CITY COMMISSION AGENDA

6:00 PM
August 7, 2018
Commission Chambers

Call to Order

Invocation - Pastor Andre Blunt, Greater Faith Temple Holiness Church

Pledge of Allegiance

Ceremonial

1. Recognition Of Good Citizen Campers For Summer 2018
2. Swearing In Of Police Officers
3. Swearing In Of Newly Promoted Lieutenant And New Firefighters

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

4. Presentation By Indian Rocks Beach Mayor Cookie Kennedy And North Redington Beach Mayor Bill Queen On Short Term Rentals

Citizen Comment (Comments on any Consent Docket item or on any topic not on the agenda relevant to the City and the City Commission.)

Approval of Agenda/Minutes

5. Approval Of Agenda – Regular Meeting Of August 7, 2018
6. Approval Of Minutes – Regular Meeting Of July 17, 2018

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

7. Authorization To Purchase Two (2) Replacement Trailer Mounted By-Pass Pumps From Thompson Pump & Manufacturing, In Accordance With Florida Sheriff’s Association Contract No. FRSA17-VEL15.0 In The Amount Of $70,657
8. Authorization To Purchase Technical Support Services For The Police Department For A One Year Period From Superion, LLC In The Amount Of $224,613.13
9. Appointment Of Karen Douglas As A Member Of The Library Advocacy Board
10. Reappointment Of Marlene Rowe As A Member Of The Personnel Advisory Board

LARGO.COM | LOVELARGOFL.COM
11. Approval Of Scope And Fee With King Engineering For Construction Phase Engineering Services For The FDOT Gateway Expressway Project, In The Amount Of $106,126
12. Approval Of Scope And Fee With Advanced Engineering And Design, Inc. For The Design Of The Church Creek Phase II Drainage Improvement Project, In The Amount Of $118,403.75

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

15. Ordinance No. 2018-41 – Second Reading – Authorizing Borrowing From The Florida Department Of Environmental Protection Revolving Loan Program In An Amount Not To Exceed $62 Million; Authorizing Loan Applications; Authorizing Execution Of Loan Agreements; Establishing Pledged Revenues; Designating Authorized Representatives; Providing Assurance

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

16. Approval Of Pinellas Public Library Cooperative (PPLC) Interlocal Agreement
17. Authorization To Negotiate A Development Agreement With Hupp Retail East Bay LLC For Property Located South Of East Bay Drive, East Of Highland Avenue
18. Resolution No. 2219 – Ready For 100 Percent Renewable Energy
19. Approval Of The Largo Environmental Action Plan Goals And The Addition Of The Ready For 100 Renewable Energy Campaign
20. Ordinance No. 2018-49 – First Reading – Amending The FY 2018 Adopted Budget By Appropriating Revenues And Expenditures In The Amount Of $632,800 Within The HOME Fund And SHIP Fund Budgets For Additional Program Expenditures
21. Ordinance No. 2018-58 – First Reading – Amending The FY 2018 Human Resources Budget By Appropriating Revenues And Expenses In The Amount Of $300,000 Within The Risk Fund
22. Ordinance No. 2018-64 – First Reading – Amending Chapter 20, Article I Through V Of The Largo Code Of Ordinances – Solid Waste, Sections 20-1 Through 20-122

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

Adjournment

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Each summer, one camper is chosen from each of the City’s day camps to be recognized for their outstanding citizenship. The campers are selected by the camp leaders and director based on the following criteria:

Respectful: Demonstrates compassion, honesty and responsibility. This camper is a role model for other campers.

Responsible: Pays attention, follows all camp rules and policies.

Good Citizen Campers will be chosen from the following camps:

- Highland’s Cool Kids Camp
- Southwest’s Kid City Camp
- Southwest’s Teen Camp
- Southwest’s My First Camp
- Community Center’s Camp Funshine
- Athletic Adventures Camp
- McGough’s Nature Camp

Budgeted Amount: $0.00

Available Amount: $0.00

Expenditure Amount: $0.00

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: NONE

Staff Contact: Joan Byrne, Recreation, Parks & Arts Director

jbyrne@largo.com

587-6720

Attachments: None
Before an individual may assume the duties of a sworn Police Officer for the City of Largo, it is necessary that an oath of office be administered by the City Attorney. This is done before the City Commission as a means to introduce the new Officers to the City Commissioners and the community:

Stephen Malandro
Matthew Misner
Dylan Norris
Shane Quick
Shaylin Santana
Courtenay Taylor

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 \ O No
Budget Amendment Required: { Yes \ O No
City Attorney Reviewed: { Yes \ O No \ O N/A
Advisory Board Recommendation: { For \ Against \ N/A
Consistent With: { Yes \ O No \ O N/A
Potential Motion/Direction Requested: N/A
Staff Contact: Jeffrey K. Undestad, Chief of Police x 7389 jundesta@largo.com
Attachments: None
Fire Rescue is proud to introduce our newly promoted Lieutenant, Greg Cargill.

Fire Rescue would also like to introduce our newest members:

- Firefighter/Paramedic Eric Krueger
- Firefighter/Paramedic Jorge Pairol
- Firefighter/EMT Ryan Herndon
- Firefighter/EMT Alessandro Rivas
- Firefighter/EMT Spencer VanBuskirk

Please join Fire Administration in congratulating our team.
TITLE:
PRESENTATION BY INDIAN ROCKS BEACH MAYOR COOKIE KENNEDY AND NORTH REDINGTON BEACH MAYOR BILL QUEEN ON SHORT TERM RENTALS

Indian Rocks Beach Mayor Cookie Kennedy and North Redington Beach Mayor Bill Queen requested to address the Largo City Commission to discuss several issues impacting cities and property rights as seen by residents and the legislature. They will outline the Plan put together by the Barrier Island Governmental Council (BIGC) and conclude with options for the future relating to Short Term Rentals.

Budgeted Amount: $0.00  
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

Source: N/A

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

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

Consistent With:  
- Yes
- No
- N/A

Potential Motion/Direction Requested: N/A

Staff Contact: Shirley Frick  
- x6702
- sfrick@largo.com

Attachments: None
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Adjournment

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Mayor Brown called the Regular Meeting to order at 6:00 pm.

Invocation was given by Reverend Robert Cohee, Largo Police Chaplain, Pastor, Bible Fellowship Church, followed by the Pledge of Allegiance.

CEREMONIAL
None

CITIZEN COMMENT

1. Sharon Fekete stated that she was a member of the Recreation, Parks and Arts Board. She described new after school programs at the recreation centers, which will include transportation. She stated that the programs will focus on children being active, and will include a variety of activities and homework time.

2. Geoff Moakley spoke about Largo’s downtown district. He stated that the City did not need to spend money on the Seminole Blvd. Triangle.

AGENDA – APPROVED

Approval of the Regular Commission Meeting agenda of July 17, 2018.

Discussion:
None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve the agenda for the Regular Meeting of July 17, 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 July 3, 2018 as on file in the City Clerk’s Office.
Discussion:

None

Motion was made by Commissioner Carroll, seconded by Commissioner Fenger, to approve the minutes of the Regular Meeting of July 3, 2018.

Vote:

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

Motion carried 7-0.

CONSENT DOCKET – APPROVED

AWARD OF CONTRACT NO. 18-C-638, BASIN 15 MANHOLE REHABILITATION PROJECT, TO ENGINEERED SPRAY SOLUTIONS, LLC, IN THE AMOUNT OF $217,100

The purpose of this agenda item is to obtain City Commission approval for the award of the Basin 15 Manhole Rehabilitation contract to Engineered Spray Solutions, LLC, in the amount of $217,100. In January 2017, the City hired the engineering consultant firm of McKim and Creed to perform an inflow and infiltration (I&I) evaluation of the Lift Station 15 sanitary sewer collection system basin. In general, the basin is bounded by Indian Rocks Road on the west, Trotter Road on the east, Wilcox Road on the south, and 10th Avenue SW on the north. The evaluation included the inspection of approximately 52,000 linear feet of gravity sewer pipe, 1,139 laterals and 226 manholes. The results of the evaluation identified 6,580 linear feet of main line pipe and 123 service laterals that will require lining. The evaluation also recommended that 34 manholes be rehabilitated.

On May 18, 2018 the City advertised the Basin 15 Manhole Rehabilitation contract for competitive bid. The City received two submittals by the bid deadline of June 19, 2018. Please see the bid tabulation on page 2. TV Diversified did not meet the City’s bid specification requirements and was disqualified. Engineered Spray Solutions, LLC met those requirements and is recommended for award. They have not performed work for the City in the past. However, City staff has contacted references listed in the bid submittal, and they indicated that Engineered Spray Solutions, LLC’s work had been satisfactory and they would be willing to issue work to them in the future. Engineered Spray Solutions, LLC has the ability and the resources to perform the services required in this contract.

