CITY COMMISSION AGENDA

6:00 PM
November 20, 2018
Commission Chambers

Call to Order

Invocation - Reverend Michael J. Gymph, Pastor, Prince of Peace Lutheran Church

Pledge of Allegiance

Ceremonial

1. Swearing In Of Newly Elected City Commissioners (No Memo For This Item)

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

2. Approval Of Agenda – Regular Meeting Of November 20, 2018
3. Approval Of Minutes – Regular Meeting Of November 6, 2018

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

4. Appointment Of Vice Mayor
5. Reappointment Of Bret Shortridge, Mediha Kolar, Douglas Whittington, And Barbara Sofarelli As Members Of The Code Enforcement Board
6. Reappointment Of Crystal Peoples, Janyce Cruse, And Allison Broihier, And Appointment Of Chris Desilets As Members Of The Community Development Advisory Board
7. Reappointment Of Bronson Oudshoff, Christopher Johnson, And Kathleen Mortensen, And Appointment Of Roger Brennan As Members Of The Finance Advisory Board
8. Reappointment Of Coraline Hampson-Wiest, Renee White, Claudia Dahlman, And Karen Douglas As Members Of The Library Advocacy Board
9. Reappointment Of Cheyrl Bowman, Eric Gerard, Michael Dibrizzi, And Olivia Brown As Members Of The Planning Board
10. Reappointment Of May-Li Cuypers, Annaliese Smith, Sharon Fekete, And Laurie Bunce As Members Of The Recreation, Parks And Arts Advocacy Board
11. Approval Of Consultant Ranking For RFQ No. 19-Q-652, Construction Manager At Risk Services For The Rosary Road Phase 1 Community Street Improvements Project
12. Approval Of The Subrecipient Public Services Agreement For Directions For Mental Health, Inc. d/b/a Directions For Living In The Amount Of $56,650

13. Authorization To Enter Into Consent Order OGC No. 03-0666 Amendment Five With The Florida Department Of Environmental Protection

Public Hearings (Procedure for Public hearings: staff presentation; reading of Ordinance title; public hearing; questions/discussion; City Commission action.)

14. Ordinance No. 2019-11 – Second Reading – Amending Chapter 22, Section 22-105 Of The City Of Largo Code Of Ordinances To Codify Exemptions For Local Business Tax Receipts For Veterans, Spouses Of Veterans And Certain Service Members, And Low-income Persons Pursuant To Section 205.055, Florida Statutes

Legislative Matters (Procedure for legislative matters: staff presentation; public input; City Commission questions/discussion; City Commission action.)

15. Approval Of Scope And Fee With McKim And Creed, Inc. For Resident Project Representative Services, For The WWRF Biological Treatment Improvements Project, In The Amount Of $763,250

16. Ordinance No. 2019-03 – First Reading – An Ordinance Of The City Of Largo, Florida, Amending The City Of Largo Comprehensive Development Code In Accordance With Section 163.3202, Florida Statutes

17. Ordinance Nos. 2019-04 Through 2019-10 - First Reading - An Annexation Of Eighteen (18) Properties Located On Southwind Ln And Cheryl Rd, And At 1297 20th Ave SW, 1636 Fortune Dr, 2095 Temple Terrace, 14928 And 14924 Newport Rd, 15663 Bedford Circle W, And 1811 Juanita Court, With Land Use Designations Of Industrial Limited And Residential Low

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

None

Community Redevelopment Agency (CRA)

18. Appointment Of Darlene Sheets As A Member Of The Community Redevelopment Agency Advisory Board

Items from Assistant City Attorney Day, Commissioner Fenger, Commissioner Holmes, Commissioner Robinson, Commissioner Holck, Vice Mayor Carroll, Commissioner Smith, 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.
Mayor Brown called the Regular Meeting to order at 5:58 pm.

Invocation was given by Monsignor Robert Morris, Pastor, St. Catherine of Siena Catholic Church, followed by the Pledge of Allegiance.

CEREMONIAL

LARGO RECYCLES DAY PROCLAMATION

The City of Largo is proud to recognize Thursday, November 15, 2018 as Largo Recycles Day. The City of Largo prides itself on its commitment to recycling and sustainability. These efforts are central to Largo’s strategic planning, fiscal sustainability, environmental stewardship and community pride. The City of Largo would like to honor these commitments and help create a community that is sustainable for generations.

Ms. Thomas introduced this item and spoke about the impact of recycling on the local community. Ms. Bruner read the Proclamation aloud.

LARGO SMALL BUSINESS MONTH PROCLAMATION

Every year, governmental organizations and business groups across the nation have endorsed the Saturday after Thanksgiving as “Small Business Saturday.” Typically, the weeks leading up to and after Thanksgiving are of great economic significance to the retail and merchant community. This is the eighth year Largo has recognized Small Businesses during November. November is designated as “Largo Small Business Month” in order to create awareness of the impact local businesses have on the quality of life in the City. As part of the activities for Small Business Month the City of Largo is doing the following:

- A one-month moratorium on temporary event permit fees in order to encourage businesses to market and host local shopping events during the month of November in preparation for the holiday season.
- Hosting a free event for businesses, “Run, Hide, Fight for Your Business” with the Largo Police Department on November 15, 2018, at 8:30 am. All businesses are encouraged to attend this important training. The event will provide a detailed overview with strategies, physical drills, and a live scenario exercise to train and empower business owners with knowledge and understanding of options available.
- Sponsoring the “Best of Largo” contest with the Largo Leader. Everyone is encouraged to vote for their favorite Largo Businesses at BestofLargo.tbnweekly.com Voting ends November 15th.

More information about each activity is available on Largo.com/business.

Ms. Bruner read the Proclamation aloud. Ms. Rojas-Norton introduced Steve Boyle from Corey’s Ohio Auto Service, a 47 year old Largo business. Mayor Brown presented a Certificate to Mr. Boyle for his commitment to Largo.
AGENDA – APPROVED AS AMENDED

Approval of the Regular Commission Meeting agenda of November 6, 2018.

Discussion:

Commissioner Holmes requested that Item 10 be removed from the Consent Docket.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve the agenda for the Regular Meeting of November 6, 2018.

Vote:

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

Motion carried 7-0.

MINUTES – APPROVED

Approval of the Regular City Commission Meeting minutes of October 16, 2018 as on file in the City Clerk's Office.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve the minutes of the Regular Meeting of October 16, 2018.

Vote:

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

Motion carried 7-0.

CITIZEN COMMENT

1. Tom Nocera requested an opportunity to make a presentation at a future meeting regarding aerial rapid transit. He stated that this will alleviate traffic congestion. He stated that he previously met with Ms. Brydon regarding economic development opportunities.

CONSENT DOCKET – APPROVED AS AMENDED

APPOINTMENT OF MR. ALEX NOVAKOSKI AS A MEMBER OF THE EMPLOYEES’ RETIREMENT BOARD OF TRUSTEES FOR A THREE-YEAR TERM WHICH WILL EXPIRE IN SEPTEMBER 2021

The Employees’ Retirement Board of Trustees is comprised of five members including the City Manager, two employee members elected by the employees in the Retirement Plan, and two lay members who are appointed by the Mayor with approval by the City Commission. Each member is appointed for a term of three years.

Mr. Alex Novakoski is being recommended for appointment to the Employees’ Retirement Board for a three-year term which will expire in September 2021. Mr. Novakoski will replace Mr. Ronald Steiger who did not
wish to seek reappointment after serving 26 years on this Board.

**APPOINTMENT OF DYLAN SHERWOOD 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. The City Commission approved the appointment of eight (8) students at the October 2, 2018, meeting. These eighteen (18) members and the Council staff are recommending the appointment of Dylan Sherwood, who submitted an application for this school year.

**AUTHORIZATION TO EXPEND FEDERAL FORFEITURE TRUST FUNDS FOR THE PURCHASE OF A POLICE TRAFFIC CITATIONS ACCOUNTING AND TRANSMISSION SYSTEM IN THE ESTIMATED AMOUNT OF $12,290.75**

The Largo Police Department (LPD) is requesting authorization to purchase software which will allow for the electronic submission of traffic citations to the Pinellas County Clerk of the Court. LPD currently hand processes traffic citations. The Clerk of the Court has requested the Department move to electronic ticket submissions as the other Pinellas County agencies have. This will improve agency efficiency by reducing the time required for staff to process and forward traffic citations by hand to the Court. This will be an additional module of the Department’s existing Superion software system. Annual maintenance costs are estimated at $1,700 and will be paid for out of the General Fund.

Use of any forfeiture funds must be approved by the City Commission.

**AUTHORIZATION TO EXPEND STATE FORFEITURE TRUST FUNDS FOR THE PURCHASE OF POLICE EQUIPMENT IN THE ESTIMATED AMOUNT OF $40,531.75**

The Largo Police Department (LPD) is requesting authorization to purchase the following equipment for FY 2019 utilizing state forfeiture trust funds:

- License Plate Readers, one of which will be trailer mounted and one of which will be vehicle mounted ($29,252)
  - The total cost of the License Plate Readers is $55,940. The total purchase authorization is presented on a separate item. The balance of funds will come from federal fiscal year 17 Justice Assistance Grant funds.
- Additional barcode scanner technology to improve property & evidence processing efficiency ($1,462.75)
- INCA Repeater kit to ensure necessary radio range for Officers in undercover operations ($9,817)

**AUTHORIZATION TO PURCHASE LICENSE PLATE READER TECHNOLOGY AND EQUIPMENT FROM VETTED SECURITY SOLUTIONS, LLC IN THE ESTIMATED AMOUNT OF $55,940**

The Largo Police Department (LPD) is requesting authorization to purchase license plate reader equipment and technology. License plate reader technology is used to scan license plates on vehicles to determine if the vehicle is stolen or the owner of the vehicle is wanted in connection to criminal activity.
In order to be in line with Pinellas County Sheriff’s Office standards, LPD is using the equipment and associated software sold by Vetted Security Solutions, LLC.

$26,688 of this purchase will be paid for by our 2017 Justice Assistance Grant Award. The remaining $29,252 will be paid for utilizing State Forfeiture funds.

**RENEWAL OF BID NO. 17-B-586, SYSTEM INTEGRATOR SERVICES TO SOUTHERN AUTOMATION AND CONTROLS, FOR A TWO YEAR PERIOD, IN THE ESTIMATED AMOUNT OF 330,000**

The City of Largo Wastewater Reclamation Facility (WWRF) has a sophisticated Supervisory Control and Data Acquisition (SCADA) system consisting of Programmable Logic Controllers (PLCs), computer networking, Human-Machine Interfaces (HMI), radio telemetry, online instrumentation, and variable frequency drive (VFD) units. This complex network of components allows the facility to run in an automatic mode as well as collect all compliance related data and information required by its state issued operating permit. To keep the system operating properly requires a full-service integration company to provide system programming, troubleshooting, design upgrades, maintenance and off-hours emergency support services.

Southern Automation and Controls is the current vendor for these services and has performed in a satisfactory manner in all aspects of the contract. This memorandum requests authorization to renew system integrator services from Southern Automation and Controls, in the annual estimated amount of $165,000 according to the terms in City of Largo Bid No. 17-B-586 for a 24-month period. Southern Automation has guaranteed that they will honor the original prices, terms, and conditions identified in the bid bringing the estimated amount for the two year period to $330,000.

In the City Charter, all purchase agreements that extend beyond the current fiscal year include a fiscal non-funding clause; if the City Commission does not appropriate the necessary funds, the purchase agreement terminates on the last day of the current fiscal year without penalty or expense to the City. An annual purchase authorization (APA) will be awarded to establish a unit price, but does not obligate the City to make any purchases.

**AUTHORIZATION TO PURCHASE CELLULAR DATA WIRELESS SERVICES FROM VERIZON WIRELESS IN THE ESTIMATED AMOUNT OF $159,777 FOR FY 2019, IN ACCORDANCE WITH FLORIDA STATE CONTRACT NO. DMS-10/11-008C**

Cellular wireless data service is used for supporting workflows associated with City issued mobile devices. This provides staff with a mobile office wherever the work requires, minimizing the need to return to a physical location. Each mobile device used away from a City Facility (and Wi-Fi access), yet relying on a connection to the City network (ex: laptop computers), requires a cellular data card to do so. The table below summarizes the total number of wireless data cards currently in use by the City. The Police Department is the largest user of these wireless devices (120 in vehicles, 30 for various mobile devices) and each year there is a slight increase in that number in service for the first weeks of the fiscal year as new cars and computer devices are obtained and older ones decommissioned.

**APPROVAL OF AGREEMENT WITH PINELLAS COUNTY FOR THE ADMINISTRATION OF THE FY 2018-2019 FEDERAL HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM IN THE AMOUNT OF $290,421**

This memorandum requests approval of an agreement with Pinellas County for administration of the HOME program from October 1, 2018 through April 30, 2020 (the period from October 1, 2019 through April 30, 2020 was included in the agreement to allow for complete closeout). The HOME program was created by the National Affordable Housing Act of 1990 (NAHA). The intent of the HOME program is to provide decent affordable housing to lower income households, to expand the capacity of nonprofit housing providers, to strengthen the ability of state and local governments to provide housing, and to leverage private sector participation. HOME funds are allocated by a formula to participating state and local governments. The
formula is based on factors including population, age of units, substandard occupied units and number of families below the poverty level. When local governments’ formula allocations do not meet the minimum threshold, they may form a consortium to meet the minimum threshold for funding.

The Department of Housing and Urban Development (HUD) requires consortium members to have a legally binding cooperative agreement between participating local governments, which authorizes one local government to act as the lead agency and assume overall responsibility. The City of Largo and Pinellas County created the Pinellas County HOME Consortium in 1992 for the purpose of qualifying for HOME funds and have received funding each year since that time. Pinellas County was selected to be the lead agency because it is larger. Funds are allocated to the Consortium based on the HOME formula and the funds are then divided between the consortium members based on population percentages. HOME regulations also require 15% of the funds to be allocated to local nonprofit corporations that develop affordable housing for the communities they serve.

The agreement was just received from Pinellas County for City approval. However, the agreement is retroactive to October 1, 2018. A copy of the agreement has been sent to the City Commission electronically, and posted to the website.

**AUTHORIZATION TO PURCHASE LIBRARY MATERIALS INCLUDING BOOKS, NON PRINT MATERIALS, AND RELATED ANCILLARY SERVICES FROM BAKER & TAYLOR, INC. AND MIDWEST TAPE, INC. IN THE ESTIMATED AMOUNT OF $370,000 IN ACCORDANCE WITH FLORIDA STATE CONTRACT NO. 55101500-17-ACS**


The FY 2019 total capital expenditure budget for library materials is $433,600, which includes $50,000 for bookmobile library materials to be reimbursed by the Greater Largo Library Foundation. The available budget amount in FY 2019 is $433,600. The library purchases the majority of its print and non print materials from Baker & Taylor, Inc. and Midwest Tape, Inc. In FY 2018, these vendors represented approximately 85% of the total annual expenditures for library materials. The remaining budget was spent with other library vendors that specialize in certain subject areas or formats.

**APPROVAL OF PINELLAS COUNTY UTILITY EASEMENT ON CITY OF LARGO PROPERTY ADJACENT TO WEST BAY DRIVE**

The purpose of this memorandum is to obtain City Commission approval to grant a utility easement to Pinellas County (County) for the installation and maintenance of County infrastructure on a strip of City of Largo property between West Bay Drive and 100 1st Avenue SW. The address is the location of the proposed West Florida Dance Center. A valve assembly is required for the dance center’s fire sprinkler system and the County has requested a location adjacent to West Bay Drive for ease of access and maintenance.

The easement area is located on the south side of West Bay Drive and covers an area that is approximately fifteen feet by eighteen feet in size.

The easement agreement has been reviewed and approved by Pinellas County and the City Attorney. A copy of the agreement has been sent to the City Commission electronically and posted to the website.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve the Consent Docket without City Commission discussion and including staff background provided in the Commission packets.

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

Motion carried 7-0.

**ITEMS REMOVED FROM THE CONSENT DOCKET**

**AUTHORIZATION TO PURCHASE 55 REPLACEMENT PORTABLE RADIOS AND PORTABLE RADIO ACCESSORIES FROM MOTOROLA SOLUTIONS, INC. IN THE ESTIMATED AMOUNT OF $220,000 – APPROVED**

In FY 2008, the Largo Police Department (LPD) replaced all of its portable radios. Since then, those radios have been maintained through an annual service contract and were upgraded by the manufacturer to be compatible with the new P25 digital communications standards. Now, at ten years old, those radios are reaching the end of their useful lives. LPD currently deploys 232 radios. The FY 2019-FY 2023 Capital Improvements Program includes $220,000 each year from FY 2019-FY 2021 for Police Portable Radio Replacements. LPD will replace 55 radios in FY 2019.

Motorola Solutions, Inc. is the manufacturer and vendor used by all public safety agencies throughout Pinellas County.

Questions:

Commissioner Holmes stated his concern that it will take four years to complete the radio replacement and suggested not waiting additional years to replace the radios. Chief Undestad explained that there will be sufficient support during the four year replacement period.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to purchase 61 replacement portable radios and portable radio accessories from Motorola Solutions, Inc. in the estimated amount of $220,000.

Discussion:

None

Vote:

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

Motion carried 7-0.

**PUBLIC HEARINGS**


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.

City Clerk Bruner read Ordinance No. 2019-01 by title only.

Public Hearing/Questions:
None

Motion was made by Commissioner Fenger, seconded by Commissioner Carroll, to adopt Ordinance No. 2019-01 on second and final reading.

Discussion:
None

Vote:

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

Motion carried 7-0.

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

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.

City Clerk Bruner read Ordinance No. 2019-02 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Fenger, seconded by Commissioner Holmes, to adopt Ordinance No. 2019-02 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

LEGISLATIVE MATTERS

ORDINANCE NO. 2019-11 – FIRST READING – AMENDING CHAPTER 22, SECTION 22-105 OF THE CITY OF LARGO CODE OF ORDINANCES TO CODIFY EXEMPTIONS FOR LOCAL BUSINESS TAX RECEIPTS FOR VETERANS, SPOUSES OF VETERANS AND CERTAIN SERVICE MEMBERS, AND LOW-INCOME PERSONS PURSUANT TO SECTION 205.055, FLORIDA STATUTES – APPROVED

Section 205.055, Florida Statutes mandates that veterans, spouses of veterans and certain service members, and low-income persons are entitled to an exemption from business tax and fees. The City’s Community Development Department currently complies with this statutory exemption in practice. The goal of this ordinance is to codify this statutory exemption into the City Code.

City Clerk Bruner read Ordinance No. 2019-11 by title only.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to approve Ordinance No. 2019-11 on first reading and schedule a second reading and public hearing on November 20, 2018.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Robinson, Holck, Carroll, Mayor Brown
Motion carried 7-0.

**STAFF REPORTS**

None

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

Mr. Zimmet stated that he will not be at the next meeting and that Ms. Day will attend in his place. He requested a shade meeting with the City Commission regarding the Kay Vs City of Largo and Stanley Door case for approximately one hour in early December. Mayor Brown suggested the December Work Session or the second meeting in December. It was decided to have the meeting at 4:00 pm on December 11th.

Vice Mayor Smith thanked everyone for voting today.

Commissioner Fenger thanked everyone involved in the Freecycle event at the Library on Saturday.

Commissioner Holmes complimented the Recreation, Parks and Arts Department on Spooktacular.

Commissioner Robinson thanked everyone who voted today.

Commissioner Carroll reminded everyone that Largo did not have an election today and thanked the citizens and his fellow Commissioners. He stated that there was a recent article in the *Largo Leader* about aerial rapid transit.

Mayor Brown stated that the Veteran’s Day ceremony will be held on November 11th at 7:00 pm. He stated that 11 students, an English teacher and an Assistant Principal from Largo’s sister City, Kami, Japan, visited the previous week. He thanked staff for their work with the group while they were here. He stated that the Community Center co-hosted a Veteran’s Brunch today.

Mr. Schubert congratulated Mr. Staffopoulos on his selection as the new City Manager of Jacksonville Beach. Mr. Staffopoulos thanked the City Commission for their support.

**SUMMARY OF ACTION ITEMS**

None

**ADJOURNMENT**

The meeting adjourned at 6:29 pm.

______________________________
Diane L. Bruner, CMC, City Clerk
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.
The City Charter, Article II, Section 2.04. states that “A vice-mayor shall be appointed by the mayor from among the current city commission and shall be approved by the city commission. The vice-mayor shall exercise the powers and perform the duties of mayor during the mayor’s temporary absence or disability. The vice-mayor shall be appointed at the city commission meeting when the oath of office is administered to newly elected members of the city commission, provided however, in any year when there are no newly elected members, the vice-mayor shall be appointed at the first regular city commission meeting in November. The vice-mayor shall serve a one (1) year term, or until a replacement is appointed, whichever occurs later. Within thirty (30) days of a vacancy in the office of vice-mayor, a vice-mayor shall be appointed and shall serve for the remainder of the term.”

Pursuant to the Charter, Mayor Brown is recommending to the City Commission the appointment of Commissioner John Carroll to serve as vice-mayor for the period of November 20, 2018 until November 5, 2019.

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I MOVE TO APPROVE/DISAPPROVE THE APPOINTMENT OF COMMISSIONER JOHN CARROLL TO SERVE AS VICE MAYOR FROM NOVEMBER 20, 2018 UNTIL NOVEMBER 5, 2019.

| 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 □ No |
| Budget Amendment Required: | □ Yes □ No |
| City Attorney Reviewed: | □ Yes □ No □ N/A |
| Advisory Board Recommendation: | □ For □ Against □ N/A |
| Consistent With: | □ Yes □ No □ N/A |
| Potential Motion/Direction Requested: | Not Applicable |
| Staff Contact: | Shirley Frick x6702 sfrick@largo.com |
| Attachments: | None |
The Code Enforcement Board is comprised of seven (7) residents of the City of Largo. The Mayor and each Commissioner appoint one (1) resident to serve as a member of the Board to run concurrently with the term of office of the Mayor or Commissioner who appointed the member.

The following recommendations for reappointments to the Code Enforcement Board are being made as follows:

Mr. Bret Shortridge is being recommended for reappointment by Commissioner John Carroll; Ms. Mediha Kolar is being recommended for reappointment by Commissioner Samantha Fenger; Mr. Douglas Whittington is being recommended for reappointment by Commissioner Donna Holck; and Ms. Barbara Sofarelli is being recommended for reappointment by Commissioner Michael Smith.

These four reappointments are each for a four-year term which will expire in November 2022.

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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: | Not Applicable |

I MOVE TO APPROVE/DISAPPROVE THE REAPPOINTMENT OF BRET SHORTRIDGE, MEDIHA KOLAR, DOUGLAS WHITTINGTON, AND BARBARA SOFARELLI AS MEMBERS OF THE CODE ENFORCEMENT BOARD FOR FOUR-YEAR TERMS WHICH WILL EXPIRE IN NOVEMBER 2022.

Staff Contact: Shirley Frick x6702 sfrick@largo.com

Attachments: Application Forms
Apply to serve on an Advisory Board Submitted - Receipt #2017-HDKHM2

From: Shirley Frick <sfrick@largo.com>  
Subject: Apply to serve on an Advisory Board Submitted - Receipt #2017-HDKHM2  
To: Shirley Frick <sfrick@largo.com>, Amy Meyers <ameyers@largo.com>

A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

Confirmation

Thank you for your willingness to serve your community on one of the City of Largo’s Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

What Happens Next?

These applications are reviewed over the course of one to two weeks, depending on the Commission’s schedule. You will receive information as soon as a decision is made.

Full Name: Bret Shortridge  
Home Address: 500 Belcher Rd. S.  
City: Largo  
ZIP Code: 33771
Work Address: 14069 66th St. N.
City: Clearwater
ZIP Code: 33764
Home Phone: 267-374-0127
Fax Number: --
Email: bshortridge1@verizon.net
Preferred Mailing Address: Residence

How long have you lived in the City of Largo?: 15 years
What Board are you applying for/nominated for?: Code Enforcement Board
Have you attended Largo Citizens Academy?: No
If so, what year?:

Why are you interested in serving on this Board?: My interest for serving has a few answers. I am a citizen of Largo, a property owner in the city. I am also a SPC student, my major is Public Policy & Administration, and my career aspirations are to serve my community.

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): N/A
Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: I run a restaurant, that is subject to code adherence. I have no formal experience, but practical life experience of many years in small business management.
List all (Board) related experience (Board, staff, volunteer, etc.): N/A
Organization or Commissioner sponsoring nomination (if applicable): N/A
Education Level Completed: Associates Degree
Major Areas of Study: Liberal Arts. Ongoing Bachelors PP&A.
Other experience or skills that may be valuable to the Board: With my life skills, practical experience, and high achievement at my education, later in life, I bring a practical, hands on skill-set to the board.

Are you willing to meet at least monthly for a Board Meeting?: Yes
Are you generally available should a special meeting of the Board be necessary?: Yes
Do you understand the duties and responsibilities of the Board?: Yes

To stay up to date you can view the status of this item here.
Advisory and Advocacy Board Application

Successfully Updated Form Application

Export to Microsoft Word

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Form Title</th>
<th>Form Application Started</th>
<th>Form Submission Deadline</th>
<th>Application Submitted</th>
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<tr>
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<td>Advisory and Advocacy Board Application</td>
<td>07-01-2018 at 00:00</td>
<td>03-31-2024 at 00:00</td>
<td>07-25-2018 at 20:03</td>
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</table>

Contact Information

**First Name**
MEDIHA

**Last Name**
KOLAR

**Email**
dlda1206@gmail.com

**Phone**
(727) 492-2080

Reviewed
Update

Application Form

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a City Commissioner or participating organization. Please complete all applicable sections and then click "submit". If you have any questions you can contact the Mayor's Office at: (727) 587-6702 or commission@largo.com.
Application

Home Address: 1420 Water View Dr W

Work Address: 11590 SEMINOLE BLVD

City: Largo
City: SEMINOLE

Zip: 33771
Zip: 33778

Preferred Mailing Address: Residence

How long have you lived in the City of Largo?

Have you attended Largo Citizens Academy?

Yes No

If so, what year?

2017

Why are you interested in serving on this Board?

I have really enjoyed the Largo Citizens Academy and I enjoyed learning about all aspects regarding the city I live in. It was a great way to not only connect and get to know so many people of various professions but also to learn about the city of Largo in the best possible way. Serving on the board would allow me to learn more ways of contributing back to the lovely city of Largo.

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

Real Estate Broker/Professional, BUS-AD at SPC, bilingual (Bosinan/Croatian, German), GRI certified (Graduate Real Estate Institute).

Organization or Commissioner sponsoring nomination (if applicable)

Education Level Completed

High School

Associates

Bachelors

Masters

Doctoral

Major Areas of Study

Business Administration

Other Experience or skills that may be valuable to the Board

Pleasant and friendly, communicative, professional, punctual, detail oriented, analytical, helpful.

Are you willing to meet at least monthly for a Board Meeting?

Yes No

Are you generally available should a special meeting of the Board be necessary?

Yes No

Do you understand the duties and responsibilities of the Board?

Yes No
A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

**Confirmation**

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

**What Happens Next?**

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.

**Full Name:** Douglas Whittington  
**Home Address:** 1620 Long Bow Lane  
**City:** Clearwater  
**ZIP Code:** 33764
Work Address:
City:
ZIP Code:
Home Phone: 727-773-7519
Fax Number: --
Email: doug@dougwhittington.com
Preferred Mailing Address: Residence

How long have you lived in the City of Largo?: Since August of 2016
What Board are you applying for/nominated for?: Code Enforcement Board
Have you attended Largo Citizens Academy?: No
If so, what year?:

Why are you interested in serving on this Board?: I am continuing my efforts that I began in 2015 to become more involved in the service to my community. At that time, I was still a Belleair resident and as such had limited ways that I was eligible to be of value. Despite that fact, I pursued and was appointed to Largo’s Affordable Housing Advisory Committee. In August of last year my family purchased a home in Largo and now have the opportunity to pursue additional board service as well as the Largo Citizen's Academy. This board interests me because it will open up new understandings of local service and city operation. Selfishly, the subject matter sounds interesting and the fact that there is low turnover on this board only supports my expectation.

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): Largo Affordable Housing Advisory Committee - Served in 2015 through the end of its Federally mandated lifecycle.

Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: I've earned licenses in the State of Florida for both financial services, as well as real estate, through which I've gained insights into matters that could be relevant for the consideration of code enforcement actions and the stakeholders involved on both sides.

List all (Board) related experience (Board, staff, volunteer, etc.): 1. Largo Affordable Housing Advisory Committee 2. Leadership Pinellas - Class of 2017 3. Clearwater Jazz Holiday's "Jazzforce" which is the event's volunteer steering committee for the board of the Clearwater Jazz Holiday Foundation. This will be my 3rd year volunteering with the organization and I am the inbound vice-chair of said committee.

Organization or Commissioner sponsoring nomination (if applicable): Mayor Woody Brown
Education Level Completed: High School
Major Areas of Study: Sales & Marketing, Communications

Other experience or skills that may be valuable to the Board: I have owned, and maintained homes so I obviously understand the work inherent to upholding obligations to my neighborhood and community's standards. Additionally, my vocations have granted me perspective into matters related to finance and real estate.

