

**CITY OF LARGO  
CITY COMMISSION REGULAR MEETING**

**October 2, 2018  
Minutes**

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

**COMMISSION ABSENT:** Commissioner Robinson

**PARTICIPATING STAFF PRESENT:** City Mgr. Schubert, City Attorney Zimmet, Asst. City Mgr. Staffopoulos, City Clerk Bruner, Outreach Coor. Clark, Asst. Rec., Parks and Arts Dir. Pincince, Planning Mgr. Perez, Planner Lunan-Gordon, Planner Ball

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 – 11<sup>th</sup> Grade – Largo High School  
Aniya Brady – 9<sup>th</sup> Grade – Largo High School  
Joey Chenis – 12<sup>th</sup> Grade – Pinellas Gulf Coast Academy  
Nandi DeCoteau – 12<sup>th</sup> Grade – Largo High School  
Ashley Kadau – 10<sup>th</sup> Grade – Largo High School  
Aaron Lester – 11<sup>th</sup> Grade – Largo High School  
Phillip Nowling – 11<sup>th</sup> Grade – Florida Virtual School  
Elizabeth Piehl – 9<sup>th</sup> 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.

Fund	Amt	Department	Description
General	\$20,000	PW	Parking Lot Maintenance
General	\$19,600	RPA	Asphalt Patches, Misc Parks
General	\$170,000	PW	Street Maintenance
Local Option Sales Tax	\$415,000	RPA	Central Park Parking Lots 2 and 3
County Gas Tax	\$50,000	EN	Road and Sidewalk R&M
County Gas Tax	\$35,000	PW	Street/Sidewalk Minor Repairs
TIF 7a, 8	\$285,000	EN	Sidewalk Expansions
Total	\$994,600		

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:

Dept.	Item	FY 2019 Amount
EN	Sanitary Sewer Repair /Maintenance APA	\$250,000
ES	Lift Station Repair and Maintenance	\$50,000
	<b>Total:</b>	\$300,000

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		
Sanitary Repairs & Maintenance	\$250,000	EN

<i>Hermine Areas 1-5 I&amp;I Projects</i>	<i>\$1,600,000</i>	<i>ES</i>
<i>LS 2 Sub-Basin 1 I&amp;I Project</i>	<i>\$823,500</i>	<i>ES</i>
<i>Total</i>	<i>\$2,673,500</i>	

*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<sub>2</sub>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<sub>2</sub>S levels throughout areas in the wastewater collection system where it is currently applied. This reduction in H<sub>2</sub>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.

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.

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Diane L. Bruner, CMC, City Clerk