arbitrator shall not have the power to add to, subtract from, modify or alter the terms of a collective bargaining agreement in arriving at a decision of the issue or issues presented, and shall confine their decision solely to the interpretation or application of the Agreement. The arbitrator shall not have the authority to determine any other issues not submitted to them.

d. The decision of the arbitrator shall be final and binding upon the aggrieved employee or the Union and the Employer for the life of the Agreement.

e. The arbitrator's fee and expenses, including cost of a transcript if so requested by the
arbitrator, shall be borne by the losing party and shall be so stipulated by the arbitrator. In the event of a compromise award, the arbitrator’s fee and expenses shall be borne equally by the parties to the arbitration.

f. Each party shall bear the full cost of its representation at all levels of the grievance procedure. The arbitrator should be requested to render their decision within thirty (30) calendar days after the close of hearing and submittal of briefs. Either party desiring a transcript will bear the expense of same.

g. If on-duty personnel are subpoenaed to the arbitration hearing, they will be released from duty only for the time required to testify, providing the employee returns to work upon conclusion of their testimony. Under this provision no more than one employee will be released from duty at a time. Any additional arbitration cost caused by this provision will be paid by the City. No off-duty employee who is a grievant or subpoenaed by the grievant against the City shall be compensated under this section.

h. Arbitration proceedings will be held on City property, as mutually agreed.
# Largo Fire Rescue
## Grievance Form

<table>
<thead>
<tr>
<th>Name of Grievant(s)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Date of Cause giving Rise to Grievance</td>
<td>Location of Alleged Violation</td>
</tr>
</tbody>
</table>

## Contract Article(s) and Section(s) of Alleged Violation

<p>| | |</p>
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## Description of Alleged Violation

(Attach additional Sheets if necessary)

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## Remedy Sought

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<table>
<thead>
<tr>
<th>Employee(s) signature</th>
<th>Union Representative Signature (If Applicable)</th>
</tr>
</thead>
</table>

### Step One

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>File Date</td>
<td>Within 10 city days of occurrence</td>
</tr>
<tr>
<td>Meeting Date</td>
<td>Within 10 city days of filing</td>
</tr>
<tr>
<td>Response and Date</td>
<td>Within 10 city days of meeting</td>
</tr>
</tbody>
</table>

### Step Two

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<th>Date</th>
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<tbody>
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<td>Within 10 city days of Step One response</td>
</tr>
<tr>
<td>Meeting Date</td>
<td>Within 10 city days of filing</td>
</tr>
<tr>
<td>Response and Date</td>
<td>Within 10 city days of meeting</td>
</tr>
</tbody>
</table>

### Step Three

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<th>Details</th>
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<tbody>
<tr>
<td>File Date</td>
<td>Within 10 city days of Step Two response</td>
</tr>
<tr>
<td>Meeting Date</td>
<td>Within 10 city days of Step 2 filing</td>
</tr>
<tr>
<td>Response and Date</td>
<td>Within 10 days of Step 3 meeting</td>
</tr>
</tbody>
</table>

Grievance Resolved (Check One)

- Level One ( )
- Level Two ( )
- Level Three ( )

Grievance Appealed to Arbitration

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Notification for Arbitration</td>
<td></td>
</tr>
<tr>
<td>Date List Received</td>
<td></td>
</tr>
</tbody>
</table>

Arbitrator

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Hearing</td>
<td></td>
</tr>
<tr>
<td>Date of Decision</td>
<td></td>
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</tbody>
</table>
ARTICLE 22 - WORK RULES AND PREVAILING RIGHTS

Section 1

It is understood and agreed by both parties that the duties performed by members of the bargaining unit cannot always be covered by job descriptions and, therefore, members of the bargaining unit may be required to perform duties in addition to all those listed within the current job descriptions which are, in the judgment of the Employer, related to the purposes of the Fire Rescue Department, which judgment shall not be arbitrary, capricious or unreasonable. Those benefits and working conditions enjoyed and duties performed by members of the bargaining unit in the past and at the present time are presumed to be reasonable and proper.

Section 2

Except where expressly modified by any provision of this Agreement, the provisions of the City of Largo Personnel Rules and Regulations as amended and the Fire Rescue Department Rules and Regulations as amended shall govern the relationship between the Employer, the Union and the employees covered hereunder.

Section 3

Any Fire Rescue Department Rule or Regulation or any City of Largo Personnel Rule or Regulation in conflict with this Agreement shall be of no force or effect.

Section 4

Except as otherwise expressly provided in this Agreement, any rule, regulation, policy or procedure affecting employees of the bargaining unit in effect prior to, as well as those issued after the effective date of this Agreement, shall remain and be in full force and effect unless changed, modified or deleted by the City. Such changes, modifications or deletions shall not be done in an arbitrary or capricious manner. Final authority to change, modify, delete or implement any rule or regulation rests with the City. Prior to implementing any change in the existing Fire Rescue Department rules or regulations, the City agrees to provide fifteen (15) days written notice to a local IAFF representative and provide an opportunity to discuss or bargain such change, if requested, within the fifteen (15) day period.

Section 5

The above language will not abridge any of the impact bargaining rights guaranteed to the bargaining unit by State Statutes.

Section 6

Representatives of the City and the IAFF will meet, at a mutually agreed upon time, to discuss important matters, review the administration of the contract and to resolve problems that may arise. At least two of these labor-management meetings will be held during a fiscal year. If possible, five (5) calendar days advance notice shall be given and a written agenda shall be presented at the time the meeting is requested.

ARTICLE 23 - INSURANCE BENEFIT AND PERSONAL INSURANCE CREDITS PROGRAM (PIC)

Section 1

During the term of this agreement, the City shall make available to eligible employees, a single individual
and dependent health insurance program selected by the City. As in the past, the City reserves the right to change the plan benefits and carriers or enter a self-insurance program if and when it deems necessary. Before implementing any changes in the health insurance program, the City will consult with the Union, not to bargain the substance or impact, but to inform the Union of the proposed changes and to solicit input from the Union. Prior to the annual open enrollment period, a joint labor/management committee will be formed to make recommendations regarding the City’s employee health insurance program, including carrier or third party administrator, coverage options, or other terms and conditions. Union representatives shall be appointed by the Union president. The findings of the committee shall be in the form of advisory recommendations to the City Manager and City Commission.

Section 2

Employees may decline health insurance coverage only if they prove coverage through another group plan. Group plan is limited to a spouse's employer's group insurance plan, a current or previous employers' group insurance plan, Medicare, or military coverage.

Section 3

The City shall participate in and provide employees with unemployment benefits and workers' compensation insurance benefits.

Section 4

In addition to health and dental insurance, the benefit program includes other options offered by the City pursuant to applicable Internal Revenue Service Code provisions. Participation is pursuant to rules and regulations as promulgated by the Human Resources Department.