Are you willing to meet at least monthly for a Board Meeting?: Yes
Are you generally available should a special meeting of the Board be necessary?: Yes
Do you understand the duties and responsibilities of the Board?: Yes

To stay up to date you can view the status of this item here.
City of Largo
Application for Board Membership

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a Commissioner or participating organization. Please complete all applicable sections and return the form to the address (or fax) listed below:

City of Largo Mayor's Office
P.O. Box 236
Largo, FL 33779
(201 Highland Avenue)
Fax: (727) 587-6797

Nominee Information: (Please type or print)
Name: BARBARA S. SOARELLI
Address: 2226 Willowbrook Dr
City: Clearwater Zip: 33764
Home Phone: 727-531-1607 Email: barb.soarelli3@Gmail.com
Employer: Pinellas SunCrest Bldg. Inc. Position Title: Owner
Business Address: 2226 Willowbrook Dr
City: Clearwater Zip: 33764
Business Phone: 531-1607 Fax No.: 530-4419 Email Address
Preferred Mailing Address: ☑ Residence ☐ Business
How long have you lived in the City of Largo: 39 yrs.

What Board are you applying for/nominated for?
☑ Affordable Housing Advisory Committee ☑ Code Enforcement Board
☑ Community Development Advisory Board ☐ Finance Advisory Board
☑ General Employees' Pension Board ☐ Historic Preservation Advisory Committee
☑ Library Advisory Board ☐ Personnel Advisory Board
☑ Planning Board ☐ Police/Fire Pension Board
☑ Public Works/Environmental Services Advisory Board ☐ Recreation, Parks and Arts Advisory Board

Have you attended the Citizens' Academy? ☑ Yes ☐ No Year _________

Why are you interested in serving on this Board?
I am interested in continuing my service for the students of City of Largo or appreciate this opportunity to give back.

City of Largo Application for Board Membership 1 of 2
Major Affiliations:
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):
- Code Enforcement Board
- Former American Diabetes Judge
- Former Chair of Economic Board Member

Qualifications:
Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:
- Real Estate Broker
- Past Magnate
- Business Owner

List all (Board) related experience (Board, staff, volunteer, etc.):
- Code Enforcement Board Member & Chairperson

Organization or Commissioner sponsoring nomination (if applicable):

Educational Background: (Check all that apply)
- High School
- AA
- BS/A
- MS/A
- Ph.D.
- J.D.

Other:
- Real Estate Broker
- Some College

Major areas of study:
- Construction, Real Estate & Hotel Management

Other experience or skills that may be valuable to the Board:
- Being Nine 39 yrs: Lobbying and Working Judge

Attendance
Are you willing to meet at least monthly for a Board meeting?  
- Yes  ☐ No

Are you generally available should a special meeting of the Board be necessary?  
- Yes  ☐ No

Do you understand the duties and responsibilities of the Board?  
- Yes  ☐ No

Signed: ___________________________  Date: 7-28-10

City of Largo Application for Board Membership
The Community Development Advisory Board is comprised of seven (7) residents of the City of Largo. The Mayor and each Commissioner appoint one (1) resident to serve as a member of the Board to run concurrently with the term of office of the Mayor or Commissioner who appointed the member.

The following recommendations for reappointments to the Community Development Advisory Board are being made as follows:

Ms. Crystal Peoples is being recommended for reappointment by Commissioner John Carroll;
Ms. Janyce Cruse is being recommended for reappointment by Commissioner Samantha Fenger;
Ms. Allison Broihier is being recommended for reappointment by Commissioner Michael Smith.

Mr. Chris Desilets is being recommended for appointment by Commissioner Donna Holck. Mr. Desilets will replace Mr. Neil McMullen who had chosen not to be reappointed for another term.

These three reappointments and one appointment are each for a four-year term which will expire in November 2022.

I MOVE TO APPROVE/DISAPPROVE THE REAPPOINTMENT OF CRYSTAL PEOPLES, JANYCE CRUSE, AND ALLISON BROIHIER, AND APPOINTMENT OF CHRIS DESILETS AS MEMBERS OF THE COMMUNITY DEVELOPMENT ADVISORY BOARD EACH FOR A FOUR-YEAR TERM WHICH WILL EXPIRE IN NOVEMBER 2022.
Apply to serve on an Advisory Board Submitted - Receipt #2014-Z1YHVZ

From: Shirley Frick <sfrick@largo.com>  
Subject: Apply to serve on an Advisory Board Submitted - Receipt #2014-Z1YHVZ  
To: Amy Meyers <ameyers@largo.com>, Shirley Frick <sfrick@largo.com>

A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

Confirmation

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

What Happens Next?

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.
Full Name: Chris Peoples  
Home Address: 3714 Mission Court  
City: Largo  
ZIP Code: 33771-2785  
Work Address: same  
City:  
ZIP Code:  
Home Phone: 917-376-2667  
Fax Number: --  
Email: ceepeoplestheone@hotmail.com  
Preferred Mailing Address: Residence  
How long have you lived in the City of Largo?: 2 yrs  
What Board are you applying for/nominated for?: Community Development Advisory Board  
Have you attended Largo Citizens Academy?: Yes  
If so, what year?: 2014  
Why are you interested in serving on this Board?: It will allow me in a leadership capacity, the opportunity to engage in strategic community planning with a diverse array of professionals to benefit the communities that we serve. Having served as a national community developer, organizer and activist, it gives me an opportunity to implement that first hand experience amongst peers with a particular passion and commitment to the cause.

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):  
NAACP -4 yrs  
Sistah's With Vision -7 yrs  
Mandala Cultural Institute-5 yrs  
MLK Neighborhood Coalition- 8 months  
Bennu House-3 yrs  
Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:  
1)Job Coordinating and my ability to partner and collaborate with community developers, realtors and legislators to expand the cities economic growth.  
2)Community Organizing and my ability to establish and maintain relationships within communities of diverse racial and economic backgrounds, ensuring full community participation in the community developing process.

List all (Board) related experience (Board, staff, volunteer, etc.):  
Leadership Training & Development lobbying  
Crisis Management  
Community Development  
Organization or Commissioner sponsoring nomination (if applicable): Commissioner Jaime Robinson  
Education Level Completed: High School  
Major Areas of Study: Political Science & Criminal Justice  
Other experience or skills that may be valuable to the Board: National Advocacy Statewide Alliances
Are you willing to meet at least monthly for a Board Meeting?: Yes
Are you generally available should a special meeting of the Board be necessary?: Yes
Do you understand the duties and responsibilities of the Board?: Yes

To stay up to date you can view the status of this item [here](https://webmail.largo.com/h/printmessage?id=59062&tz=Ameri...).
Apply to serve on an Advisory Board Submitted - Receipt #2014-Z7NJJVW

From: Shirley Frick <sfrick@largo.com>  Sat, Oct 11, 2014 07:43 PM
Subject: Apply to serve on an Advisory Board Submitted - Receipt #2014-Z7NJJVW
To: Amy Meyers <ameyers@largo.com>, Shirley Frick <sfrick@largo.com>

Apply to serve on an Advisory Board Submitted - Receipt #2014-Z7NJJVW

Amy Meyers <ameyers@largo.com>  Shirley Frick <sfrick@largo.com>

From: Shirley Frick <sfrick@largo.com>
Date: 2014-10-11 19:42:39
Subject: Apply to serve on an Advisory Board Submitted - Receipt #2014-Z7NJJVW

A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

Confirmation

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

What Happens Next?

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.
Full Name: Janyce Cruse
Home Address: 1001 Starkey Rd #370
City: Largo
ZIP Code: 33771
Work Address: 1001 Starkey Rd Lot 370
City: Largo
ZIP Code: 33771
Home Phone: 727-538-2821
Fax Number: 727-538-2821
Email: jc7@tampabay.rr.com
Preferred Mailing Address: Residence

How long have you lived in the City of Largo?: Largo Resident 17 yrs
What Board are you applying for/nominated for?: Community Development Advisory Board
Have you attended Largo Citizens Academy?: Yes
If so, what year?: 2010

Why are you interested in serving on this Board?: I have enjoyed being on the CDAB Advisory Board for these past four years. As a Largo resident being involved and participating in the redevelopment of our city has made me feel, I can contribute and be proud to have a voice in the workings of my city government. Just learning about the new "happenings" for 2015 as me very excited and want to continue on the CDAB Advisory Board.

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): Nine (9) years as an officer on the Paradise Island Co-op Inc Board, Seven years (7), as the treasurer.

Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: These past years being on the CDAB Advisory Board were growing and learning years for me. Working with the people on this board has been a educational time of getting to know how our city government works. It also has helped me grow as a Board member in my community.

List all (Board) related experience (Board, staff, volunteer, etc.): As treasurer of Paradise Island Co-op Inc. Investments ---Budgeting--- working with our management company-----problem solving-----working with shareholders ------working with home owners (renters who do not own shares in the company) are just some of the things I do during the year.

Organization or Commissioner sponsoring nomination (if applicable): Renewal of nomination to CDAB Advisory Board
Education Level Completed: High School
Major Areas of Study: Financial Planning, budgeting, Commercial lender
Other experience or skills that may be valuable to the Board:
Paradise Island Co-op Inc. is a 60M business ---
Are you willing to meet at least monthly for a Board Meeting?: Yes
Are you generally available should a special meeting of the Board be necessary?: Yes
Do you understand the duties and responsibilities of the Board?: Yes

To stay up to date you can view the status of this item here.
A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

**Confirmation**

Thank you for your willingness to serve your community on one of the City of Largo’s Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

**What Happens Next?**

These applications are reviewed over the course of one to two weeks, depending on the Commission’s schedule. You will receive information as soon as a decision is made.

**Full Name:** Allison Broihier  
**Home Address:** 2812 21st Ter SW  
**City:** Largo  
**ZIP Code:** 33774
Work Address: 750 Milwaukee Avenue
City: Dunedin
ZIP Code: 33774
Home Phone: 727-501-4819
Fax Number: --
Email: allison_broihier@yahoo.com
Preferred Mailing Address: Residence

How long have you lived in the City of Largo?: 11 years
What Board are you applying for/nominated for?: Community Development Advisory Board
Have you attended Largo Citizens Academy?: Yes
If so, what year?: 2010

Why are you interested in serving on this Board?: I am interested in serving the community I live in and love and feel the Community Development Advisory Board provides input on the programs, services, and policies that make Largo a unique community.

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): None

Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: I have been a Largo resident since 2006 and am a passionate advocate for our City. I feel I am a good mediator and consensus-builder which may be helpful on the CDAB. I have a working knowledge of federal, state, and local grant programs related to housing and community development, as well as CRAs. I also have significant experience working for and with non-profits and fundraising.


Organization or Commissioner sponsoring nomination (if applicable): Comm. Michael Smith

Education Level Completed: Masters Degree

Major Areas of Study: Public Administration, Finance, Communications

Other experience or skills that may be valuable to the Board: I am a former employee of the City of Largo and worked regularly with the Community Development staff, among many others, during my tenure. While I am confident in my ability to be objective in serving the City Commission in this capacity, I feel I have a greater understanding of the issues facing our City’s development activity and could offer perspective as both a resident and someone with a working knowledge of development issues.

Are you willing to meet at least monthly for a Board Meeting?: Yes
Are you generally available should a special meeting of the Board be necessary?: Yes
Do you understand the duties and responsibilities of the Board?: Yes
To stay up to date you can view the status of this item here.
Advisory and Advocacy Board Application

Export to Microsoft Word

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<td>10-15-2018 at 06:23</td>
<td>70.126.121.23</td>
</tr>
</tbody>
</table>

Contact Information

**First Name**
Chris

**Last Name**
Desilets

**Email**
chrisdesilets@live.com

**Phone**
(407) 283-8899

Application Form

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a City Commissioner or participating organization. Please complete all applicable sections and then click "submit". If you have any questions you can contact the Mayor's Office at: (727) 587-6702 or commission@largo.com.
Application

Home Address: 8034, thoroughbred loop, N/A City: Largo Zip: 33773

Work Address: 13630 58th St N, Suite 101 City: Clearwater Zip: 33760

Preferred Mailing Address Residence Business

How long have you lived in the City of Largo?
2 years

What Board are you applying for?
Community Development Advisory Board

Have you attended Largo Citizens Academy?
Yes No

If so, what year?

Why are you interested in serving on this Board?
Helping with the urban planning using the new urbanism principles or traditional urbanism.

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:
I used to be part of the CNU group in Orlando and I read books like Suburban Nation, The rise and fall of the American dreams.

Organization or Commissioner sponsoring nomination (if applicable)

Education Level Completed High School Associates Bachelors Masters Doctoral

Major Areas of Study

Architecture and Engineering

Other Experience or skills that may be valuable to the Board
I am very interested in making cities where the people will be happier, making places that gives us the choice to drive or use transportation or walk, places that are alive with pedestrians and mixed used buildings, places where parking spaces are shared.

Are you willing to meet at least monthly for a Board Meeting?
Yes No

Are you generally available should a special meeting of the Board be necessary?
Yes No

Do you understand the duties and responsibilities of the Board?
Yes No
The Finance Advisory Board is comprised of seven (7) residents of the City of Largo. The Mayor and each Commissioner appoint one (1) resident to serve as a member of the Board to run concurrently with the term of office of the Mayor or Commissioner who appointed the member.

The following recommendations for reappointments to the Finance Advisory Board are being made as follows:

- Mr. Bronson Oudshoff is being recommended for reappointment by Commissioner John Carroll;
- Mr. Christopher Johnson is being recommended for reappointment by Commissioner Samantha Fenger;
- Ms. Kathleen Mortensen is being recommended for reappointment by Commissioner Michael Smith.

Mr. Roger Brennan is being recommended for appointment by Commissioner Donna Holck. Mr. Brennan will replace Mr. Frederick Green who had chosen not to be reappointed for another term.

These three reappointments and one appointment are each for a four-year term which will expire in November 2022.
A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

**Confirmation**

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

**What Happens Next?**

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.

**Full Name:** Bronson Oudshoff  
**Home Address:** 7210 Amhurst Way  
**City:** Clearwater  
**ZIP Code:** 33764  
**Work Address:** 7210 Amhurst Way
| **City:** | Clearwater |
| **ZIP Code:** | 33764 |
| **Home Phone:** | 727-483-3213 |
| **Fax Number:** | -- |
| **Email:** | a10manoo7@aol.com |
| **Preferred Mailing Address:** | Residence |
| **How long have you lived in the City of Largo?:** | 15 years |
| **What Board are you applying for/nominated for?:** | Finance Advisory Board |
| **Have you attended Largo Citizens Academy?:** | Yes |
| **If so, what year?:** | 2014 |
| **Why are you interested in serving on this Board?:** | To serve in the city of Largo by applying my knowledge and ideas to help our city make sound fiscal choices. |
| **List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):** | Ponce de Leon Elementary PTA, president 2 years, vice president 1 year. |
| **Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:** | Ran for City Commission in 2014. Completed Citizen's Academy in 2014. Attended and spoke at commission meetings, and have extensively studied city policies. |
| **List all (Board) related experience (Board, staff, volunteer, etc.):** | PTA experience as above. All Pro Dad representative 4 years. Clearwater Soccer Association vice president 1 year. |
| **Organization or Commissioner sponsoring nomination (if applicable):** | John Carroll |
| **Education Level Completed:** | High School |
| **Major Areas of Study:** | Science |
| **Other experience or skills that may be valuable to the Board:** | n/a |
| **Are you willing to meet at least monthly for a Board Meeting?:** | Yes |
| **Are you generally available should a special meeting of the Board be necessary?:** | Yes |

To stay up to date you can view the status of this item [here](https://webmail.largo.com/h/printmessage?id=85211&tz=Ameri...).
From: Amy Meyers <ameyers@largo.com>  Thu, Feb 06, 2014 08:25 AM
Subject: Fwd: Apply to serve on an Advisory Board Submitted - Receipt #2014-ET5D5K

To: Kimball Adams <kadams@largo.com>
Cc: Shirley Frick <sfrick@largo.com>

What luck! Please let me know if I should do anything further with this.

Amy Meyers
Secretary to the City Manager
Administration
City of Largo
ameyers@largo.com
727-586-7454 phone
727-587-6703 fax

From: "Shirley Frick" <sfrick@largo.com>
To: "Shirley Frick" <sfrick@largo.com>
Sent: Wednesday, February 5, 2014 10:35:16 PM
Subject: Apply to serve on an Advisory Board Submitted - Receipt #2014-ET5D5K

A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.
Confirmation

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

What Happens Next?

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.

Full Name: Christopher Johnson  
Home Address: 1666 Long Bow Ln  
City: Clearwater  
ZIP Code: 33764  
Work Address: 521 Commerce Dr. South  
City: Largo  
ZIP Code: 33770  
Home Phone: 727-214-7371  
Fax Number: 727-581-9339  
Email:  
Preferred Mailing Address: Business  
How long have you lived in the City of Largo?: 2 years  
What Board are you applying for/nominated for?: Finance Advisory Board  
Have you attended Largo Citizens Academy?: No  
If so, what year?:  
Why are you interested in serving on this Board?: I have owned a business that has operated in Largo for 15 years. I have lived in this community for more than 30 years and have recently moved from unincorporated Largo into the City limits again. I have been interested in City of Largo policy since I was the City Manager for a day in 1986 when I was a Senior at Largo High School. Let me know if there are any positions open, or if there is an area that I may have some good input.  
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): Various Soccer Boards for sixteen years including serving the Largo United Soccer Club as District Commissioner and Referee Assignor for more than 6 years. I have served as President of the Osceola Youth Soccer Board for more than 3 year as well as other positions on that board. I am on the Central Pinellas Chamber of Commerce Exective Board. I am currently the Treasurer. I have served
for 2 years on this Board. I also sit on the Membership and Economic Development Committees. I serve on the Financial Committee and the Board of Directors for Grace Christian Fellowship Church in Largo. I have served my church in this capacity for 6 years. I have been recently appointed as the Church Treasurer. I also serve on the Financial Committee for our daughter church Grace Church of Dunedin. I currently sit on the Board of Directors for the American Fire Sprinkler Association for the State of Florida. I also serve as the Chair of the Education and Training Committee for that Board.

**Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:***

As a fire protection contractor and an employer, I think I have a good grasp of overall management and budgeting. As someone active within youth sports, I also know the importance of our recreational activities as well as parks and arts.

**List all (Board) related experience (Board, staff, volunteer, etc.):** See above

**Organization or Commissioner sponsoring nomination (if applicable):** None

**Education Level Completed:** Associates Degree

**Major Areas of Study:** Engineering Technology / Construction Management

**Other experience or skills that may be valuable to the Board:**
Leadership, Diplomacy, Fire and Life Safety

**Are you willing to meet at least monthly for a Board Meeting?:** Yes

**Are you generally available should a special meeting of the Board be necessary?:** Yes

**Do you understand the duties and responsibilities of the Board?:** Yes

To stay up to date you can view the status of this item [here](https://webmail.largo.com/h/printmessage?id=39071&tz=Ameri...).

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Largo, including email addresses and other personal information, is public record and must be made available to public and media upon request, unless otherwise exempt by the Public Records Law.
Apply to serve on an Advisory Board Submitted - Receipt #2018-X2XAJA

A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

**Confirmation**

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

**What Happens Next?**

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.

**Full Name:** kathleen a. mortensen  
**Home Address:** 164 8th ave sw  
**City:** largo  
**ZIP Code:** 33770  
**Work Address:** n/a  
**City:**  
**ZIP Code:**  
**Home Phone:** 727-595-7346  
**Fax Number:** 727-518-6330
Email: kmorto@aol.com
Preferred Mailing Address: Residence
How long have you lived in the City of Largo?: 3 years
What Board are you applying for/nominated for?: Recreation, Parks, and Arts Advisory Board
Have you attended Largo Citizens Academy?: No
If so, what year?:
Why are you interested in serving on this Board?: I have lived in the Largo area since the early 1950's. I attended South Ward Elem., Largo Junior and Senior High School. I have owned property in the city of Largo for over 18 years. I believe with the proper planning and community input, major improvements can be achieved for the betterment of all our citizens.
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): City of Belleair Beach: Park and Recreation Board- 3 yrs; Mayor, Vice Mayor and Councilmember-7 yrs.; Pinellas County Mayor's Council- 2yrs; Barrier Island Govt.Council-4 yrs; Pinellas County EMS Board rep from Mayor's Council; Veterinary Laboratory Association of America-Vice President-3yrs
Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:: Started up, owned and operate a veterinary lab in Largo (10 years) and then sold.
List all (Board) related experience (Board, staff, volunteer, etc.): City of Belleair Beach: Park and Recreation Board- 3 yrs; Mayor, Vice Mayor and Councilmember-7 yrs.; Pinellas County Mayor's Council- 2yrs; Barrier Island Govt.Council-4 yrs; Pinellas County EMS Board rep from Mayor's Council; Veterinary Laboratory Association of America-Vice President-3yrs
Organization or Commissioner sponsoring nomination (if applicable): none at this time
Education Level Completed: Associates Degree
Major Areas of Study: Medical technology
Other experience or skills that may be valuable to the Board: Resident of the Largo area since the early 1950's; over 10 years participating in local government; business owner and a love for the city. I am retired and have time, energy and experience to offer.
Are you willing to meet at least monthly for a Board Meeting?: Yes
Are you generally available should a special meeting of the Board be necessary?: Yes
Do you understand the duties and responsibilities of the Board?: Yes

To stay up to date you can view the status of this item here.
Advisory and Advocacy Board Application

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<th>Form Title</th>
<th>Form Application Started</th>
<th>Form Submission Deadline</th>
<th>Application Submitted</th>
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Contact Information

| First Name : Roger | Last Name : Brennan | Email : roger@ezhomechoice.com | Phone : (727) 409-9550 | Form Status : New |

Application Form

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a City Commissioner or participating organization. Please complete all applicable sections and then click "submit". If you have any questions you can contact the Mayor's Office at: (727) 587-6702 or commission@largo.com.

Application

Home Address: 700 Starkey Rd #524 City: Largo Zip: 33771

Work Address 8253 Ulmerton Rd City: Largo Zip 33771

Preferred Mailing Address Residence Business

How long have you lived in the City of Largo 9 years

What Board are you applying for? Code Enforcement Board Community Development Advisory Board Community Redevelopment Agency Advisory Board Employees Retirement Board of Trustees Finance Advisory Board Library Advocacy Board Planning Board Personnel Advisory Board Police/Fire Pension Board
Have you attended Largo Citizens Academy? Yes No

Why are you interested in serving on this Board? I live and work in Largo and I would like to show my appreciation for all that the City has done for me and my family.

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: I worked for the City of Clearwater for 13 years, during that time I was the Credit Manager for the (7) Utility Departments. I was also on temporary assignment to the Office of Management and Budget for about two years. Prior to that I was the Budget Coordinator for FP&L in North Miami.

Organization or Commissioner sponsoring nomination (if applicable) Donna Houlk

Education Level Completed High School Associates Bachelors Masters Doctoral JD/MD

Major Areas of Study Marketing

Other Experience or skills that may be valuable to the Board Currently my wife and I are Broker owners of a Real Estate Company located in Largo, we have been in the Real Estate business for 20 years. We both held Mortgage and Real Estate Brokers licenses during our careers but we only focus on Real Estate now.

Are you willing to meet at least monthly for a Board Meeting? Yes No

Are you generally available should a special meeting of the Board be necessary? Yes No

Do you understand the duties and responsibilities of the Board? Yes No
The Library Advocacy Board is comprised of seven residents of the City of Largo. The Mayor and each Commissioner appoint one (1) resident to serve as a member of the board to run concurrently with the term of office of the Mayor or Commissioner who appointed the member.

The following recommendations for reappointments to the Library Advocacy Board are being made as follows:

Ms. Coraline Hampson-Wiest is being recommended for reappointment by Commissioner John Carroll; Ms. Renee White is being recommended for reappointment by Commissioner Samantha Fenger; Ms. Claudia Dahlman is being recommended for reappointment by Commissioner Donna Holck; and Ms. Karen Douglas is being recommended for reappointment by Commissioner Michael Smith.

These four reappointments are each for a four-year term which will expire in November 2022.

I MOVE TO APPROVE/DISAPPROVE THE REAPPOINTMENT OF CORALINE HAMPSON-WIEST, RENEE WHITE, CLAUDIA DAHLMAN, AND KAREN DOUGLAS AS MEMBERS OF THE LIBRARY ADVOCACY BOARD EACH FOR FOUR YEAR TERMS WHICH WILL EXPIRE IN NOVEMBER 2022.
City of Largo
Application for Board Membership

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a Commissioner or participating organization. Please complete all applicable sections and return the form to the address or fax listed below:

City of Largo Mayor's Office
P.O. Box 296
Largo, FL 33779
(201 Highland Avenue)
Fax: (727) 587-6797

Nominee Information: (Please type or print)

Name: Coraline Hampton-Wiest

Home Address: Street (Do Not Use P.O. Box) 219017th Terrace, SW

City Largo, FL Zip 33774

Home Phone 727-587-3450 Email carrie.ho26@hotmail.com

Employer: Caliber Concrete Inc Position Title: Administrative Manager

Business Address: Street 26750 U.S. 19 N, Ste 110

City Clearwater, FL Zip 33761

Business Phone 727-726-0677 Fax No. 727-451-3535 Email Address caroline.hampton-wiest@gmail.com

Preferred Mailing Address: \[\square\] Residence \[\square\] Business

How long have you lived in the City of Largo \[\phantom{\square}\] 15 years

What Board are you applying for/nominated for?

\[\square\] Affordable Housing Advisory Committee \[\square\] Code Enforcement Board
\[\square\] Community Development Advisory Board \[\square\] Finance Advisory Board
\[\square\] General Employees' Pension Board \[\square\] Historic Preservation Advisory Committee
\[\square\] Library Advisory Board \[\square\] Personnel Advisory Board
\[\square\] Planning Board \[\square\] Police/Fire Pension Board
\[\square\] Public Works/Environmental Services Advisory Board \[\square\] Recreation, Parks and Arts Advisory Board

Have you attended the Citizens' Academy? \[\square\] Yes \[\square\] No Year \[\phantom{\square}\] 2001

Why are you interested in serving on this Board?

I have always loved libraries. I also enjoy taking part in civic affairs. I have been President of professional organizations and active board members of several other organizations.

City of Largo Application for Board Membership 1 of 2
Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any).
- Served on Board of Phila Life Assurance, Life Insurance Women of Main Line, Pennsylvania (Served 1990)
- Served on Church Council of Grace Lutheran in Drexel Hill, PA. (Christ the King in Kennett, PA)
- Interim Treasurer for Christ the King

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:
- I have MSFS and MSc from American College Bryn Mawr, PA
- I keep all CE requirements for Securities Registration & Insurance Licensing
- I am currently as Financial Planner for Gilmer Cuccia Inc. on part-time basis

List all (Board) related experience (Board, staff, volunteer, etc.):
- Worked in library at school (Upper Darby High)
- Served on Board of 400 Main St. - Church
- Taught Sunday School at Beth El. PA
- Secretary of Democratic Town. Drexel Hill, PA
- Read group studies for stockbrokers to help them understand trusts and annuities

Organization or Commissioner sponsoring nomination (if applicable):
Currently filing an expired term which is ending

Educational Background: (Check all that apply)
- High School
- AA
- BS/BA
- MS/MA
- Ph.D.
- J.D.

Other: Other CEU and Other Designations

Major areas of study
- Financial Planning
- Management
- Income Tax Planning
- Income Tax Preparation

Other experience or skills that may be valuable to the Board:
- I have experience preparing teaching seminars on financial planning subjects that have been publically for many organizations to which I have belonged over time

Attendance:

Are you willing to meet at least monthly for a Board meeting? [ ] Yes [ ] No
Are you generally available should a special meeting of the Board be necessary? [ ] Yes [ ] No
Do you understand the duties and responsibilities of the Board? [ ] Yes [ ] No

Signed: [Signature] Date: 10/25/14

City of Largo Application for Board Membership
Apply to serve on an Advisory Board Submitted - Receipt #2016-BI5EWK

From: Shirley Frick <sfrick@largo.com>  
Subject: Apply to serve on an Advisory Board Submitted - Receipt #2016-BI5EWK  
To: Shirley Frick <sfrick@largo.com>, Amy Meyers <ameyers@largo.com>

A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

Confirmation

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

What Happens Next?