A copy of the contract has been placed in the City Commission Workroom.

BID TABULATION

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineered Spray Solutions, LLC</td>
<td>$217,100</td>
</tr>
<tr>
<td>TV Diversified, LLC</td>
<td>$78,500</td>
</tr>
</tbody>
</table>

AUTHORIZATION TO PURCHASE EIGHT (8) REPLACEMENT VEHICLES FOR THE ENVIRONMENTAL SERVICES AND PUBLIC WORKS DEPARTMENTS FROM DUVAL FORD AND EVERGLADES FARM EQUIPMENT IN ACCORDANCE WITH THE FLORIDA SHERIFFS ASSOCIATION CONTRACT NO. FSA17-VEH15.0 IN THE ESTIMATED AMOUNT OF $252,426
The Public Works Department (PW) is requesting City Commission authorization to purchase eight (8) vehicles for the Environmental Services (ES) and Public Works Departments, in accordance with the Florida Sheriffs Association Contract No. FSA17-VEH15.0 in the estimated amount of $252,426. The specifications for the vehicles being purchased were developed in collaboration between the PW Fleet Management Division, ES, and the PW Facilities and Streets and Stormwater Divisions to ensure that the vehicles meet operational needs.

<table>
<thead>
<tr>
<th>Current Vehicle #</th>
<th>Current Make</th>
<th>Current Model</th>
<th>Replacement Make</th>
<th>Replacement Model</th>
<th>Vendor</th>
<th>Quote</th>
<th>Budget</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>62-21-04</td>
<td>Ford</td>
<td>Escape</td>
<td>Ford</td>
<td>Transit</td>
<td>Duval</td>
<td>$21,138</td>
<td>$24,700</td>
<td>$3,562</td>
</tr>
<tr>
<td>62-22-75</td>
<td>Ford</td>
<td>F250</td>
<td>Ford</td>
<td>F450</td>
<td>Duval</td>
<td>$81,085</td>
<td>$110,000</td>
<td>$28,915</td>
</tr>
<tr>
<td>62-25-11</td>
<td>John Deere</td>
<td>27D</td>
<td>John Deere</td>
<td>35G</td>
<td>Everglades</td>
<td>$37,326</td>
<td>$42,500</td>
<td>$5,174</td>
</tr>
<tr>
<td>62-25-13</td>
<td>Ford</td>
<td>F350 Dump</td>
<td>Ford</td>
<td>F350</td>
<td>Duval</td>
<td>$52,129</td>
<td>$58,000</td>
<td>$5,871</td>
</tr>
<tr>
<td>60-45-19</td>
<td>Ford</td>
<td>E250 Van</td>
<td>Ford</td>
<td>T250 Van</td>
<td>Duval</td>
<td>$30,374</td>
<td>$31,000</td>
<td>$626</td>
</tr>
<tr>
<td>60-45-29</td>
<td>Ford</td>
<td>E250 Van</td>
<td>Ford</td>
<td>T250 Van</td>
<td>Duval</td>
<td>$30,374</td>
<td>$31,000</td>
<td>$626</td>
</tr>
<tr>
<td>60-65-27</td>
<td>Challenger</td>
<td>MT297</td>
<td>John Deere</td>
<td>4066R</td>
<td>Everglades</td>
<td>$44,458</td>
<td>$80,000</td>
<td>$35,542</td>
</tr>
<tr>
<td>60-66-75</td>
<td>Challenger</td>
<td>MT465B</td>
<td>John Deere</td>
<td>6120M</td>
<td>Everglades</td>
<td>$101,706</td>
<td>$110,800</td>
<td>$9,094</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$252,426</td>
<td>$297,200</td>
<td>$44,774</td>
</tr>
</tbody>
</table>

While the City’s general replacement policy is to replace vehicles with like vehicles, changes in operational needs or practices may present a need to change the type of new vehicle that is acquired. Several such instances are evident in this request.

Environmental Services:

Vehicle 62-21-04: This is a Ford Escape which is being replaced by a Transit Connect cargo mini-van. The Escape serves as an administrative vehicle. The Environmental Control Division uses a small SUV which has been problematic with respect to transporting sampling and other equipment. The Transit Connect will be assigned to the Environmental Control Division and their SUV will be reassigned to the administrative function.

Vehicle 62-22-75: The request is to replace a Ford F250 service truck with a Ford 450 service body truck with an Auto Crane. The replacement will allow the department to transport larger by-pass pumps and stand-by generators during significant storm events and provide additional transport and lifting capability during normal operations.

Public Works:

Vehicles 60-65-27 and 60-66-75 are both Challenger slope mowers that are purpose built for mowing. The requested replacements for these vehicles are John Deere tractors that can be outfitted for mowing but can also support other attachments to perform different work. This will provide additional flexibility and work efficiency.

**APPOINTMENT OF DR. KAI RUSH AS A MEMBER OF THE RECREATION, PARKS AND ARTS ADVOCACY BOARD**
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.

Commissioner Curtis Holmes is recommending the appointment of Dr. Kai Rush to the Recreation, Parks and Arts Advocacy Board for the remainder of a four-year term which will expire in November 2020. Dr. Rush will fill the vacancy created by the resignation of Ms. Sue Porter, who served on this Board since April, 2000.

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

Vote:

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

Motion carried 7-0.

Mayor Brown thanked Dr. Rush for volunteering.

ITEMS REMOVED FROM THE CONSENT DOCKET

None

PUBLIC HEARINGS


In an effort to unify with the City of Largo’s new mission, “Provide Superior Service that Inspire Community Pride”, and new vision, “To Be the Community of Choice in Tampa Bay”, as stated in the 2017 Strategic Plan, the Comprehensive Planning Team (“Team”) has prepared and is requesting approval to adopt the proposed amendments and ordinance for the City of Largo Comprehensive Plan.

Undergoing the last phase, “Implementation”, the Team has produced a final draft of the revised plan titled City of Largo Comprehensive Plan: Forwarding Our Future 2040. The goals, objectives, policies (GOPs), and strategies are embedded in the overall plan and are supported by a dynamic foundation of data and analysis that relate to each specific element. To get to this point, staff sought feedback, recommendations and support from the City Commission, Advisory Boards (public workshops are described in the Planning Board Staff Report or online), divisions, departments, government entities, and organizations, in conjunction with incorporating and aligning with State, Regional, City, County and planning priorities. To view the complete draft of the new Comprehensive Plan for 2040 please visit largo.com/forwardingourfuture.

The proposed Comprehensive Plan Text Amendment (CPTA) to the GOPs and strategies of the various elements of the Comprehensive Plan are intended to reflect the local assessment of needed changes since the 2009 Comprehensive Plan update.

On November 14, 2017, the City Commission and Planning Board hosted a Joint Work Session to discuss the scope of the proposed plan. At that time, the Team provided an overview of the plan update process and highlighted the priorities and major themes of Forwarding Our Future 2040.
The Planning Board reviewed this CPTA at a public hearing held on March 1, 2018 and recommended approval by unanimous vote. If approved by the City Commission, these amendments will be transmitted to the DEO and other review agencies under the expedited state review (ESR) process in accordance with §163.3184 (2), (3) and (5) F.S. Upon going through the statutory requirements, and providing any necessary revisions and addressing comments, the City plans to adopt the amended Comprehensive Plan by July 2018.

Due to the size of Exhibit "A": Strike-through/Underlined Largo Comprehensive Plan Amendments, two hard copies will be available for review in the City Commission work room and a digital copy will be posted online electronically.

The Department of Economic of Opportunity (DEO) has reviewed the proposed Comprehensive Plan amendments and has received technical assistance comments with no objection. The comments were offered for consideration and staff has addressed each appropriately.

Staff also received comments with corrections from Forward Pinellas. The comments were offered to ensure there is consistency with the Countywide Rules. Staff has addressed each amendment appropriately.

The proposed changes and responses to the technical assistance comments and corrections are enclosed in the drafted transmittal letter. Hereafter, the letter will be sent to the DEO contingent on tonight’s City Commission meeting. To view the complete draft of the new Comprehensive Plan please visit, largo.com/comprehensiveplan or click, Comprehensive Plan: Forwarding Our Future 2040.

If approved and adopted by the City Commission, the proposed amendments will be submitted for Expedited State Review to the Department of Economic Opportunity (DEO). Upon submission, the DEO will have 31 days to grant the City of Largo a final order determining this adopted amendment to be in compliance.