Section 5

The annual benefit year shall commence on October 1.

Section 6

Each employee will be provided dollars in the Personal Insurance Credits (PIC) program based on the premium for the City designated core health insurance option in accordance with the following schedule. Benefit dollars are allocated on a pro rata basis for employees hired during the year.

<table>
<thead>
<tr>
<th>Health Insurance Coverage Selected</th>
<th>Benefit Dollars</th>
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<tbody>
<tr>
<td>Single</td>
<td>90% premium plus 1,400 points</td>
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<tr>
<td>Dual</td>
<td>75% premium plus 1,000 points</td>
</tr>
<tr>
<td>Family</td>
<td>75% premium plus 1,000 points</td>
</tr>
<tr>
<td>Waive</td>
<td>5,000 points</td>
</tr>
</tbody>
</table>

Section 7

Bargaining unit members will be allowed to participate in a pretax payroll deduction program for benefits pursuant to the provisions of Section 125 of the Internal Revenue Service Code and City rules regarding such participation.
Section 8

The City will provide basic life insurance coverage for all bargaining unit employees in the amount as stipulated in the Personnel Rules and Regulations.

Section 9

The City shall provide all necessary Employer contributions for social security insurance.

Section 10

An employee may waive health insurance coverage if the employee can present proof of group health coverage from the military, a spouse's group health plan or a group health plan of another employer.

ARTICLE 24 - LINE OF DUTY INJURY PAY

The Employer hereby agrees to pay the following compensation to any employee injured in the line of duty in accordance with the following definitions, terms and conditions:

a. Compensation shall be payable under this Section only with respect to disability as the result of injury to an employee where such injury is incurred in the line of duty.

b. An injury shall be deemed to have been incurred in the line of duty if and only if such injury is compensable under the Florida Workers' Compensation Law.

c. The amount of compensation paid shall be the amount required to supplement funds received from the Florida Workers' Compensation Law and any other disability or other income plan provided by the Employer, either by law or by agreement, to the point where the sum of the supplement herein provided and all other payments herein described equal the employee's base weekly wage. No supplementary compensation will be paid for those injuries incurred while doing personal non-job-related projects.

d. The term "disability" as used in this Section means incapacity, because of an in the line of duty injury, to engage in the same or any other employment.

e. It is the intent of this Section to provide supplemental compensation for line of duty injuries only, and this Section shall not be construed to provide compensation in the event of death or injury incurred in any manner other than in the line of duty. In the event of any dispute or disagreement concerning the interpretation of the terms of this Section, then the decisions concerning definition of those terms issued under the Florida Workers' Compensation Law shall control.

f. To accomplish the supplement, the employee may have his/her sick leave account charged to supplement the workers' compensation payment up to 100% of base salary for up to a period of 180 calendar days. If an employee does not have sufficient sick leave to supplement, the employee will be allowed to use vacation and then a City-wide sick leave donation to that employee subject to the approval of the Fire Chief and the City Manager to supplement the workers' compensation for the first 180 days referenced. If additional time is necessary the employee, upon request to the Fire Chief and with approval of the City Manager, may be allowed to supplement up to an additional 180 calendar days. The decision by the Fire Chief and City Manager is non-grievable.

g. An employee claiming this benefit shall notify their immediate supervisor of the injury being claimed while on the same duty shift that the injury occurred.
h. An employee claiming this benefit for an on-duty job injury shall accept light duty as determined by the Fire Chief or designee, if the injury permits, or forfeit the benefit. The Employer shall provide any doctor’s expenses necessary to make determinations of whether or not the employee can perform the light duties.

ARTICLE 25 - LEGAL BENEFITS

Section 1

The Employer agrees that, upon the request of an employee covered by this Agreement, it will undertake the defense of that employee against any civil damage suit where the complaint in the suit alleges that the employee was acting within the scope of their employment and does not allege that the employee acted with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety and property.

Section 2

The Employer agrees that in a civil damage suit where a defense is requested by the employee and provided by the Employer, the Employer will indemnify that employee in accordance with Chapter 111.07 of Florida Statutes and Section 2-10 of the City Code of Ordinances, as may be amended from time to time.

ARTICLE 26 - MISCELLANEOUS

Section 1

Damaged Personal Property: Personal property of the employee that is lost, damaged or destroyed in the line of duty, except through employee negligence, shall be replaced or repaired by the City subject to the following restrictions. Damaged property must be turned in prior to any reimbursement.

a. The maximum reimbursement for contact lenses, prescription eyeglasses and hearing aids shall be actual documented cost.

b. The maximum reimbursement for watches shall be one hundred dollars ($100) and sunglasses shall be one hundred twenty five dollars ($125) fifty ($50) dollars per loss. One compensable loss per year allowed.

c. Notification of the loss or damage to personal property shall be made within the shift in which the loss occurs.

d. Reimbursement of lost or damaged personal property must be approved by the employee’s immediate supervisor and the Fire Chief.

e. Any personal property supplied by the employee other than that specifically delineated herein will not be subject to this Section.

f. Copies of paid receipts for the replaced or repaired item(s) must be presented when requesting reimbursement. In the case of eyeglasses, contact lenses, and hearing aids, an estimate may be reimbursed with proof of repair or replacement to follow.

Section 2

Personnel Files: On reasonable advance notice, employees shall be allowed to review their personnel files. Official personnel files of employees covered by this Agreement shall be located in the Fire
Section 3

Inoculation: The Employer agrees to pay reasonable expenses for inoculation or immunization shots for employees and members of an employee’s immediate family residing in their household when such becomes necessary as a result of said employee’s exposure to contagious diseases in the line of duty.

Section 4

The Employer and the Union shall each be responsible for printing their own copies of this Agreement.

Section 5

Personnel Management: Both parties agree that the number of employees in the department is a concern from both a safety perspective and from a level of service perspective. The Employer agrees to provide for the safety and health of its employees during the hours of their employment, including the reasonable provision of a safe number of employees in the department. Management officials retain the full and unrestricted right to the determination of the number of personnel needed to carry out the department’s mission in a manner which is safe for the employee.

Section 6

Department Attire Maintenance: All employees covered by this Agreement shall receive an annual four hundred fifty ($450) dollars uniform cleaning allowance to cover the cost of cleaning and maintaining uniforms in accordance to department standards. Disbursement of the uniform cleaning allowance shall take place the second payroll period of October. Uniform inspections will be conducted by the District Chief. Disciplinary action may be taken for employees who do not maintain their uniforms such as small repairs, buttons, patches, shoes, etc.

Section 7

Employment: Outside employment is governed by Personnel Rules and Regulations. Employees will not engage in outside employment which might in any way hinder the proper performance of their public duties or impair the efficiency of the Fire Rescue Department. Employees who engage in secondary employment shall do so only with the understanding and acceptance that their primary duty, obligation, and responsibility are to the City of Largo. All employees are subject to call at any time for emergencies or overtime duty and no secondary employment may infringe on this obligation; employees will not be subject to disciplinary action unless personally contacted and ordered to report for duty.