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.
Full Name: Renee White
Home Address: 7111 142nd Avenue, #84
City: Largo
ZIP Code: 33771
Work Address: 7770 52nd Avenue
City: Pinellas Park
ZIP Code: 33781
Home Phone: 727-459-8663
Fax Number: --
Email: rjp740@hotmail.com
Preferred Mailing Address: Residence
How long have you lived in the City of Largo?: 3+ years
What Board are you applying for/nominated for?: Library Advisory Board
Have you attended Largo Citizens Academy?: No
If so, what year?:
Why are you interested in serving on this Board?: I got my first library card when I was three years old and I have been a member of a library - in different parts of the world - ever since. I now live in Largo and visit the Largo library fairly regularly. As I believe that public libraries are one of the best resources any city can offer, I would like to be a part of making the Largo library as great as it can be.
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): I have not yet served on any policy-making Boards.
Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: B.A. (English and History - in both cases with a concentration in Middle English and Medieval History) B.A. (Linguistics) M.A. (Theoretical Linguistics with a concentration on the vowel shift in Medieval Germanic languages) Ph.D. (Medieval Studies) My experience concerning working in libraries is as follows: 1. I first began working in a library while still at school from the 10th to the 12th grades. 2. I was an employee of St. Petersburg Main library from November 1999 to April 2002. 3. I was an employee of the Cape Town (South Africa) library (Greenmarket Square branch) from May 2007 to October 2011). 4. I have currently been employed with the Pinellas Park Public Library since February 2012.
List all (Board) related experience (Board, staff, volunteer, etc.): I have not yet served on any Boards in any capacity. I was a volunteer at the Dali Museum from April 2000 to April 2011.
Organization or Commissioner sponsoring nomination (if applicable): Commissioner Michael Smith
Education Level Completed: Doctoral Degree
Major Areas of Study: Medieval studies
| **Other experience or skills that may be valuable to the Board:** | I am a mature, responsible citizen with good public speaking skills. |
| **Are you willing to meet at least monthly for a Board Meeting?:** | Yes |
| **Are you generally available should a special meeting of the Board be necessary?:** | Yes |
| **Do you understand the duties and responsibilities of the Board?:** | Yes |

To stay up to date you can view the status of this item [here](https://webmail.largo.com/h/printmessage?id=136212&tz=America/Chicago).
City of Largo
Application for Board Membership

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a Commissioner or participating organization. Please complete all applicable sections and return the form to the address (or fax) listed below:

City of Largo Mayor's Office
P.O. Box 296
Largo, FL 33779
(201 Highland Avenue)
Fax: (727) 587-6797

Nominee Information: (Please type or print)

Name: CLAUDIA M. DAHLMAN

Home Address: Street (Do Not use P.O. Box) 1655 S. Highland Ave #174
City Clearwater FL Zip 33756-6310
Home Phone 727-454-1817 Email travelindiva@gmail.com

Employer: ______________________________ Position Title: ______________________________

Business Address: Street ______________________________ Zip ______________________________

City ______________________________ Zip ______________________________

Business Phone __________________ Fax No. __________________ Email Address __________________

Preferred Mailing Address: ☐ Residence ☐ Business

How long have you lived in the City of Largo: ______________________________

What Board are you applying for/nominated for?

☐ Affordable Housing Advisory Committee ☐ Community Development Advisory Board
☐ General Employees' Pension Board ☐ Library Advisory Board
☐ Planning Board ☐ Public Works/Environmental Services Advisory Board
☐ Code Enforcement Board ☐ Finance Advisory Board
☐ Historic Preservation Advisory Committee ☐ Personnel Advisory Board
☐ Police/Fire Pension Board ☐ Recreation, Parks and Arts Advisory Board

Have you attended the Citizens' Academy? ☐ Yes ☐ No Year __________________

Why are you interested in serving on this Board?

☐ As a lifelong library patron in more than 15 cities / towns in both the U.S. and Europe I have seen the impact a library makes on the lives of the people. It serves not only for individual educational pleasure but in the social/communal it fosters through shared experiences.

☐ I hope to help the Largo Library meet the needs of an even wider segment of our population, especially the "working 2 jobs to keep afloat" families. Periods bound by health tied.
Major Affiliations:
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any).
- Military Hospitality Management Association - 1 yr
- Condo Association President, Board meme for 13 yrs

Qualifications:
Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:
- Federal Employee
- Business
- Lifelong Library Patron

List all (Board) related experience (Board, staff, volunteer, etc.):
- Director, Largo Regional Library, Board since 1984
- Special Events Coordinator 2004-2010
- Secretary 2014-2015

Organization or Commissioner sponsoring nomination (if applicable):
- Largo Public Library System, Casey McPhee, Director

Educational Background: (Check all that apply)
- High School
- AA
- BS/A
- MS/A
- Ph.D.
- J.D.
- Other

Other, to be considered:

Major areas of study: Literature, Hospitality Management

Other experience or skills that may be valuable to the Board:

Attendance:
Are you willing to meet at least monthly for a Board meeting?
☐ Yes ☐ No
Are you generally available should a special meeting of the Board be necessary?
☐ Yes ☐ No
Do you understand the duties and responsibilities of the Board?
☐ Yes ☐ No

Signed ____________________________ Date 11-5-14

City of Largo Application for Board Membership
Advisory and Advocacy Board Application

Successfully Updated Form Application

Export to Microsoft Word

<table>
<thead>
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<th>Form Title</th>
<th>Form Application Started</th>
<th>Form Submission Deadline</th>
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Contact Information

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<th>First Name*</th>
<th>KAREN</th>
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<tr>
<td>Last Name*</td>
<td>DOUGLAS</td>
</tr>
<tr>
<td>Email*</td>
<td><a href="mailto:dnarek23@aol.com">dnarek23@aol.com</a></td>
</tr>
<tr>
<td>Phone*</td>
<td>(727) 585-7470</td>
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Application Form

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a City Commissioner or participating organization. Please complete all applicable sections and then click "submit". If you have any questions you can contact the Mayor's Office at: (727) 587-6702 or commission@largo.com.
Application

Home Address: 3054 ADRIAN AVE  
City: LARGO  
Zip: 33774

Work Address:  
City: LARGO  
Zip: 33774

Preferred Mailing Address  
Residence  
Business

How long have you lived in the City of Largo? 23 years

Have you attended Largo Citizens Academy? Yes No

If so, what year? 2005

Why are you interested in serving on this Board?  
I am a big fan of our Library. I use it frequently. It really is our crown jewel in an ever improving Largo.

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

Well, I read about 5 books a week, tho' they're all fiction. I try and talk up our Library to everyone I know. I understand the staffing issues somewhat. I've toured the Library and I was on the fund raising board for 2 years, but I am not fond of fund raising, so I resigned. I am a small donor to the library fund. I am Recording Secretary for the High Point Neighborhood

Organization or Commissioner sponsoring nomination (if applicable)

M SMITH

Education Level Completed  High School  Associates  Bachelors  Masters  Doctoral

Major Areas of Study  
General

Other Experience or skills that may be valuable to the Board

I was a member of the Finance Advisory Board 10 years ago and served a three year term......Started out at the Library working on the newsletter......that evolved into a position in fundraising.

Are you willing to meet at least monthly for a Board Meeting? Yes No

Are you generally available should a special meeting of the Board be necessary? Yes No

Do you understand the duties and responsibilities of the Board? Yes No
The Planning Board is comprised of seven (7) residents of the City of Largo. The Mayor and each Commissioner appoint one (1) resident to serve as a member of the Board to run concurrently with the term of office of the Mayor or Commissioner who appointed the member.

The following recommendations for reappointments to the Planning Board are being made as follows:

Ms. Cheyrl Bowman is being recommended for reappointment by Commissioner John Carroll;
Mr. Eric Gerard is being recommended for reappointment by Commissioner Samantha Fenger;
Mr. Michael Dibrizzi is being recommended for reappointment by Commissioner Donna Holck; and
Ms. Olivia Brown is being recommended for reappointment by Commissioner Michael Smith.

These four reappointments are each for a four-year term which will expire in November 2022.

I MOVE TO APPROVE/DISAPPROVE THE REAPPOINTMENT OF CHEYRL BOWMAN, ERIC GERARD, MICHAEL DIBRIZZI, AND OLIVIA BROWN AS MEMBERS OF THE PLANNING BOARD EACH FOR FOUR-YEAR TERMS WHICH WILL EXPIRE IN NOVEMBER 2022.
City of Largo
Application for Board Membership

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a Commissioner or participating organization. Please complete all applicable sections and return the form to the address (or fax) listed below:

City of Largo Mayor’s Office
P.O. Box 296
Largo, FL 33779
(201 Highland Avenue)
Fax: (727) 587-6797

Nominee Information: (Please type or print)
Name: Cheryl Bowman

Home Address: Street (Do Not use P.O. Box) 12990 Sophia Cir
City: Largo Zip: 33777
Home Phone: 727-575-1181 Email: Richeyr1@aol.com
Employer: Retired Position Title:
Business Address: Street
City: ___________________ Zip: ___________________
Business Phone ___________________ Fax No. ___________________ Email Address ___________________

Preferred Mailing Address: ☑ Residence ☐ Business

How long have you lived in the City of Largo? 35 years

What Board are you applying for/nominated for?
☐ Code Enforcement Board ☐ Community Development Advisory Board
☐ Finance Advisory Board ☐ General Employees’ Pension Board
☐ Library Advisory Board ☐ Personnel Advisory Board
☒ Planning Board ☐ Police/Fire Pension Board
☐ Public Works/Environmental Services Advisory Board ☐ Recreation, Parks and Arts Advisory Board

Have you attended the Citizens’ Academy? ☐ Yes ☐ No Year ___________

Why are you interested in serving on this Board?
I wish to continue serving on the Planning Board as I have a strong desire to be part of the redevelopment planning for the future of Largo. My years of experience on this Board give me the perspective of knowing the City’s past, what has worked and what has not. I feel this is important in planning for the future.
Major Affiliations:
- List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any).
  - Greater Largo Library Foundation - Treasurer - 2 years (09/05)
  - Various political committees + boards

Qualifications:
- Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:
  - See below

List all (Board) related experience (Board, staff, volunteer, etc.):
  - Planning Board - 15+ years
  - Parks & Recreation Board - 1 year

Organization or Commissioner sponsoring nomination (if applicable):

Educational Background: (Check all that apply)
- High School ☑
- AA ☐
- BS/A ☐
- MS/A ☐
- Ph.D. ☐
- J.D. ☐
- Other ☑
  - 3 years College, 1 year internship

Major areas of study: Biology/Medical Technology

Other experience or skills that may be valuable to the Board:

Attendance:
- Are you willing to meet at least monthly for a Board meeting? ☑ Yes ☐ No
- Are you generally available should a special meeting of the Board be necessary? ☑ Yes ☐ No
- Do you understand the duties and responsibilities of the Board? ☑ Yes ☐ No

Signed: [Signature]
Date: 10/22/07

City of Largo Application for Board Membership
A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

**Confirmation**

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

**What Happens Next?**

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.
Full Name: Eric Gerard  
Home Address: 2308 Seton Lane  
City: Largo  
ZIP Code: 33774  
Work Address: 433 Central Ave / Suite 202  
City: St. Petersburg  
ZIP Code: 33701  
Home Phone: 727-580-9146  
Fax Number: --  
Email: eric@ericsgerard.com  
Preferred Mailing Address: Residence  
How long have you lived in the City of Largo?: 29 years  
What Board are you applying for/nominated for?: Community Redevelopment Agency Advisory Board  
Have you attended Largo Citizens Academy?: Yes  
If so, what year?: 2008  
Why are you interested in serving on this Board?: The health of the Largo's downtown corridor, particularly West Bay Drive and Clearwater-Largo Road, is essential to the city's long-term growth and economic well-being. The corridors have made some measurable, healthy progress over the years, such acquiring the parcels south of West Bay between 4th Street and Clearwater-Largo Road. Now, with the economy in recovery, is the time to capitalize on the groundwork that the city has laid. I'd consider myself fortunate to have a role in that.  
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): Greater Largo Library Foundation. Board member 8 years. Vice President 1 year. President 2 years.  
Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: Over 30 years advertising and marketing experience and administration. Digital Marketing experience. Ten years print journalism experience. Bachelor of Science Degree in journalism, The Ohio State University.  
List all (Board) related experience (Board, staff, volunteer, etc.): GLLF  
Organization or Commissioner sponsoring nomination (if applicable): N/A  
Education Level Completed: Bachelors Degree  
Major Areas of Study: Journalism  
Other experience or skills that may be valuable to the Board: Advertising/Marketing/journalism.  
Are you willing to meet at least monthly for a Board Meeting?: Yes  
Are you generally available should a special meeting of the Board be necessary?: Yes
Do you understand the duties and responsibilities of the Board?:
Yes

To stay up to date you can view the status of this item [here](https://webmail.largo.com/h/printmessage?id=70308&tz=Ameri...).
A user submitted an Action Item request. Please visit the eGov Manager to view and manage the status of the response.

The following is a copy of the message sent to the user:

City of Largo
Customer Service Center Confirmation

To: mikeyfscc@yahoo.com
From: webmaster@largo.com
Subject: Apply to serve on an Advisory Board
Date: 08/04/2011 20:55:13
Tracking ID: 432903

Thank you for your willingness to serve your community on one of the City of Largo’s Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

These applications are reviewed over the course of one to two weeks, depending on the Commission’s schedule. You will receive information as soon as a decision is made.

Remember, you can track the status of your submittal using the Customer Service Center.

As a reminder, you submitted the following information:

Full Name: Michael DiBrizzi
Home Address: 4007 Kimpton Place
City: Largo
ZIP Code: 33771
Work Address: 4910-D Creekside Drive
City: Clearwater
ZIP Code: 33760
Home Phone: 727-524-4501
Fax Number: -
Email: mikeyfscc@yahoo.com
Preferred Mailing Address: Residence
How long have you lived in the City 1 year 7 years in Pinellas of Largo?:
What Board are you applying Planning for/nominated for?:
Have you attended Largo Citizens No Academy?:

NO CHANGES TO APPLICATION FORM PER MR. DIBRIZZI.
9/27/13
If so, what year?:

Why are you interested in serving on this Board?:

Public Service has always been a priority both in my professional life as well as my private life. Professional public service has been through my role as CEO of Camelot Community Care where we provide children's services to over 5000 clients nationwide. Based in Pinellas County, Camelot serves over 700 children each year in the county. Personally, I have volunteered for many other charities and have always seen myself participating in local government as well. My experience as an administrator of a Non-Profit charity with over $40,000,000 in government funding and knowledge of regulations will serve me well on the planning Board. An alternate interest would be the Parks and Recreation Board. I have participated in Largo sponsored sports activities for many years and my family also utilizes the the facilities and activities of Largo Parks and Recreation.

List community, professional, or other applicable policy-making Boards on which you have served:

I have served on 3 Board related to my profession. I served for 3 years each on the Board of Kids Central and Big Bend Community Based Care which are local non-profit service organizations in other parts of Florida. I currently serve on the Board of The Foster Family Treatment Association which is a national trade/advisory organization for Treatment Foster Care providers. The organization is made up over 400 members and I have served for 5 years and have been treasurer for 1 year.

Note the length of service and office held (if any):

Please list and specific qualifications that would directly relate to the Board for which you are being recommended:

I have a Masters Degree in Business Administration as well as extensive training and experience in administration of large complex organizations.

List all (Board) related experience (Board, staff, volunteer, etc.):

See Previous answer

Organization or Commissioner NA

Sponsoring nomination (if applicable):

Education Level Completed: Masters

Major Areas of Study: Business Administration

Other experience or skills that may be valuable to the Board:

Are you willing to meet at least monthly for a Board Meeting?:

Yes

Are you generally available should a special meeting of the Board be necessary?:

Yes

Do you understand the duties and responsibilities of the Board?:

Yes
A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

**Confirmation**

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

**What Happens Next?**

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.

**Full Name:** Olivia H Brown  
**Home Address:** 7501 Ulmerton Road #1513  
**City:** Largo  
**ZIP Code:** 33771  
**Work Address:** 16202 Bay Vista Dr  
**City:** Clearwater  
**ZIP Code:** 33760  
**Home Phone:** 860-657-6427  
**Fax Number:** 860-657-6427
Email: obrown0604@icloud.com

Preferred Mailing Address: Residence

How long have you lived in the City of Largo?: 4 Years

What Board are you applying for/nominated for?: Planning Board

Have you attended Largo Citizens Academy?: No

If so, what year?:

Why are you interested in serving on this Board?: Getting involved in this great city has been a desire of mine since I first moved here in 2013. My fiance is a Sergeant with Largo PD, and I have volunteered through their department for various functions she has organized and prepared. It has been through these eye opening opportunities that I realized what a special town Largo is. I've lived and traveled to various parts of the country, and Largo has a special small town feel despite it's size. Each department of this city works together to create a great place to live, and that is something I would be honored to be a part of.

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): N/A

Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: Unrelated to city planning, but I feel is relevant, is my experience in property management repositioning, remodeling, and rebranding. I have a history in management of large scale construction projects of apartment communities. Most of these projects have involved working with city code, and various departments to ensure the work being performed, construction sites, signage placements, etc are all within the guidelines each city has in place, and for the greater advantage of the city we operated within.

List all (Board) related experience (Board, staff, volunteer, etc.): - Largo Police Department Irma Relief to Naples September 2017 - Largo Police Department for Walk Like MADD events in 2015-2017 - Pinellas Park HS College Prep (Mentoring youth) sanctioned Largo Park cleanup 2017 - ASPCA volunteer 2016-2017 - Largo PD sanctioned Relay for Life walk in 2016 - St. Petersburg Pride event volunteer 2015-2016

Organization or Commissioner sponsoring nomination (if applicable): Commissioner Michael Smith

Education Level Completed: Associates Degree

Major Areas of Study: Social Thought & Political Economy/ Legal Studies

Other experience or skills that may be valuable to the Board: In addition to project management and working with local authorities to reposition communities in various cities, I have extensive experience in working with many different teams throughout the last decade. I have worked with over 20 different teams across the country, with various personalities, and skill sets, and can appreciate listening to those with different opinions, and view points on ways to improve the communities we've worked with.

Are you willing to meet at least monthly for a Board Meeting?: Yes

Are you generally available should a special meeting of the Board be necessary?: Yes

Do you understand the duties and responsibilities of the Board?: Yes

To stay up to date you can view the status of this item here.
The Recreation, Parks and Arts Advocacy Board is comprised of seven (7) residents of the City of Largo. The Mayor and each Commissioner shall appoint one (1) resident to serve as a member of the Board to run concurrently with the term of office of the Mayor or Commissioner who appointed the member.

The following recommendations for reappointments to the Recreation, Parks and Arts Advocacy Board are being made as follows:

Ms. May-Li Cuypers is being recommended for reappointment by Commissioner John Carroll;
Ms. Annaliese Smith is being recommended for reappointment by Commissioner Samantha Fenger;
Ms. Sharon Fekete is being recommended for reappointment by Commissioner Donna Holck; and
Ms. Laurie Bunce is being recommended for reappointment by Commissioner Michael Smith.

These four reappointments are each for a four-year term which will expire in November 2022.

I MOVE TO APPROVE/DISAPPROVE THE REAPPOINTMENT OF MAY-LI CUYPERS, ANNALIESE SMITH, SHARON FEKETE, AND LAURIE BUNCE AS MEMBERS OF THE RECREATION, PARKS AND ARTS ADVOCACY BOARD EACH FOR FOUR-YEAR TERMS WHICH WILL EXPIRE IN NOVEMBER 2022.

Staff Contact: Shirley Frick
Attachments: Application Forms
Application for Board Membership

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a Commissioner or participating organization. Please complete all applicable sections and return the form to the address (or fax) listed below:

City of Largo Mayor's Office
P.O. Box 296
Largo, FL 33779
(201 Highland Avenue)
Fax: (727) 587-6797

Nominee Information: (Please type or print)

Name: MAY-LI CUYPERS

Home Address: Street (Do Not use P.O. Box) 12415 SNAWNEE TRAIL
City LARGO Zip 33774

Home Phone 727 517 1170 Email VMEDCUYPERS@HOTMAIL.COM

Employer: VETERINARY MOBILE DIAGNOSTICS Position Title: PRESIDENT

Business Address: Street 2840 W BAY DE # 150
City BELLEAIR BLUFFS Zip FL 33770

Business Phone 727 517 2200 Fax No. 727 596 2555 Email Address

Preferred Mailing Address: ❑ Residence ❑ Business

How long have you lived in the City of Largo 5 YEARS

What Board are you applying for/nominated for?

❑ Code Enforcement Board ❑ Finance Advisory Board
❑ Community Development Advisory Board ❑ Historic Preservation Advisory Committee
❑ General Employees' Pension Board ❑ Personnel Advisory Board
❑ Library Advisory Board ❑ Police/Fire Pension Board
❑ Planning Board ❑ Recreation, Parks and Arts Advisory Board
❑ Public Works/Environmental Services Advisory Board

Have you attended the Citizens' Academy? ❑ Yes ❑ No Year 2009

Why are you interested in serving on this Board?
I AM HEAVILY INVOLVED VOLUNTEERING WITH THE NATIVE BAYKS
I HAVE BEEN A WFLA SWIMMER FOR OVER 12 YEARS

City of Largo Application for Board Membership
Major Affiliations:
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):
- SPEA MEDICAL ADVISORY BOARD > 5 years
- FEVERY DAY FORWARD RECREATION PARK - SECRETARY x 3 years
- FRIENDS OF LARGO NATURE PARK - BOARD MEMBER
- AT LARGE x 3 years

Qualifications:
Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:
- AVID ATHLETE
- AVID OUTDOORS WOMEN
- ENVIRONMENTAL PROTECTION CHAMPION

List all (Board) related experience (Board, staff, volunteer, etc.):
- VOLUNTEER FOR NATURE PARKS
- TERRA NOVA OPENING DAILY x 3 years
- TURTLE Toot 5K RACE DIRECTOR

Organization or Commissioner sponsoring nomination (if applicable):

Educational Background: (Check all that apply)
- High School
- AA
- BS/BA
- MS/MA
- Ph.D.
- J.D.
- DVM, MRCVS, ACvim

Other:
- VETERINARY INTERNAL MEDICINE DIPLOMATE

Major areas of study:
- VETERINARY INTERNAL MEDICINE, SMALL ANIMAL

Other experience or skills that may be valuable to the Board:

Attendance:
Are you willing to meet at least monthly for a Board meeting?  □ Yes  □ No
Are you generally available should a special meeting of the Board be necessary?  □ Yes  □ No
Do you understand the duties and responsibilities of the Board?  □ Yes  □ No

Signed  ___________________________  Date  6/10/12

NO CHANGES TO APPLICATION  10/3/13

City of Largo Application for Board Membership  2 of 2
City of Largo
Application for Board Membership

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a Commissioner or participating organization. Please complete all applicable sections and return the form to the address (or fax) listed below:

City of Largo Mayor's Office
P.O. Box 296
Largo, FL 33779
(201 Highland Avenue)
Fax: (727) 587-6797

Nominee Information: (Please type or print)
Name: Annaliese Smith
Home Address: Street (Do Not Use P.O. Box) 13250 RIDGE RD US3
City: LARGO Zip: 33773
Home Phone: (727) 249-8405 Email: buillaneesf@fam.com
Employer: TRUMGARDEN OF PINELLAS Position: CASE MANAGER
Business Address: Street 200 15TH AVE SE
City: LARGO Zip: 33771
Business Phone: 727-585-9377 Fax No: 727-588-9088 Email Address
Preferred Mailing Address: ☐ Residence ☐ Business
How long have you lived in the City of Largo 10 yrs.

What Board are you applying for/nominated for?
☐ Code Enforcement Board ☐ Community Development Advisory Board
☐ Finance Advisory Board ☐ Community Revitalization Agency Advisory Board
☐ Library Advisory Board ☐ Employees' Retirement Board of Trustees
☐ Planning Board ☐ Personnel Advisory Board
☐ Public Works/Environmental Services Advisory Board ☐ Police Officers' & Firefighters' Retirement Plan
☐ Recreation, Parks and Arts Advisory Board

Have you attended the Citizens' Academy? ☐ Yes ☐ No Year 2007

Why are you interested in serving on this Board?

[Signature]

Citizen who has been on Board since 2007, Chris Douglas

Last 2-3 years
Major Affiliations:
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):

USAF - 18 yrs.
S.O. Optimist
Social Worker Assoc.

Qualifications:
Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

Multiple Sports Part - Leisure and Competitive Level
USAF Athletic Teams - Volleyball, Bowling, Racquetball

List all (Board) related experience (Board, staff, volunteer, etc.):
Board Member since 2007

Organization or Commissioner sponsoring nomination (if applicable):

Educational Background: (Check all that apply)

- [ ] High School
- [X] AA
- [X] BS/A
- [ ] MS/A
- [ ] Ph.D.
- [ ] J.D.

Other:

Major areas of study:

- [X] BA Geronotogy
- [ ] Information Data Systems A.S.
- [ ] Therapeutic Activities/Geronotogy

Other experience or skills that may be valuable to the Board:

Grandmother (A)

Attendance:

Are you willing to meet at least monthly for a Board meeting?  [ ] Yes  [ ] No

Are you generally available should a special meeting of the Board be necessary?  [ ] Yes  [ ] No
Do you understand the duties and responsibilities of the Board?

Signed: [Signature]

Date: 10/7/14
City of Largo
Application for Board Membership

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a Commissioner or participating organization. Please complete all applicable sections and return the form to the address (or fax) listed below:

City of Largo Mayor's Office
P.O. Box 296
Largo, FL 33779
(201 Highland Avenue)
Fax: (727) 587-6797

Nominee Information: (Please type or print)

Name: Sharon Feete

Home Address: Street (Do Not use P.O. Box) 135 Kilgore Dr.
City: Largo
Zip: 33770

Home Phone: Email: sharonfeete@gmail.com

Employer: The Tax Whisperer Position Title: Founder

Business Address: Street: Same as above
City: Zip:

Business Phone: Fax No. Email Address:

Preferred Mailing Address: [ ] Residence [ ] Business

How long have you lived in the City of Largo: 13 years

What Board are you applying for/nominated for?

[ ] Code Enforcement Board
[ ] Finance Advisory Board
[ ] Library Advisory Board
[ ] Planning Board
[ ] Public Works/Environmental Services Advisory Board
[ ] Community Development Advisory Board
[ ] Community Reevaluation Agency Advisory Board
[ ] Employees' Retirement Board of Trustees
[ ] Personnel Advisory Board
[ ] Police Officers' & Firefighters' Retirement Plan
[ ] Recreation, Parks and Arts Advisory Board

Have you attended the Citizens' Academy? [ ] Yes [ ] No Year: ________________

Why are you interested in serving on this Board?

I love where I live & know we can make everyone who enters our great City fall in love with it! I want to see more residents & businesses take advantage of our parks & rec... It starts in parks.

City of Largo Application for Board Membership 1 of 2
Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any).

Playing Unplugged, Just What An Dr. Valued - 4 years - Planning Committee
Amateur Gardener for Women of Tampa Bay - 4 years
Florida Medical Clinic: Silent Auction Chair - 4 years
Current Health & Wellness Editor for Downtown Luxury Living of Tampa Bay

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

I have worked in the medical industry for 20 years. I currently work with physicians all over Tampa Bay. I try to specifically encourage health and wellness. We focus on preventative health and promote wellness within our communities.

List all (Board) related experience (Board, staff, volunteer, etc.):

Organization or Commissioner sponsoring nomination (if applicable):

Educational Background: (Check all that apply)

- High School
- AA
- BS/A
- MS/A
- Ph.D.
- J.D.

Other

Major areas of study: Business

Other experience or skills that may be valuable to the Board:

I have an extensive network with Tampa Bay. I work in PR so I also have media relations. I host many events and market all of them. I have "survived" a long career in a difficult field - with physicians, surgeons...

Attendance:

Are you willing to meet at least monthly for a Board meeting? [ ] Yes [ ] No

Are you generally available should a special meeting of the Board be necessary? [ ] Yes [ ] No

Do you understand the duties and responsibilities of the Board? [ ] Yes [ ] No

Signed: [Signature]

Date: 4-28-17
Apply to serve on an Advisory Board Submitted - Receipt #2015-5EXAT4

From: Shirley Frick <sfrick@largo.com>  To: Amy Meyers <ameyers@largo.com>, Shirley Frick <sfrick@largo.com>

Subject: Apply to serve on an Advisory Board Submitted - Receipt #2015-5EXAT4

A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

Confirmation

Thank you for your willingness to serve your community on one of the City of Largo's Advisory Boards. On behalf of the Mayor and Commission your interest in government is appreciated.

What Happens Next?

These applications are reviewed over the course of one to two weeks, depending on the Commission's schedule. You will receive information as soon as a decision is made.

Full Name: Laurie Bunce
Home Address: 12523 136 Lane
City: Largo
ZIP Code: 33774
Work Address: 11193 Seminole Blvd.
City: Largo
ZIP Code: 33778
Home Phone: 727-481-4600
Fax Number: --
Email: lbunce@centratel.net
Preferred Mailing Address: Business
How long have you lived in the City of Largo?: 33 years
What Board are you applying for/nominated for?: Recreation, Parks, and Arts Advisory Board
Have you attended Largo Citizens Academy?: No
If so, what year?:
Why are you interested in serving on this Board?: Largo's Recreation, Parks and Arts are part of what sets Largo apart and makes it such a fantastic place to live. I enjoy giving back to my community and I love the Arts so this seems like a perfect fit for me.
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any): My company, Centratel, has been in business since 1978 and I have been the president since the late 1990's. We currently have 10 employees. Central Pinellas Chamber of Commerce Board of Directors (8 years). I served as the chairman of the board for 2 years. Thieves of San Lorenzo (a gasparilla krewe) - I served on the Board of the krewe for 6 years and was president of the krewe for 2 years. The krewe is a non-profit organization with approximately 120 members. We volunteer for and organize fundraising events each year for the Shriners Hospital for Children The Crisis Center of Tampa Bay and the Ronald McDonald Houses in both Tampa & St. Petersburg.
Please list and specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: I am a hard worker, good fundraiser, and I love the outdoors and the arts!
List all (Board) related experience (Board, staff, volunteer, etc.): In addition to the boards mentioned above, I also served on the Suncoast Hospital Foundation before the hospital was bought from HCA.
Organization or Commissioner sponsoring nomination (if applicable): Michael Smith
Education Level Completed: High School
Major Areas of Study: Telecommunications at St. Petersburg Junior Colleg
Other experience or skills that may be valuable to the Board:
Are you willing to meet at least monthly for a Board Meeting?: Yes
Are you generally available should a special meeting of the Board be necessary?: Yes
Do you understand the duties and responsibilities of the Board?: Yes

To stay up to date you can view the status of this item [here](https://webmail.largo.com/h/printmessage?id=85157&tz=Ameri...).
This agenda item is to request City Commission approval of the final consultant ranking for the Construction Manager at Risk (CMAR) services for the Rosery Road Phase 1 Community Streets Improvements project. City staff intend to use the CMAR delivery method for this project. This method brings the contractor into the project during the design phase and enhances project cost control.