City Clerk Bruner read Ordinance No. 2018-21 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Holck, to adopt Ordinance No. 2018-21 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. 2018-31 – SECOND READING – AMENDMENTS RELATED TO SUPPLEMENTAL CRITERIA AND CONDITIONAL USE REQUIREMENTS FOR RESIDENTIAL CARE FACILITIES INCLUDING ASSISTED LIVING FACILITIES, COMMUNITY RESIDENTIAL HOMES AND HALFWAY HOUSES/ REHABILITATION FACILITIES– CONTINUED**

On March 07, 2017, the City Commission directed staff to research the allowable uses within the Institutional Future Land Use classification, including how they are geographically disbursed throughout the City and the relationship to property classified Residential Future Land Use, to ensure compatibility.
Staff presented the research findings to the Community Development Advisory Board (CDAB) on April 24, 2017 for recommendations. CDAB recommended that the supplemental standards for the applicable Institutional uses such as Halfway Houses/Rehabilitation Facilities and similar uses reflect those found in the CDC for Assisted Living Facilities (ALFs), specifically referring to Section 15.2.2 –15.2.5, where it discusses group care homes, recovery homes, residential treatment facilities, nursing homes and similar uses. These restrictions and standards include, but are not limited to, neighborhood character, total number of clients served, parking requirements and signage. The CDAB recommendation would alter one use that is currently listed as allowable under the Institutional designation, Halfway-House/Rehabilitation Facilities, by making it a conditional use when it exceeds six clients.

Staff’s findings and the CDAB recommendation were presented to the Commission at the June 13th, 2017 work session. The Commission directed staff to prepare an amendment to clarify that the supplemental standards for ALFs are consistently applied to Halfway Houses/Rehabilitation Facilities and address neighborhood compatibility.

The Planning Board recommended approval of proposed Ordinance No. 2018-31 at their June 7, 2018 meeting. Subsequent to the Planning Board recommendation, the City Attorney conducted an additional review that resulted in new and revised language to the proposed amendment of Chapter 15 Supplemental Standards. The new language addresses Federal protections against discrimination, consideration of reasonable accommodations to standards for unforeseen or unique circumstances and clarification of appropriate sign standards.

Assisted Living Facilities, Community Residential Homes and Halfway Houses/ Rehabilitation Facilities are classified as institutional land uses that serve the special needs of individuals in residential-like, institutional settings generally referred to as Residential Care Facilities. While Residential Care Facilities have some similarities to general residential uses, these facilities may have a greater impact upon surrounding uses than similarly sized residential uses. These facilities may vary in size, intensity and scope of services provided on-site. Furthermore, licensing and operation of Residential Care Facilities are subject to various state statutes and rules and administered by different agencies depending on the clientele and the services provided. The CDC Chapter 15 – Supplemental Standards establishes standards for the protection of the health, safety, and welfare of the residents of a facility and the community at large.

The proposed ordinance will amend the Chapter 6 Allowable Use Tables, Chapter 15 Supplemental Standards, and Chapter 20 Definitions to distinguish between the three types of Residential Care Facilities, provide clarification of the applicability of supplemental standards proportionate to the type and intensity of the use, revise existing and include new definitions to appropriately define the type of uses. The proposed changes are more specifically described as follows:

**Chapter 6: Allowable Uses**

- **Table 6-1**: Allowable Uses within Land Use Classifications are amended to clarify the allowable institutional uses within certain Future Land Use designations. These uses include Assisted Living Facilities, Community Residential Homes, and Halfway Houses/Rehabilitation Facilities. Clarifications include the requirement for Conditional Use Approval and references to applicable supplemental standards, "Must comply with supplemental standards, Section 15.2".

- **Table 6-2**: Allowable Uses within the Community Redevelopment Districts (CRD) are amended to clarify the allowable institutional uses within certain City’s Future Land Use designations. These uses include Assisted Living Facilities, Community Residential Homes, and Half-way Houses/Rehabilitation Facilities. Clarifications include the requirement for Conditional Use Approval and references to applicable supplemental standards, "Must comply with supplemental standards, Section 15.2 ".
Chapter 15: Supplemental Standards

- **Section 15.2.1- Purpose:** References Federal protections against discrimination based on race, religious view, sex, national origin, familial status, or any person with a disability. Provides a process for requests for reasonable accommodations to the standards within Chapter 15. The City Manager will have the authority to determine, on a case-by-case basis, if a request qualifies for any such accommodation that does not fundamentally alter the nature of the City’s zoning regulations and does not impose undue financial or administrative burden.

- **Section 15.2.2- Applicability:** The proposed changes to Chapter 15 provide clarification to Section 15.2, Residential Care Facilities. This section was previously titled Assisted Living Facilities (ALFs). The section now includes supplemental standards for Assisted Living Facilities, Community Residential Homes and Halfway Houses/Rehabilitation Facilities.

- **Section 15.2.3- Restrictions:** Defines the restrictions for each of the Residential Care Facility categories based on number of clients. These restrictions also take land use and location into consideration.

- **Section 15.2.4- Review Procedures:** Clarifies when a Class II Conditional Use/Level III review is required.

- **Section 15.2.5- Additional Standards:** References the Parkland and Recreation Facilities Impact Fee section of the CDC. Clarifies appropriate sign standards.

Chapter 20: Definitions

- Definitions are proposed to be added to Sections 20.1C (Community Residential Homes), 20.1E (Elderly Housing), 20.1G (Group Care Home), and 201.R (Recovery Home)

- Revises definitions within Sections 20.1A (Assisted Living Facility) and 20.1H (Halfway-House/Rehabilitation Facility).

Staff requests the second reading to be continued to the August 7, 2018 meeting to conduct additional research as directed at the July 3, 2018 meeting, as described below.

For second reading, staff was directed to determine if Halfway House/Rehab Facilities with seven (7) or more clients should be allowed in the City Home Character Districts and the mixed use land use classifications of Residential/Office/Retail (R/O/R), Residential/Office Limited (R/OL) and Residential/Office General (R/OG).

City Clerk Bruner read Ordinance No. 2018-31 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to continue second and final reading of Ordinance No. 2018-31 to the August 7, 2018 City Commission Meeting.

Discussion:

Mayor Brown stated that another item that the City Commission wanted staff to look at was Community Residential Homes with under seven beds and whether they are allowed, which was not reflected in the memo.
Minutes
July 17, 2018

Vote:

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

Motion carried 7-0.

**ORDINANCE NO. 2018-33 – SECOND READING – AMENDING THE CITY OF LARGO MUNICIPAL POLICE OFFICERS’ AND FIREFIGHTERS’ RETIREMENT PLAN TO ALLOW THE REHIRE OF A RETIREE IN A CIVILIAN OR PART-TIME POLICE OFFICER POSITION - ADOPTED**

As previously discussed by the City Commission, Reserve Part-Time School Resource Officers are being requested to be provided by the City of Largo at two charter schools: Pinellas Preparatory Academy and Pinellas Academy of Math and Science.

The City of Largo has been advised by the Board attorney that Section 30 of the Police Fire Pension Plan must be amended pursuant to IRS regulations to allow a retiree to be rehired by the City in a civilian position or a part-time Police Officer position. The recommended language requires normal retirement, a six month separation period from the City of Largo, after retirement, and allows continuation of payment of retirement benefits to those who serve as a part-time Police Officer/School Resource Officer or in a civilian position not included in the retirement plan.

The City of Largo rehired a retiree (Firefighter) in a civilian position last August to take advantage of the institutional knowledge that Firefighter had concerning our fire apparatus and equipment. The civilian position was the Fire Resource Specialist, which ensures Fire Rescue apparatus have working and operable equipment installed and ready for deployment. With an extremely limited pool of qualified candidates for this position, the ability to rehire a retiree in a civilian position was advantageous to the City.

Ms. Sinz requested that reference to “or firefighter” in Section 30.3 be removed.

City Clerk Bruner read Ordinance No. 2018-33 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Carroll, to adopt Ordinance No. 2018-33 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

City Commission approval is requested for Ordinance Nos. 2018-34 through 2018-40, 2018-42 through 2018-48, 2018-50 through 2018-57, and 2018-59 through 2018-61, for voluntary annexation of twenty-seven (27) parcels with a total land area of 7.82 acres (mol). The properties will retain the same Countywide Future Land Use Plan Map designations of Commercial General, Residential Low, Residential Urban, Residential Estate, Residential Suburban, and Residential Low Medium as provided for in unincorporated Pinellas County. 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 June 19, 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 various property owners prior to annexation include:

- In-City solid-waste collection, sanitary sewer, and recreation rates (27 properties)

The Ordinances have been sent to the City Commission electronically and posted to the website.

City Clerk Bruner read Ordinance No. 2018-34 by title only.