Section 8

Voting:

a. The City shall, at the request of an employee who is assigned to work on the day of a Largo City, Pinellas County, State or National election, provide the employee an "absentee ballot request" and stamped envelope for use by the employee in requesting an absentee ballot. The Union will provide a list of employees in the bargaining unit requesting absentee ballots two weeks prior to the election.

b. As to elections other than those listed above, or as to any election if the employee chooses, he may use the shift trade system for time off to vote without loss of acting pay for that shift. In order to accomplish a trade, employees must trade on a person-for-person, job-for-job basis; example, Firefighter/Paramedic trades for a Firefighter/Paramedic.
Section 9

All vacancies created by virtue of retirement, resignation, dismissals or death shall be filled by Fire Administration within a reasonable time as determined by the Fire Chief.

Section 10

A reasonable effort will be made to ensure equitable distribution of mandatory overtime. Fire Administration will make an effort to assure that mandatory overtime will not interfere with an individual's previously scheduled and approved leave.

Section 11

The employee will have the opportunity to take 12 hours off, with pay, for the employee's five-year incremental (5, 10, 15, 20, 25, 30, etc.) anniversary of City employment. The 12 hours must be taken during a single shift and should be taken during the employee's anniversary month.

Section 12

Employees covered by this Agreement who are members of the Florida National Guard or other reserve components of the Armed Forces of the United States shall be entitled to leave from their respective duties without loss of pay for such time as they are in required training, for a total maximum of two hundred forty (240) hours in any one fiscal year in accordance with Florida Statutes §115.07. Such employees who are involuntarily called to active duty shall be compensated in accordance with City Personnel Rules and Regulations in effect at said time. Notice prior to the commencement of the leave will be required at the time the employee receives a verbal or written order or statement. Military leave will not be applied to shift roster more than 30 days in advance. The employee shall be required to submit an order or statement from the appropriate military commander as evidence of such duty. When available, such order or statement must accompany the formal request for military leave. Implementation of this article will be in accordance with federal and state laws and rules.

Section 13

EMS Performance Compensation Funds received from Pinellas County shall be paid in equal amounts to all bargaining unit employees upon receipt.

ARTICLE 27 - EDUCATION REIMBURSEMENT

The City shall reimburse IAFF Bargaining Unit members up to $3,000 per fiscal year, including tuition and books, for approved technical/trade school courses or college courses in a community college, college or university accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA). The following guidelines will govern tuition reimbursement.

1. Eligibility - Open to full-time bargaining unit members who have been employed by the City for at least one year.

2. Approved Courses - Advanced requests must be submitted to the Fire Chief or designee for approval at least 10 calendar days prior to the beginning date of the class. All requests must contain a course(s) description and explanation as to how the course(s) (if not for a degree or certificate program) is related to the bargaining unit member's employment with the Fire Rescue Department.

3. The City shall not provide tuition reimbursement if full tuition is paid by another source such as G.I. Bill, scholarship, grant, prepaid tuition program, etc., that the employee does not have to pay back. If the tuition is only partially funded from such other source, then the City shall...
provide tuition reimbursement in accordance with this article for the difference between tuition and books and that portion funded from such other resource.

4. Cancellation of Approval - A bargaining unit member who resigns or is dismissed from employment prior to the completion of an approved course(s) shall not be eligible for reimbursement. A bargaining unit member who is laid off or receives a disability retirement during the course(s) shall be eligible for reimbursement upon successful completion of the course(s).

5. Grade Requirement - A grade of "C" or better must be received before reimbursement will be made. If a pass/fail grading system is utilized, then employee must receive a "pass" grade.

6. Reimbursement - Upon successful completion of the course(s), the bargaining unit member will submit a memo requesting reimbursement, along with proof of payment and grade report for the course(s) to the Fire Chief or designee during the fiscal year in which the course(s) were completed.

ARTICLE 28 - PROMOTIONS

Section 1

Following an announcement defining and scheduling the promotional process and in accordance with department standard operating procedures, all promotional vacancies shall be filled from an eligibility list which shall be effective for not less than twelve (12) months or more than 24 months as determined by the Fire Chief. The Chief will select each candidate from the top five (5) eligibles on the list. If the current eligibility list contains fewer than five individuals the Chief has the option of either preparing a new list or promoting from the current list. Candidate placement on the eligibility list will be based on a comprehensive evaluation process as determined by department policy.

Section 2

The City agrees to administer a process to eligible employees, pursuant to department policy, for promotional selection. The City will post requirements and criteria with reasonable notice (approximately 90 days) to all employees within the bargaining unit. The Department will supply adequate study and reference materials for the purposes of preparing for the promotional process at least 90 days prior to testing.

Section 3

The City will give preference to City employees in filling promotional vacancies when all other factors are equal.

ARTICLE 29 - SHIFT SELECTION

Section 1

Pursuant to Department Standard Operating Procedures, a policy for shift selection will be established and maintained. The City maintains its right to determine and modify organizational structure; to select, direct, transfer, assign and determine the number of personnel in fulfilling its duties. The Department intends to continue the policy of shift bidding for all personnel in the bargaining unit when practical. The City will not arbitrarily or capriciously reassign personnel. The Department reserves the right to reassign personnel for cause; however, the Department will not reassign personnel for disciplinary reasons. If personality conflicts between unit members require a change in shift or station assignments the Fire Chief will consult with the Union President prior to any reassignment.
Section 2

Once an employee successfully bids a position in accordance with Department Standard Operating Procedures, reassignment not for cause will be considered a temporary transfer and will be documented with a reasonable estimated duration.

Section 3

If there is an open spot that did not get bid, employees who have completed probation may submit a memo requesting the open spot. The fire chief or designee shall respond in memo form with either an approval or denial of request. If request for open position cannot be filled due to manpower issues the City may postpone the move to allow the department to adjust the manpower accordingly.

ARTICLE 30 - RETIREMENT BENEFIT

It is agreed that the City of Largo Municipal Police Officers and Firefighters Retirement Plan, as adopted by Ordinance 93-73, as amended, will remain in effect.

ARTICLE 31 - DECLARED EMERGENCY

Upon activation of a department recall, personnel will be split into 2 operational shifts on a 12 hour operational phase. Personnel not given an immediate work assignment will be directed to the City Employee Shelter or other City location as needed with their gear and personal items.

Employees will be contacted by their chain of command via phone call, e-mail, text and/or Ready Op when they are permitted to go home. Employees will not be compensated when released to go home.

Upon activation of a department recall, personnel will be split into 2 operational shifts on a 12 hour operational phase. Personnel not given an immediate work assignment will be directed to the City Employee Shelter or other City location as needed with their gear and personal items. The IAFF will be notified of a Declared Emergency.

