

CITY OF LARGO CITY COMMISSION REGULAR MEETING

November 6, 2018
Minutes

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

COMMISSION ABSENT: None

PARTICIPATING STAFF PRESENT: City Mgr. Schubert, City Attorney Zimmet, Asst. City Mgr. Staffopoulos, City Clerk Bruner, Sustainability Coor. Thomas, Economic Dev. Coor. Rojas-Norton, Police Chief Undestad, Engineering Services Dir. Woloszynski, Program Engineer Rocke

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.tbncweekly.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 Superior 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 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 State of Florida has in place a contract for the purchase of library materials with an effective period of August 7, 2017 to May 31, 2020.

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

ORDINANCE NO. 2019-01 - SECOND READING - VACATING A SEGMENT OF THE 10TH STREET NW RIGHT-OF-WAY AND PORTIONS OF THE 11TH AVENUE NW RIGHT-OF-WAY, ALL ADJACENT TO 1159 CLEARWATER-LARGO ROAD - ADOPTED

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