Public Hearing/Questions:

None

Motion was made by Vice Mayor Smith, seconded by Commissioner Fenger, to adopt Ordinance No. 2018-34 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-35 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Fenger, seconded by Commissioner Holmes, to adopt Ordinance No. 2018-35 on second and final reading.

Discussion:

None

Vote:

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

Deputy City Clerk Fogarty read Ordinance No. 2018-36 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to adopt Ordinance No. 2018-36 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-37 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Robinson, seconded by Vice Mayor Smith, to adopt Ordinance No. 2018-37 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-38 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holck, seconded by Commissioner Carroll, to adopt Ordinance No. 2018-38 on second and final reading.

Discussion:

None
Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-39 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Carroll, seconded by Vice Mayor Smith, to adopt Ordinance No. 2018-39 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

City Clerk Bruner read Ordinance No. 2018-40 by title only.

Public Hearing/Questions:

None

Motion was made by Vice Mayor Smith, seconded by Commissioner Fenger, to adopt Ordinance No. 2018-40 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

City Clerk Bruner read Ordinance No. 2018-42 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Fenger, seconded by Commissioner Holmes, to adopt Ordinance No. 2018-42 on second and final reading.
Discussion:

None

Vote:

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

Motion carried 7-0.

City Clerk Bruner read Ordinance No. 2018-43 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to adopt Ordinance No. 2018-43 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

City Clerk Bruner read Ordinance No. 2018-44 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Holck, to adopt Ordinance No. 2018-44 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

City Clerk Bruner read Ordinance No. 2018-45 by title only.

Public Hearing/Questions:

None
Motion was made by Commissioner Holck, seconded by Commissioner Carroll, to adopt Ordinance No. 2018-45 on second and final reading.

Discussion:
None

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-46 by title only.

Public Hearing/Questions:
None

Motion was made by Commissioner Carroll, seconded by Vice Mayor Smith, to adopt Ordinance No. 2018-46 on second and final reading.

Discussion:
None

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-47 by title only.

Public Hearing/Questions:
None

Motion was made by Vice Mayor Smith, seconded by Commissioner Fenger, to adopt Ordinance No. 2018-47 on second and final reading.

Discussion:
None

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-48 by title only.
Public Hearing/Questions:

None

Motion was made by Commissioner Fenger, seconded by Commissioner Holmes, to adopt Ordinance No. 2018-48 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-50 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to adopt Ordinance No. 2018-50 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-51 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Holck, to adopt Ordinance No. 2018-51 on second and final reading.

Discussion:

None

Vote:

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

City Clerk Bruner read Ordinance No. 2018-52 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holck, seconded by Commissioner Carroll, to adopt Ordinance No. 2018-52 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

City Clerk Bruner read Ordinance No. 2018-53 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Carroll, seconded by Vice Mayor Smith, to adopt Ordinance No. 2018-53 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

City Clerk Bruner read Ordinance No. 2018-54 by title only.

Public Hearing/Questions:

None

Motion was made by Vice Mayor Smith, seconded by Commissioner Fenger, to adopt Ordinance No. 2018-54 on second and final reading.

Discussion:

None
Vote:

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

Motion carried 7-0.

City Clerk Bruner read Ordinance No. 2018-55 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Fenger, seconded by Commissioner Holmes, to adopt Ordinance No. 2018-55 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

City Clerk Bruner read Ordinance No. 2018-56 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to adopt Ordinance No. 2018-56 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-57 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Robinson, seconded by Commissioner Holck, to adopt Ordinance No. 2018-57 on second and final reading.
Discussion:
None

Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-59 by title only.

Public Hearing/Questions:
None

Motion was made by Commissioner Holck, seconded by Commissioner Carroll, to adopt Ordinance No. 2018-59 on second and final reading.

Discussion:
None

Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-60 by title only.

Public Hearing/Questions:
None

Motion was made by Commissioner Carroll, seconded by Vice Mayor Smith, to adopt Ordinance No. 2018-60 on second and final reading.

Discussion:
None

Vote:

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

Motion carried 7-0.

Deputy City Clerk Fogarty read Ordinance No. 2018-61 by title only.

Public Hearing/Questions:
None

Motion was made by Vice Mayor Smith, seconded by Commissioner Fenger, to adopt Ordinance No. 2018-61 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.


In response to the Parkland, FL mass shooting at Marjorie Stoneman Douglas High School, on March 9, 2018 the governor signed into law the Marjory Stoneman Douglas High School Public Safety Act-SB7026. Section 26 of SB 7026 mandates that a Safe School Officer (SSO) be assigned to each public school, which includes charter schools. A SSO is defined as a sheriff or police department employed law enforcement officer, or a school guardian (armed school personnel).

The City of Largo currently provides a total of five School Resource Officers (SRO) at: Largo High School (2); Largo Middle School (1); and Pinellas Gulf Coast Academy (2). Four of these positions are partially reimbursed by PCSB in the amount of $58,000 per officer. The fifth (at Largo High) is paid fully by the City. The City Commission declined to participate in the expansion of the SRO program at the May 1, 2018 regular meeting due to lack of sufficient funding reimbursement from PCSB.

Since then, two charter schools, Pinellas Academy of Math & Science and Pinellas Preparatory Academy, have reached out to the Largo Police Department to request part-time Reserve SROs, and have offered to reimburse the full cost of the officers. A contract with each school is currently under review by the City Attorney’s office.

PD is requesting to establish a Reserve SRO position in the pay plan, whereby retired (Largo or other agency) police officers can be employed by the City as SROs on a part-time, hourly basis. These positions would only receive the benefit of pro-rated health insurance, but not accrue retirement, sick or vacation leave. This program is in-line with the programs that many other departments across the state have in place (Coral Springs, Coconut Creek, Hallandale Beach).

SRO Program Costs:

As represented in the cost table below, this budget amendment is authorizing the addition of 1.50 FTE Reserve School Resource Officer positions to PD, and associated personnel and operating costs (salaries, benefits, uniforms, equipment, etc.) from July 1 – September 30, as well as amending the pay plan to add the Reserve SRO classification. It is important to note that the costs for this program do not include the purchase of additional vehicles. PD will hold back two vehicles due for replacement this year to be used for the program. These vehicles are primarily parked at the schools during the day, and not used for regular patrol duties.

The FY 2019 column in the cost table below represents the estimated amount that will be included in the FY 2019 Proposed Budget to fund 1.50 FTE Police Officer Positions for the entire year. The costs would be entirely
offset by revenue as agreed to in the proposed contract.

<table>
<thead>
<tr>
<th>Costs</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Personnel</td>
<td>$38,000</td>
<td>$126,100</td>
</tr>
<tr>
<td>New Operating</td>
<td>$13,200</td>
<td>$13,200</td>
</tr>
<tr>
<td>Total</td>
<td>$51,200</td>
<td>$139,300</td>
</tr>
</tbody>
</table>

City Clerk Bruner read Ordinance No. 2018-62 by title only.

Public Hearing:

None

Questions:

Commissioner Holmes questioned whether the City has had reserve officers in the past. Commissioner Carroll stated that unpaid reserves were used in the 1980’s.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to adopt Ordinance No. 2018-62 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**

**RENEWAL OF RFP NO. 13-P-446, GROUP MEDICAL INSURANCE, FOR PLAN YEAR OCTOBER 1, 2018 TO SEPTEMBER 30, 2019, WITH PUBLIC RISK MANAGEMENT OF FLORIDA HEALTH TRUST IN THE ESTIMATED AMOUNT OF $10,000,000 – APPROVED**

The City of Largo became self-insured for employee medical coverage on October 1, 2013 with Public Risk Management Florida health Trust (PRM), a self-funded Health Trust Pool comprised of fifty-three (53) public entities in the State of Florida. PRM was establish on October 1, 1988 and operates as a cooperative consortium for the purpose of providing self-insured health coverage to its members and their employees. The Pool maintains excess insurance (stop loss insurance) of $300,000 per member to protect the Pool from an accumulation of losses in any policy year. PRM has consistently run with a surplus reserve in excess of $14.5 million.

On March 15, 2016 the City Commission approved remaining with Public Risk Management of Florida Health Trust in the self-funded Health Trust Pool. Gallagher Benefit Services is the broker/consultant utilized by PRM Group Health Trust; ensuring competitive plan designs and premiums.