Bargaining Unit employees will be paid time-and-a-half for all hours worked in excess of their normal total work week hours (payroll draw period for IAFF). Employees will be compensated for rest time the same as work time when required to remain on City property.

Employees will be contacted by their chain of command via phone call, e-mail, text and/or Ready Op when they are permitted to go home. Employees will not be compensated when released to go home.

The City and the IAFF agree to meet at the end of the Declared Emergency to discuss any concerns that may have come up during the Declared Emergency.

ARTICLE 32 - SEVERABILITY AND WAIVER

Section 1

If any Article or Section of this Agreement should be found invalid, unlawful or not enforceable by reason of any existing or subsequently enacted legislation or by judicial authority, all other Articles and Sections of this Agreement shall remain in full force and effect for the duration of this Agreement.

Section 2

The exercise or non-exercise by the Employer or the Union of the rights covered by this Agreement shall not be deemed to waive any such right or the right to exercise them in some other way in the future.
Section 3

In the event of invalidation of any Article or Section, both the Employer and the Union agree to meet within thirty (30) days of such determination for the purpose of arriving at a mutually satisfactory replacement for such Articles or Sections.

ARTICLE 33 - ENTIRE AGREEMENT

Section 1

The parties acknowledge and agree that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter included by law within the area of collective bargaining and that all the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. This Agreement contains the entire contract, understanding, undertaking, and agreement of the parties hereto and finally determines and settles all matters of collective bargaining for and during its term, except as may be otherwise specifically provided herein.

Section 2

Negotiations may be reopened during the life of the contract by written mutual agreement.

ARTICLE 34 - DURATION, MODIFICATION AND TERMINATION

The terms and conditions of this Agreement shall be effective as of ratification by both parties and shall continue in full force and effect until September 30, 2021. If either party desires to negotiate a successor Agreement, such party shall provide written notice to the other not later than May 1, 2021.
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 4966
AND
CITY OF LARGO

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their authorized representatives on _____day of _________________, 2018.

FOR THE CITY OF LARGO

BY: ________________________________
    SUSAN SINZ
    HR Director
    Chief Negotiator

LOCAL 4966 INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS

BY: ________________________________
    WILL NEWTON
    IAFF President

Ratified by the membership of the International Association of Firefighters, Local 4966, the _____day of _________________, 2018.

    ________________________________
    WILL NEWTON
    IAFF President

Ratified by the City Commission, City of Largo, Florida, the _____day of _________________, 2018.

    ________________________________
    LOUIS L. BROWN
    Mayor

    ________________________________
    HENRY P. SCHUBERT
    City Manager

ATTEST:

REVIEWED AND APPROVED:

BY: ________________________________
    City Clerk

BY: ________________________________
    City Attorney
AFFORDABLE HOUSING DENSITY BONUS AGREEMENT

THIS AGREEMENT, entered into on this ____ day of __________, 2018, (the “Effective Date”) is made by and between the City of Largo, Florida (the “City”), a Florida municipal corporation with its principal address at 201 Highland Avenue Northeast, Largo, Florida 33770, PSREG CLR Owner, LLC (“Developer”), a Delaware Limited Liability Company with its principal address at 5605 Glenridge Dr. N.E., Suite 775, Atlanta, GA 30342, and Largo Belleair, LLC and Biltmore Trails, LLC (“Seller”), Florida Limited Liability Companies with its principal address at 1821 Bayshore Boulevard, Tampa, FL 33606 (collectively, the “Parties”).

WHEREAS, Developer desires to construct a 224 unit apartment complex (the “Project”) on parcels located at 1159 Clearwater Largo Road North, the south west corner of the intersection of Rosery Road Northwest and Clearwater Largo Road North, which is more particularly described in Exhibit A along with that certain right of way shown on Exhibit E (Right of Way) that the Developer will request the City Commission vacate, shall be referred to as the “Site”; and

WHEREAS, the Site is located within the Clearwater Largo Road Community Redevelopment District; and

WHEREAS, Seller is the sole owner of the Site; and

WHEREAS, the Site, without the Right of Way, is 7.8 acres and is planned as Mixed Use Corridor and City Home, respectively; and

WHEREAS, under the City’s Comprehensive Development Code (CDC), the Site is permitted for 15 units an acre; and
WHEREAS, in order to construct 224 units on the Site, the Developer needs a density of 27 units per acre; and

WHEREAS, The Clearwater Largo Road Community Redevelopment District Plan allows an affordable housing density bonus of 12 additional units per acre to be granted if 20% of the units in a project are Affordable Housing Density Units ("AHD Units") defined as units which are rented or available at a monthly cost that does not exceed 30% of a Low or Moderate Income Household’s Average Gross Monthly Income (households that earn less than 120% of the median income of the area); and

WHEREAS, Developer is willing to provide and maintain 20% of the units in the Project as AHD Units.

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

Section 1. Recitals. The above recitals are true and correct and are hereby incorporated by reference.

Section 2. Affordable Housing Density Bonus. Developer is hereby granted an Affordable Housing Density Bonus for the Project of 12 additional units per acre for a total allowance of 27 units per acre, provided Developer provides and maintains 20% of the units in the Project as AHD Units at all times during the Term of this Agreement, but subject to the Right to Cure Period (as defined below).

Section 3. AHD Units. All AHD Units shall reflect the characteristics of the market-rate units in the Project for size, number of bedrooms, and finishings, but Developer shall rent AHD Units at a rate which does not exceed 30% of a Low or Moderate Income Household’s Average Gross Monthly Income ("AHD Unit Rental Rate") and shall only charge occupants of AHD units reasonable fees that are also charged to all other residents. Applicants for AHD Units shall not be charged any special application or other fees not charged to the tenants of the other units.

Section 4. Income Certification. Developer shall utilize the State of Florida Residential Income Certification form for renters for certifying the household income for each AHD Unit, and request such certification to be updated at the time of the annual lease renewal for each AHD Unit.

Section 5. Term. This Agreement shall commence 30 days after certificates of occupancy have been issued for a total number of units that exceed the allowable number of units for the Project based on a density of 15 units per acre, and shall remain in effect for thirty (30) years from such date (the “Compliance Period”), unless terminated sooner as provided herein (the “Term”).
Section 6. **Restrictive Covenant.** This Agreement is intended and shall be construed as a covenant running with the land, and all successor owners of the Site shall be obligated to comply with this Agreement during the Term. The City may enforce this Agreement against the Developer or any successor owners of the Site by specific performance, declaratory and injunctive relief requiring the Developer or any successor owner to comply with the obligations placed on the Developer under this Agreement, or by pursuing an action to collect the penalties set forth in Section 8 and an action to foreclose the lien under Section 8. Developer shall record this Agreement in the Pinellas County public records within five (5) days after title to the Site is conveyed to Developer, but in all events prior to the recording of the mortgage for Developer's construction financing.