Rosery Road is an important segment of the City’s community street network and an east-west segment within the City’s Downtown Urban Trail Corridor. This project, from the Pinellas Trail to Missouri Avenue, will improve the bicycle and pedestrian level of service and safety, through retrofits of the existing rural section, including: curb, sidewalk, bicycle facilities, intersection improvements, subsurface utility improvements, and enhanced drainage and stormwater treatment.

On September 18, 2018, the City advertised a Request for Qualifications (RFQ) for project CMAR services from interested construction firms. The CMAR contract will consist of a pre-construction phase and a construction phase. At a subsequent City Commission meeting, City staff will seek approval of a fixed fee for the pre-construction phase. During this phase, the construction manager will provide value engineering, constructability analysis, development of cost models, estimating, coordination with design professionals and the development of a Guaranteed Maximum Price (GMP). City staff would then seek the City Commission approval of the GMP. If the City Commission approves the GMP, the construction phase will be implemented. During the construction phase of the contract, the construction manager will serve as the single point of responsibility for successful performance of construction of the project in accordance with the contract terms.

(Continued on Page 2)
The City received two statements of qualifications (SOQs) by the October 18, 2018 deadline. The consultants were ranked based on their SOQs on October 24, 2018. The final consultant ranking of the two firms is below.

1) David Nelson Construction Co.
2) Pepper Contracting Services, Inc.

City staff is requesting City Commission approval of the final consultant ranking. Upon City Commission approval, staff will begin negotiation of the fixed fee for pre-construction services with the top ranked firm. If negotiations with the top ranked firm are unsuccessful, staff will begin negotiations with the next firm in the ranking.
The Community Development Department and Largo Police Department are requesting approval of the Subrecipient Public Services Agreement for Directions for Mental Health, Inc., d/b/a Directions for Living for funding a full-time Behavioral Health Navigator position.

The new Behavioral Health Navigator will be paired with a Largo Police Officer on a full-time basis to implement the City’s new Enriching Lives through Mental Health Services (ELMS) Program. Similar to the Police Department’s Elderly Services Program, the ELMS program will proactively engage with high risk residents of the community who suffer from severe mental illness and connect them with services they may need, such as psychological testing, therapy, case management, and Social Security Disability Outreach, Access and Recovery (SOAR) benefits.

The cost for the Behavioral Health Navigator is shared between the City’s Community Development Block Grant (CDBG) Program and General Fund from the Police Department budget. The total project budget also includes $3,000 to be paid by Directions for Living. The agreement covers a two-year period, with a nonappropriation clause included. The amount reflected in this memo is for one year of funding. The second year amount funded by the City is anticipated to be the same as in the first year. The two-year period will provide an opportunity for the program to get operational and provide a longer time in which to measure results.

The Community Development Advisory Board recommended funding this project at its March 26, 2018 meeting. The City Commission discussed this program at the June 12, 2018 Work Session and approved funding this project as part of the FY 2018-2019 CDBG Action Plan by Resolution No. 2217 on July 3, 2018.

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

### Budget Information

- **Budgeted Amount:** $56,650.00
- **Available Amount:** $56,650.00
- **Expenditure Amount:** $56,650.00

### Funding Source(s):

- CDBG & General Fund
- **Additional Budgetary Information:** $29,150.00 from CDBG, $27,500.00 from Police Dept. General Fund

### City Attorney Reviewed:

- **Advisory Board Recommendation:** For
- **Consistent With:** Yes
- **Action Plan:** N/A

### Potential Motion/Direction Requested:

- I MOVE TO APPROVE/DISAPPROVE THE AGREEMENT WITH DIRECTIONS FOR MENTAL HEALTH, INC. D/B/A DIRECTIONS FOR LIVING IN THE AMOUNT OF $56,650.

### Staff Contact:

- Arrow Woodard, Housing Grant Specialist
- 586-7489
- awoodard@largo.com

### Attachments:

- None
On April 10, 2006, the Florida Department of Environmental Protection (FDEP) and the City of Largo entered into Consent Order OGC No. 03-0666 (Consent Order) to settle certain matters at issue between the FDEP and the City regarding Bromo-dichloromethane concentration in the Wastewater Reclamation Facility (WWRF) effluent and the discharge of millions of gallons of wastewater from the collection system to waters of the state. On August 4, 2009, a first amendment to the Consent Order was executed that stipulated corrective action be taken by July 31, 2012, to bring the WWRF effluent into compliance with the water quality criteria for Bromo-dichloromethane. This date coincided with the term of the WWRF operating permit and was set and agreed to by the FDEP and the City.

On September 14, 2012, the FDEP granted the City a second amendment to the Consent Order that required the City, by May 1, 2016, to reduce the WWRF’s effluent Bromo-dichloromethane concentration to water quality criteria, as defined in the Florida Administrative Code. City staff met with the FDEP every six months to provide updates and receive feedback on the progress of the projects for replacement of the WWRF disinfection system and for the wet weather project. In these meetings FDEP recognized that the City would require a time extension to allow for responsible completion of both projects.

Staff anticipated that an increase in the peak rate of sewage flow to the WWRF would occur during the wet season after the completion of the wet weather project. The WWRF headworks, a treatment process for sewage entering the facility, required rehabilitation and redesign to meet the changes in the anticipated peak flow rate. During the Consent Order period, engineering evaluations, designs, specifications and schedules were completed for a headworks project and were thoroughly discussed with FDEP. (Continued on Page 2)
In 2016, the FDEP visited the construction activity for each of the Consent Order projects. Following the construction site visits, FDEP provided a third amendment to the Consent Order which extended the deadline until January 31, 2018. In 2017, City staff began regular meetings with FDEP regarding the status of Consent Order related projects nearing completion. FDEP afforded the City the opportunity to complete these projects and operate them through the 2018 wet season under a fourth amendment to the Consent Order. The fourth amendment extended the Consent Order to January 31, 2019, and increased the required Bromo-dichloromethane effluent interim limit to no more than 42.7 micrograms per liter and lowered the dissolved oxygen effluent interim minimum limit to no less than 3.5 milligrams per liter.

Proposed Amendment Five to the Consent Order is being submitted because the Administrative Order issued to the City to address the Total Nitrogen loading to Tampa Bay expired, and outstanding issues must be addressed in the Consent Order. In addition, the WWRF has exceeded other permit limits due to operational changes (i.e., halting the use of per acetic acid and increasing chlorine usage, which elevates Bromo-dichloromethane production in the effluent), and concerns about upcoming construction on the mid-plant project that could potentially affect the WWRF’s ability to treat to current permit limits. FDEP has approved new interim limits for Bromo-dichloromethane (no more than 57 micrograms per liter), Phosphorous (no more than 3.0 milligrams per liter for a single sample and 2.5 milligrams per liter for a weekly average), carbonaceous biochemical oxygen demand (CBOD5 – maximum 24 milligrams per liter for a single sample), Total Nitrogen loading to Tampa Bay (maximum 30 tons for an annual average, and 22 tons averaged over 5 years), and an extension of the compliance deadline to coincide with the new permit renewal date of October 25, 2022. The wastewater collection system requirement to significantly reduce wastewater overflows remains the same as in the original Consent Order and each of the four previous amendments.
City of Largo
Agenda Item 14

Presenter: Alan Zimmet, City Attorney
Department: AD – Administration

TITLE:
ORDINANCE NO. 2019-11: SECOND READING - AMENDING CHAPTER 22, SECTION 22-105 OF THE CITY OF LARGO CODE OF ORDINANCES TO CODIFY EXEMPTIONS FOR LOCAL BUSINESS TAX RECEIPTS FOR VETERANS, SPOUSES OF VETERANS AND CERTAIN SERVICE MEMBERS, AND LOW-INCOME PERSONS PURSUANT TO SECTION 205.055, FLORIDA STATUTES

CHANGES FROM FIRST READING:
None

PREVIOUS ACTION:
Approved on first reading November 6, 2018 (vote 7-0).

Budgeted Amount: $0.00
Budget Page No(s.): N/A
Available Amount: $0.00
Expenditure Amount: $0.00

Additional Budgetary Information: Not applicable

Funding Source(s): N/A
Sufficient Funds Available: N/A
Budget Amendment Required: N/A
Source: N/A

City Attorney Reviewed: Yes
Advisory Board Recommendation: N/A
Consistent With: N/A

Potential Motion/Direction Requested:
I MOVE TO ADOPT/DENY ORDINANCE NO. 2019-11 ON SECOND AND FINAL READING.

Staff Contact: Alan Zimmet, City Attorney 727-587-6744 azimmet@largo.com
Attachments: First Reading memo, Ordinance 2019-11
City of Largo
Agenda Item 19

Title:
ORDINANCE NO. 2019-11 - FIRST READING - AMENDING CHAPTER 22, SECTION 22-105 OF THE CITY OF LARGO CODE OF ORDINANCES TO CODIFY EXEMPTIONS FOR LOCAL BUSINESS TAX RECEIPTS FOR VETERANS, SPOUSES OF VETERANS AND CERTAIN SERVICE MEMBERS, AND LOW-INCOME PERSONS PURSUANT TO SECTION 205.055, FLORIDA STATUTES.

Section 205.055, Florida Statutes mandates that veterans, spouses of veterans and certain service members, and low-income persons are entitled to an exemption from business tax and fees. The City's Community Development Department currently complies with this statutory exemption in practice. The goal of this ordinance is to codify this statutory exemption into the City Code.

Budgeted Amount: $0.00  
Budget Page No(s.): N/A  
Available Amount: $0.00  
Expenditure Amount: $0.00

Additional Budgetary Information: Not applicable.

Funding Source(s): N/A  
Sufficient Funds Available:  
○ Yes  
○ No

Budget Amendment Required:  
○ Yes  
○ No

City Attorney Reviewed:  
○ Yes  
○ No  
○ N/A

Advisory Board Recommendation:  
○ For  
○ Against  
○ N/A

Consistent With:  
○ Yes  
○ No  
○ N/A

Potential Motion/Direction Requested:  
I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-11 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON NOVEMBER 20, 2018.

Staff Contact:  
Alan Zimmel, City Attorney  
727-587-6744  
azimmel@largo.com

Attachments:  
Ordinance No. 2019-11
ORDINANCE NO. 2019-11

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, AMENDING
CHAPTER 22, SECTION 22-105 OF THE CITY OF LARGO CODE OF
ORDINANCES TO CODIFY EXEMPTIONS FOR LOCAL BUSINESS
TAX RECEIPTS FOR VETERANS, SPOUSES OF VETERANS AND
CERTAIN SERVICE MEMBERS, AND LOW-INCOME PERSONS
PURSUANT TO SECTION 205.055, FLORIDA STATUTES; PROVIDING
FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Largo Code of Ordinances (the “Code”) provides the general laws of the
City; and

WHEREAS, the City maintains business tax receipt requirements that meet the requirements
found in Chapter 205, Florida Statutes; and

WHEREAS, Section 22-105 of the Code addresses exemptions for local business tax receipts;
and

WHEREAS, the City desires to codify the exemptions found in Section 205.055, Florida Statutes.

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

Section 1. The above recitals are true and correct and are hereby incorporated by reference as the
findings of the City Commission.

Section 2. Section 22-105 of the City of Largo Code of Ordinances is hereby amended and shall
read as follows:

Sec. 22-105. Registration of county business tax receipt; registration of persons claiming to be exempt
from the provisions of section 22-104; exemptions for veterans, spouses of veterans and certain service
members, and low-income persons.

(a) Any person who does not maintain a permanent business location or branch office within the city
shall register his/her local business tax receipt with the appropriate city authority for the privilege of
engaging in or managing any business, occupation, or profession within the city’s jurisdiction. A
department of business and professional regulations (DBPR) certified or registered contractor, claiming
exception from these regulations as provided in F.S. ch. 205, that has documented payment of a business
tax receipt from another county or municipality will be registered at no cost. However, any DBPR certified
or registered contractor that cannot show proof of a county or municipal business tax receipt will be
required to register and pay the registration fee. The cost of said registration shall be $10.00. All
registrations shall expire on September 30 of each year. Registrations are not subject to proration of tax.
The purpose of the registration fee is to verify certifications of competence and maintaining the required
insurance. Such certifications and insurance must be maintained in good standing at all times. If these
requirements are not met, the registration of the contractor may be suspended until proper notification
from the Pinellas County construction licensing board is obtained reinstating said certifications.

(b) All persons, as defined in section 22-104, but excluding those DBPR certified or registered
contractors provided for in subsection (a) of this section, and veterans, spouses of veterans and certain
service members, and low-income persons provided for in subsections (c) – (e) of this section, claiming
exemption from the requirements of section 22-104 must, before commencing any such activities in the
city, register with and obtain a certification of registration and exempt status from the city business tax
section in accordance with the requirements of this section. Applicants shall exhibit proof satisfactory to
the city business tax section that they are entitled to such exemption, and that they hold certificates of
competency or licenses as may be required by any and all governmental agencies to permit engaging in
the occupation, business or profession for which application of the exemption is made, together with the
name and permanent address of applicant and the person directly responsible for applicant's activities
within the city, and such other data deemed necessary by the city business tax section to protect the city
and its citizens against unlawful, fraudulent, or deceptive business practices or incompetent performance
of services. A fee of $10.00 to cover the costs of investigation of the applicant and processing of the
application shall be paid to the city when the application is filed, and shall not be returnable under any
circumstances.

(c) Pursuant to Section 205.055, Florida Statutes, the following persons are entitled to an exemption
from the local business tax and any fees imposed under chapter 205, Florida Statutes:

(1) A veteran of the United States Armed Forces who was honorably discharged upon separation from
service, or the spouse or unmarried surviving spouse of such a veteran;

(2) The spouse of an active duty military service member who has relocated to the City pursuant to a
permanent change of station order;

(3) A person who is receiving public assistance as defined in Section 409.2554, Florida Statutes; or

(4) A person whose household income is below 130 percent of the federal poverty level based on the
current year's federal poverty guidelines.

(d) To be eligible for the exemption in subsection (c) above, a person must complete and sign, under
penalty of perjury, an "Application for Business Tax Fee Exemption" to be furnished by the City and
provide written documentation in support of his or her request for an exemption under subsection (c).

(e) If a person who is exempt under subsection (c) above owns a majority interest in a business with
fewer than 100 employees, the business is exempt. Such person must complete and sign, under penalty
of perjury, an "Application for Business Tax Fee Exemption" to be furnished by the City and provide
written documentation in support of his or her request for an exemption for the business by virtue of his or
her status under subsection (c) above.

Section 3. That it is the intention of the Largo 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
The purpose of this item is to request City Commission approval of engineering scope and fee for resident project representative (RPR) services for the two year WWRF Biological Treatment Improvements project.

The City received two responses to the RFQ by the deadline of October 2, 2018. On October 15, 2018, the City’s ranking committee met to score the submittals. The committee selected McKim and Creed, Inc. as the number one ranked firm. City staff successfully negotiated a scope of services with McKim and Creed, Inc. in the amount of $763,250.

The goal of the Biological Treatment Improvements project is to address the age and condition of key components of the treatment facility. It will also make improvements to the treatment process to allow the City to meet its nitrogen discharge limit to Tampa Bay.

On August 31, 2018, the City issued a Request for Qualifications (RFQ) to obtain the services of qualified RPRs for full time construction observation and monitoring of the City’s WWRF Biological Treatment Improvements project. The duties of the RPR will include, but not be limited to:

- Construction coordination between the contractor and Environment Services Department staff
- Conduct periodic progress meetings
- Monitor project documentation and conduct/record on-site observations of the work to verify accuracy, quality, and compliance with contract specifications
- Report to the City’s Project Manager any unsatisfactory work
- Review Applications for Payment for compliance with the established procedure for submission

A copy of the scope and fee has been sent to the City Commission electronically, and has been posted to the City’s web site.
Effective as of September 2, 2018, the City of Largo adopted Comprehensive Plan: Forwarding Our Future 2040 established the Commercial Recreation (CR) land use classification. Table FLUE-1 of the Comprehensive Plan, establishes the maximum density (dwelling unit/acre), floor area ratio, impervious surface ratio, and corresponding Countywide Plan Map categories for the CR land use. This proposed ordinance introduces the description and locational characteristics in the Comprehensive Development Code (CDC) and establishes allowable use types and development standards to implement the CR land use.

Staff researched and coordinated with Pinellas County, including the Countywide Plan Strategies, Countywide Rules and Land Development Code to ensure compatibility with the CR land use classification. In addition, staff researched other local municipalities in order to determine consistency. Consequently, establishing the CR land use classification will amend the following CDC chapters, section and tables:

- Chapter 5: Land Use Classifications - Section 5.2.4: Description and Locational Characteristics of Individual Land Use Classifications
- Chapter 6: Allowable Uses - Table 6-1: Allowable Uses Within Land Use Classifications
- Chapter 8: General Development Standards & Impact Fees - Table 8-1: Maximum Density and Intensity of Development by Land Use Classification

A brief update was made to the City Commission during a Work Session on October 9, 2018 regarding the upcoming modifications to the CDC, in an effort to move forward with the new land use classification.

On October 29, 2018, the Community Development Advisory Board (CDAB) voted unanimously to recommend for approval the proposed ordinance to the City Commission. Thereafter, the Planning Board reviewed this Comprehensive Development Code Amendment (CDCA) at a public hearing held on November 1, 2018 and recommended approval by unanimous vote. If approved by the City Commission, these amendments will return for second and final reading on December 4, 2018.
ORDINANCE NO. 2019-03

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA AMENDING
THE CITY OF LARGO COMPREHENSIVE DEVELOPMENT CODE BY
AMENDING SECTION 5.2.4, ENTITLED "DESCRIPTION AND
LOCATIONAL CHARACTERISTICS OF INDIVIDUAL LAND USE
CLASSIFICATIONS", TABLE 6-1, ENTITLED "ALLOWABLE USES
WITHIN LAND USE CLASSIFICATIONS" AND TABLE 8-1, ENTITLED
"MAXIMUM DENSITY AND INTENSITY OF DEVELOPMENT BY LAND
USE CLASSIFICATION" TO ESTABLISH AND PROVIDE STANDARDS
FOR THE COMMERCIAL RECREATION LAND USE CLASSIFICATION;
PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN
EFFECTIVE DATE.

WHEREAS, the Largo City Commission has adopted the Comprehensive Development Code
(“CDC”) which encompasses all of the City’s land development regulations; and
WHEREAS, the CDC is intended to protect and regulate land use classifications, and to
implement the intent of the City Comprehensive Plan; and
WHEREAS, the City of Largo adopted the Commercial Recreation land use classification as
identified in Table FLUE-1 of the Comprehensive Plan effective as of September 2, 2018; and
WHEREAS, the City Commission wishes to amend Section 5.2.4, Table 6-1 and Table 8-1 of the
CDC to establish regulatory standards for the Commercial Recreation land use classification; and
WHEREAS, the City Commission recognizes and supports the need of Commercial Recreation in
certain areas within the community to provide private or quasi-public recreation facilities; and
WHEREAS, the City Commission determines that it is in the best interest of its residents,
businesses and visitors to enact regulations within the CDC to clearly address the description, locational
criteria, allowable uses and development standards for the Commercial Recreation land use
classification.

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

SECTION 1. That above recitals are true and correct and are hereby incorporated by reference as the
findings of the City Commission.

SECTION 2. That Section 5.2.4 Y of the Comprehensive Development Code is hereby created and shall
read as follows:

Section 5.2.4 Y Description and Locational Characteristics of Individual Land Use Classifications

Y. Commercial Recreation (CR) – This classification is applied to those areas used predominantly for
outdoor recreational purposes. Appropriate locations are adjacent to activity centers or areas designated
for commercial use; in water-dependent locations for marina and boat service uses; with access to major
transportation facilities to serve the commercial recreation; located at or near a scenic, historic, or outdoor
recreation area where the public is attracted; and major sports facility needs of the resident and tourist
population. Allowable uses include a private or quasi-public recreation facility, including but not limited to:

1. Marinas;
2. Outdoor/Active recreational facilities;
(3) Commercial campgrounds:

(4) Accessory dwellings in nonresidential districts, a single-family dwelling for an owner or employee (i.e., a caretaker, night watchman, guard, manager, etc.) may be permitted as an accessory use, provided that such residential use is limited to one dwelling unit per parcel of land. Such a dwelling unit shall not cause the maximum lot coverage to be exceeded; and

(5) Other commercial, recreational, and public/semi-public uses ancillary to the above uses.

Additional consideration includes, but is not limited to: loading areas, ingress and egresses shall be designed to accommodate peak-hour demand and to avoid vehicles queuing into the street.

SECTION 3. That Table 6-1 of the Comprehensive Development Code is amended to read as shown in Exhibit A.

SECTION 4. That Table 8-1 of the Comprehensive Development Code is amended to read as shown in Exhibit B.

SECTION 5. That all ordinances or parts thereof inconsistent herewith are hereby repealed and superseded.

SECTION 6. That it is the intention of the Largo City Commission that each provision hereof be considered severable, and, if any section, subsection, sentence, or provision of this ordinance is held invalid, the remainder of the ordinance shall not be affected.

SECTION 7. That this ordinance shall become effective immediately upon its final passage and adoption.
### Table 6-1: Allowable Uses Within Land Use Classifications

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City of Largo, FL Comprehensive Development Code

Chapter 6: Allowable Uses

A = Allowable
C = Conditionally Allowed
N = Not Allowed
<p>| DESCRIPTION                          | RR | RS | RE | RU | RL | RLM | RM | RH | CN | CG | ROL | ROR | ROG | I  | IL | IG | ROS | CR | P | TU | OTHER PROVISIONS                                           |
|-------------------------------------|----|----|----|----|----|-----|----|----|----|----|-----|-----|-----|-----|----|----|----|-----|----|---|----|----------------------------------------------------------|
| Pet Stores                          | N  | N  | N  | N  | N  | N   | N  | N  | A  | N  | A   | N   | N   | N   | C  | N  | N  | N   | N  | N | N   | 18Must comply with provisions of Section 6.1.3             |
| Produce Stands/Outdoor Markets       | N  | N  | N  | N  | N  | N   | N  | N  | A  | A  | N   | A   | N   | N   | A  | N  | N  | N   | A  | N | N   | 8Allowable only as an ancillary use                        |
| Professional Offices (Insurance, legal, architect) | N  | N  | N  | N  | N  | N   | N  | N  | A  | A  | A   | A   | A   | A   | A  | N  | A  | N   | N  | N | N   |                                                   |
| Office (over storefront)             | N  | N  | N  | N  | N  | N   | N  | N  | A  | A  | A   | A   | A   | A   | A  | N  | A  | N   | N  | N | N   |                                                   |
| Office or store with residence on top| N  | N  | N  | N  | N  | N   | N  | N  | A  | A  | A   | A   | A   | A   | A  | N  | N  | N   | N  | N | N   |                                                   |
| Recycling Centers                   | N  | N  | N  | N  | N  | N   | N  | N  | A  | N  | A   | N   | A   | A   | N  | A  | A  | N   | N  | N | N   |                                                   |
| Rental-Large Goods (machinery)      | N  | N  | N  | N  | N  | N   | N  | N  | A  | N  | N   | N   | A   | A   | N  | A  | A  | N   | N  | N | N   |                                                   |
| Restaurants, Sit-down               | N  | N  | N  | N  | N  | N   | N  | N  | C  | A  | A   | A   | A   | A   | N  | N  | A  | A   | A  | N | N   | 8Allowable only as an ancillary use                        |
| Restaurants, With drive-thru        | N  | N  | N  | N  | N  | N   | N  | N  | A  | A  | A   | N   | N   | N   | N  | N  | N  | N   | N  | N | N   | 5Must comply with supplemental standards, Section 15.9 if applicable |
| Retail, stand alone                 | N  | N  | N  | N  | N  | N   | N  | N  | A  | A  | A   | C  | N   | C   | N  | N  | N   | N  | N | N   | 18Must comply with provisions of Section 6.1.3             |
| Retail in existing shopping centers  | N  | N  | N  | N  | N  | N   | N  | N  | A  | A  | A   | C  | N   | C   | N  | N  | N   | N  | N | N   | 18Must comply with provisions of Section 6.1.3             |</p>
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<td>&quot;Outside storage is limited to 20% of the area of the building to which it is an accessory&quot;</td>
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**Institutional and Medical-Related Uses**

| Assisted Living Facility (6 or fewer clients)    | A¹³| A¹³| A¹³| A¹³| A¹³| A¹³| N  | A¹³| A¹³| A¹³| A¹³| A¹³| N  | N  | N  | N  | N   | N  | N  | N  | "Must comply with supplemental standards, Section 15.2"                         |
| Assisted Living facility (7 to 14 clients)      | N  | N  | N  | N  | N  | A¹³| A¹³| N  | A¹³| A¹³| A¹³| A¹³| A¹³| N  | N  | N  | N   | N  | N  | N  | "Must comply with supplemental standards, Section 15.2"                         |
| Assisted Living Facility (More than 14 clients)  | N  | N  | N  | N  | N  | C¹³| C¹³| C¹³| C¹³| C¹³| C¹³| C¹³| C¹³| N  | N  | N  | N   | N  | N  | N  | "Must comply with supplemental standards, Section 15.2"                         |
| Cemeteries                                      | N  | N  | N  | N  | N  | N  | N  | A  | N  | A  | A  | C  | A  | A  | A  | A   | N  | N  | N  |
| College/Universities                            | N  | N  | N  | N  | N  | N  | N  | A  | A  | N  | A  | C  | A  | C  | N   | N  | N  | N  |
| DESCRIPTION                                                                 | RR | RS | RE | RU | RL | RLM | RM | RH | CN | CG | ROL | ROR | ROG | I   | IL  | IG  | ROS | CR | P  | TU | OTHER PROVISIONS                      |
|----------------------------------------------------------------------------|----|----|----|----|----|-----|----|----|----|----|-----|-----|-----|-----|-----|-----|----|----|----|---------------------------------------|
| Commercial Trade Schools (Dance, martial arts, diving, crafts)             | N  | N  | N  | N  | N  | N   | N  | A  | A  | A  | A   | C   | C   | C   | N   | N   | N  | N  | N  | Must comply with supplemental standards, Section 15.2 |
| Community/Youth Centers                                                   | N  | N  | N  | N  | N  | N   | N  | A  | A  | A  | A   | C   | A   | C   | C   | N   | C  | N  | N  | Must comply with supplemental standards, Section 15.2 |
| Community Residential Home (6 or fewer clients)                           | A  | A  | A  | A  | A  | A   | N  | A  | A  | A  | A   | A   | A   | A   | N   | N   | N  | N  | N  | Must comply with supplemental standards, Section 15.2 |
| Community Residential Home (7 to 14 clients)                              | N  | N  | N  | N  | N  | N   | N  | A  | A  | A  | A   | A   | A   | A   | N   | N   | N  | N  | N  | Must comply with supplemental standards, Section 15.2 |
| Community Residential Home (More than 14 clients)                         | N  | N  | N  | N  | N  | N   | N  | C  | C  | C  | C   | C   | C   | C   | N   | N   | N  | N  | N  | Must comply with supplemental standards, Section 15.2 |
| Correctional Facilities (youth ranches)                                   | N  | N  | N  | N  | N  | N   | N  | N  | N  | C  | N   | A   | C   | A   | C   | C   | N   | N  | N  | N  | Allowable only as an ancillary use |
| Daycare Centers, preschools                                               | C  | C  | C  | C  | C  | C   | A  | A  | A  | A   | A   | A   | A   | A   | A   | A   | A   | N  | N  | N  | Allowable only as an ancillary use |
| Emergency Response/Public safety Services                                  | N  | N  | N  | N  | N  | N   | C  | A  | A  | A   | A   | C   | A   | C   | C   | A   | A   | N  | N  | N  | Allowable only as an ancillary use |
| Government Offices                                                        | N  | N  | N  | N  | N  | N   | N  | A  | A  | A   | A   | A   | A   | C   | N   | N   | N  | N  | N  | Must comply with supplemental standards, Section 15.2 |
| Halfway Houses/Rehab Facilities (6 or fewer clients)                      | N  | N  | N  | N  | N  | N   | N  | A  | A  | A   | A   | A   | A   | C   | N   | N   | N  | N  | N  | Must comply with supplemental standards, Section 15.2 |
| Halfway Houses/Rehab Facilities (7 or more clients)                       | N  | N  | N  | N  | N  | N   | N  | C  | C  | C   | C   | C   | C   | C   | N   | N   | N  | N  | N  | Must comply with supplemental standards, Section 15.2 |
| Hospitals                                                                 | N  | N  | N  | N  | N  | N   | N  | C  | A  | A   | A   | C   | C   | A   | N   | N   | N  | N  | N  | Allowable only as an ancillary use |
| Libraries Museums, Auditoriums                                            | N  | N  | N  | N  | N  | N   | N  | A  | A  | A   | A   | A   | A   | C   | A   | C   | N   | N  | A   | N  | Allowable only as an ancillary use |
# City of Largo, FL: Comprehensive Development Code