The City of Largo experienced high claims to premium ratio this past year at 110%. As an industry standard, plan providers have a goal of 85% of the premium being allocated to medical claims and 15% of the premium
going toward administrative costs. The City of Largo exceeded this industry standard by 10%, due to higher than anticipated medical claims including three large claimants each exceeding the $150,000 high claim threshold. Fortunately, these three claims did not trigger the stop-loss coverage of $300,000. Based on this experience, PRM is requiring a 10% increase in health insurance premiums to renew coverage for FY 2019. City of Largo employees have been extremely pleased with the plan designs. The renewal includes maintaining the identical plan design for the Core Plan, High Deductible Health Plan, and the Minimum Coverage Plan. All members of the consortium are required to offer the Minimum Coverage Plan to comply with the Patient Protection and Affordable Care Act (PPACA). PRM also provides compliance with the PPACA, paying the Healthcare Reform Patient Centered Outcomes Research Institute (PCORI) Fee of $2.39 per enrollee per year due in July 2019.

Questions:

Mayor Brown questioned the 110% claims to premium ratio, which Ms. Sinz stated was 101% without the 15% administrative charge. Commissioner Holmes questioned whether there will be a premium increase. Ms. Sinz stated there will be and explained that the City paid 90% for individuals (95% for CWA) and 75% for dual and family. She stated that a portion of the increase will be paid by employees.

Motion was made by Commissioner Robinson, seconded by Commissioner Holck, to approve renewal of RFP No. 13-P-446, Group Medical Insurance, for plan year October 1, 2018 to September 30, 2019 with Public Risk Management of Florida Health Trust in the estimate amount of $10,000,000

Discussion:

None

Vote:

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

Motion carried 7-0.

RESOLUTION NO. 2220 – RECOGNIZING THE 50TH YEAR OF MUNICIPAL HOME RULE IN FLORIDA - APPROVED

Municipal home rule powers were approved by Florida voters at the November 5, 1968 Election as an amendment to the Florida Constitution. Home rule powers allow municipalities to enact or remove their own laws without the need to seek legislative permission from the State of Florida.

Due to recent attempts to undermine home rule powers by the State Legislature, it is necessary for cities throughout Florida to state their support for home rule and challenge efforts to reduce or erode it. Resolution No. 2220 recognizes the fiftieth anniversary home rule and provides that Largo will include home rule information on its website and in as many outreach venues as possible.

City Clerk Bruner read Resolution No. 2220 by title only.

Questions:

Commissioner Carroll asked that each Legislator be sent a copy of the Resolution, as well as the Florida League of Cities. Commissioner Holmes stated that there is nothing the City can do about short term rentals because home rule was violated by the Legislature. Commissioner Robinson thanked staff for bringing this item forward. Mayor Brown stated that cities should be managed as their residents see fit, which home rule allows.
Motion was made by Commissioner Robinson, seconded by Commissioner Holmes, to approve Resolution No. 2220.

Discussion:

Vice Mayor Smith requested that copies of the Resolution also be sent to groups Commissioners network with, such as the Rotary Club.

Vote:

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

Motion carried 7-0.

APPROVAL OF THE PROPOSED PROPERTY TAX RATE TO BE LEVIED AND THE TIME, DATE, AND PLACE FOR THE FIRST PUBLIC HEARING FOR THE PROPERTY TAX RATE AND BUDGET ADOPTION FOR FY 2019 – APPROVED

Establishing the property tax rate is one of the most important and politically sensitive decisions that the City Commission must make each year. The decision impacts not just the budget year for which the rate is levied, but also has a long term effect on the City’s financial health and ability to provide services. Despite the economic recovery, property values have still not recovered to 2008 peak, pre-recession values ($4.8 Billion). Additionally, State imposed limitations on property tax increases have made the establishment of the property tax rate a focal point of the annual budget process.

City Administration recommends keeping the property tax rate for FY 2019 at the current rate of 5.7413 mills, which is the Rolled-back Rate plus a 6.28% increase in property tax revenue. Updated property values were received on July 1 from the Property Appraiser’s Office reporting an increase of 7.46% in property values. City Administration’s proposed property tax rate is adhering to the long-range strategy established by the City Commission to better control General Fund revenues by implementing small incremental increases in property tax revenue annually until a target of 20% General Fund fund balance is met. An annual increase in revenue does not directly correlate to the change in the property tax rate levied because the rate is dependent on changes in property values, new construction, and annexations. The proposed 5.7413 mills would generate $1,780,000, or 7.36%, in additional General Fund property tax revenue, which will help the City to continue to provide the quality services that residents and businesses expect, help fund the increasing costs of providing services (employee salary increases and regular operating increases), and increase staffing and resources to meet growing service demands, while working toward achieving the goal of 20% unrestricted fund balance.

The Pinellas County Property Appraiser will be mailing the Notice of Proposed Property Taxes (Truth in Millage or TRIM notices) on August 20, 2018 to all property owners in Pinellas County. The TRIM notice will calculate property taxes using the proposed FY 2019 tax rates for all taxing entities, including the City of Largo, as well as the time, date and place for the first public hearing for property tax rate and budget adoption.

During the two public hearings conducted for adoption of a property tax rate and budget, the City Commission may levy a tax rate lower than the rate proposed in the TRIM notices; however, it cannot exceed the rate used in the TRIM notices. The first public hearing is proposed to be held at the Regular City Commission Meeting on Tuesday, September 4 at 6:00 p.m. The second public hearing is proposed to be held at the Regular Meeting on Tuesday, September 18 at 6:00 p.m. The Budget Work Session was held on Friday, July 13 with the Finance Advisory Board (FAB). A follow-up Work Session is scheduled for Tuesday, August 14 for the City Commission to provide final budget direction and consider the FAB’s budget recommendations prior to the first public hearing to adopt a tax rate and budget for FY 2019.

The rolled-back property tax rate, which would generate the same property tax revenue as the prior year plus
additional revenue from new construction and annexations, is 5.4018 mills. As defined by the State of Florida, a millage rate equal to or less than the Maximum Millage Rate, which is the Rolled Back Rate plus the Florida per capita income growth rate, (5.4812) can be adopted with a simple majority vote of the City Commission (4/7). A millage rate set up to 110% higher than the Maximum Millage Rate (6.0293) requires a super majority vote (5/7), while any millage rate greater than 110% requires a unanimous vote of the City Commission. The proposed millage rate for FY 2019 is 5.7413, or the Rolled-Back Rate plus 6.28%, and will require a super-majority vote (5/7) of the City Commission.

For FY 2019, the Pinellas County Property Appraiser has projected an increase in taxable value of 7.46%, the sixth consecutive increase after several years of reduced values. Taxable value peaked in FY 2008 at $4.8 billion.

<table>
<thead>
<tr>
<th>Year</th>
<th>Taxable Values</th>
<th>% Difference from Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2011 Final Gross Taxable Value</td>
<td>3,486,118,909</td>
<td>-10.56%</td>
</tr>
<tr>
<td>FY 2012 Final Gross Taxable Value</td>
<td>3,306,805,549</td>
<td>-5.14%</td>
</tr>
<tr>
<td>FY 2013 Final Gross Taxable Value</td>
<td>3,244,615,167</td>
<td>-1.88%</td>
</tr>
<tr>
<td>FY 2014 Final Gross Taxable Value</td>
<td>3,289,066,021</td>
<td>1.37%</td>
</tr>
<tr>
<td>FY 2015 Final Gross Taxable Value</td>
<td>3,467,172,716</td>
<td>5.42%</td>
</tr>
<tr>
<td>FY 2016 Final Gross Taxable Value</td>
<td>3,724,208,734</td>
<td>7.41%</td>
</tr>
<tr>
<td>FY 2017 Final Gross Taxable Value</td>
<td>4,044,507,672</td>
<td>8.60%</td>
</tr>
<tr>
<td>FY 2018 Final Gross Taxable Value</td>
<td>4,363,566,969</td>
<td>7.88%</td>
</tr>
<tr>
<td>FY 2019 July 1 Taxable value Estimates</td>
<td>4,689,087,872</td>
<td>7.46%</td>
</tr>
</tbody>
</table>

Change From FY 2011: 1,202,968,963 34.50%

FY 2019 Components of Taxable Value Change:
- New Construction: 34,361,600 +0.79%
- Annexation: 8,947,342 +0.20%
- Increase in Value of Existing Property: 316,535,217 +6.47%
- Net Change in Taxable Value: 325,520,903 +7.46%

Based on a 96.5% collection rate, the value of 1 mill ($1.00 of tax per $1,000 of taxable value) has changed as follows:

<table>
<thead>
<tr>
<th>Value of One Mill</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2011</td>
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<tr>
<td>FY 2012</td>
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<tr>
<td>FY 2013</td>
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<td>FY 2016</td>
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<tr>
<td>FY 2017</td>
</tr>
<tr>
<td>FY 2018</td>
</tr>
<tr>
<td>FY 2019</td>
</tr>
</tbody>
</table>

Note: The average assessed value of a single family home is approximately $131,460 with an average taxable value of $94,574.