Section 7. **Reporting and Audit.** The Largo Housing Division shall oversee the following reporting and auditing program:

(a) Each Quarter, as hereafter defined, until the end of the Term, Developer shall submit a report (a “Quarterly Report”) to the City’s Housing Division specifying the ratio of AHD Units to market-rate units. Each Quarterly Report shall be in the form attached at Exhibit B. The first Quarterly Report shall be due 30 days after the end of the quarter that falls after six months from when the Project receives its final certificate of occupancy (CO). So for example, if the final CO is received on January 15th, the first Quarterly Report will be due on October 31st (6 months will be July 15th, the quarter ends on September 30th). Thereafter the Quarterly Report is to be sent to the City’s Housing Division within thirty (30) days following the end of each subsequent Quarter. If the date of submittal falls on a weekend or holiday, the Quarterly Report shall be due on the next business day. The Quarterly Report should be emailed to housing@Largo.com, or such other address as designated by the City in writing. For purpose of this Agreement, “Quarters” shall be defined as the three-month periods ending on the last day of March, June, September, and December of each year during the term of the Agreement.

(b) Three years after the first Quarterly Report is due pursuant to subsection a above, and each three years after that until the end of the Term, City itself or an auditor from the state approved housing tax credit auditors list selected by the City, may conduct an on-site audit as detailed in Exhibit C. The audit will be of the on-site leasing records against the Quarterly Reports. Developer shall be responsible for all reasonable costs associated with any audit, including any fees associated with third-party auditors.

(c) One year after the Effective Date, and each year after that until the end of the Term, Developer shall pay the Largo Housing Division an annual fee of $1,000.00 for oversight of the reporting and auditing program. Said fee shall be paid within ten (10) days of the commencement of each yearly anniversary of the Effective Date.
Section 8. Fees for Non-Compliance; Lien.

(a) If Developer does not provide, or have available, the 20% AHD Units at any time during the Term of this Agreement, Developer shall pay monthly to the City a fee equal to the highest market-rate monthly rental fee charged by the Developer at the Project at the time of the Developer's non-compliance, or $1,995, whichever is greater, for each AHD Unit (leased and vacant) less than 20% of the total number of rented units at the time of the Developer's non-compliance. This 20% is based on occupied units and vacant units in the project. For example, the Project is projected to have 224 total units and as such, at any given time, there can be no fewer than 44 AHD Units available and no greater than 180 market rate units rented. If a Quarterly Report has less than 20% AHD Units (leased and vacant), a 30-day period (the “Right to Cure Period”) will be allowed for the Project to come into compliance. If the project has not come into compliance during the Right to Cure Period, penalties for the non-compliance will accrue from the last day of the quarter until the Project regains compliance. Any penalty incurred will be assessed on a monthly basis; partial months will be rounded up to the next full month. This 30-day Right to Cure Period will run concurrent with the 30 days provided for submittal of the Quarterly Reports. When a Quarterly Report is turned in (30 days after the quarter ends), if the Project is out of compliance, a written explanation and documentation will be required to be added to the report on how the project has met compliance during the Right to Cure Period. If the Project is still not in compliance with the 20% requirement at the time the Quarterly Report is submitted, documentation will be required to be submitted with the following Quarterly Report noting when compliance was achieved for the non-compliant units. See Exhibit D Compliance and Non-Compliance examples.

(b) If Developer corrects the noncompliance within the Right to Cure Period, it shall not be required to pay the above described fee. For purposes of this Agreement, a cure shall be deemed to have been met if the Developer rents, or holds open to rent, the next available unit(s) as an AHD Unit until such time as 20% of the Units would then qualify as AHD Units. Further, in all events, an AHD Unit shall continue to qualify as an AHD Unit notwithstanding the fact a tenant’s income exceeds 120% of the Area Median Income during the yearly lease term then in effect, so long as the tenant’s income did not exceed 120% of the Area Median Income at the commencement of the yearly term of the tenant’s current lease. If the project has not come into compliance during the Right to Cure Period, the fee specified in clause (a) above will be payable on the last day of such quarter and the last day of each month thereafter until the project regains compliance. If such payments are not timely made, interest shall then accrue on such amount at the rate of interest set for judgments
pursuant to section 55.03, Fla. Statutes, until paid. If any fee due under this Section 6 remains unpaid for ninety (90) days after it is due, the City may record a claim of lien against the Site, provided that such lien shall be subordinate to the terms, conditions and provisions of any now or future bona fide mortgage entered into by Developer as mortgagor affecting the Project or the Site. The provisions of this Section 8 related to the payment, enforcement and collection of the fee for non-compliance shall survive the termination of this Agreement due to the default of Developer or the expiration of the Term.

Section 9. **Termination.** If, for any reason, the Developer does not submit a site plan within sixty (60) days of the Effective Date, notifies the City that it does not intend to construct the project with the bonus density prior to issuance of a building permit, or does not complete construction within three (3) years after Developer acquires the Site, the City may terminate this Agreement upon written notice to Developer. Upon such notice, this Agreement shall terminate, and all obligations and rights under this Agreement shall cease. If, for any reason, the conveyance from the Seller to the Developer of the Site is not consummated within one (1) year after the Effective Date, the Developer or Seller shall provide written notice to the City. Upon the City’s receipt of such notice, this Agreement shall terminate, and all obligations and rights under this Agreement shall cease.

Section 10. **Assignment.** The terms and provisions of this Agreement shall be binding upon the Parties and their respective partners, successors, heirs, executors, administrators, assigns and legal representatives. The transferor shall provide the City written notice of any such conveyance. From and after the conveyance of the Site, the transferee will be deemed to have assumed the obligations of Developer arising from and after such transfer, and the transferor Developer will be released from all obligations accruing from and after such transfer.

Section 11. **Estoppel Certificates.** At any time or times, within ten (10) Business Days after written demand of the City by the Developer or any secured creditor providing financing for the Project (such party, a “Lender”) (which demand, in the absence of an event of default, shall be made no more than two (2) times in any calendar year), the City shall deliver to the requesting party a certificate duly executed and in form reasonably satisfactory to the requesting party and the City, stating and acknowledging, if accurate, to the best of the City’s knowledge and based on the Developer’s quarterly reports which the City will have the right to rely upon in executing any such estoppel certificate, (i) that each Party has kept, observed, complied with, fulfilled and performed in all material respects all material terms, covenants and conditions in this Agreement; (ii) that no potential default exists; and (iii) that no litigation or administrative proceeding arising out of this Agreement has been instituted by or against the City for which the City has received service of process.