## Chapter 6: Allowable Uses

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### Other Provisions

26 Must comply with supplemental standards Section 15.14

24 No business may be operated from these facilities

18 Must comply with provisions of Section 6.1.3

8 Must comply with Chapter 13 if applicable

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<tr>
<td>Passive Recreation Parks (Jogging, picnicking,</td>
<td>A</td>
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<td>nature areas)</td>
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<td>Race Tracks</td>
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<tr>
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<tr>
<td>Youth Centers (YMCA, Boy Scouts)</td>
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<tr>
<td>Bed &amp; Breakfasts</td>
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<td>Boarding Houses</td>
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<td>Dormitory</td>
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<tr>
<td>Arts, Recreation and Entertainment Uses,</td>
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<tr>
<td>Commercial Campgrounds</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<td>A</td>
<td></td>
<td>N</td>
<td></td>
<td>17Must comply with supplemental standards, Section 15.4</td>
</tr>
<tr>
<td>Hotels/Motels</td>
<td>N</td>
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<td>N</td>
<td>N</td>
<td>N</td>
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<td>N</td>
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<td>N</td>
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</tr>
<tr>
<td>Short &amp; Long Term RV Parks</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<td>N</td>
<td></td>
<td>3Must comply with supplemental standards, Section 15.3</td>
</tr>
</tbody>
</table>
Table 8-1: Maximum Density and Intensity of Development by Land Use Classification

<table>
<thead>
<tr>
<th>Land Use Classification</th>
<th>Maximum Density (Dwelling unit/acre)</th>
<th>Minimum Lot Size (sq. ft.)</th>
<th>Maximum Intensity (FAR)</th>
<th>Maximum Intensity (ISR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Estate (RE)</td>
<td>1 Du/A</td>
<td>43,560</td>
<td>0.30</td>
<td>0.60</td>
</tr>
<tr>
<td>Residential Rural (RR)</td>
<td>0.5 Du/A</td>
<td>65,340</td>
<td>0.30</td>
<td>0.60</td>
</tr>
<tr>
<td>Residential Suburban (RS)</td>
<td>2.5 Du/A</td>
<td>17,424</td>
<td>0.30</td>
<td>0.60</td>
</tr>
<tr>
<td>Residential Low (RL)</td>
<td>5 Du/A</td>
<td>8,712</td>
<td>0.40</td>
<td>0.65</td>
</tr>
<tr>
<td>Residential Urban (RU)</td>
<td>7.5 Du/A</td>
<td>5,808</td>
<td>0.40</td>
<td>0.65</td>
</tr>
<tr>
<td>Residential Low Medium (RLM)</td>
<td>10 Du/A</td>
<td>5,000</td>
<td>0.50</td>
<td>0.65</td>
</tr>
<tr>
<td>Residential Medium (RM)</td>
<td>15 Du/A</td>
<td>5,000</td>
<td>0.50</td>
<td>0.65</td>
</tr>
<tr>
<td>Residential High (RH)</td>
<td>30 Du/A*</td>
<td>15,000</td>
<td>0.60</td>
<td>0.85</td>
</tr>
<tr>
<td>Recreation/Open Space</td>
<td>N/A</td>
<td>N/A</td>
<td>0.25</td>
<td>0.60</td>
</tr>
<tr>
<td>Commercial Recreation (CR)</td>
<td>24 Du/A*</td>
<td>43,560</td>
<td>0.55</td>
<td>0.90</td>
</tr>
<tr>
<td>Institutional (I)</td>
<td>12.5 Du/A*</td>
<td>7,500</td>
<td>0.65</td>
<td>0.85</td>
</tr>
<tr>
<td>Commercial Neighborhood (CN)</td>
<td>10 Du/A</td>
<td>7,500</td>
<td>0.40</td>
<td>0.80</td>
</tr>
<tr>
<td>Commercial General (CG)</td>
<td>24 Du/A</td>
<td>7,500</td>
<td>0.55</td>
<td>0.90</td>
</tr>
<tr>
<td>Residential/Office Limited (R/OL)</td>
<td>7.5 Du/A</td>
<td>7,500</td>
<td>0.40</td>
<td>0.75</td>
</tr>
<tr>
<td>Residential/Office/Retail/R/O/R)</td>
<td>30 Du/A</td>
<td>7,500</td>
<td>0.40</td>
<td>0.85</td>
</tr>
<tr>
<td>Residential/Office General (R/OG)</td>
<td>15 Du/A</td>
<td>7,500</td>
<td>0.50</td>
<td>0.75</td>
</tr>
<tr>
<td>Activity Center (AC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Redevelopment District (CRD)</td>
<td></td>
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</tr>
<tr>
<td>Resort Facility Overlay (RFO)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Industrial Limited (IL)</td>
<td>N/A</td>
<td>20,000</td>
<td>0.65</td>
<td>0.85</td>
</tr>
<tr>
<td>Industrial General (IG)</td>
<td>N/A</td>
<td>20,000</td>
<td>0.75</td>
<td>0.95</td>
</tr>
<tr>
<td>Preservation (P)</td>
<td>N/A</td>
<td>N/A</td>
<td>0.10</td>
<td>0.20</td>
</tr>
<tr>
<td>Water/Drainage Feature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation /Utility (T/U)</td>
<td>N/A</td>
<td>N/A</td>
<td>0.70</td>
<td>0.90</td>
</tr>
</tbody>
</table>

* Density above 24 Du/A shall require a Development Agreement
<table>
<thead>
<tr>
<th>City of Largo’s Land Use Classification / Locational Criteria</th>
<th>Maximum Density (Dwelling unit/acre)</th>
<th>Intensity</th>
<th>Corresponding Countywide Plan Map Categories / Locational Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institutional (I)</strong></td>
<td>12.5 Du/A</td>
<td>0.65</td>
<td><strong>Public/Semi-Public</strong></td>
</tr>
<tr>
<td>This classification is generally appropriate to locations where educational, health, public safety, civic, religious and like institutional uses are required to serve the community; and to recognize the special needs of these uses relative to their relationship with surrounding uses and transportation access.</td>
<td>0.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transportation /Utility (T/U)</strong></td>
<td>N/A</td>
<td>0.70</td>
<td><strong>Recreation/Open Space</strong></td>
</tr>
<tr>
<td>This classification is generally appropriate for transport, utility installations, major transmission lines, refuse disposal and public works facilities; and to reflect the unique siting requirements and considerations to adjoining uses required in the placement of these facilities.</td>
<td>0.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recreation/Open Space</strong></td>
<td>N/A</td>
<td>0.25</td>
<td><strong>Recreation/Open Space</strong></td>
</tr>
<tr>
<td>This classification is generally appropriate to public and private open spaces and recreational purposes; and in recognition of the natural and man-made conditions which contribute to the active and passive open space character and recreational use of such locations.</td>
<td>0.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Resort Facility Overlay (RFO)</strong></td>
<td>Same as the underlying use</td>
<td></td>
<td><strong>Resort</strong></td>
</tr>
<tr>
<td>This is an overlay designation. It is appropriate to locations where it would identify existing low to moderately intensive mixed-use residential and small scale transient accommodation use in and adjacent to resort areas; and in locations where unique recreational assets warrant the combination of permanent and temporary accommodations in close proximity to and served by the arterial and major thoroughfare network.</td>
<td></td>
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</tr>
<tr>
<td><strong>Commercial Recreation (CR)</strong></td>
<td>24 Du/A</td>
<td>0.55</td>
<td><strong>Target Employment Corridor</strong></td>
</tr>
<tr>
<td>This classification is generally appropriate to locations adjacent to activity centers or areas designated for commercial use; in water-dependent locations for marina and boat service use; and with good access to major transportation facilities so as to serve the commercial recreation and major sports facility needs of the resident and tourist population.</td>
<td>0.90</td>
<td></td>
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</tr>
<tr>
<td><strong>Target Employment Center Overlay (TECo)</strong></td>
<td>Densities and intensities will be guided per the underlying land use classifications, plus up to 100% for a floor area ratio (FAR) applicable only to Manufacturing, Office, and Research/Development uses as identified in Policy 2.1.4 of this FLUE.</td>
<td></td>
<td><strong>Activity Center</strong></td>
</tr>
<tr>
<td>This overlay designation is generally appropriate to locations with sufficient size to support target employment and other industrial uses, as well as integrated industrial/mixed-use project.</td>
<td></td>
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</tr>
<tr>
<td><strong>Activity Center (AC)</strong></td>
<td>See Activity Center Guidelines and Special Area Plans See Map 3: Activity Centers and Special Corridors</td>
<td></td>
<td><strong>Target Employment Corridor</strong></td>
</tr>
<tr>
<td>This overlay designation is applied to concentrated commercial and mixed-use centers that are well-suited to a more intensive and integrated pattern of development.</td>
<td></td>
<td></td>
<td><strong>Activity Center</strong></td>
</tr>
<tr>
<td><strong>Activity Center</strong></td>
<td>Activity Centers are intended to encompass areas developed in a radial pattern within walking distance (1/4 to 1/2 mile) of a central point or hub served by transit. The Activity Center plan category includes five subcategories: Transit Station Centers; Major Center; Community Center; Neighborhood Center; and Special Center.</td>
<td></td>
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</tr>
</tbody>
</table>
STAFF REPORT AND RECOMMENDATIONS
PLANNING & DEVELOPMENT SERVICES DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT

MEMO DATE: October 15, 2018
AGENDA DATE: November 1, 2018
TO: City of Largo Planning Board
FROM: Katrina Lunan-Gordon (Case Planner)
SUBJECT/CASE: CDCA18-003 (ORDINANCE NO. 2019-03) – COMMERCIAL RECREATION FUTURE LAND USE

BACKGROUND:

Pursuant to Florida Statutes 163.3202, the City’s code must be consistent with and implement the adopted comprehensive plan. Effective as of September 2, 2018, the City of Largo adopted Comprehensive Plan: Forwarding Our Future 2040, Commercial Recreation (CR) land use classification as identified in Table FLUE-1. Furthermore, Table FLUE-1 establishes the maximum density (dwelling unit/acre), floor area ratio, impervious surface ratio, and corresponding Countywide Plan Map categories in conjunction with CR land use. This proposed ordinance introduces the description and locational characteristics in the Comprehensive Development Code (CDC) and establishes allowable use types and development standards to implement the CR land use.

Table FLUE-1 which provides the City of Largo’s adopted Land Use Classifications states, “Commercial Recreation (CR) - This classification is generally appropriate to locations adjacent to activity centers or areas designated for commercial use; in water-dependent locations for marina and boat service use; and with good access to major transportation facilities so as to serve the commercial recreation and major sports facility needs of the resident and tourist population”.

Staff researched and coordinated with Pinellas County, including the Countywide Plan Strategies, Countywide Rules and Land Development Code to ensure compatibility with the CR land use classification. In addition, staff researched other local municipalities in order to determine consistency. Consequently, establishing the CR land use classification will amend the following CDC chapters, section and tables:

- Chapter 5: Land Use Classifications
  - Section 5.2.4: Description and Locational Characteristics of Individual Land Use Classifications
- Chapter 6: Allowable Uses
  - Table 6-1: Allowable Uses Within Land Use Classifications
- Chapter 8: General Development Standards & Impact Fees
  - Table 8-1: Maximum Density and Intensity of Development by Land Use Classification

A brief update was made to the City Commission during a work session dated, October 9, 2018 regarding the upcoming modifications to the CDC in an effort to move forward with the new land use classification.
COMPREHENSIVE DEVELOPMENT CODE AMENDMENTS:

Chapter 5: Land Use Classifications

Section 5.2.4: Description and Locational Characteristics of Individual Land Use Classifications is being amended to add the CR land use classification which is proposed to read as follows: “Y. Commercial Recreation (CR) – This classification is applied to those areas used predominantly for outdoor recreational purposes. Appropriate locations are adjacent to activity centers or areas designated for commercial use; in water-dependent locations for marina and boat service uses; with access to major transportation facilities to serve the commercial recreation; located at or near a scenic, historic, or outdoor recreation area where the public is attracted; and major sports facility needs of the resident and tourist population. Allowable uses include a private or quasi-public recreation facility, including but not limited to:

1. Marinas;
2. Outdoor/Active recreational facilities;
3. Commercial campgrounds;
4. Accessory dwellings in nonresidential districts, a single-family dwelling for an owner or employee (i.e., a caretaker, night watchman, guard, manager, etc.) may be permitted as an accessory use, provided that such residential use is limited to one dwelling unit per parcel of land. Such a dwelling unit shall not cause the maximum lot coverage to be exceeded; and
5. Other commercial, recreational, and public/semi-public uses ancillary to the above uses.

Additional consideration includes, but is not limited to: loading areas, ingresses and egresses shall be designed to accommodate peak-hour demand and to avoid vehicles queuing into the street.”

Chapter 6: Allowable Uses

Table 6-1: Allowable Uses Within Land Use Classifications is being amended to add the CR land use classification column and furthermore identify allowable uses, allowable uses that must comply with supplemental standards and other provisions, conditional uses, and uses not allowed. Proposed amendments are shown in Exhibit “A” enclosed.

Chapter 8: General Development Standards & Impact Fees

Table 8-1: Maximum Density and Intensity of Development by Land Use Classification is being amended to add the CR land use classification row and furthermore identify the maximum density (dwelling unit/acre), minimum lot size, maximum floor area ratio and maximum impervious surface ratio consistent with the Comprehensive Plan. Proposed amendments are shown in Exhibit “B” enclosed.

STAFF RECOMMENDATION:

Staff recommends approval of the proposed ordinance to amend Section 5.2.4, entitled “Description and Locational Characteristics of Individual Land Use Classifications”, Table 6-1, entitled “Allowable Uses Within Land Use Classifications” and Table 8-1, entitled “Maximum Density and Intensity of Development by Land Use Classification” to establish and provide appropriate regulatory standards for the Commercial Recreation land use classification consistent with the Comprehensive Plan.

SUGGESTED MOTIONS FOR THE PLANNING BOARD:

I MOVE TO APPROVE CDCA18-003 (ORDINANCE NO. 2019-03) – COMMERCIAL RECREATION FUTURE LAND USE - AN ORDINANCE OF THE CITY OF LARGO, FLORIDA AMENDING THE CITY OF LARGO COMPREHENSIVE DEVELOPMENT CODE BY AMENDING SECTION 5.2.4, ENTITLED “DESCRIPTION AND LOCATIONAL CHARACTERISTICS OF INDIVIDUAL LAND USE CLASSIFICATIONS”, TABLE 6-1, ENTITLED “ALLOWABLE USES WITHIN LAND USE CLASSIFICATIONS” AND TABLE 8-1, ENTITLED “MAXIMUM DENSITY AND INTENSITY OF DEVELOPMENT BY LAND USE CLASSIFICATION” TO ESTABLISH AND PROVIDE STANDARDS FOR THE COMMERCIAL RECREATION LAND USE CLASSIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
I MOVE TO APPROVE CDCA18-003 (ORDINANCE NO. 2019-03) WITH CONDITIONS – COMMERCIAL RECREATION FUTURE LAND USE - AN ORDINANCE OF THE CITY OF LARGO, FLORIDA AMENDING THE CITY OF LARGO COMPREHENSIVE DEVELOPMENT CODE BY AMENDING SECTION 52.4, ENTITLED “DESCRIPTION AND LOCATIONAL CHARACTERISTICS OF INDIVIDUAL LAND USE CLASSIFICATIONS”, TABLE 6-1, ENTITLED “ALLOWABLE USES WITHIN LAND USE CLASSIFICATIONS” AND TABLE 8-1, ENTITLED “MAXIMUM DENSITY AND INTENSITY OF DEVELOPMENT BY LAND USE CLASSIFICATION” TO ESTABLISH AND PROVIDE STANDARDS FOR THE COMMERCIAL RECREATION LAND USE CLASSIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.<list conditions for approval>

I MOVE TO DENY CDCA18-003 (ORDINANCE NO. 2019-03) – COMMERCIAL RECREATION FUTURE LAND USE – AN ORDINANCE OF THE CITY OF LARGO, FLORIDA AMENDING THE CITY OF LARGO COMPREHENSIVE DEVELOPMENT CODE BY AMENDING SECTION 52.4, ENTITLED “DESCRIPTION AND LOCATIONAL CHARACTERISTICS OF INDIVIDUAL LAND USE CLASSIFICATIONS”, TABLE 6-1, ENTITLED “ALLOWABLE USES WITHIN LAND USE CLASSIFICATIONS” AND TABLE 8-1, ENTITLED “MAXIMUM DENSITY AND INTENSITY OF DEVELOPMENT BY LAND USE CLASSIFICATION” TO ESTABLISH AND PROVIDE STANDARDS FOR THE COMMERCIAL RECREATION LAND USE CLASSIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

PLANNING BOARD ACTION:

PUBLIC HEARING DATE: November 1, 2018

RECOMMENDATION:  

[ ] Approval (Vote 6/0) 

[ ] Approval with conditions (Vote _______)

[ ] Denial (Vote _______)


Cheyrl Bowman, Chairperson

REPORT PREPARED BY: Katrina Lunan-Gordon
Planner II

APPROVED BY: Richard Perez, AICP
Planning Manager

DATE: October 15, 2018

Attachments: Proposed Numbered Strike-through/Underlined Ordinance No. 2019-03  
Exhibit “A”: Strike-through/Underlined CDC Table 6-1  
Exhibit “B”: Strike-through/Underlined CDC Table 8-1  
Exhibit “C”: Excerpt of Table FLUE-1, Comprehensive Plan: Forwarding Our Future 2040 (Informational Only)
Isabella Nunez, ED Coordinator

City Commission approval is requested for Ordinance Nos. 2019-04 through 2019-10, for voluntary annexation of eighteen (18) properties with a total land area of 3.9537 acres (mol). These properties, if annexed into the City, will have land use designations of Industrial Limited and Residential Low. Annexation of these properties by the City of Largo is pursuant to criteria contained in Chapter 171, Florida Statutes. The Pinellas County Board of County Commissioners was noticed on November 2, 2018, for review and comment. The City has not received any objections. All City Departments reviewed these annexations and indicated services can be provided to the properties.

Incentives that were provided to the property owners prior to annexation include:

- In-City solid-waste collection, sanitary sewer, and recreation rates (18 properties)
- Reimbursement of sanitary sewer connection charges (11 properties) in relation to the Lake Avenue Sewer Expansion Project.

Total taxable value for all 18 properties is $1,163,979.
<table>
<thead>
<tr>
<th>Ordinance 2019-04</th>
<th>Annexation Agreements for 6 industrial lots and 5 single family homes that have a land use designation of Industrial Limited and Residential Low.</th>
<th>Motion: I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-04 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON DECEMBER 4, 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinance 2019-05</td>
<td>Annexation Agreement for one single family home that has a land use designation of Residential Low.</td>
<td>Motion: I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-05 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON DECEMBER 4, 2018.</td>
</tr>
<tr>
<td>Ordinance 2019-06</td>
<td>Annexation Agreement for one single family home that has a land use designation of Residential Low.</td>
<td>Motion: I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-06 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON DECEMBER 4, 2018.</td>
</tr>
<tr>
<td>Ordinance 2019-07</td>
<td>Annexation Agreement for one single family home that has a land use designation of Residential Low.</td>
<td>Motion: I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-07 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON DECEMBER 4, 2018.</td>
</tr>
<tr>
<td>Ordinance 2019-08</td>
<td>Annexation Agreement for one single family home that has a land use designation of Residential Low.</td>
<td>Motion: I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-08 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON DECEMBER 4, 2018.</td>
</tr>
<tr>
<td>Ordinance 2019-09</td>
<td>Annexation Agreement for one single family home that has a land use designation of Residential Low.</td>
<td>Motion: I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-09 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON DECEMBER 4, 2018.</td>
</tr>
<tr>
<td>Ordinance 2019-10</td>
<td>Annexation Agreement for one single family home that has a land use designation of Residential Low.</td>
<td>Motion: I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2019-10 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON DECEMBER 4, 2018.</td>
</tr>
</tbody>
</table>

**TOTAL POPULATION PER THE BUREAU OF ECONOMIC AND BUSINESS RESEARCH (BEBR) AVERAGE HOUSEHOLD SIZE FOR PINELLAS COUNTY**

25.85
EXHIBIT "A"

Ord #: 2019-04
Subject: Southwind Ln & Cheryl Rd
Location: 885, 0, 2255, 900 Southwind Ln;
2288, 2264, 2232, 2265, 2289, 2341 Cheryl Rd;
02/30/15/84528/000/0050, /0070, /0080, /0090, &
0100 02/30/15/89046/001/0040, /0030, & 0020
02/30/15/89046/002/0030, /0040, & /0060

Subject Property
Largo City Limits

Publication Date: 10/10/2018

MAP LOCATION

Feet
EXHIBIT "A"

Ord #: 2019-05
Subject: Ty Hong Lieu & Tammy J Lieu
Location: 1297 20th Ave SW
04/30/15/74998/000/0600

Subject Property
Largo City Limits

Publication Date: 10/10/2018
0 400 Feet
EXHIBIT "A"

Ord #: 2019-08
Subject: Kimberley O. & David Tracy; Timothy & Nicole Barber
Location: 14928 Newport Rd & 14924 Newport Rd
06/30/16/60012/026/0080 & 06/30/16/60012/026/0070

Publication Date: 10/10/2018

Subject Property
Largo City Limits
EXHIBIT "A"

Ord #: 2019-10
Subject: Norman K & Luane C Mason
Location: 1811 Juanita Ct

Subject Property
Largo City Limits

Publication Date: 10/10/2018
0 Feet 400 Feet
The Community Redevelopment Agency Advisory Board is comprised of eleven members. Seven (7) of the members are residents of the City of Largo who are members of the Community Development Advisory Board. The additional four (4) members either reside, are proprietors of a business, or are property owners in the Community Redevelopment Districts. The four (4) members are appointed by the Community Redevelopment Agency (CRA) Board Chair with the consent and confirmation of the CRA Board Members. Appointments are for a term of three (3) years.

CRA Board Chair Woody Brown is recommending the appointment of Ms. Darlene Sheets as a member of the Community Redevelopment Agency Advisory Board for the remainder of a three (3) year term which will expire in March 2019. Ms. Sheets will replace Mr. Jay Dingman who resigned in September 2018.

I move to approve/disapprove the appointment of Darlene Sheets as a member of the Community Redevelopment Agency Advisory Board for the remainder of a three (3) year term which will expire in March 2019.
Advisory and Advocacy Board Application

Successfully Updated Form Application

Export to Microsoft Word

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Form Title</th>
<th>Form Application Started</th>
<th>Form Submission Deadline</th>
<th>Application Submitted</th>
<th>IP Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>Advisory and Advocacy Board Application</td>
<td>07-01-2018 at 00:00</td>
<td>03-31-2024 at 00:00</td>
<td>11-05-2018 at 14:36</td>
<td>47.201.187.242</td>
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</tbody>
</table>

Contact Information

<table>
<thead>
<tr>
<th>First Name*</th>
<th>darlene</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name*</td>
<td>sheets</td>
</tr>
<tr>
<td>Email*</td>
<td><a href="mailto:Darlene@westflahomes.com">Darlene@westflahomes.com</a></td>
</tr>
<tr>
<td>Phone*</td>
<td>(727) 409-7014</td>
</tr>
</tbody>
</table>

Update

Application Form

This application is intended to provide information that will enable the City Commission to select the best Board members possible. Some Boards require sponsorship by a City Commissioner or participating organization. Please complete all applicable sections and then click "submit". If you have any questions you can contact the Mayor’s Office at: (727) 587-6702 or commission@largo.com.
Application

Home Address:  
119 Palmetto Lane  
largo  
33770

Work Address

Preferred Mailing Address  
Residence  
Business

How long have you lived in the City of Largo?  
32+ yrs

What Board are you applying for?  
Community Redevelopment Agency Advisory Board

Have you attended Largo Citizens Academy?  
Yes  
No

If so, what year?  
2018

Why are you interested in serving on this Board?  
Being a proud resident of Largo for 32+ years, I would love the opportunity to help out with being on this Board. I am a Largo median sponsor on west bay drive helping to keep the beautification in Largo. Being in real estate for 16+ yrs, knowing, learning and becoming part of this Board is directly in alignment with my industry. I have advanced leadership skills that I

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

Licensed real estate consultant 16 yrs. with several advanced certifications that include ABR, CRS, CIPS, e-PRO, At Home with Diversity, and PMN an advanced Leadership Certification. I am on the Grievance Committee at the Pinellas Realtor Organization. In 2014, I graduated from the District 6 Leadership Institute for Realtors. I am on the HOA Board in my neighborhood, Harbor

Education Level Completed  
High School  
Associates  
Bachelors  
Masters  
Doctoral  
JD/MD

Major Areas of Study  
Radiology & Nursing

Other Experience or skills that may be valuable to the Board  
Radiologic Technologist and Registered Nurse for over 20+ years combined. I am an active Rotarian and believe in giving back, performing many volunteering roles that include H.E.P. in Clearwater. Adopt-A-Mile for the Pinellas Trail.

Are you willing to meet at least monthly for a Board Meeting?  
Yes  
No

Are you generally available should a special meeting of the Board be necessary?  
Yes  
No

Do you understand the duties and responsibilities of the Board?  
Yes  
No
COMMUNITY DEVELOPMENT BLOCK GRANT
DIRECTIONS FOR MENTAL HEALTH, INC., d/b/a DIRECTIONS FOR LIVING
PUBLIC SERVICES SUBRECIPIENT AGREEMENT

This Subrecipient Agreement (Agreement), made and entered into on this ______ day of ________, 20__ ("Effective Date"), by and between the City of Largo, a municipal corporation of the State of Florida, (the City), and Directions for Mental Health, Inc. d/b/a Directions for Living, a Florida not-for-profit corporation (the Subrecipient), having its principal office located at 1437 South Belcher Road, Clearwater, FL 33764, (hereinafter, collectively, the Parties).

WHEREAS, the City has applied for and received funds from the United States Department of Housing and Urban Development (HUD) under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the City has designated its Community Development Department (Department) to act on its behalf in administering the Community Development Block Grant (CDBG) program funded through HUD and the HCD Act (the CDBG Program); and

WHEREAS, the City desires to utilize CDBG funding to support projects and programs that assist non-homeless special needs residents; and

WHEREAS, the City desires to provide funding to the Subrecipient to add one (1) full-time Behavioral Health Navigator that will work directly with a designated City Police Officer to implement the new Enriching Lives through Mental Health Services (ELMS) Program as set forth more fully in Section II(B) of this Agreement (the Project); and

WHEREAS, the Project supports the goal of assisting non-homeless special needs residents by helping to stabilize Largo residents who suffer from severe mental illness, as further described in this Agreement; and

WHEREAS, the City finds the Project is eligible for assistance under the CDBG Program and has authorized the Project in its 2018-2019 CDBG Action Plan (Action Plan), which was approved by the City Commission pursuant to Resolution No. 2217 on July 3, 2018; and

WHEREAS, the monies hereby awarded to the Subrecipient for the Project will be drawn from a total fund not to exceed $29,150.00 from the City's CDBG Program and $27,500.00 from the City's General Fund, which together total $56,650.00 (the “Total Maximum Budget”) to be paid hereunder on a reimbursement basis in accordance with this Agreement; and

WHEREAS, the Project meets the criteria of an eligible activity under the CDBG regulations under Section 105 of the HCD Act, 42 U.S.C. § 5305as amended, as implemented in 24 CFR 570.200(a) and 570.201; and

WHEREAS, it is necessary for the City and the Subrecipient to enter into an agreement for the implementation of the grant under the CDBG Program.

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:

I. RECITALS. The above recitals are true and correct and incorporated herein by reference.
II. SCOPE OF SERVICES

A. TIME OF PERFORMANCE/AGREEMENT TERM

Services of the Subrecipient shall start on the 1st day of October, 2018 and end on the 30th day of September 2020 (the "Time of Performance"). The period from October 1, 2018 to September 30, 2019 will be herein referred to as "Year One" and the period from October 1, 2019 to September 30, 2020 will be herein referred to as Year Two. The term of this Agreement shall commence upon the Effective Date and shall continue through the Time of Performance completion of the Project to the full satisfaction of the City (the "Agreement Term"). The Agreement Term and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG Program funds or other CDBG assets, including program income that is associated with the use of CDBG funds as described in Section IV.U. below.