Public Input:

1. Geoff Moakley stated that 20% General Fund balance was excessive and that 12-13% was reasonable. He stated that the rolled-back 5.0418 mills for FY 2019 should be sufficient. He stated that the City can be adequately run for this amount.

Questions:

Mayor Brown questioned the average property value in Largo. Ms. Semones stated that the average taxable
value is $94,574, and the average assessed value is $131,460.

Motion was made by Commissioner Carroll, seconded by Commissioner Holmes, to approve the proposed property tax rate for FY 2019 at the rate of 5.7413 mills and schedule the first public hearing for property tax rate and budget adoption on September 4, 2018 at 6:00 p.m.

Discussion:

Mayor Brown asked whether the property values included commercial, to which Ms. Semones stated that they did not. Commissioner Holmes stated that tonight’s vote did not adopt a tax rate or budget.

Vote:

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

Motion carried 7-0.

ORDINANCE NO. 2018-32 – FIRST READING - AMENDING THE CITY OF LARGO FEE SCHEDULE - APPROVED

This ordinance amends the City of Largo Code of Ordinances Fee Schedule to reflect new or existing procedures.

Overview of Proposed Changes

All Departments
The change in this section is to add a line for the new fee for lien searches. Community Development and the Finance Department are combining their lien searches into one with the new service we will be providing through Net Assets which will allow automated lien searches through the City’s website.

Community Development Department
Changes to the Building Division fees include a clarification of the wording related to single trade inspection fees. A fee of $100 for an early start of construction has been added. This is an existing process wherein commercial renovations can begin demolition while plans are being reviewed to expedite projects. A fee for renewal of extension of a construction or infrastructure permit of $100 or the cost of the original permit, whichever is less, has been added. The edit for additional review just simplifies the language. The plan revision fee edit is to match what the building division charges for the same service; the adjustment would require the plans examiner to review, stamp and approve. The mobile food dispensing fee is new and would recoup the cost of an inspection, data entry, and account maintenance.

City Clerk Bruner read Ordinance No. 2018-32 by title only.

Questions:

Mayor Brown questioned the mobile food truck inspections. Asst. Chief Rooks stated that it would be for any future food trucks subject to an upcoming ordinance. Mayor Brown stated that previous City Commission direction was to accept the inspections of other agencies. Mr. Schubert stated that it would likely be in the food truck regulation ordinance. Chief Pennino stated that the problem will be with the fee in Trakit and that regardless of whether the City accepts another jurisdiction’s inspection, there will still be administrative work. He stated that it will be difficult to charge different fees. Mayor Brown stated that a new state law required a fire inspection for food trucks. He stated that the previous City Commission discussion on this topic was that food trucks with valid inspection fees from other agencies would be accepted by Largo. Chief Pennino stated that the problem was with varying the fee depending on whether there has been an inspection. He stated that
the fee was based on staff’s research into how this is handled by other cities. Chief Pennino stated that the inspection was mandated by the state, however municipalities could determine fees and processes. Mayor Brown stated that when the City Commission previously discussed this issue, the direction was to require some type of registration, a business tax receipt or registration, and proof of inspection. He stated that the Largo should not have to validate another city’s inspection. Commissioner Robinson stated that the City Commission’s intent was to make it as easy as possible for food trucks to operate in the City. Chief Pennino stated that $50 was half of what the department would normally charge for an inspection. Mayor Brown questioned whether the City currently inspected food trucks, which Chief Rooks confirmed. Mayor Brown requested that other fire departments be contacted regarding their inspections to develop a list of inspections that will be accepted. Chief Rooks stated that they should all be the same, with the only difference being the fees charged. Commissioner Holmes questioned what is being inspected. Chief Rooks explained that they looked at fire safety and fuel source and other items included in the Florida Fire Prevention Code. Commissioner Holmes stated that if all departments are inspecting the same items, they should be accepted. Mr. Schubert stated that this can be clarified prior to second reading.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve Ordinance No. 2018-32 on first reading and schedule a second reading and public hearing on August 7, 2018.

Discussion:
None

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

Motion carried 7-0.

ORDINANCE NO. 2018-41 FIRST READING – AUTHORIZING BORROWING FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION REVOLVING LOAN PROGRAM IN AN AMOUNT NOT TO EXCEED $62 MILLION; AUTHORIZING LOAN APPLICATION; AUTHORIZING EXECUTION OF LOAN AGREEMENTS; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCE - APPROVED

This memo requests approval to apply for a 20-year loan from the Florida Department of Environmental Protection (DEP) State Revolving Fund program (SRF) to finance construction of wastewater system capital improvements, specifically the Biological Treatment System project (“middle plant” project). The City recently used the SRF program to finance construction of the three Consent Order projects with favorable results.

As discussed at the City Commission Work Session of June 12, 2018, the SRF program is considered the most economical borrowing method available, due to lower interest rates. The SRF program interest rate is estimated to be 2%-3% lower than conventional tax-exempt bond interest rates (the current SRF rate is 0.30%).

Based on the construction schedule and estimated funding required, borrowing will likely require two loan agreements over two fiscal years, because the FDEP’s lending capacity is limited to $20-$35 million per borrower per year. SRF loan costs will be higher than for bond financing, due primarily to a 2% loan fee ($1,240,000). Other costs include: legal fees of $25,000 and compliance fees of $300,000-$400,000 (estimated total cost $1,665,000). Loan costs will be included in the FY 2019 budget.

Estimated bond costs are approximately 1.5% of loan proceeds (approximately $1 million), including underwriting fees, rating agency fees, legal fees, accounting fees, and other administrative costs, plus ongoing costs over the life of the loan for paying agent fees, registrar fees, and continuing disclosure fees (estimated
Minutes
July 17, 2018

Total cost over 20 years $300,000).

Estimated net cost savings over the life of the loan of using the SRF program compared to bond financing is $10-$20 million, depending on the final interest rate differential, inclusive of all costs (up-front and ongoing). Approval of this borrowing ordinance authorizes the Mayor to execute all loan documents, including Loan Agreements, which must be ratified by the City Commission by Resolution.

City Clerk Bruner read Ordinance No. 2018-41 by title only.

Questions:

Mr. Zimmet stated that this item is the last City Commission action required for the loan.

Motion was made by Commissioner Holmes, seconded by Commissioner Robinson, to approve Ordinance No. 2018-41 on first reading and schedule a second reading and public hearing on August 7, 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

Commissioner Carroll stated that he believed the City Commission has taken all of the right steps to ensure adequate fund balance. He stated that next Friday will be the Suncoast League of Cities planning retreat.

Vice Mayor Smith stated that applications were currently being accepted for Citizens’ Academy.

Commissioner Fenger stated that the PSTA Planning Committee would meet the following morning at PSTA headquarters.

Commissioner Holmes questioned how residents can get involved in Citizens Academy. Ms. Bruner stated that the Academy will start on September 17th and participants will visit all departments. She stated that residents can apply at www.largo.com/volunteer.

Commissioner Robinson stated that August 15th will be City Hall Selfie Day.

Commissioner Holck thanked Ms. Semones and her staff for the budget presentation on Friday and thanked Intergovernmental Relations Coor. Reed.

SUMMARY OF ACTION ITEMS

1. Request by Commissioner Carroll that staff provide Pinellas Legislators and the Florida League of Cities with copies of Resolution No. 2220.
2. Request by Vice Mayor Smith that staff provide copies of Resolution No. 2220 to local organizations such as the Largo Rotary.

ADJOURNMENT

The meeting adjourned at 7:15 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.
AUTHORIZATION TO PURCHASE TECHNICAL SUPPORT SERVICES FOR THE POLICE DEPARTMENT FOR A ONE YEAR PERIOD FROM SUPERION, LLC IN THE AMOUNT OF $224,613.13

The Largo Police Department (LPD) requests authorization to purchase technical support services from Superion, LLC (formerly Sungard, which was formerly OSSI) for a one-year period. The LPD communications system includes Computer-Aided Dispatch (CAD), Records Management System (RMS) and Mobile Field Reporting (MFR) software and equipment. This renewal includes all annual software license fees, as well as the technical support for various software modules based on the degree of priority. High priority modules utilized by officers and dispatch center staff are supported on a 7-day, 24-hour basis, while lower priority modules utilized by administrative staff are supported on a 5-day, 10-hour basis.

The total renewal cost is $224,613.13 which reflects a $14,440.69 (6.8%) increase over the previous year. LPD has added licenses and additional modules during the year. The FY 2018 Budget includes $211,500 for this annual support. The Police Department has sufficient unspent appropriations (personnel savings) to absorb the additional $13,113.13. Support will be effective from July 1, 2018 through June 30, 2019.