Section 12. **Amendments.** This Agreement may not be amended or modified except in writing, executed by the City and the then owner of the Site, and the Developer if Developer has not yet acquired the Site.
Section 13. **Controlling Law and Venue.** This Agreement shall be construed by and controlled under the laws of the State of Florida. The Parties consent to jurisdiction over them in the State of Florida and agree that venue for any state action arising under this Agreement shall lie solely in the courts located in Pinellas County, Florida, and for any federal action shall lie solely in the United States District Court for the Middle District of Florida, Tampa Division.

Section 14. **Severability.** If any one or more provisions of this Agreement shall be held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby and this Agreement shall be treated as though the invalidated portion(s) had never been a part hereof.

Section 15. **Entire Agreement.** This Agreement sets forth the entire agreement between the Parties as to the subject matter hereof and supersedes all previous written or oral negotiations, agreements, bids, and/or understandings. There are no understandings, representations, warranties, or agreements with respect to the subject matter hereof unless set forth explicitly in this Agreement.

Section 16. **Waiver.** No waiver of any default or failure to perform shall be valid unless set forth in writing by the waiving party and shall not constitute a waiver of any other default or failure to perform under this Agreement, or of any rights or remedies to which either party may be entitled to on account of any such default or failure to perform.

Section 17. **Mutual Drafting.** This Agreement is the product of mutual drafting, each party having been represented by or having the opportunity to be represented by counsel, and therefore shall not be construed against either party.

Section 18. **Attorneys' Fees.** In the event of legal action or other proceeding arising under this Agreement, the prevailing party shall be entitled to recover from the adverse party all its reasonable attorneys' fees and costs incurred by the prevailing party in the prosecution or defense of such action, or in any post-judgment or collection proceedings and whether incurred before suit, at the trial level or at the appellate level. This shall include any bankruptcy proceedings. The prevailing party also shall be entitled to recover any reasonable attorneys' fees and costs incurred in litigating the entitlement to attorneys' fees and costs, as well as in determining the amount of attorneys' fees and costs due to the prevailing party. The reasonable costs to which the prevailing party will be entitled include costs that are taxable under any applicable statute, rule, or guideline, as well as costs of investigation, copying costs, electronic discovery costs, mailing and delivery charges, costs of conducting legal research, consultant and expert witness fees, travel expenses, court reporter fees and mediator fees, regardless of whether such costs are taxable under any applicable statute, rule or guideline.
Section 19. **Mortgagee Rights.** The holder of a first-priority mortgage, deed to secure debt or similar financing instrument encumbering the Site (a “First Mortgagee”) will have the following rights under this Agreement:

(a) Upon providing Developer with any notice of (i) default under this Agreement or (ii) a matter on which the City may predetermine or claim a default, the City shall at the same time provide a copy of such notice to the First Mortgagee. No such notice to Developer shall be deemed to have been duly given to Developer unless and until a copy thereof has been so provided to the First Mortgagee.

(b) First Mortgagee may, but shall have no obligation, to cure any default of Developer under the Agreement within the applicable cure period, if any, available to Developer under the Agreement, and the City agrees to accept such cure as if cured by Developer if such cure complies with this Agreement.

(c) First Mortgagee’s rights under this Agreement are subject to the City’s receipt of written notice of the name of the First Mortgagee, its contact person, and the contact person’s mailing address, telephone number and electronic mail address. The City will be entitled to rely on such written notice in connection with this Section 19.

Section 20. **Notice.** All notices required or made pursuant to this Agreement shall be made in writing and sent by certified U.S. mail, return receipt requested, addressed to the following:

**If to the City:**

The City of Largo, Florida 201 Highland Avenue Northeast, Largo, Florida 33770 Attn: Housing Division With required copy to:

Alan S. Zimmert, City Attorney Bryant Miller Olive

One Tampa City Center, Suite 2700 Tampa, Florida 33602

**If to Developer:**

PSREG CLR Owner, LLC 5605 Glenridge Drive NE, Suite 775 Atlanta, GA 30342 Attn: Steven Shores

**If to Seller:**

Largo Belleair LLC & Biltmore Trails LLC 1821 Bayshore Boulevard Tampa, FL 33606 Attn: Gordon McBride

Any party may change its above noted address by giving written notice to the other parties in accordance with the requirements of this section.
IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

By executing this AGREEMENT, the undersigned acknowledges that the undersigned has the lawful authority granted by the DEVELOPER to execute this AGREEMENT on behalf of the DEVELOPER, and has been granted the right to bind the DEVELOPER to the covenants and agreements herein above stated.

Entity Name: PSREG CLR Owner, LLC, a Delaware limited liability company

By: Pollack Shores Real Estate Group, LLC, its manager

By (Signature): [Signature]

Print Name: Steven Shores

Title: Authorized Signatory

NOTARIZATION: CORPORATE/PARTNERSHIP/TRUST/OTHER ENTITY

STATE OF Georgia

COUNTY OF Fulton

The foregoing instrument was acknowledged before me this 30 day of August, 2018, by Steven Shores, Authorized Signature, of Pollack Shores Real Estate Group, LLC, the sole manager of PSREG CLR Owner, LLC, who acknowledged before me that he or she is authorized to execute this AGREEMENT on behalf of said entity and [ ] is personally known to me or [ ] has produced identification.

Type of identification produced: ________________________________

My commission expires _____________________
(Notary Seal)

Heather Peppers
Notary Public Signature

Heather Peppers
Notary Public Print Name
By executing this AGREEMENT, the undersigned acknowledges that the undersigned has the lawful authority granted by BILTMORE TRAILS, LLC to execute this AGREEMENT on behalf of BILTMORE TRAILS, LLC, and has been granted the right to bind BILTMORE TRAILS, LLC to the covenants and agreements herein above stated.

Entity Name: BILTMORE TRAILS, LLC, a Florida limited liability company

By (Signature): [Signature]

Print Name: Gordon McBride

Title: [Signature]

NOTARIZATION: CORPORATE/PARTNERSHIP/TRUST/OTHER ENTITY

STATE OF Florida

COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me this 29 day of August, 2018, by Gordon McBride as [Owner] of Biltmore Trails, LLC, who acknowledged before me that he or she is authorized to execute this AGREEMENT on behalf of said entity and [x] is personally known to me or [ ] has produced identification.

Type of identification produced: ________________________________

My commission expires: ________________________________
(Notary Seal)

Darcy B. Geders
Notary Public Signature

Darcy B. Geders
Notary Public Print Name
By executing this AGREEMENT, the undersigned acknowledges that the undersigned has the lawful authority granted by LARGO BELLEAIR, LLC to execute this AGREEMENT on behalf of LARGO BELLEAIR, LLC, and has been granted the right to bind LARGO BELLEAIR, LLC to the covenants and agreements herein above stated.