B. ACTIVITIES

The Subrecipient will be responsible for administering the Project in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds. The Project will include the following activity(ies) eligible under the CDBG Program:

1. Program Delivery:

a. Hire and train one (1) full-time Behavioral Health Navigator for the City's new ELMS Program. This new position for the Subrecipient shall be dedicated full-time to serving residents of the City that have severe mental illness. The qualifications for this position are included in the Job Description attached as Appendix D.

b. The City shall designate one (1) City Police Officer, and associated vehicle, that will work full-time with the Behavioral Health Navigator for the ELMS Program. Together with the Behavioral Health Navigator, these two positions will herein be referred to as the ELMS Team.

c. The ELMS Team shall complete a Forty (40) – Hour Crisis Intervention Training (CIT) provided by the Pinellas CIT Committee.

d. The City vehicle and any City equipment assigned to the ELMS Team shall only be operated by the City Police Officer. The Subrecipient shall provide a laptop computer for the Behavioral Health Navigator to utilize.

e. The goal of the ELMS Program is to stabilize Largo residents suffering from severe mental illness to improve life outcomes of these residents, and stabilize their households and surrounding neighborhoods. The ELMS Program will proactively address the mental health needs of this population to reduce dependency on and/or escalation of police service calls to better serve these residents. The ELMS Team shall proactively make contact with residents of the City who are suffering from severe mental illness. The ELMS Team will work with these individuals to connect them to mental health services and other related services that will support stabilization of these individuals. The City Police Department will identify the top twenty (20) highest police service utilizers for which mental health related calls have been received and/or Baker Acts committed during the past twelve month period. This list of residents will serve as the primary focus for the ELMS Team. The City may identify additional residents with severe mental illness in need of the ELMS Program services depending on the amount of time needed by the ELMS Team to help stabilize the top twenty (20) utilizers.
f. The ELMS Team will perform routine follow-up visits with the identified clients to check on their status and progress toward stabilizing their mental health.

g. In the event that a 911 call is received related to clients served in the ELMS Program, during on-duty hours of the ELMS Team, the Team may be asked to respond to assist to help de-escalate the situation.

C. NATIONAL OBJECTIVES

1. All activities funded with CDBG Program funds must meet one of the CDBG Program's National Objectives which include benefiting low- and moderate-income persons, aiding in the prevention or elimination of slums or blight, or meeting community development needs having a particular urgency, as defined in 24 CFR 570.208. The Subrecipient certifies that the activities carried out under this Agreement will meet the Low-Moderate Income Clientele National Objective by serving low- and moderate-income households with mental health services. Furthermore, the Subrecipient agrees that at least 51% of the individuals assisted through the activities funded by this Agreement have annual household income levels of 80% of area median income or less. Said verification shall include submittal of Residential Income Self-Certification forms, as attached hereto as Appendix A or similar form used by the Subrecipient, to the City.

2. Subrecipient shall retain self-certifications in the client case files. This information shall be used by the Subrecipient to complete Quarterly Reports to the City. The City at any time may request copies of the self-certifications to verify the income levels of the clients served.

D. BUDGET

1. Subrecipient shall be paid on a reimbursement basis for actual costs incurred not to exceed the Total Maximum Budget. The Total Maximum Budget shall be broken up by Year One and year Two in the Agreement Term. The Year One Total Maximum Budget shall be the amount set forth below. The Year Two Total Maximum Budget will be determined based on available funding for service projects under the CDBG Program. The City will send written notice of the Year Two Total Maximum Budget to the Subrecipient once the FY 2019-2020 CDBG Action Plan is adopted. The City's notice shall be incorporated into this Agreement, and shall govern the funding to Subrecipient in Year Two. Payments to the Subrecipient in Year One shall be based on the following fee schedule:

<table>
<thead>
<tr>
<th>Description</th>
<th>CDBG</th>
<th>City General Fund</th>
<th>Subrecipient</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Health Navigator Salary &amp; Fringe</td>
<td>$27,500.00</td>
<td>$27,500.00</td>
<td>$0.00</td>
<td>$55,000.00</td>
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<tr>
<td>Computer Laptop:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,650.00</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>Indirect Costs:</td>
<td>$1,650.00</td>
<td>$0.00</td>
<td>$1,350.00</td>
<td>$3,000.00</td>
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<tr>
<td><strong>Total Per Fund:</strong></td>
<td><strong>$29,150.00</strong></td>
<td><strong>$27,500.00</strong></td>
<td><strong>$3,000.00</strong></td>
<td><strong>$59,650.00</strong></td>
</tr>
<tr>
<td>Year One Total Maximum Budget:</td>
<td></td>
<td></td>
<td></td>
<td><strong>$56,650.00</strong></td>
</tr>
</tbody>
</table>

2. Any indirect costs must be consistent with the conditions of Section V of this Agreement. In addition, the City may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the City. Any amendments to the budget must be approved in writing by both the City and the Subrecipient.
3. Subrecipient agrees to provide the City at least two cost estimates for any equipment purchases and any maintenance or repair expenses to be reimbursed under this Agreement that are under $10,000, three cost estimates for such expenses between $10,001 to $25,000, and three quotes with written specifications for such expenses between $25,001 to $49,999. Approved equipment purchases, maintenance or repair expenses approved as part of this Agreement that equal or exceed $50,000 shall be competitively bid. Copies of all bid documents shall be submitted to the City for approval prior to issuance. Any improvement made without prior City approval shall not be eligible for reimbursement.

E. PROGRAM INCOME

Through the term of this Agreement, Subrecipient shall not charge a fee for services without the written approval of the City in advance of initiating collection of a fee. If collection of a fee for services is approved, Subrecipient shall provide all services to low- and moderate-income persons on a sliding fee schedule and shall ensure that all persons have access to all services regardless of their ability to pay for service. Should the activities outlined in the Section II.B. generate program income during the term of this Agreement, the program income shall be retained by the Subrecipient to apply toward Project costs. The amount of program income received from said activities shall be reported to the City with the quarterly request for payment from CDBG funds and shall be applied toward the Project costs prior to use of CDBG Program funds. The amount of CDBG Program funds distributed by the City shall be reduced by the amount of program income received during that period or any unexpended balance carried forward during the Agreement Term.

F. PAYMENT

1. Requests for payment for eligible clients served shall be made against the line item budget specified in Section II.D. and shall specify the activities described in this Agreement for which payment is sought.

2. All payment requests shall be submitted to the City electronically through the City’s web-based program, Neighborly Software, in a format approved by the City prior to use, and shall include the following:
   a. A completed request for payment signed by the person who prepared the invoice; and
   b. A copy of the timesheet and payroll payment documentation for the Behavioral Health Navigator.

3. Payment requests shall be made by the Subrecipient no less frequently than quarterly. Quarterly payment requests shall be made during the first thirty (30) calendar days of each quarter ending December 31, March 31, June 30 and September 30, for eligible clients served during that quarter. No requests for payment of services under this Agreement shall be accepted after October 4, 2019 in Year One and October 5, 2020 for Year Two. Upon receipt and acceptance of a complete payment request, the City shall pay Subrecipient funds in accordance with 2 C.F.R. 200.305 (Payment) and this Agreement.

4. The City reserves the right to disapprove requests for payment which are not consistent with the terms of this Agreement, the CDBG Program, the HUD Act or regulations, and/or which do not, in the sole discretion of the City, provide adequate documentation of client eligibility and services and/or materials rendered.

5. Payments may be contingent upon certification of the Subrecipient’s financial management system in accordance with the standards specified in 2 CFR 200.302, Financial Management.
G. GOALS, PERFORMANCE MEASURES AND REPORTING

1. The Subrecipient expects to complete the following Performance Measures during the Time of Performance:

Year One Performance Measures:
- Hire a Behavioral Health Navigator per this Agreement.
- The ELMS Team completes CIT.
- Actively engage the top twenty (20) highest police service call utilizers for mental health related incidents in the ELMS Program.
- Reduce the number of Baker Acts the top twenty (20) utilizers by ten percent (10%) from the prior twelve-month period.
- Reduce the Number of 911 Calls from the top twenty (20) utilizers by 20% from the prior twelve-month period.

2. Year Two performance measures will be established in the City’s written notice to the Subrecipient sent in accordance with Section II.D.

3. Quarterly Performance Report. The Quarterly Performance Report form attached as Appendix B to this Agreement shall be completed and submitted no later than thirty (30) days after the end of each quarter ending December 31, March 31, June 30 and September 30. These reports shall include only unduplicated City clients served by the Project. The Subrecipient shall report this data electronically through the City’s web-based Neighborly Software. Failure to submit Quarterly Performance Reports by the deadlines stated above will delay the City’s payment of outstanding invoices until such time the reports are submitted and the City considers the Quarterly Performance Reports complete.

4. Annual Performance Report. The Annual Performance Report form attached as Appendix C to this Agreement shall be completed and submitted no later than thirty (30) days after the end of each yearly term of this Agreement. The Subrecipient shall report this data electronically through the City’s web-based Neighborly Software.

H. MONITORING

1. The City will monitor the Subrecipient’s performance against goals and performance standards as stated in Section II.G above. The data provided in the Quarterly Performance Reports will be used to report number of clients served to HUD. The Annual Performance Report will be used to determine the effectiveness of the program and activities funded by the CDBG Program.

2. The City shall have the right to monitor and evaluate all aspects of activities carried out by the Subrecipient. Such evaluation will be performed through the City’s review of submitted reports and information from the Subrecipient and by site visits of the Subrecipient conducted by the City. Subrecipient records with respect to any matters covered by this Agreement will be made available to the City and duly authorized officials of the state and federal government, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. The level of evaluation will be determined by risk assessments performed by the Department.

3. Any substandard performance as determined by the City, in its sole and absolute discretion, shall constitute a material breach of this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within the time requested by the City when notifying the Subrecipient, this Agreement will be terminated in accordance with its terms.
III. NOTICES

1. Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or by electronic mail. Any notice delivered or sent as aforesaid shall be effective on the date of delivery. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

2. Communication and details concerning this Agreement shall be directed to the following contract representatives:

<table>
<thead>
<tr>
<th>City</th>
<th>Subrecipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Anderson, Housing Manager</td>
<td>Michelle Furan-Sullivan, Chief Financial Officer</td>
</tr>
<tr>
<td>City of Largo – Housing Division</td>
<td>Directions for Living, Inc.</td>
</tr>
<tr>
<td>P.O. Box 296</td>
<td>1437 S. Belcher Road</td>
</tr>
<tr>
<td>Largo, FL 33779</td>
<td>Clearwater, FL 33764</td>
</tr>
<tr>
<td>Phone: (727) 586-7489 ext. 7216</td>
<td>Phone: (727) 524-4464 ext. 1708</td>
</tr>
<tr>
<td>Email: <a href="mailto:housing@largo.com">housing@largo.com</a></td>
<td>Email: <a href="mailto:mfuran-sullivan@directionsforliving.org">mfuran-sullivan@directionsforliving.org</a></td>
</tr>
</tbody>
</table>

IV. GENERAL CONDITIONS

A. GENERAL COMPLIANCE

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the HUD regulations concerning CDBG) including but not limited to Subpart K of those regulations, except that (1) the Subrecipient does not assume the City's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the City's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this Agreement. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. RELATIONSHIP OF THE PARTIES

Nothing contained in this Agreement is intended to, nor shall be construed in any manner, as creating or establishing the relationship of employer/employee between the Parties. The Subrecipient shall at all times remain an independent contractor with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Worker's Compensation Insurance, as the Subrecipient is an independent contractor.

C. AMENDMENTS

1. The City or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the City Commission, or the City Manager or his or her designee if this Agreement was originally approved by the City Manager or his or her designee. Such amendments shall not invalidate this Agreement, nor relieve or release the City or the Subrecipient from its obligations under this Agreement.

2. The City may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both City and Subrecipient. If Subrecipient is unwilling to enter into such a written amendment, this Agreement shall terminate immediately.
D. DEFAULT
1. The Subrecipient shall be in default of this Agreement, if Subrecipient materially fails to perform under this Agreement, examples which include, but are not limited to:
   a. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, or HUD guidelines, policies or directives as may become applicable at any time;
   b. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
   c. Ineffective or improper use of funds provided under this Agreement, including use of funds for projects that do not meet the HUD eligibility requirements; or
   d. Submission by the Subrecipient to the City of reports that are incorrect or incomplete in any material respect.

2. In the event of a default by Subrecipient, City may impose additional conditions, including requiring additional information from Subrecipient to determine reasons for, or extent of, noncompliance or lack of performance, withhold authority to proceed to the next phase, require additional project monitoring, require the Subrecipient to obtain technical or management assistance, or terminate this Agreement. City may also give Subrecipient a reasonable opportunity to cure the default. Reasonableness shall be determined solely by the City and shall be based upon the nature and extent of the default.

E. REMEDIES FOR NONCOMPLIANCE
1. In the event of a default, City shall be entitled, in addition to all other remedies provided in law or equity:
   a. To compel specific performance by Subrecipient of its obligations under this Agreement;
   b. In accordance with 2 CFR Part 200.338, if City determines in its sole discretion that non-compliance or non-performance of the terms of the Agreement cannot be remedied by the imposition of additional conditions, or if City determines that an opportunity to cure the default is unwarranted or will likely be ineffective, City may take one or more of the following actions upon seven (7) calendar days’ notice in writing to Subrecipient:
      i. Temporarily withhold reimbursement requests pending correction of the identified deficiency;
      ii. Disallow use of funds and any applicable matching credit for all, or a part of, the cost of the activity or action not in compliance;
      iii. Initiate suspension or debarment proceedings in accordance with Section IV. G below;
      iv. Withhold further Federal awards for the Project or activities;
      v. Wholly or partly suspend or terminate the Agreement; or
      vi. Take any other legal or equitable action available.

2. In the event Subrecipient does not fulfill its obligations to commit or expend its funds in a proper and timely manner, the City retains the right to re-allocate its funds to City for City’s use.

3. In accordance with 2 CFR Part 200.341, Subrecipient will be entitled to hearings, appeals or other administrative proceedings to which Subrecipient is entitled under any statute or regulation applicable to the action involved.

F. TERMINATION
1. Termination for cause. This Agreement may be terminated by City for cause in accordance with Section IV.E.

2. Termination for convenience. This Agreement may be terminated by City or Subrecipient, in whole or in part, upon sixty (60) days’ written notice by the terminating party, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the
portion to be terminated. However, if in the case of a partial termination initiated by Subrecipient, if the City determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the City may terminate the award in its entirety. When applicable, the City will follow requirements per CFR Part 200.339 for reporting termination of this Agreement to the OMB-designated integrity and performance system, System for Award Management (SAM) database.

3. In the event that the Subrecipient defaults under the terms of this Agreement, or the Agreement is otherwise terminated as set forth herein, the Subrecipient shall reimburse the City all or a portion of the funds paid by the City to the Subrecipient, in an amount to be determined by the City, in its sole discretion, based upon factors such as, without limitation, the services actually performed at the time of termination, the circumstances of any default or termination of the Agreement, and CDBG regulations or other federal regulations which may apply.

4. The Subrecipient agrees that in the event that any grant is reduced or withheld by HUD, the City shall not be liable for payment of contracted services remaining unfunded by said reduced or withheld grant. In the event that HUD determines that the Subrecipient has not fulfilled its obligations in accordance with the requirements applicable to the grant and/or requests reimbursement of expenses paid under this Agreement, the Subrecipient shall provide said reimbursement from non-federal sources within thirty (30) days of said notice from the City.

5. Upon termination in whole or in part, the Parties remain responsible for compliance with the requirements in 2 CFR Part 200.343 (Closeout) and 2 CFR Part 200.344 (Post-closeout adjustments and continuing responsibilities).

G. EFFECTS OF SUSPENSION OR TERMINATION
Costs incurred by the Subrecipient during a suspension or after termination of the Agreement are not allowable unless the City otherwise expressly authorizes Subrecipient in the notice of suspension or termination to incur such costs.

H. DEBARMENT AND SUSPENSION
1. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions. The Subrecipient acknowledges that this Project is subject to 31 CFR Part 19 (Government Debarment and Suspension (Non-procurement). The Subrecipient acknowledges it is not included in the Federal Government’s Excluded Parties List, accessible on www.sam.gov. If the Subrecipient ever is placed on such list, or becomes aware that it will be placed on such list, the Subrecipient shall notify the City immediately.

2. The Subrecipient certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

3. Where the Subrecipient is unable to certify to any of the statements in this Agreement, the Subrecipient will attach an explanation to the Agreement.

4. The Subrecipient further will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

I. ANTI-DISCRIMINATION
1. Subrecipient shall comply with all federal, state, and local antidiscrimination laws during the term of this Agreement. Specifically, Subrecipient shall not discriminate against nor exclude any employee or applicant for employment because of race, color, national origin, religion, sex, disability, or familial status. Upon receipt of evidence of such discrimination, the City shall have
the right to terminate this Agreement. Subrecipient shall take the necessary steps to ensure that applicants for employment and employees are treated without regard to such discriminatory classifications.

2. In carrying out this Agreement, the Subrecipient shall not exclude from participation in, deny benefits to, or otherwise discriminate against, any person because of race, color, national origin, religion, sex, disability or familial status. Further, the Subrecipient shall abide by HUD’S Equal Access Rule, which requires equal access to HUD programs without regard to a person’s actual or perceived sexual orientation, gender identity, or marital status. Subrecipient agrees to affirmatively further fair housing by providing and promoting equal access to the sale, rental, use or occupancy of housing; in the sale or rental of land to the be developed for housing; and in the financing of housing or the provision of brokerage services.

3. When expending the CDBG Program funding received pursuant to this Agreement, the Subrecipient shall, within the eligible population, comply with the following nondiscrimination requirements:
   a. **Equal Opportunity.** Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and implementing regulations in 24 C.F.R. Part 1, together with Section 109 of the Act (24 C.F.R. Part 570.602) which prohibit discrimination in any program or activity funded in whole or in part with funds made available under this Agreement.
   b. **Anti-Discrimination.** Pinellas County Code of Ordinances, Chapter 70 – Human Relations, Article II – Discrimination, which prohibits discrimination in the areas of employment, government programs, and housing and public accommodations on the basis of race, color, religion, national origin, familial status, sex (including gender identity and gender expression), sexual orientation, and disability within the legal boundaries of Pinellas County, Florida, including all unincorporated and incorporated areas.
   d. **Minority and Women’s Business Enterprises.** The requirements of Executive Orders 11625, 12432, 12138, 2 C.F.R. 200.321, and 24 C.F.R. Part 85.36(e) applies to grants under this part. Consistent with HUD’s responsibilities under these Orders, the Subrecipient must make efforts to encourage the use of minority and women’s business enterprises in connection with funded activities.
   e. **Age Discrimination Act of 1975, as Amended.** No person will be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance. (42 U.S.C. 610 et. seq.)
   f. **Section 504 of the Rehabilitation Act of 1973, as Amended.** No otherwise qualified individual will, solely by reason of his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving Federal funds. (29 U.S.C. 794)
   g. **Public Law 101-336, Americans with Disabilities Act of 1990.** Subject to the provisions of this title, no qualified individual with a disability will, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.
   h. **Gender identity.** If the Subrecipient is a manager of temporary or emergency shelters,
it shall comply with the terms and conditions set forth in 24 CFR 5.105(a) and (2) and 24 CFR 5.106: which provide that equal access to accommodations, placement and services shall be provided in accordance with the individual's gender identity, and individuals will not be subjected to intrusive questioning or asked to provide evidence of the individual's gender.

4. The Subrecipient shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this non-discrimination clause.

J. CONFLICTS OF INTEREST

1. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the City, or any designated public agency.

2. Subrecipient agrees to abide by the provisions of 2 C.F.R. Part 200.318 and 24 C.F.R. Part 92.355, which includes maintaining a written code or standards of conduct that will govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.

K. LOBBYING

1. The Subrecipient acknowledges this Agreement is subject to 31 USC Part 1352 (Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions) and 55 FR 6736, and 54 FR 52306. The Subrecipient certifies that by signing this Agreement, to the best of the Subrecipient's knowledge and belief:

   a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and that

   b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and that

   c. It will require that the language of paragraph (iv) of this Section be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

   d. Lobbying Certification. This certification is a material representation of fact upon which reliance was placed when this transaction was entered into or made. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, USC. Any person who fails to file the required certification shall be subject to
a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

L. RELIGIOUS ACTIVITIES

The Subrecipient, if a faith-based organization, shall comply with the terms and conditions set forth in 24 CFR Part 5 General HUD Program Requirements, Waivers, Section 5.109, Equal participation of Religious Organizations in HUD Programs, as well as 24 CFR Part 570.200(j), 24 CFR Part 570.503, as amended, and 24 CFR Part 570.607 regarding faith-based organizations. The Subrecipient agrees that funds provided under this Agreement may not be utilized for inherently religious activities.

M. INDEMNIFICATION

1. General Indemnification. The Subrecipient agrees to assume liability for and indemnify, hold harmless, and defend the City, its board members, officers, employees, agents and attorneys of, from, and against all liability and expense, including reasonable attorneys’ fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising out of the execution, performance, nonperformance, or enforcement of this Agreement, whether or not due to or caused by the negligence of the City, its board members, officers, employees, agents, and/or attorneys excluding only the sole negligence of the City, its officers, employees, agents, and attorneys. This includes claims made by the employees of Subrecipient against the City, and Subrecipient hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. Subrecipient’s liability hereunder shall include all attorneys’ fees and costs incurred by the City in the enforcement of this indemnification provision. Notwithstanding anything contained herein to the contrary, this indemnification provision shall not be construed as a waiver of any immunity from or limitation of liability to which the City is entitled to pursuant to the doctrine of sovereign immunity or Section 768.28, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement, however terminated, and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

2. Control of Defense. Subject to the limitations set forth in this provision, Subrecipient shall assume control of the defense of any claim asserted by a third party against the City arising from or in any way related to this Agreement and, in connection with such defenses, shall appoint lead counsel, in each case at Subrecipient’s expense. Subrecipient shall have the right, at its option, to participate in the defense of any third party claim, without relieving Subrecipient of any of its obligations hereunder. If Subrecipient assumes control of the defense of any third party claim in accordance with this paragraph, Subrecipient shall obtain the prior written consent of the City before entering into any settlement of such claim. Notwithstanding anything to the contrary in this provision, the Subrecipient shall not assume or maintain control of the defense of any third party claim, but shall pay the fees of counsel retained by the City and all expenses including experts’ fees, if (i) an adverse determination with respect to the third party claim would, in the good faith judgment of the City, be detrimental in any material respect of the City’s reputation; (ii) the third party claim seeks an injunction or equitable relief against the City; or (iii) Subrecipient has failed or is failing to prosecute or defend vigorously the third party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

N. WORKER’S COMPENSATION

The Subrecipient shall provide Worker’s Compensation Insurance coverage in compliance with Florida Statutes for all of its employees involved in the performance of this Agreement.
O. INSURANCE

1. Subrecipient, at its sole expense, shall keep in force during the Agreement Term, insurance from an insurance company licensed in the State of Florida and rated "A, Class X" or better by A.M. Best. Subrecipient's insurance shall be considered primary. The required insurance shall be evidenced by a Certificate of Insurance, which must be submitted to, and approved by, the City's Risk Manager prior to the Effective Date of this Agreement. The Certificate of Insurance shall bear the requisite endorsements providing for the "City of Largo, its elected officials and employees" as Certificate Holders and additional insured and shall further provide for waiver of subrogation by Subrecipient where applicable. The Certificate(s) shall, at a minimum, bear the name of the insured, the name of the insurer, the number of the policy, its effective date and termination date. For identification purposes, the Certificates shall include a reference to this Agreement.

2. Current, valid insurance policies meeting the requirements herein identified shall be maintained by Subrecipient for the duration of the Agreement Term and any extensions or renewals. Renewal certificates shall be provided to the City no less than thirty (30) days prior to any expiration date. Subrecipient shall provide immediate notice of any cancellation, non-renewal or adverse change to the policy or policies required to be obtained or maintained pursuant to this Agreement that is initiated by the Subrecipient. Subrecipient shall immediately forward to the City any notice it receives of any cancellation, non-renewal or adverse change to any policy that is initiated by the insurer(s). If requested by the City, Agreement shall furnish complete copies of all insurance forms and/or endorsements.

3. The City reserves the right to request additional information it deems necessary and at a frequency it deems necessary, to confirm the requisite insurance remains in effect, at the required amounts, for the duration of this contract and/or any extensions or renewal thereof. Receipt of Certificates or other documentation of insurance policies or copies of policies by the City or by any of its representatives which indicate less coverage than required by this Agreement shall not constitute waiver of Subrecipient's obligation to fulfill the requirements of this Section.

4. Subrecipient shall provide on forms no more restrictive than the latest edition of those filed by the insurance services office, the following types/amounts of insurance:

   General Liability

   Commercial General Liability per occurrence $1,000,000
   Damage to premises $300,000
   Medical expenses (Any one person) $5,000
   Personal & Adv Injury $1,000,000
   General Liability Aggregate $2,000,000
   Motor Vehicles – Combined Single Limit (CSL) $100,000

5. Failure to comply with this requirement shall subject this contract to immediate cancellation.

P. FINANCIAL MANAGEMENT

1. Accounting Standards. Subrecipient agrees to comply with Subpart E of 2 CFR Part 200, Cost Principles, and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
2. **Cost Principles.** Subrecipient will administer its program in conformance with Subpart E of 2 CFR Part 200, Cost Principles. These principles will be applied for all costs incurred whether charged on a direct or indirect basis.

3. **Duplication of Costs.** Subrecipient certifies that work to be performed under this Agreement does not duplicate any work to be charged against any other contract, subcontract or other source.

Q. REQUIRED WRITTEN POLICIES, PROCEDURES
   1. The Subrecipient shall maintain written policies and procedures in accordance with 2 CFR Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 24 CFR 5.105:
      a. Conflict of Interest Policy, in accordance with 2 CFR 200.112 (Conflict of Interest), 2 CFR 200.318(c) (General Procurement Standards)
      b. Cost Allowability Procedures for determining the allowability of costs in accordance with 2 CFR 200.302(b)(7) (Financial Management) and 2 CFR 200.403 (Factors Affecting Allowability of Costs)
      c. Cash Management/Payment Timing Procedures to implement the requirements of 2 CFR 200.305 (Payment)
      d. Procurement/Purchasing Policy, in accordance with 2 CFR 200.318(a) (General Procurement Standards), 2 CFR 200.319(c) and (d) (Competition) and 2 CFR 200.320 (Methods of Procurement), 2 CFR 200.323(A) (Contract Cost and Price), 2 CFR 200.325 (Bonding Requirements)
      f. If applicable. Gender Identity Equal Access Operating Policy and Procedures, in accordance with 24 CFR 5.106 (Equal Access in Accordance with the Individual’s Gender Identity in Community Planning and Development Programs) if Subrecipient is a manager or owner of temporary or emergency shelters or other buildings and facilities and providers of services.

R. REPORTING
   Subrecipient shall provide to Department its Data Universal Numbering System (DUNS) Number and must register and maintain the currency of information in the System for Award Management (SAM) database so that Subrecipient complies with the requirements established by the Federal Office of Management and Budget concerning the DUNS, SAM and Federal Funding Accountability and Transparency Act (FFATA), as required in 2 CFR Part 25 and 2 CFR Part 170. Subrecipient will also comply with the Digital Accountability and Transparency Act (DATA Act) of 2014.

S. RECORDS RETENTION AND ACCESS TO RECORDS
   1. Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award in accordance with 24 CFR 570.506 must be retained for the longer of three years after the expiration or termination of this Agreement, or three years after the submission of the annual performance and evaluation report, as prescribed in 24 CFR 91.520 of this title, in which the specific activity is reported on the final time in accordance with 2 CFR 200.333. Records for individual activities subject to the reversion of assets provision described in Section IV(U), records for individual activities for which there are outstanding loan balances, other receivables, or contingent liabilities must be retained until such receivables or liabilities have been satisfied. Applicable exceptions to this requirement are provided in 2 CFR 200.333.
2. Subrecipient shall at any time during normal business hours and as often as City and/or the Comptroller General of the United States and/or HUD and/or any of their duly authorized representatives may deem necessary, make available for examination all of Subrecipient's records, books, documents, papers, and data with respect to all matters covered by this Agreement and shall permit City and/or its designated authorized representative to audit and examine all books, documents, papers, records and data related to this Agreement for the purposes of making audit, examination, excerpts and transcriptions.

T. AUDITS

1. If Subrecipient expends more than $750,000 or more in a fiscal year in Federal awards from all sources, Subrecipient shall have a single or program-specific audit conducted for that year in accordance with 2 CFR Part 200.501 – Audit Requirements. The Catalog of Federal Domestic Assistance (CFDA) number is 14.218. Audit report shall be submitted to Department within the earlier of thirty (30) days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period, unless Subrecipient and the Department agree to a longer period in advance. Subrecipient shall be responsible for the costs associated with this audit. Subrecipient shall submit any additional documentation requested by City to substantiate compliance to this provision if necessary. In the event the Subrecipient expends less than the threshold established by 2 CFR Part 200.501, the Subrecipient is exempt from Federal audit requirements for that fiscal year, however, the Subrecipient must provide a Single Audit exemption statement to the City no later than three months after the end of the Subrecipient’s fiscal year for each applicable audit year. In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not expended in accordance with the conditions of this Agreement, Subrecipient shall be held liable for reimbursement to City of all funds not expended in accordance with these applicable regulations and Agreement provisions within thirty (30) days after City has notified Subrecipient of such non-compliance.