I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO PURCHASE TECHNICAL SUPPORT SERVICES FOR THE POLICE DEPARTMENT FOR A ONE YEAR PERIOD FROM SUPERION, LLC IN THE AMOUNT OF $224,613.13.
The Library Advocacy Board is comprised of seven 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.

Vice Mayor Michael Smith is recommending the appointment of Ms. Karen Douglas to the Library Advocacy Board to serve the remainder of a four-year term which will expire in November 2018. Ms. Douglas will fill the vacancy created by the resignation of Natalie LaFontaine who recently resigned due to conflicts with her business schedule. Ms. Douglas is a 2005 graduate of the Largo Citizens’ Academy.

Advisory and Advocacy Board Application

Successfully Updated Form Application

Export to Microsoft Word

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<th>Form Title</th>
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Contact Information

- **First Name**: KAREN
- **Last Name**: DOUGLAS
- **Email**: dnarek23@aol.com
- **Phone**: (727) 585-7470

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 3054 ADRIAN AVE
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
Yes 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
High School

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
Yes

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

Do you understand the duties and responsibilities of the Board? Yes  No
Yes
TITLE:

REAPPOINTMENT OF MARLENE ROWE AS A MEMBER OF THE PERSONNEL ADVISORY BOARD

The Personnel Advisory Board consists of five members: two members and two alternates who are appointed by the City Commission, one member and one alternate appointed by the City Manager, and two members and two alternates elected at large by the full-time City employees. Alternates serve in the absence of the member for whom he or she is a elected or appointed alternate. The terms of office for members and alternates shall be for two years.

Mayor Woody Brown is recommending the reappointment of Ms. Marlene Rowe for a two-year term which will expire in August 2020. Ms. Rowe has served first as an Alternate and then as a Member of the Personnel Advisory Board since August 2009. She is a 2007 graduate of the Citizens’ Academy.

Advisory and Advocacy Board Application

Contact Information

First Name*  Rowe

Last Name*  Marlene

Email*  mcrowe1519@gmail.com

Phone*  (727) 581-2321

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: 1519 Regina Dr. W  
City: Largo  
Zip: 33770

Work Address

Preferred Mailing Address  
Residence  
Business

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

Have you attended Largo Citizens Academy? Yes No

If so, what year? 2007

Why are you interested in serving on this Board?

Having served many hours volunteering for various positions for the City of Largo, I always, and still do feel that it is my duty as an active citizen to do my part where it is needed. I love Largo!

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 Largo and I'm familiar with the rules and regulations.

Organization or Commissioner sponsoring nomination (if applicable) assisted various persons running for political office.

Education Level Completed

High School  
Associates  
Bachelors  
Masters  
Doctoral

Major Areas of Study

Other Experience or skills that may be valuable to the Board

I am familiar with the Rules and Regulations, and I attend all the meetings.

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 purpose of this agenda item is to obtain City Commission approval of a scope and fee with King Engineering for construction phase engineering services for the relocation of City utilities for the Florida Department of Transportation (FDOT) Gateway Expressway project.

In August, 2016 the City of Largo entered into a Utility Work by Highway Contractor Agreement with FDOT, under which the City’s utility relocations would be designed and constructed by the State’s design build team. The design build UWHCA required the City to submit a Design Criteria Package (DCP) to FDOT, which stipulated the minimum requirements and performance standards for the design and construction of the City’s utility relocations. The City hired King Engineering to assist in the development and submittal of the City’s DCP. The original scope of services with King Engineering included general project management, DCP development, and design build team procurement assistance.

Construction of the Gateway Expressway project has begun. Given the current workload, City inspection staff are unable to provide the necessary construction phase oversight for the FDOT project. City staff have negotiated a scope and fee with King Engineering to provide these services. The construction phase scope of services includes: submittal review and approval, provide responses to requests for information (RFIs) from the design build team, review periodic pay applications, attend progress meetings as needed, review and approve record drawings, and verify general compliance with the design criteria package. The scope of services also includes part time resident project representative (RPR) services. A King Engineering construction engineer would be available for construction observation for up to 20 hours per week, for ten weeks.

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.

The Engineering Services Department has $115,000 available in its Professional Services budget.

I move to Approve/Disapprove Scope and Fee with King Engineering for Construction Phase Engineering Services for the FDOT Gateway Expressway Project, in the Amount of $106,126.
The purpose of this agenda item is to obtain City Commission approval of a scope and fee with Advanced Engineering and Design, Inc. for the design of the Church Creek Phase II Drainage Improvements project.

In 2001 the City contracted with PBS&J Corp. to perform a drainage study and evaluation of the Church Creek drainage basin. The basin is generally bounded by Indian Rocks Road on the west, Vonn Road on the east, Walsingham Road on the south, and Wilcox road on the north. The study identified a number of recommendations to replace aging infrastructure and improve the drainage in the basin. Over the years, several of the recommended improvements have been constructed as Phase I, including the replacement of two concrete lined drainage ditches with closed box culverts in the Croft Drive, Twigg Terrace area.

Phase II of the Church Creek drainage improvements will include the construction of a box culvert along Twigg Terrace which will divert flow from a sub basin to the main Church Creek channel, which runs along the west side of the Largo Golf Course. This will significantly reduce the volume of stormwater that flows through several private properties. The City is unable to perform maintenance at those locations due to the lack of easements. City Engineering staff have been in discussions with those property owners regarding the granting of drainage easements. Once those easements are in place, City staff will begin the development of a future project (Phase III) that will address stormwater improvements at those locations.

The construction of Phases II and III is currently unfunded in the FY 2019 – 2023 Capital Improvements Program (CIP). Phase II construction will be considered for funding in FY 2024 during the development of the FY 2020 – 2024 CIP.

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.
ORDINANCE NO. 2018-31 - SECOND READING - AMENDMENTS RELATED TO SUPPLEMENTAL CRITERIA AND CONDITIONAL USE REQUIREMENTS FOR RESIDENTIAL CARE FACILITIES INCLUDING ASSISTED LIVING FACILITIES, COMMUNITY RESIDENTIAL HOMES AND HALFWAY HOUSES/REHABILITATION FACILITIES

CHANGES FROM FIRST READING:

Based upon City Commission direction, Table 6-2 was amended.

Staff conducted research to determine if Halfway House/Rehab Facilities with seven (7) or more clients should be allowed in the City Home Character Districts and the mixed use land use classifications of Residential/Office/Retail (ROR), Residential/Office Limited (ROL) and Residential/Office General (ROG). Additionally, staff considered the applicability of Community Residential Homes with 6 or fewer clients in the mixed use land use classifications.

City Homes Character District is intended to be primarily urban residential with some limited retail uses to serve the higher density residential. In accordance with that predominately residential character of City Homes, staff is recommending that the Halfway House/Rehab Facilities use (7 or more clients) category not be allowed in that district. The corresponding change to the Comprehensive Development Code, Table 6-2 is proposed.

ROR, ROL, ROG are mixed land use classifications that are considered transitional uses between predominately residential areas and non-residential areas. As a result of the mix of uses and greater intensity of use associated with these areas it was concluded that these categories should maintain the Halfway House/Rehabilitation Facilities use as a Class II/Conditional Use.

Continued on Page 2

Potential Motion/Direct Requested:

I MOVE TO AMEND ORDINANCE NO. 2018-31 TO AMEND TABLE 6-2 TO NOT ALLOW HALFWAY HOUSE/REHAB FACILITIES WITH 7 OR MORE CLIENTS IN THE CITY HOME CHARACTER DISTRICT.

AND

I MOVE TO ADOPT/DENY ORDINANCE NO. 2018-31 ON SECOND AND FINAL READING.

Staff Contact:
Richard Perez, Planning Manager
x7350
rperez@largo.com

Attachments:
Page 2, First Reading Memo, Ordinance No. 2018-31
The analysis has revealed that there are few areas that are designated ROR, ROL or ROG that have significant existing low density residential uses and the Conditional Use approval process will allow the opportunity to address any incompatibilities on a case-by-case basis. Since single family homes are allowed in these land use classifications, Community Residential Homes with 6 or fewer clients should be treated the same as in the residential land use classifications and therefore be allowed by right and no change is recommended.

PREVIOUS CITY COMMISSION ACTIONS:

Approved on first reading July 3, 2018 (7-0).

Approved continuance of second reading from July 17, 2018 (7-0) to the August 7, 2018 meeting.
On March 07, 2017, the City Commission directed staff to research the allowable uses within the Institutional Future Land Use classification, including how they are geographically disbursed throughout the City and the relationship to property classified Residential Future Land Use, to ensure compatibility.