Entity Name: LARGO BELLEAIR, LLC, a Florida limited liability company

By (Signature): [Signature]

Print Name: Gordon McBride

Title: Mgr/Owner

NOTARIZATION: CORPORATE/PARTNERSHIP/TRUST/OTHER ENTITY

STATE OF Florida

COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me this 29 day of August, 2018, by Gordon McBride as Mgr/Owner of Largo Belleair, LLC, who acknowledged before me that he or she is authorized to execute this AGREEMENT on behalf of said entity and [x ] is personally known to me or [ ] has produced identification.

Type of identification produced: ____________________________

My commission expires: [Signature]
(Notary Seal)

Notary Public Signature

Notary Public Print Name

[Notary Seal]

DARCY B. GEDERS
MY COMMISSION # FY09931
EXPIRES: August 24, 2019
CITY OF LARGO, Florida
a municipal corporation.

BY: Louis L. "Woody" Brown, Mayor

ATTEST:
Diane Bruner, City Clerk

STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this _____ day of __________ 2018, by Louis L. "Woody" Brown, as Mayor of the CITY OF LARGO, FLORIDA, a municipal corporation, and he acknowledged before me that he executed the instrument on behalf of the CITY. He is personally known to me.

My commission expires: ____________________________

(Notary Seal) Notary Public Signature

____________________________
Notary Public Print Name

40704459.6
EXHIBIT A
Legal Description of Site
Parcel Identification Numbers: 28/29/15/00846/001/0010 &
28/29/15/00846/002/0010

All of Blocks A and B of Replat of Alta Vista, according to the Plat thereof recorded in
Plat Book 12, Page 76, Public records of Pinellas County, Florida.
EXHIBIT B
Quarterly Report Form
| Building | Unit | Household Status | Move-In Date | Type | Move-In Status | Number of Household Members | Income Source | Income Limit | Age of Head of Household | Rental Assistance | Market Rate | # of Birthdays | # of # of Rooms | # of Rooms | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent 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| Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Rent | Total Read...
Affordable Housing Compliance Summary Sheet

Development: 

Period:  
From:  
To:  

TOTAL UNITS: 0  
Required Number of Affordable Units (120% AMI or below): 0  
Maximum Market Rate Units: 0  

UNIT SET-ASIDE COMPLIANCE:  
The number of certified occupied affordable housing units plus set-aside vacant units for affordable housing must meet or exceed the Required Number of Affordable Units.  
Certified Occupied Units: 0  
Set-Aside Vacant Units: 0  
Total Affordable Units: 0  
Affordable Set Aside Met: IN COMPLIANCE  
Market Rate Occupied Units: 0  
Market Rate Vacant Units: 0  
Other Units (Security, etc.): 0  
Total Market Rate/Other Units: 0  
Maximum Number of Affordable Units: IN COMPLIANCE  

INCOME LIMIT COMPLIANCE  
The income limits of the certified occupied units shall not exceed 120% of Area Median Income, Adjusted for Household Size. Vacant Set-Aside Units are presumed in compliance.  

<table>
<thead>
<tr>
<th>Category</th>
<th>Compliant</th>
<th>Non-Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Occupied Units</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plus: Set-Aside Vacant Units</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Income Compliant Units</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Income Limit Compliance</td>
<td>IN COMPLIANCE</td>
<td></td>
</tr>
</tbody>
</table>

RENT LIMIT COMPLIANCE  
Certified Occupied Units: rent amounts paid by the household shall not exceed 30% of the household's gross monthly income (Annual Income from RIC/12 months). Rental assistance that the household receives on a monthly basis from other resources is not included in the Rent Compliance calculation.  

<table>
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<th>Category</th>
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<th>Non-Compliant</th>
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<tbody>
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</tr>
<tr>
<td>Plus: Set-Aside Vacant Units</td>
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</tr>
<tr>
<td>Total Rent Compliant Units</td>
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<td>Rent Limit Compliance</td>
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OVERALL COMPLIANCE IN COMPLIANCE
EXHIBIT C
Details of Triennial On-Site Audit

Triennial On-Site Audit
An on-site audit will be conducted once every three years in order to monitor conformance for the project with the terms of the Agreement. If during the audit new non-compliance issues are found, the Developer will incur a "back-dated" penalty.

- Conduct a management review of 5 tenant files including the Application, verification of income (Tenant Income Certification), waiting list practices and Lease.
- Review a Quarterly Report period that was submitted to the Largo Housing Division during the period being audited. The review includes monthly information on number of vacant, market rate and affordable units.
- If during the time being audited there was one or more non-compliant documents produced, the audit will review at least one or more of these documents.
- Notification of the On-Site audit will be given to the Developer and to the management company at least three (3) weeks in advance.
- A copy of the final report will be sent to the Developer, the management company and to Largo's Housing Division.
- The triennial on-site audit shall be conducted three (3) years after the first Quarterly Report is due, and shall be performed every three (3) years thereafter.
EXHIBIT D
Examples of Compliance and Non-compliance

(These examples are based on a Project with 20% and 224 units)
The Quarterly Report for January – March that is turned into the Housing Division in April, shows a total of 200 units occupied and 24 units vacant. There are 180 market rate units occupied and 20 affordable units occupied in the project. The Housing Division would consider the project in compliance for this submitted report because the number of affordable units plus vacant units that can be rented as affordable units is at least 20% of the total units.

The Quarterly Report for April – June is turned into the Housing Division in July. The report shows a total of 207 units occupied and 17 vacant units. There are 185 market rate units occupied, 22 affordable units occupied, and 17 vacant. Attached to the Quarterly Report is a document that shows during the month of July (the 30-day period after the quarter has ended, and the report is being prepared), the number of market rate units went to 178, the number of affordable units 30, and there are 16 vacant units. The Housing Division would consider the project in compliance based on the Right to Cure Period documented information.

The Quarterly Report for July – September is turned into the Housing Division in October. The report shows a total of 220 units occupied and 4 vacant units. The project during the quarter had 186 occupied market rate units and 34 occupied affordable units, with 4 vacant units. Attached to the Quarterly Report is a document showing that during the month of October, the project has 185 occupied market rate units, 39 occupied affordable units, and no vacant units available. The Housing Division would consider the project out of compliance by 5 units. The Developer will be required to provide documentation at the next Quarterly Report submittal, the Developer would be required to pay the penalty for these five units that were out of compliance.