2. The Subrecipient is responsible for follow-up and corrective action on all audit findings pursuant to 2 CFR Part 200.511 (Audit Findings Follow Up) and 2 CFR Part 200.512 (Report Submission). Failure of Subrecipient to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

U. USE AND REVERSION OF ASSETS

Although no program income, as defined by 24 CFR Part 570.500(a), is anticipated as a result of this Project, any such income received by the Subrecipient is to be returned to the City within thirty (30) days of receipt of such funds. Upon completion of the Project or termination of this Agreement, however terminated, the Subrecipient shall transfer to the City any grant funds on hand and any accounts receivable attributable to the use of those funds.

V. RECOGNITION OF CDBG FUNDS

Subrecipient shall insure recognition of the role of the City in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to the funding source. In addition, the Subrecipient will include reference to the support provided herein in all publications made possible with funds made available under this Agreement.

W. CLOSEOUT

The Subrecipient's obligation to the City shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the City, and determining the custodianship of records.
X. ASSIGNABILITY
Subrecipient shall not assign any interest in this Agreement or otherwise transfer interest in this Agreement without the prior written approval of City. All requirements of this Agreement shall be applicable to any subcontracts entered into under this Agreement and it shall be Subrecipient’s responsibility to ensure that all requirements are included in said subcontracts and all subcontractors abide by said requirements. Subrecipient shall not pledge or mortgage any CDBG Program funds to be awarded under this Agreement, or any interest therein or any claim arising thereunder, to any party or parties, banks, trust companies, or other financing or financial institutions without the written approval of the City.

Y. WAIVER
No forbearance on the part of either Party shall constitute a waiver of any item requiring performance by the other Party hereunder. A waiver by one Party of the other Party’s performance shall not constitute a waiver of any subsequent performance required by such other Party. No waiver shall be valid unless it is in writing and signed by authorized representatives of both Parties.

Z. SEVERABILITY
Should any section or any part of any section of this Agreement be rendered void, invalid or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or any part of any section in this Agreement.

AA. VENUE AND CHOICE OF LAW
This Agreement shall be construed by and controlled under the laws of the state of Florida. Venue for the purposes of any suit or other proceeding arising out of, or relating to, this Agreement shall be exclusively in the Sixth Judicial Circuit Court in and for Pinellas County, Florida for state actions and exclusively in the United States District Court for the Middle District of Florida, Tampa Division for federal actions.

BB. NONAPPROPRIATION
In the event the City, in its sole discretion, determines that sufficient budgeted funds are not available to appropriate for payments due to Subrecipient under this Agreement, the City shall notify Subrecipient of such occurrence and this Agreement shall terminate on the last day of the current fiscal period without any penalty or expense to the City.

CC. 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.

DD. PUBLIC RECORDS
Pursuant to Section 119.0701, Florida Statutes, for any tasks performed by Subrecipient on behalf of the City, Subrecipient shall: (a) keep and maintain all public records, as that term is defined in chapter 119, Florida Statutes ("Public Records"), required by the City to perform the work contemplated by this Agreement; (b) upon request from the City’s custodian of public records,
provide the City with a copy of the requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the costs provided in chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion or termination of this Agreement, if Subrecipient does not transfer the records to the City in accordance with (d) below; and (d) upon completion or termination of this Agreement, (i) if the City, in its sole and absolute discretion, requests that all Public Records in possession of Subrecipient be transferred to the City, Subrecipient shall transfer, at no cost, to the City, all Public Records in possession of Subrecipient within thirty (30) days of such request or (ii) if no such request is made by the City, Subrecipient shall keep and maintain the Public Records required by the City to perform the work contemplated by this Agreement. If Subrecipient transfers all Public Records to the City pursuant to (d)(i) above, Subrecipient shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements within thirty (30) days of transferring the Public Records to the City and provide the City with written confirmation that such records have been destroyed within thirty (30) days of transferring the Public Records. If Subrecipient keeps and maintains Public Records pursuant to (d)(ii) above, Subrecipient shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology of the City. If Subrecipient does not comply with a Public Records request, or does not comply with a Public Records request within a reasonable amount of time, the City may pursue any and all remedies available in law or equity including, but not limited to, specific performance. The provisions of this section only apply to those tasks in which Subrecipient is acting on behalf of the City.

IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:
Telephone number: 727-587-6710 E-mail address: bruner@largo.com
Mailing address: 201 Highland Avenue Northeast, Largo, Florida 33770

V. SPECIFIC GRANT INFORMATION
2 C.F.R. Part 200.331(a)(1) (Federal Award Identification) requires that certain specific information about the federal grant program funding this Agreement be included in this Agreement. Such information, consistent with the accordant subsections under 2 C.F.R. Part 200.331(a)(1), is as follows:

<table>
<thead>
<tr>
<th>(a)</th>
<th>Subrecipient's Name</th>
<th>Directions for Mental Health, Inc. d/b/a Directions for Living</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>Subrecipient’s DUNS Number</td>
<td>177780899</td>
</tr>
<tr>
<td>(c)</td>
<td>Federal Award Identification Number (FAIN)</td>
<td>B18MC120028</td>
</tr>
<tr>
<td>(d)</td>
<td>Federal Award Date</td>
<td></td>
</tr>
</tbody>
</table>
| (e) | Subaward Period of Performance Start and End Date | Year One: 10/1/2018 - 09/30/19  
Year Two: 10/01/2019 - 09/30/2020 |
<p>| (f) | Amount of Federal Funds Obligated by this Action (“by the pass-through entity to the Subrecipient”) | $29,150.00 |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(g)</td>
<td>Total Amount of Federal Funds Obligated to Subrecipient (&quot;by the pass-through entity including the current obligation&quot;) including other SPA's</td>
<td>$56,989.00</td>
</tr>
<tr>
<td>(h)</td>
<td>Total Amount of the Federal Award (&quot;committed to the Subrecipient by the pass-through entity.&quot;)</td>
<td>$29,150.00</td>
</tr>
<tr>
<td>(i)</td>
<td>Federal Award Project Description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)</td>
<td>Mental Health Services</td>
</tr>
<tr>
<td>(j)</td>
<td>Name of Federal Awarding Agency</td>
<td>U. S. Department of Housing and Urban Development (HUD)</td>
</tr>
<tr>
<td>(k)</td>
<td>Pass-Through Entity, GRANTEE</td>
<td>City of Largo</td>
</tr>
</tbody>
</table>
| (l)  | Contact Information for Awarding Official, GRANTEE                                                                                                                                                           | Matthew Anderson, Housing Manager  
PO Box 296, Largo, FL 33779  
(72) 586-7489 ext. 7216  |
| (m)  | CFDA Number and Name                                                                                                                                                                                         | 14.218                 |
| (n)  | Amount Made Available Under Each Federal Award                                                                                                                                                              | $29,150.00             |
| (o)  | Identification of Whether the Award is R&D                                                                                                                                                                  | Award not for R&D      |
| (p)  | Indirect Cost Rate for the Federal Award (including if the de Minimis rate is charged)                                                                                                                                 | N/A                    |
IN WITNESS WHEREOF, the Parties hereto have caused this Subrecipient Agreement to be executed effective as of the day and year first above written.

WITNESSES:

Signature Witness #1
Signature Witness #2

Print Name
michelle furan-Sullivan
Tara Goalse

DIRECTIONS FOR MENTAL HEALTH, INC. d/b/a DIRECTIONS FOR LIVING

By: [Signature]
Print Name/Title
April Lott, President & CEO

ATTEST:

BY: ________________________________
City Clerk

CITY OF LARGO, FLORIDA

BY: ________________________________
Henry Schubert, City Manager

REVIEWED AND APPROVED:

BY: [Signature]
Alan S. Zimmet, City Attorney

REVIEWED BY:

[Signature]
Risk Manager
APPENDIX A

SELF-CERTIFICATION OF ANNUAL INCOME

INSTRUCTIONS: This is a written statement from the participant documenting the definition used to determine "Annual Gross Income", the number of beneficiary members in the family or household, and the relevant characteristics of each member for the purposes of income determination. To complete this statement, select the definition of income used, fill in the blank fields below, and disclose the total annual combined income of all members in the household. Adult participants must then sign this statement to certify that the information is complete and accurate, and that source documentation will be provided upon request.

Income Definition Used (Select One)

0 HUD 24 CFR Part 5 0 IRS Form 1040 0 American Community

Participant Name (First and Last):

______________________________

Gender: ( ) Male ( ) Female Date of Birth: ______________ Age: __________

Race: ( ) American Indian or Alaska Native ( ) Asian ( ) Black or African American ( ) White ( ) Native Hawaiian or Other Pacific Islander ( ) Other

Ethnicity: ( ) Hispanic or Latino ( ) Not-Hispanic or Latino

Address: ____________________________ Apt No. ______ City: ________________ State/Zip: __________

Phone: ____________________________ Home ____________________________ Work ____________________________ Cell ____________________________

Household Size: Number of Adults _____ Number of Children _____

Total Gross (before taxes) Household Income: $_________ □ Hourly □ Weekly □ Bi-Weekly □ Monthly □ Yearly (Include all sources of income: Salary, SSI/SSD, Unemployment Child Support, etc. from ALL household members)

By signing below, I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.

________________________________________________________________________

Participant Signature ____________________________ Date __________ Co-Participant Signature ____________________________ Date __________

WARNING: The information provided on this form is subject to verification by HUD at any time, and Title 18, Section 1001 of the U.S Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.

FOR INTERNAL USE ONLY

Funding Source: __________ Total HH Income: __________ MFI % Date of Service: __________

Signature of Intake Staff (Reviewed Income Definitions/Jurisdiction): ____________________________ Date: __________
APPENDIX B  
Quarterly Report  
(Subrecipient to enter data directly in Neighborly Software)

Accomplishments

Total Number of Unique Persons Assisted:  
Total Number of Unique Persons Assisted in Reporting Period

Median Income of Beneficiaries:  
Very-Low Income (0-30% of AMI)  
Low Income (51-80% of AMI)  
Moderate Income (51-80% AMI)  
Non Low- or Moderate-Income (81% + AMI)  
Totals:

Racial Data of Beneficiaries:  
White  
Black/African American  
Asian  
American Indian/Alaska Native  
Native Hawaiian/Other Pacific Islanders  
American Indian/Alaska Native and White  
Asian and White  
Black/African American and White  
American Indian/Alaska Native and Black/African American  
Other Multi-Racial  
Totals:

Ethnicity Data of Beneficiaries:  
Hispanic  
Non-Hispanic  
Totals:

Public Services:  
Total Number of Persons Assisted  
Of the Total Persons Assisted, the Number with New or Continuing Access to a Service or Benefit  
Of the Total Number of Person Assisted, the Number of Persons with Improved Access to a Service or Benefit
APPENDIX C – ANNUAL PERFORMANCE REPORT

Goals

# GOAL

1. **Hire New Behavioral Health Navigator**
   Hire Behavioral Health Navigator for Largo program by the end of Q1

2. **ELMS Team Completes Crisis Intervention Training (CIT)**
   The Behavioral Health Navigator and assigned Largo Police Officer will complete CIT

3. **Initiate Contact with top 20 High Emergency Service Utilizers**
   Subrecipient has made proactive initial contact with the highest utilizers of the Largo 911 system for police services.

4. **Reduction in Baker Acts**
   Change in the number of Baker Acts for the Top 20 from 2017-2018 to 2018-2019

5. **Reduction in the Number of 911 Calls**
   Change in the number of 911 Calls from the Top 20 and/or addresses of the Top 20 from 2017-2018 to 2018-2019.
Appendix D

JOB DESCRIPTION

POSITION TITLE: Behavioral Health Navigator
POSITION #: 1611-ATH
CLASSIFICATION: Exempt

REPORTS TO: DEVELOPED Reviewed/Revised:

POSITION SUMMARY:
Behavioral Health Navigator need to work in partnership with the Local Law Enforcement providing crisis intervention therapy to adults, children, and families. The Navigator will be responsible for providing clinical services, engagement, crisis intervention and case management to the target population of individuals having a significant amount of recent interactions and/or an extensive history of contacts with the law enforcement officers. The Navigator will provide follow up engagement services with the expressed purpose of ensuring that the individuals are connected to appropriate service providers and remain connected to them over time. The Navigators will be located with Law Enforcement Officers and will be providing services in the community. Candidates should have a flexible schedule to work in partnership with the assigned officer.

PRIMARY RESPONSIBILITIES:

Clinical Direct Services
1. Establish and maintain effective rapport with clients and maintains high satisfaction rate with clients and families served.
2. Develops and updates realistic and effective treatment plans with clients and their families as required and ensures that all documentation exhibits sound clinical judgment, identifies client success/improvements or issues and identifies client participation in the service process.
3. Conducts thorough client interviews/evaluations exhibiting accuracy and thoroughness of assessment and referral skills.
4. Maintain continuity of contact with clients as appropriate to their treatment plans.
5. Maintain a level of direct service of 67% of paid hours.
6. Completes all required clinical paperwork within required timeframe of 24 hours.
7. Involve significant others of clients in their treatment as appropriate.
8. Provides clinical interventions, utilizing flexibility in approach, maintenance of appropriate boundaries, and sound psychotherapeutic principles.
9. Manage caseload appropriately and demonstrate complete and timely follow-up, closing cases within 2 months of last face to face contact.
10. Adhere to Organization policies, professional/ethical standards and legal requirements regarding clinical practice.
11. Plan and implement psychotherapeutic and psycho-educational groups.
12. Transport clients as needed and required in personal vehicle as part of service provision.
13. Visit or work at sites outside the office as needed or required for service provision (including home or school) and provide own safe transportation to such locations.
14. Demonstrate cultural competency in service provision including recognition of any unique aspects of persons served.

Quality Assurance Measures
1. Comply with all corporate policies and procedures.
2. Ensure that client records are entered and maintained in the electronic or paper health records system, according to corporate policies and procedures.
3. Develop and demonstrate cultural competency in service provision to the diversity of persons served.
4. Develop and maintain excellent customer service standards.
5. Demonstrate achievement of productivity standards of specific job assignment, program, department and corporate standards.
7. Demonstrate understanding of job responsibilities and scope of work; knowledge and use of policy and procedural regulations.
8. Demonstrate competency in all aspects of the job and exhibit ability to learn and apply knowledge to solve complex problems.
9. Complete all notes, plans, reports, projects or other required documentations within the specified time frame per corporate policy and contractual obligation and reports delays or deficiencies in a timely manner to the supervisor for immediate corrective action.
10. Demonstrate timeliness and punctuality for meetings, trainings and communications as required to supervisor/designee about schedule changes.
11. Adhere to corporate standards regarding correct and thorough completion of forms, records and documentation.
12. Maintain ethical and legal standards and professional boundaries with Co-workers, clients and families; demonstrates compliance with corporate, program, legal and funding requirements and communicate any concerns regarding ethical, legal or quality standards and practices per corporate policy.

Personal Staff Development
1. Formulate and update annually a personal Staff Development plan which appropriately addresses personal goals and the responsibilities of the position.
2. Participate in educational training activities aimed at building job related skills and knowledge.
3. Demonstrates competency in utilizing electronic records system.
4. Pursues continuing education and development opportunities; Maintains necessary credentials/licensure to perform job; Completes corporate and grant/funder training in a timely manner.
5. Ability to partner across the organization with multiple departments through the exchange of data, information, and frequent communication.

SECONDARY RESPONSIBILITIES:
1. Comply with all agency policies and procedures including, but not limited to, the agency attendance policy, code of conduct, and ethics policy
2. Must not present a direct threat to the safety or health of the employee or others
3. Attend trainings as required
4. Maintain effective working relationships with co-workers
5. Effectively and consistently follow through with assignments in the designated time frame
6. Maintain consumer confidentiality according to state law, professional standards, and agency policy
7. Promote and maintain a professional attitude at all times

ACCESS TO PROTECTED HEALTH INFORMATION:
Will be knowledgeable in and practice all policies and procedures related to privacy and security practices cited in the Health Insurance Portability and Privacy Act (HIPAA) applicable to my program and position.

EDUCATION EXPERIENCE/REQUIREMENTS:
1. Master's degree in Counseling, Psychology, Social Work or related field required.
2. Must have sufficient clinical knowledge to provide clinical intervention with adults and children who manifest a range of psychopathology, utilizing various treatment approaches including individual, family, play, and group therapy, individual psychopathology and normal childhood development.
3. Have sufficient clinical knowledge of Cognitive Behavioral Therapy and other evidence based treatments
KEY PERFORMANCE STANDARDS
The employee will comply with or maintain:
1. All Organization policies and procedures especially those dealing with confidentiality according to state laws, professional and contractual standards, and HIPAA regulations
2. A high level of accuracy with data processing
3. Positive relationships with all employees and clients.
4. A professional attitude at all times
5. A work ethic that insures effective and consistent completion of tasks
6. Answer telephones promptly and in an appropriate manner using tact and courtesy. Apply knowledge of the Organization’s programs and resources in taking messages and giving information. This will involve routing emergency calls to the proper personnel, quickly and efficiently.
7. Must not present a direct threat to the safety or health of self or others.
8. Remain current on training and documentation requirements. Promote a culture of continuous quality improvement.
9. Supports and adheres to the five client promises.

SAFETY EQUIPMENT / PROCEDURES
Employee is required to:
1. Maintain the safety of self and others at all times
2. Complete all mandatory Health, Safety and Emergency Preparedness Trainings
3. Wear seat belts while driving on organization business, and follow all corporate safety policies and procedures.

BASIC STANDARDS OF PERFORMANCE:
1. Arrives to work on time, uses sick and annual leave according to established policies, completes paperwork and projects within deadlines.
2. Exhibits willingness to assist colleagues, assumes additional responsibilities willingly, works varying hours to meet client accessibility and recommends program changes and improvements.
3. Maintains an overall work attitude of cooperation and professionalism in all interactions with agency staff and community professionals. Communicates and interacts appropriately with colleagues. Follows through with paperwork to ensure smooth operations with Agency.
4. Conducts self in a professional manner with colleagues, peers, and clients. Demonstrates professional behavior toward clients consistent to the enhancement of the client's dignity and well-being. Upholds established policies and professional standards of conduct.
5. Attendance and punctuality are prerequisites of satisfactory performance.
6. There will be compliance with all company policies and procedures.
7. Obtain familiarity with company mission and adherence to the company's philosophy of continuity of quality care.
8. There will be satisfactory completion of primary and secondary duties and responsibilities of the position as required by management and supervision.
9. Meet the minimum requirement and demands of the position, including funding goals and objectives.

PHYSICAL DEMANDS/WORK ENVIRONMENT/OTHERS:
1. Requires a flexible schedule with the ability to work 12 hour days if required.
2. Requires reliable transportation.
3. Is subject to air-conditioned environment on a daily basis.
4. May be dealing with potentially dangerous situations/consumers.
5. Requires ability to function effectively in a smoke-free workplace.
6. Must provide transportation for required consultative activities.
7. May be exposed to contagious conditions and communicable diseases, including but not limited to AIDS/HIV, staph, hepatitis, rubella, tuberculosis, cytomegalovirus, and blood borne pathogens, lice and scabies.
8. Requires maintenance of a clear driving record, vehicle insurance and inspections if transporting clients.

OFFICE MACHINES & EQUIPMENT USED
1. Must be computer literate with proficiency in Microsoft Office, windows word and excel
2. Multi line Telephone
3. Copier / Scanner/Fax
REPORTING RELATIONSHIP
This position reports to the Adult Outpatient Supervisor.
When assigned to other departments or units, employee receives direction from the supervisor of that department.

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the stated requirements, and will perform all duties and responsibilities as delineated.

I HAVE RECEIVED A COPY OF THIS JOB DESCRIPTION FOR MY PERSONAL FILE.

______________________________  _________________
Employee's Signature            Date
FIFTH AMENDMENT TO CONSENT ORDER

This Fifth Amendment to Consent Order is entered into between the State of Florida Department of Environmental Protection ("Department") and the City of Largo ("Respondent") to amend Consent Order OGC No. 03-0666, effective April 10, 2006 ("Original Order") and subsequent amendments to the Original Order\(^1\). The Department finds, and Respondent admits the following:

1. Respondent’s Permit Condition I.A.1. entitled Reclaimed Water and Effluent Limitations and Monitoring Requirements sets effluent limitations for the following parameters: DCBM, Dissolved Oxygen, CBOD5, Total Phosphorous and Total Nitrogen at Respondent’s Wastewater Treatment Facility.

2. A review of the Respondent’s discharge monitoring reports (DMRs) for the period of January – August 2018 indicated the Permit limits described in paragraph 1 above were exceeded, as shown in Table 1, below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Parameter</th>
<th>Result</th>
<th>Limit</th>
<th>Units</th>
<th>Statistical Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/31/2018</td>
<td>BOD, Carbonaceous 5 day,</td>
<td>24.9</td>
<td>10.0</td>
<td>MG/L</td>
<td>MB - Maximum</td>
</tr>
<tr>
<td>8/31/2018</td>
<td>Dichlorobromomethane</td>
<td>45.1</td>
<td>42.7</td>
<td>UG/L</td>
<td>AB - Annual Average</td>
</tr>
</tbody>
</table>

\(^1\) the First Amendment to the Consent Order, effective August 3, 2009 ("First Amendment"), the Second Amendment to the Consent Order, effective September 18, 2012 ("Second Amendment"), the Third Amendment to the Consent Order, effective May 6, 2016 and the Fourth Amendment to the Consent Order, effective January 19, 2018 ("Fourth Amendment")
The exceedances in Table 1, above, are violations of 62-4.160, Fla. Admin. Code, which states that it is a violation to fail to comply with the terms, conditions, requirements, limitations, and restrictions set forth in the Permit. These exceedances are also violations of Rule 62-600.410(1), Fla. Admin. Code, which states that it is a violation to fail to operate and maintain the domestic wastewater treatment plant in accordance with the applicable provisions of this chapter and so as to attain, at a minimum, the reclaimed water of effluent quality required by the operation criteria specified in this chapter.

Wherefore the Department and Respondent agree, and it is ORDERED that the First Amendment, Second Amendment, Third Amendment and Fourth Amendment shall have no further force or effect. It is further agreed to and ORDERED that the following paragraphs of the Original Order be amended (with any and all other paragraphs of the Original Order remaining in full force and effect) as follows:

14. Respondent shall comply with the following corrective actions within the stated time periods:

a) By October 25, 2022, and thereafter, Respondent shall reduce Di-chloro-bromomethane (DCBM) through reduction of the sources of this constituent or by treatment so that the Facility’s effluent complies with the water quality standard for DCBM, as defined in Rule 62-302.530, F.A.C. Respondent shall take whatever corrective actions are necessary to meet the limit for DCBM in the Facility’s effluent. However, if a Permit revision or additional Department permit is required for the corrective actions, Respondent must obtain the Permit revision or Department permit prior to placing the modifications into operation. Respondent must govern its actions through submittal of appropriate information, applications, pertinent data, and responses to Department requests for additional information to comply with the water quality standard for DCBM by October 25, 2022, and thereafter. Compliance with the water quality limit for DCBM will not be determined until October 25, 2022, as the
limit is based on an annual average.

b) By October 25, 2022, and thereafter, Respondent shall operate in compliance with the Permit limits for Dissolved Oxygen. Respondent shall take whatever corrective actions are necessary to meet the limit for Dissolved Oxygen in the Facility’s effluent. However, if a permit revision or additional Department permit is required for the corrective actions, Respondent must obtain the permit revision or Department permit prior to placing the modifications into operation. Respondent must govern its actions through submittal of appropriate information, applications, pertinent data, and responses to Department requests for additional information to comply with the Permit limit for Dissolved Oxygen by October 25, 2022, and thereafter.

c) By October 25, 2022, and thereafter, Respondent shall operate in compliance with the Permit limits for CBOD5. Respondent shall take whatever corrective actions are necessary to meet the limit for CBOD5 in the Facility’s effluent. However, if a permit revision or additional Department permit is required for the corrective actions, Respondent must obtain the permit revision or Department permit prior to placing the modifications into operation. Respondent must govern its actions through submittal of appropriate information, applications, pertinent data, and responses to Department requests for additional information to comply with the Permit limit for CBOD5 by October 25, 2022, and thereafter.

d) By October 25, 2022, and thereafter, Respondent shall operate in compliance with the Permit limits for Total Phosphorous. Respondent shall take whatever corrective actions are necessary to meet the limit for Total Phosphorous in the Facility’s effluent. However, if a permit revision or additional Department permit is required for the corrective actions, Respondent must obtain the permit revision or Department permit prior to placing the modifications into operation. Respondent must govern its actions through submittal of appropriate information, applications, pertinent data, and responses to Department requests for additional information to comply with the Permit limit for Total Phosphorous by October 25, 2022, and thereafter.

e) By October 25, 2022, and thereafter, Respondent shall operate in compliance with the Permit limits for Total Nitrogen and load allocations of the Final 2009 Reasonable Assurance Addendum: Allocation & Assessment Report, January 22, 2010 which set forth the Total Nitrogen loading limits as 28.5 tons/year for the 12-month rolling total and 19.0
tons/year for the five-year average of the yearly totals. Respondent shall take whatever corrective actions are necessary to meet the limits for Total Nitrogen in the Facility’s effluent. However, if a permit revision or additional Department permit is required for the corrective actions, Respondent must obtain the permit revision or Department permit prior to placing the modifications into operation. Respondent must govern its actions through submittal of appropriate information, applications, pertinent data, and responses to Department requests for additional information to comply with the Permit limits for Total Nitrogen by October 25, 2022, and thereafter.

15. Upon the effective date of this Fifth Amendment to the Consent Order and lasting through October 25, 2022, the Facility’s effluent discharged to Feather Sound shall meet the following criteria:

   a) The effluent shall not contain more than 57 µg/L of DCBM on an annual average basis as the interim limit. The interim limit of 57 µg/L shall become effective upon the first day of the month following the effective date of this Consent Order and remain in effect until October 25, 2022. A copy of the Discharge Monitoring Report (“DMR”) to be used for reporting the interim limit values is incorporated herein and attached as Exhibit I. Sampling, analysis and reporting of DCBM shall be in accordance with the permit. This interim limit does not act as a State of Florida Department of Environmental Protection wastewater permit effluent limitation or modified permit limitation, nor does it authorize or otherwise justify violation of the Florida Air and Water Pollution Control Act, Part I, Chapter 403, Florida Statutes, during the pendency of this Fifth Amendment to Consent Order.

   b) The effluent shall not contain less than the 3.5 mg/L minimum limit of Dissolved Oxygen as an interim minimum limit. The interim limit of 3.5 mg/L shall become effective upon the first day of the month following the effective date of this Consent Order and remain in effect until October 25, 2022. A copy of the Discharge Monitoring Report (“DMR”) to be used for reporting the interim limit values is incorporated herein and attached as Exhibit I. Sampling, analysis and reporting of Dissolved Oxygen shall be in accordance with the permit. This interim limit does not act as a State of Florida Department of Environmental Protection wastewater permit effluent limitation or modified permit limita-
tion, nor does it authorize or otherwise justify violation of the Florida Air and Water Pollution Control Act, Part I, Chapter 403, Florida Statutes, during the pendency of this Fifth Amendment to Consent Order.

c) The effluent shall not contain more than 24.0 mg/L of CBOD5 as a daily maximum interim limit. The interim limit of 24.0 mg/L shall become effective upon the first day of the month following the effective date of this Consent Order and remain in effect until October 25, 2022. A copy of the Discharge Monitoring Report ("DMR") to be used for reporting the interim limit values is incorporated herein and attached as Exhibit I. Sampling, analysis and reporting of CBOD5 shall be in accordance with the permit. This interim limit does not act as a State of Florida Department of Environmental Protection wastewater permit effluent limitation or modified permit limitation, nor does it authorize or otherwise justify violation of the Florida Air and Water Pollution Control Act, Part I, Chapter 403, Florida Statutes, during the pendency of this Fifth Amendment to Consent Order.

d) The effluent shall not contain more than 3.0 mg/L of Total Phosphorous as a single sample maximum interim limit and 2.5 mg/L as a weekly average maximum interim limit. These interim limits shall become effective upon the first day of the month following the effective date of this Consent Order and remain in effect until October 25, 2022. A copy of the Discharge Monitoring Report ("DMR") to be used for reporting the interim limit’s values is incorporated herein and attached as Exhibit I. Sampling, analysis and reporting of Total Phosphorous shall be in accordance with the permit. These interim limits do not act as a State of Florida Department of Environmental Protection wastewater permit effluent limitation or modified permit limitation, nor does it authorize or otherwise justify violation of the Florida Air and Water Pollution Control Act, Part I, Chapter 403, Florida Statutes, during the pendency of this Fifth Amendment to Consent Order.

e) The annual total of Total Nitrogen discharged shall not be more than 30 tons/year and the five-year average of Total Nitrogen discharged shall not be more than 22 tons/year. These interim limits shall become effective upon the first day of the month following the effective date of this Consent Order and remain in effect until October 25, 2022. The facility shall report for Total Nitrogen: the single sample maximum; weekly average; monthly average; annual average; annual total; and the five-year average of the yearly totals
over the next 48 months using the interim DMR. A copy of the Discharge Monitoring Report ("DMR") to be used for reporting the interim limit values is incorporated herein and attached as Exhibit I. Sampling, analysis and reporting of Total Nitrogen shall be in accordance with the permit. This interim limit does not act as a State of Florida Department of Environmental Protection wastewater permit effluent limitation or modified permit limitation, nor does it authorize or otherwise justify violation of the Florida Air and Water Pollution Control Act, Part I, Chapter 403, Florida Statutes, during the pendency of this Fifth Amendment to Consent Order.