The Quarterly Report for October – December is turned into the Housing Division in January. The report shows that a total of 219 units are occupied and 5 units are vacant. The project during the quarter has 165 occupied market rate units and 54 occupied affordable units and 5 vacant units. The Housing Division would consider the project in compliance for this submitted quarter. Attached to the Quarterly Report is a documentation that shows the project came into compliance from the previous quarter on December 1st. The Housing Division would send a request for a penalty payment on the 5 units that were out of compliance of two months (October & November). That penalty would be 5 units x 2 months x the agreed upon penalty.
EXHIBIT E
Maps and Legal Descriptions of Right of Way
**SECTION 28, TOWNSHIP 29 SOUTH, RANGE 15 EAST**
**PINELLAS COUNTY, FLORIDA**

**BLOCK 21, HIGHLAND PARK**
**PLAT BOOK 9, PAGE 24**

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**ROSEY ROAD**

**LINE TABLE**

<table>
<thead>
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<th>LINE</th>
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<th>DISTANCE</th>
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<tbody>
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<td>L1</td>
<td>S89°03'54&quot;E</td>
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<tr>
<td>L2</td>
<td>N89°07'31&quot;W</td>
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**LEGEND**

- **POB** = POINT OF BEGINNING
- **(P)** = PLAT

---

**EXHIBIT "A" - VACATE AREA**

**10TH STREET NW**

---

**CERTIFIED AS TO SKETCH AND LEGAL DESCRIPTION**

Sketch and Legal Description are valid without the signature and the original raised seal of a Florida Licensed Surveyor and Mapper.

---

**King ENGINEERING ASSOCIATES, INC.**

---

**Greg Baksis**

**PROFESSIONAL SURVEYOR AND MAPPER**

**STATE OF FLORIDA # L.S. 6565**

**CERTIFICATE OF AUTHORIZATION No. LB 2610**
### Exhibit A - Vacate Area 3

#### 11th Avenue NW

<table>
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<tr>
<th>Line</th>
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<th>Distance</th>
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</thead>
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<tr>
<td>L2</td>
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<td>30.86&quot;</td>
</tr>
</tbody>
</table>

#### Legend

- **POB** = Point of Beginning
- **(P)** = Plat

**Certified as to Sketch and Legal Description**

Sketch and Legal Description not valid without the signature and the original raised seal of a Florida licensed Surveyor and Mapper.

**Greg Baksis**

Professional Surveyor and Mapper

State of Florida # L.S. 6358

Certificate of Authorization No. LB 2610

King Engineering Associates, Inc.

4921 Memorial Highway
One Memorial Center, Suite 300
Tampa, Florida 33634
Phone 813 880-8881
Fax 813 880-8832
www.kingengineering.com

Sheet 1 of 2
ROSERY APPTS RIGHT-OF-WAY VACATION LEGAL DESCRIPTIONS

VACATE AREA 1

A PORTION OF A 60.00 FEET WIDE RIGHT-OF-WAY OF 11TH AVENUE NW (LEXINGTON AVENUE, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA) LYING IN SECTION 28, TOWNSHIP 29 SOUTH, RANGE 15 EAST, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF LOT 5, BLOCK B, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA; THENCE SOUTH 04°30'55" WEST ALONG THE SOUTHERLY EXTENSION OF THE WEST RIGHT-OF-WAY LINE OF 10TH STREET NW (PALMER STREET PER PLAT), A DISTANCE OF 10.02 FEET; THENCE NORTH 89°07'31" WEST, A DISTANCE OF 653.00 FEET TO THE SOUTHERLY EXTENSION OF THE EAST RIGHT-OF-WAY LINE OF THE PINELLAS TRAIL (RAILROAD RIGHT-OF-WAY PER PLAT); THENCE NORTH 04°02'24" EAST ALONG SAID SOUTHERLY EXTENSION OF THE EAST RIGHT-OF-WAY LINE, A DISTANCE OF 10.02 FEET TO THE SOUTHWEST CORNER OF LOT 15, BLOCK B, SAID RE-PLAT OF ALTA VISTA; THENCE SOUTH 89°07'31" EAST ALONG THE NORTH RIGHT-OF-WAY LINE OF 11TH AVENUE NW (LEXINGTON AVENUE PER PLAT), A DISTANCE OF 653.08 FEET TO THE POINT OF BEGINNING.

CONTAINING 6530 SQUARE FEET OR 0.150 ACRES.

VACATE AREA 2

A PORTION OF A 60.00 FEET WIDE RIGHT-OF-WAY OF 10TH STREET NW (PALMER STREET, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA) LYING IN SECTION 28, TOWNSHIP 29 SOUTH, RANGE 15 EAST, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHEAST CORNER OF LOT 1, BLOCK B, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA; THENCE SOUTH 89°03'54" EAST ALONG THE SOUTH RIGHT-OF-WAY LINE OF ROSEY ROAD, A DISTANCE OF 60.12 FEET TO THE NORTHWEST CORNER OF LOT 18, BLOCK A, OF SAID RE-PLAT OF ALTA VISTA; THENCE SOUTH 04°30'55" WEST ALONG THE EAST RIGHT-OF-WAY LINE OF 10TH STREET NW (PALMER STREET PER PLAT) AND A SOUTHERLY EXTENSION THEREOF, A DISTANCE OF 280.87 FEET; THENCE NORTH 89°07'31" WEST, A DISTANCE OF 60.12 FEET TO THE SOUTHERLY EXTENSION OF THE WEST RIGHT-OF-WAY LINE OF SAID 10TH STREET NW; THENCE NORTH 04°30'55" EAST ALONG SAID SOUTHERLY EXTENSION AND THE WEST RIGHT-OF-WAY LINE OF SAID 10TH STREET NW, A DISTANCE OF 280.93 FEET TO THE POINT OF BEGINNING.

CONTAINING 16854 SQUARE FEET, OR 0.387 ACRES.
VACATE AREA 3

A PORTION OF A 60.00 FEET WIDE RIGHT-OF-WAY OF 11TH AVENUE NW (LEXINGTON AVENUE, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA) LYING IN SECTION 28, TOWNSHIP 29 SOUTH, RANGE 15 EAST, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF LOT 5, BLOCK A, RE-PLAT OF ALTA VISTA, ACCORDING TO PLAT BOOK 12, PAGE 76, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA; THENCE SOUTH 05°08'05" WEST ALONG THE SOUTHERLY EXTENSION OF THE WEST RIGHT-OF-WAY LINE OF CLEARWATER-LARGO ROAD (SUNSET BOULEVARD PER PLAT), A DISTANCE OF 30.08 FEET; THENCE NORTH 89°07'31" WEST, A DISTANCE OF 612.54 FEET TO THE SOUTHERLY EXTENSION OF THE EAST RIGHT-OF-WAY LINE OF 10TH STREET NW (PALMER STREET PER PLAT); THENCE NORTH 04°30'35" EAST ALONG SAID SOUTHERLY EXTENSION OF THE EAST RIGHT-OF-WAY LINE, A DISTANCE OF 30.06 FEET TO THE SOUTHWEST CORNER OF LOT 14, BLOCK A, SAID RE-PLAT OF ALTA VISTA; THENCE SOUTH 89°07'31" EAST ALONG THE NORTH RIGHT-OF-WAY LINE OF 11TH AVENUE NW (LEXINGTON AVENUE PER PLAT), A DISTANCE OF 612.86 FEET TO THE POINT OF BEGINNING.

CONTAINING 18381 SQUARE FEET OR 0.422 ACRES.