21. In any event:

a) By October 25, 2022, the Facility effluent discharge to Feather Sound shall comply with the permit limits for the DCBM, Dissolved Oxygen, CBOD5, Total Phosphorous, and Total Nitrogen surface water quality standards.

b) By October 25, 2022, Respondent shall complete construction improvements and rehabilitation of the Collection System to significantly reduce wastewater overflows and improve nitrogen reduction processes.

c) Respondent’s failure to properly budget or appropriate funds will not act to relieve or excuse Respondent for the non-performance of its obligations hereunder.

27. Persons who are not parties to this Fifth Amendment to the Consent Order, but whose substantial interests are affected by this Fifth Amendment to the Consent Order, have a right, pursuant to Sections 120.569 and 120.57, Florida Statutes, to petition for an administrative hearing on the Fifth Amendment to the Consent Order. The Petition must contain the information set forth below and must be filed (received) at the Department's Office of General Counsel, 3900 Commonwealth Boulevard, MS# 35, Tallahassee, Florida 32399-3000 within 21 days of receipt of this notice. A copy of the Petition must also be mailed at the time of filing to the District Office at the Department of Environmental Protection, Southwest District Office, 13051 North Telecom Parkway, Suite 101, Temple Terrace, Florida, 33637-0926. Failure to file a petition within the 21 days constitutes a waiver of any right such person has to an administrative hearing pursuant to Sections 120.569 and 120.57, Florida Statutes.

The petition shall contain the following information:

a) The name, address and telephone number of each petitioner, the Department's Fifth
Amendment to the Consent Order identification number and the county in which the subject matter or activity is located;
b) A statement of how and when each petitioner received notice of the Fifth Amendment to the Consent Order;
c) A statement of how each petitioner's substantial interests are affected by the Fifth Amendment to the Consent Order;
d) A statement of the material facts disputed by petitioner, if any;
e) A statement of facts which petitioner contends warrant reversal or modification of the Fifth Amendment to the Consent Order;
f) A statement of which rules or statutes petitioner contends require reversal or modification of the Fifth Amendment to the Consent Order;
g) A statement of the relief sought by petitioner, stating precisely the action petitioner wants the Department to take with respect to the Fifth Amendment to the Consent Order.
h) A statement of the relief sought by the petitioner, stating precisely the action petitioner wishes the Department to take with respect to the Fifth Amendment to the Consent Order.

If a petition is filed, the administrative hearing process is designed to formulate agency action. Accordingly, the Department's final action on the Fifth Amendment to the Consent Order may be different from the position taken by it in this Notice. Persons whose substantial interests will be affected by any decision of the Department with regard to the subject of the Fifth Amendment to the Consent Order have the right to petition to become a party to the proceeding. The petition must conform to the requirements specified above and be filed (received) within 21 days of receipt of this notice in the Office of General Counsel at the above address of the Department. Failure to petition within the allowed time frame constitutes a waiver of any right such person has to request a hearing under Sections 120.569 and 120.57, Florida Statutes, and to participate as a party to this proceeding. Any subsequent intervention will only be at the approval of the presiding officer upon motion filed pursuant to Rule 28-106.205, F.A.C.

A person whose substantial interests are affected by the Fifth Amendment to the Consent Order may file a timely petition for an administrative hearing under Sections 120.569 and 120.57, Florida Statutes, or may choose to pursue mediation as an alternative remedy under Section
120.573, Florida Statutes, before the deadline for filing a petition. Choosing mediation will not adversely affect the right to a hearing if mediation does not result in a settlement. The procedures for pursuing mediation are set forth below.

Mediation may only take place if the Department and all the parties to the proceeding agree that mediation is appropriate. A person may pursue mediation by reaching a mediation agreement with all parties to the proceeding (which include the Respondents, the Department, and any person who has filed a timely and sufficient petition for a hearing) and by showing how the substantial interests of each mediating party are affected by the Fifth Amendment to the Consent Order. The agreement must be filed in (received by) the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, MS #35, Tallahassee, Florida 32399-3000, within 10 days after the deadline as set forth above for the filing of a petition.

The agreement to mediate must include the following:

a) The names, addresses, and telephone numbers of any persons who may attend the mediation;
b) The name, address, and telephone number of the mediator selected by the parties, or a provision for selecting a mediator within a specified time;
c) The agreed allocation of the costs and fees associated with the mediation;
d) The agreement of the parties on the confidentiality of discussions and documents introduced during mediation;
e) The date, time, and place of the first mediation session, or a deadline for holding the first session, if no mediator has yet been chosen;
f) The name of each party’s representative who shall have authority to settle or recommend settlement;
g) Either an explanation of how the substantial interests of each mediating party will be affected by the action or proposed action addressed in this notice of intent or a statement clearly identifying the petition for hearing that each party has already filed, and incorporating it by reference; and

h) The signatures of all parties or their authorized representatives.

As provided in Section 120.573, Florida Statutes, the timely agreement of all parties to mediate will toll the time limitations imposed by Sections 120.569 and 120.57, Florida Statutes, for requesting and holding an administrative hearing. Unless otherwise agreed by the parties, the mediation must be concluded within sixty days of the execution of the agreement. If mediation results in
settlement of the administrative dispute, the Department must enter a final order incorporating the agreement of the parties. Persons whose substantial interests will be affected by such a modified final decision of the Department have a right to petition for a hearing only in accordance with the requirements for such petitions set forth above and must therefore file their petitions within 21 days of receipt of this notice. If mediation terminates without settlement of the dispute, the Department shall notify all parties in writing that the administrative hearing processes under Sections 120.569 and 120.57, Florida Statutes, remain available for disposition of the dispute, and the notice will specify the deadlines that then will apply for challenging the agency action and electing remedies under those two statutes.

This Fifth Amendment to the Consent Order is final agency action of the Department pursuant to Section 120.69, Florida Statutes, and it is final and effective on the date filed with the Clerk of the Department unless a Petition for Administrative Hearing is filed in accordance with Chapter 120, Florida Statutes. Upon the timely filing of a petition this Fifth Amendment to the Consent Order will not be effective until further order of the Department.

For Respondent:

__________________________
Louis L. "Woody" Brown, Mayor
City of Largo

Attested

__________________________
City Clerk
City of Largo

Reviewed and approved by

__________________________
Alan Zimmet, City Attorney
DONE AND ORDERED this ____ day of ________________ , 2018, in Hillsborough County, Florida.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

______________________________
Mary E. Yeargan, PG
Director
Southwest District

FILED, on this date, pursuant to Section 120.52 Florida Statutes, with the designated Department Clerk, receipt of which is hereby acknowledged.

______________________________   ________________________________
Date                                    Clerk

Attachment: Exhibit I – Interim Discharge Monitoring Report
Copy furnished to: Lea Crandall, Agency Clerk
**DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A**

**When completed mail this report to:** Department of Environmental Protection, Southwest District Office, Compliance Assurance Program, Attn: Domestic Wastewater, 13051 N. Telecom Parkway, Suite 101, Temple Terrace, FL 33637-6926, swc_fsw@FloridaDEP.gov

**PERMITTEE NAME:** City of Largo  
**MAILING ADDRESS:** P. O. Box 296  
Largo, FL 33779

**FACILITY:** City of Largo AWWTF  
**LOCATION:** 5000 - 150th Avenue North  
Clearwater, FL 33760

**COUNTY:** Pinellas  
**OFFICE:** Southwest District

<table>
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<th>Parameter</th>
<th>Quantity or Loading</th>
<th>Units</th>
<th>Quality or Concentration</th>
<th>Units</th>
<th>No. Ex.</th>
<th>Frequency of Analysis</th>
<th>Sample Type</th>
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<tbody>
<tr>
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I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

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<th>TELEPHONE NO</th>
<th>DATE (YY/MM/DD)</th>
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COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DMR EFFECTIVE DATE: 1st day of the 2nd month following effective date of permit revision

DEP Form 62-620.910(10), Effective Nov. 29, 1994
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## DISCHARGE MONITORING REPORT - PART A (Continued)

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DMR EFFECTIVE DATE: 1st day of the 2nd month following effective date of permit revision  
DEP Form 62-620.910(10), Effective Nov. 20, 1994
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Mo. Avg.

PLANT STAFFING:

Day Shift Operator
Class: __________ Certificate No: __________ Name: ________________________________

Evening Shift Operator
Class: __________ Certificate No: __________ Name: ________________________________

Night Shift Operator
Class: __________ Certificate No: __________ Name: ________________________________

Lead Operator
Class: __________ Certificate No: __________ Name: ________________________________
<table>
<thead>
<tr>
<th>Code</th>
<th>TRC (For Disinfect.) (MG/L)</th>
<th>TRC (For Dechlor.) (MG/L)</th>
<th>Cyanide Total (as CN) (MG/L)</th>
<th>Dichlorobromometane (UG/L)</th>
<th>Oxygen, Dissolved (MG/L)</th>
<th>Nitrogen, Total (as N) Tons/year</th>
<th>Flow (MGD) Total Plant</th>
<th>CBODs (MG/L) Influent</th>
<th>TSS (MG/L) Influent</th>
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**PLANT STAFFING:**
- **Day Shift Operator**
  - Class: __________ Certificate No: __________ Name: ______________
- **Evening Shift Operator**
  - Class: __________ Certificate No: __________ Name: ______________
- **Night Shift Operator**
  - Class: __________ Certificate No: __________ Name: ______________
- **Lead Operator**
  - Class: __________ Certificate No: __________ Name: ______________

DEP Form 62-620.910(10), Effective Nov. 29, 1994
Instructions for Completing the Wastewater Discharge Monitoring Report

Read these instructions as well as the Supplemental Instructions for Completing the Wastewater Discharge Monitoring Report before completing the DMR. Hard copies and/or electronic copies of the required parts of the DMR were provided with the permit. All required information shall be completed in full and typed or printed in ink. A signed, original DMR shall be mailed to the address printed on the DMR by the 26th of the month following the monitoring period. The DMR shall not be submitted before the end of the monitoring period.

The DMR consists of three parts—A, B, and D—all of which may or may not be applicable to every facility. Facilities may have one or more Part A’s for reporting effluent or reclaimed water data. All domestic wastewater facilities will have a Part B for reporting daily sample results. Part D is used for reporting ground water monitoring well data.

When results are not available, the following codes should be used on parts A and D of the DMR and an explanation provided where appropriate. Note: Codes used on Part B for raw data are different.

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION/INSTRUCTIONS</th>
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<tbody>
<tr>
<td>ANC</td>
<td>Analysis not conducted.</td>
</tr>
<tr>
<td>DRY</td>
<td>Dry Well</td>
</tr>
<tr>
<td>FLID</td>
<td>Flood disaster.</td>
</tr>
<tr>
<td>IF</td>
<td>Inefficient flow for sampling.</td>
</tr>
<tr>
<td>LS</td>
<td>Lost sample.</td>
</tr>
<tr>
<td>MNR</td>
<td>Monitoring not required this period.</td>
</tr>
<tr>
<td>NOD</td>
<td>No discharge from/to site.</td>
</tr>
<tr>
<td>OTR</td>
<td>Operations were shutdown so no sample could be taken.</td>
</tr>
<tr>
<td>OTH</td>
<td>Other. Please enter an explanation of why monitoring data were not available.</td>
</tr>
<tr>
<td>SEP</td>
<td>Sampling equipment failure.</td>
</tr>
</tbody>
</table>

When reporting analytical results that fall below a laboratory’s reported method detection limits or practical quantification limits, the following instructions should be used:

1. Results greater than or equal to the PQL shall be reported as the measured quantity.
2. Results less than the PQL and greater than or equal to the MDL shall be reported as the laboratory’s MDL value. These values shall be deemed equal to the MDL when necessary to calculate an average for that parameter and when determining compliance with permit limits.
3. Results less than the MDL shall be reported by entering a less than sign (“<”) followed by the laboratory’s MDL value, e.g. < 0.001. A value of one-half the MDL or one-half the effluent limit, whichever is lower, shall be used for that sample when necessary to calculate an average for that parameter. Values less than the MDL are considered to demonstrate compliance with an effluent limitation.

Part A - Discharge Monitoring Report (DMR)

Part A of the DMR is comprised of one or more sections, each having its own header information. Facility information is preprinted in the header as well as the monitoring group number, whether the limits and monitoring requirements are interim or final, and the required submittal frequency (e.g. monthly, annually, quarterly, etc.). Submit Part A based on the required reporting frequency in the header and the instructions shown in the permit.

The following should be completed by the permittee or authorized representative:

No Discharge From Site: Check this box if no discharge occurs and, as a result, there are no data or codes to be entered for all of the parameters on the DMR for the entire monitoring group number; however, if the monitoring group includes other monitoring locations (e.g., influent sampling), the “NOD” code should be used to individually denote those parameters for which there was no discharge.

Monitoring Period: Enter the month, day, and year for the first and last day of the monitoring period (i.e. the month, the quarter, the year, etc.) during which the data on this report were collected and analyzed.

Sample Measurement: Before filling in sample measurements in the table, check to see that the data collected correspond to the limit indicated on the DMR (i.e. interim or final) and that the data correspond to the monitoring group number in the header. Enter the data or calculated results for each parameter on this row in the non-shaded area above the limit. Be sure the result being entered corresponds to the appropriate statistical base code (e.g. annual average, monthly average, single sample maximum, etc.) and units.

No. Ex.: Enter the number of sample measurements during the monitoring period that exceed the permit limit for each parameter in the non-shaded area. If none, enter zero.

Frequency of Analysis: The shaded areas in this column contain the minimum number of times the measurement is required to be made according to the permit. Enter the actual number of times the measurement was made in the space above the shaded area.

Sample Type: The shaded areas in this column contain the type of sample (e.g., grab, composite, continuous) required by the permit. Enter the actual sample type that was taken in the space above the shaded area.

Signature: This report must be signed in accordance with Rule 62-620.305, F.A.C. Type or print the name and title of the signing official. Include the telephone number where the official may be reached in the event there are questions concerning this report. Enter the date when the report is signed.

Comment and Explanation of Any Violations: Use this area to explain any exceedences, any upset or by-pass events, or other items which require explanation. If more space is needed, reference all attachments in this area.

DEP Form 62-620.910(10), Effective Nov. 29, 1994
PART B - DAILY SAMPLE RESULTS

Monitoring Period: Enter the month, day, and year for the first and last day of the monitoring period (i.e. the month, the quarter, the year, etc.) during which the data on this report were collected and analyzed.

Daily Monitoring Results: Transfer all analytical data from your facility’s laboratory or a contract laboratory’s data sheets for all day(s) that samples were collected. Record the data in the units indicated. Table 1 in Chapter 62-160, F.A.C., contains a complete list of all the data qualifier codes that your laboratory may use when reporting analytical results. However, when transferring numerical results onto Part B of the DMR, only the following data qualifier codes should be used and an explanation provided when appropriate.

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION/INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;</td>
<td>The compound was analyzed for but not detected.</td>
</tr>
<tr>
<td>A</td>
<td>Value reported is the mean (average) of two or more determinations.</td>
</tr>
<tr>
<td>J</td>
<td>Estimated value; value not accurate.</td>
</tr>
<tr>
<td>Q</td>
<td>Sample held beyond the actual holding time.</td>
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<tr>
<td>Y</td>
<td>Laboratory analysis was from an unreserved or improperly preserved sample.</td>
</tr>
</tbody>
</table>

Add the results to get the Total and divide by the number of days in the month to get the Monthly Average.

Plant Staffing: List the name, certificate number, and class of all state certified operators operating the facility during the monitoring period. Use additional sheets as necessary.

PART D - GROUND WATER MONITORING REPORT

Monitoring Period: Enter the month, day, and year for the first and last day of the monitoring period (i.e. the month, the quarter, the year, etc.) during which the data on this report were collected and analyzed.

Date Sample Obtained: Enter the date the sample was taken. Also, check whether or not the well was purged before sampling.

Time Sample Obtained: Enter the time the sample was taken.

Sample Measurement: Record the results of the analysis. If the result was below the minimum detection limit, indicate that.

Detection Limits: Record the detection limits of the analytical methods used.

Analysis Method: Indicate the analytical method used. Record the method number from Chapter 62-160 or Chapter 62-601, F.A.C., or from other sources.

Sampling Equipment Used: Indicate the procedure used to collect the sample (e.g. airlift, bucket/bailer, centrifugal pump, etc.)

Samples Filtered: Indicate whether the sample obtained was filtered by laboratory (L), filtered in field (F), or unfiltered (N).

Signature: This report must be signed in accordance with Rule 62-620.305, F.A.C. Type or print the name and title of the signing official. Include the telephone number where the official may be reached in the event there are questions concerning this report. Enter the date when the report is signed.

Comments and Explanation: Use this space to make any comments or explanations of results that are unexpected. If more space is needed, reference all attachments in this area.

SPECIAL INSTRUCTIONS FOR LIMITED WET WEATHER DISCHARGES

Flow (Limited Wet Weather Discharge): Enter the measured average flow rate during the period of discharge or divide gallons discharged by duration of discharge (converted into days). Record in million gallons per day (MGD).

Flow (Upstream): Enter the average flow rate in the receiving stream upstream from the point of discharge for the period of discharge. The average flow rate can be calculated based on two measurements; one made at the start and one made at the end of the discharge period. Measurements are to be made at the upstream gauging station described in the permit.

Actual Stream Dilution Ratio: To calculate the Actual Stream Dilution Ratio, divide the average upstream flow rate by the average discharge flow rate. Enter the Actual Stream Dilution Ratio accurate to the nearest 0.1.

No. of Days the SDF > Stream Dilution Ratio: For each day of discharge, compare the minimum Stream Dilution Factor (SDF) from the permit to the calculated Stream Dilution Ratio. On Part B of the DMR, enter an asterisk (*) if the SDF is greater than the Stream Dilution Ratio on any day of discharge. On Part A of the DMR, add up the days with an “**” and record the total number of days the Stream Dilution Factor was greater than the Stream Dilution Ratio.

CBOD: Enter the average CBOD of the reclaimed water discharged during the period shown in duration of discharge.

TKN: Enter the average TKN of the reclaimed water discharged during the period shown in duration of discharge.

Actual Rainfall: Enter the actual rainfall for each day on Part B. Enter the actual cumulative rainfall to date for this calendar year and the actual total monthly rainfall on Part A. The cumulative rainfall to date for this calendar year is the total amount of rain, in inches, that has been recorded since January 1 of the current year through the month for which this DMR contains data.

Rainfall During Average Rainfall Year: On Part A, enter the total monthly rainfall during the average rainfall year and the cumulative rainfall for the average rainfall year. The cumulative rainfall for the average rainfall year is the amount of rain, in inches, which fell during the average rainfall year from January through the month for which this DMR contains data.

No. of Days I.W.W. Activated During Calendar Year: Enter the cumulative number of days that the limited wet weather discharge was activated since January 1 of the current year.

Reason for Discharge: Attach to the DMR a brief explanation of the factors contributing to the need to activate the limited wet weather discharge.

DEP Form 62-620.310(10), Effective Nov. 29, 1994
Exhibit A

McKim & Creed

City of Largo, FL
Summary of Task Descriptions for
RFQ 19-Q653
WWRF Biological Treatment Improvements Project
Resident Project Representative Services
McKim and Creed, Inc.
October 29, 2018

Background

The City of Largo (City) owns and operates a Wastewater Reclamation Facility (WWRF), located at 5000 & 5100 150th Ave. N., Clearwater, FL. The primary purpose of the WWRF Biological Treatment Improvements Project (Project) is to reduce the total nitrogen discharged into Tampa Bay and to comply with the total maximum daily load (TMDL) requirements. The general treatment plant process areas included in the Project are: primary clarification, biological treatment basins, secondary clarifiers, filter feed pump station, tertiary filtration and denitrification filters. The Project will also include rehabilitation or replacement of aging components, and other improvements to address OSHA and Florida Building Code deficiencies. The Project will be constructed using the design-build delivery method. The City has identified the need for full-time RPR services for the Project and has requested McKim & Creed to provide professional engineering consulting services that include the following tasks:

TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION

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

A. Project Set-up
B. General management and coordination
C. Monthly invoicing and status reports

The Project Management and Administration services are estimated at 2 hrs. per week for the anticipated 26-month construction timeframe.

TASK 2 – RESIDENT PROJECT REPRESENTATIVE (RPR) OBSERVATION SERVICES

McKim & Creed will utilize our subconsultant, Lane Engineering Inc., to provide a RPR during the construction of the Project. It is anticipated that the RPR will utilize available space in the Environmental Services Administration Building to keep records and utilize as office space.

The on-site construction observation provided by the RPR is anticipated to require one full time RPR over an estimated 26-month construction period, beginning in or around November 2018.
RPR will perform the following tasks:

A. Use of Construction Documentation Software: Utilize a construction file sharing and storage web-based software (managed by the CONTRACTOR) to store and retrieve files related to the construction activities of the Project.

B. City Liaison: Coordinate with McKim & Creed’s Project Manager and serve as the liaison between the CONTRACTOR and the City’s Project Manager, construction inspection staff, and facility operation and maintenance staff to coordinate construction activities with facility staff needs, provide updates on construction progress, and obtain detailed information relative to the work in progress, when requested by the City.

C. Construction Coordination: Coordinate the activities of City inspection personnel available for supplemental inspection services when necessary as determined by the City.

D. Progress Meetings: Chair, take, and distribute meeting notes of biweekly (every other week) construction progress meetings and other job conferences, as required. Meeting notes will be posted on the cloud-based construction management software within 3 days of the meeting date.

E. Documentation: Monitor Project documentation that will be managed by the Design-Build. The documentation will include, but may not be limited to the following:
   1. Action Items
   2. Testing Requirements and Forms
   3. Testing Log
   4. Deficiency/Noncompliance
   5. Complaints
   6. Daily Reports Including Embedded Photos Relevant to Daily Construction Activities
   7. Inventory and Verification of Stored Materials
   8. Completion List Items

F. Use of Approved Shop Drawings: Advise all parties of the CONTRACTOR’s commencement of any work requiring a submittal that has not been approved by the Engineer of Record (EOR) and utilize approved Shop Drawings and issued RFI’s to supplement the requirements of the Contract Documents and verify compliance with supplemental conditions and directions given.

G. Daily Observations: Conduct and record on-site observations of the work to verify accuracy and quality of installation and materials installed. Maintain a daily log of activities; fill out a Daily Reports of Construction with submittal of reports to the City and EOR; take progress photos and store the digital pictures in easily identified titled and dated image files. Submit logs and photos at biweekly progress meetings. Daily reports are to include notations of personnel on site, weather conditions, description of work done, and other conditions to describe the work activities and conditions for each day.

H. Deficiency Reports: Report and coordinate with McKim & Creed’s Project Manager to notify the City’s Project Manager of any work which is unsatisfactory or faulty, does not conform to the contract documents, is otherwise defective, does not meet the requirements of any observations, tests, or approvals required, or has been damaged prior to final payment.
I. Visitors: Accompny visiting inspectors representing public or other agencies having jurisdiction over the Project. Record the outcome of these inspections (performed by others) and record these on the Daily Reports.

J. Review and Monitor Work Coordination Activities: Consult with the CONTRACTOR in advance of scheduled major tests, observations, or start of major phases of the work and attend coordination and planning activities.

K. Pay Applications: Review Applications for Payment for compliance with the established procedure for submission. The RPR will perform the following for each monthly payment applications by the CONTRACTOR:

1. During the last week of each month, meet with the CONTRACTOR to come to agreement on an acceptable percent complete for each item of work performed that month.
2. Verify that record drawings have been updated for work completed to date.
3. Check that appropriate releases of claims are submitted with the current pay request based on the previous month’s pay application subcontractor pay items.
4. Verify stored materials inventory has been properly accounted for as to new stored materials received and that previously stored materials that have been installed are removed from the stored materials inventory.
5. Within five (5) days after receipt of the formal application for payment from the CONTRACTOR, RPR will review the pay application for compliance with the above, have the CONTRACTOR sign the application, and submit the signed application to the City’s Project Manager for processing.

6. Construction Schedule: Provide the City with a monthly update on critical path construction schedule progress, or lack thereof, and advise the City of problems with the CONTRACTOR maintaining the schedule. If necessary, request and review an updated schedule from the CONTRACTOR that clearly illustrates the CONTRACTOR’s plan to make up for lost time so as to maintain the schedule.

L. Stored Materials and Quantities: Evaluate and document the condition of materials and equipment delivered to the site for obvious defects. Keep track of quantities placed, including stored materials. Make written recommendation in relation to the schedule of values for work completed and materials stored and equipment delivered to the site but not incorporated into the work.

M. Record Drawings: Review the CONTRACTOR’s Record Drawings weekly to ensure CONTRACTOR is keeping adequate records as required for the Project.

N. Completion Lists: Leading up to substantial completion, the RPR will conduct substantial completion walk through(s) with the CONTRACTOR to determine if the Project is ready to be considered for substantial completion. The walk through will result in the preparation of a preliminary list of items (completion lists) to be completed by the CONTRACTOR prior to having the City’s personnel review the work for substantial completion.

O. Punch Lists: After substantial completion has been achieved and the punch list has been generated, the RPR will conduct observations of the completed punch list items to verify the work has been completed and the work is ready for final completion. The RPR will then notify the City’s Project Manager when the punch list items are complete.
P. Observe and record pressure and leak test results.

Q. Observe and record electrical test results and final terminations of wiring and surge protection equipment, verifying torque, breaker, and grounding connections.

R. Observe and maintain a record of successful control system loop tests and process area control functional tests, including verifying compliance with PLC and HMI programming functions prior to startup.

OTHER INFORMATION

1. This Task includes twenty-six (26) months of RPR services that are estimated to average 50 hours per week. If the construction time is extended or additional time per week is needed, additional services can be provided upon written authorization of the City. Any additional services performed without prior written authorization by the City will not be compensated above the not to exceed lump sum fee in Exhibit B.

2. Daily construction photos will be stored and uploaded to the cloud-based construction management software when relevant to a workflow (i.e. test report, non-compliance notice, etc.) or when embedded into the daily reports.

3. The RPR will not exceed limitations for resident observation services as above set forth herein or take any action not specifically authorized herein by the City.

4. The RPR will not undertake any of the responsibilities of the CONTRACTOR or subcontractors.

5. The RPR will not advise on or issue directions to CONTRACTOR or any subcontractor pertaining to any aspect of the means, methods, techniques, sequences, or procedures of construction unless such is specifically called for in the Contract Documents.

6. The RPR will not advise on or issue directions about safety precautions and programs about the CONTRACTOR's work. However, if potential unsafe conditions or practices are observed, the RPR is to bring these to the attention of the CONTRACTOR. If conditions are not addressed in a reasonable time frame, the RPR is to bring the issue to the attention of the City's Project Manager and the EOR's Project Manager. The RPR will not approve any interruptions or modification of the City's facilities without the approval of the City Engineer.

7. It is anticipated that under this Scope of Services, normal construction activities will be based on the CONTRACTOR's Monday through Friday workweek, typically 6:30 am to 5:30 pm. Coverage for RPR services, as indicated previously, will normally be over this daily time period while the CONTRACTOR(S) is on-site. For scheduled construction activities outside this normal daily period, the RPR's services shall coincide with the CONTRACTOR(S)'s schedule which is understood to be 50-hours per week during a normal work week.

8. Should temporary substitution (for sickness or other reasons) of the RPR be necessary, or if replacement of the RPR becomes necessary for any reason, McKim & Creed will provide a qualified individual, approved by the City's Project Manager, who shall be billed at no more than the agreed hourly rate for RPR services, unless otherwise agreed to by the City.
ASSUMPTIONS

The CITY will provide the following:

1. Electronic files for conformed drawings and specifications.
2. Access to the site and buildings as needed for construction activities.
3. Assistance in arranging meetings and training times with City staff.
4. Assistance in coverage of the site for inspection services when the amount and timing of ongoing construction activities require more than one person to cover.
5. Office space, desk, chair, and file cabinet space within the Administration Building on site as well as access to copying machines.

PROJECT SCHEDULE

Services will commence upon written authorization from the CITY, which will constitute Notice to Proceed (NTP) with services being required for 26-months.

STAFFING - KEY PROJECT TEAM MEMBERS

<table>
<thead>
<tr>
<th>Project Manager</th>
<th>Phil Locke, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Project Representative</td>
<td>David Parks (Lane Engineering)</td>
</tr>
</tbody>
</table>

Reviewed and Approved:

City Attorney