Staff presented the research findings to the Community Development Advisory Board (CDAB) on April 24, 2017 for recommendations. CDAB recommended that the supplemental standards for the applicable Institutional uses such as Halfway Houses/Rehabilitation Facilities and similar uses reflect those found in the CDC for Assisted Living Facilities (ALFs), specifically referring to Section 15.2.2 –15.2.5, where it discusses group care homes, recovery homes, residential treatment facilities, nursing homes and similar uses. These restrictions and standards include, but are not limited to, neighborhood character, total number of clients served, parking requirements and signage. The CDAB recommendation would alter one use that is currently listed as allowable under the Institutional designation, Halfway-House/Rehabilitation Facilities, by making it a conditional use when it exceeds six clients.

Staff’s findings and the CDAB recommendation were presented to the Commission at the June 13th, 2017 work session. The Commission directed staff to prepare an amendment to clarify that the supplemental standards for ALFs are consistently applied to Halfway Houses/Rehabilitation Facilities and address neighborhood compatibility.

(Continued on Page 2)

I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2018-31 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON JULY 17, 2018.
The Planning Board recommended approval of proposed Ordinance No. 2018-31 at their June 7, 2018 meeting.

Subsequent to the Planning Board recommendation, the City Attorney conducted an additional review that resulted in new and revised language to the proposed amendment of Chapter 15 Supplemental Standards. The new language addresses Federal protections against discrimination, consideration of reasonable accommodations to standards for unforeseen or unique circumstances and clarification of appropriate sign standards.

Assisted Living Facilities, Community Residential Homes and Halfway Houses/Rehabilitation Facilities are classified as institutional land uses that serve the special needs of individuals in residential-like, institutional settings generally referred to as Residential Care Facilities. While Residential Care Facilities have some similarities to general residential uses, these facilities may have a greater impact upon surrounding uses than similarly sized residential uses. These facilities may vary in size, intensity and scope of services provided on-site. Furthermore, licensing and operation of Residential Care Facilities are subject to various state statutes and rules and administered by different agencies depending on the clientele and the services provided. The CDC Chapter 15 – Supplemental Standards establishes standards for the protection of the health, safety, and welfare of the residents of a facility and the community at large.

The proposed ordinance will amend the Chapter 6 Allowable Use Tables, Chapter 15 Supplemental Standards, and Chapter 20 Definitions to distinguish between the three types of Residential Care Facilities, provide clarification of the applicability of supplemental standards proportionate to the type and intensity of the use, revise existing and include new definitions to appropriately define the type of uses. The proposed changes are more specifically described as follows:

**Chapter 6: Allowable Uses**
- **Table 6-1:** Allowable Uses within Land Use Classifications are amended to clarify the allowable institutional uses within certain Future Land Use designations. These uses include Assisted Living Facilities, Community Residential Homes, and Halfway Houses/Rehabilitation Facilities. Clarifications include the requirement for Conditional Use Approval and references to applicable supplemental standards, "Must comply with supplemental standards, Section 15.2".
- **Table 6-2:** Allowable Uses within the Community Redevelopment Districts (CRD) are amended to clarify the allowable institutional uses within certain City's Future Land Use designations. These uses include Assisted Living Facilities, Community Residential Homes, and Half-way Houses/Rehabilitation Facilities. Clarifications include the requirement for Conditional Use Approval and references to applicable supplemental standards, "Must comply with supplemental standards, Section 15.2".

**Chapter 15: Supplemental Standards**
- **Section 15.2.1- Purpose:** References Federal protections against discrimination based on race, religious view, sex, national origin, familial status, or any person with a disability. Provides a process for requests for reasonable accommodations to the standards within Chapter 15. The City Manager will have the authority to determine, on a case-by-case basis, if a request qualifies for any such accommodation that does not fundamentally alter the nature of the City’s zoning regulations and does not impose undue financial or administrative burden.
- **Section 15.2.2- Applicability:** The proposed changes to Chapter 15 provide clarification to Section 15.2, Residential Care Facilities. This section was previously titled Assisted Living Facilities (ALFs). The section now includes supplemental standards for Assisted Living Facilities, Community Residential Homes and Halfway Houses/Rehabilitation Facilities.
- **Section 15.2.3- Restrictions:** Defines the restrictions for each of the Residential Care Facility categories based on number of clients. These restrictions also take land use and location into consideration.
- **Section 15.2.4- Review Procedures:** Clarifies when a Class II Conditional Use/Level III review is required.
Section 15.2.5- Additional Standards:
References the Parkland and Recreation Facilities Impact Fee section of the CDC. Clarifies appropriate sign standards.

Chapter 20: Definitions
- Definitions are proposed to be added to Sections 20.1C (Community Residential Homes), 20.1E (Elderly Housing), 20.1G (Group Care Home), and 201.R (Recovery Home)
- Revises definitions within Sections 20.1A (Assisted Living Facility) and 20.1H (Halfway-House/Rehabilitation Facility).
ORDINANCE NO. 2018-31

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA AMENDING
THE CITY OF LARGO COMPREHENSIVE DEVELOPMENT CODE BY
AMENDING TABLE 6-1 AND TABLE 6-2, BY AMENDING CHAPTER 15,
SUPPLEMENTAL STANDARDS SECTION 15.2, AND CHAPTER 20,
DEFINITIONS AND ACRONYMS TO ESTABLISH SUPPLEMENTAL
CRITERIA AND CONDITIONAL USE REQUIREMENTS FOR
RESIDENTIAL CARE FACILITIES WHICH INCLUDE ASSISTED LIVING
FACILITIES, COMMUNITY RESIDENTIAL HOMES AND HALFWAY
HOUSES/REHABILITATION FACILITIES; PROVIDING FOR
SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Largo has adopted the Comprehensive Development Code which
encompasses all of the City’s land development regulations; and

WHEREAS, the City of Largo desires to allow Residential Care Facilities, which include Assisted
Living Facilities, Community Residential Homes and Halfway Houses/Rehabilitation Facilities, on
properties with a Future Land Use Designation of Institutional; and

WHEREAS, the City of Largo determines that it is in the best interest of its residents, businesses
and visitors to enact regulations within the CDC to address Residential Care Facilities; and

WHEREAS, the City Commission recognizes and supports the need of Residential Care Facilities
in our communities; and

WHEREAS, the City Commission determines that it is in the best interest of its residents,
businesses and visitors to provide regulations within the CDC to clearly address the supplemental
standards for Residential Care Facilities; and

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

SECTION 3. That Table 6-2 of the Comprehensive Development Code is amended to read as shown in
Exhibit B.

SECTION 4. That Section 15.2 of the Comprehensive Development Code is hereby amended and shall
read as follows:

Section 15.2 Residential Care Facilities—Assisted Living Facilities (ALFs) (Including Assisted Living
Facilities, Community Residential Homes, Halfway Houses/Rehabilitation Facilities and similar uses.)

15.2.1 Purpose—To set forth standards for the protection of the health, safety, and welfare of the
residents of a facility and the community at large. Residential Care Facilities ALFs allow persons
who are unable to live independently to remain in the community. Nothing contained herein is
intended nor shall be construed to discriminate against any particular race, religious view, sex,
national origin, familial status, or any person with a disability as that term is defined in 42 U.S.C. § 12102, or to treat similarly situated property differently based on the abilities or disabilities of potential occupants, nor shall it be construed as a policy against or refusal to make reasonable accommodations in City rules, policies, practices, or services when such accommodations are requested and when such accommodations would be necessary to afford a person with a disability the equal opportunity to use and enjoy a dwelling. All requests for reasonable accommodation to these standards shall be made in writing to the City Manager and the City Manager may, after determining that the request qualifies for a reasonable accommodation, grant such accommodations which would not fundamentally alter the nature of the City’s zoning regulations, and would not impose an undue financial or administrative burden. All requests for reasonable accommodations will be determined on a case-by-case basis. While ALFs have some similarities to general residential uses, these facilities may have a greater impact upon surrounding uses than similarly sized residential uses.

15.2.2 Applicability - These standards are supplementary to the performance standards of this CDC. Included among Residential Care Facilities ALFs are Assisted Living Facilities, Community Residential Homes, Halfway Houses/Rehabilitation Facilities recovery homes, residential treatment facilities, group care homes, nursing homes, and similar uses. These uses may be predominantly residential in nature, providing care to a small number of persons in a single-family home or institutional-type facilities. All facilities, regardless of the number of clients, are subject to the City's Business Tax Receipt requirements, applicable State of Florida Regulatory agency requirements, and all applicable construction standards included in Chapter 18 of this CDC. If the development consists of bonafide dwelling units, rather than sleeping quarters only, and does not provide the types of personal care normally associated with a Residential Care Facility ALF, such as shared dining, transportation, recreational programs, on-site medical treatment, social services, then it is not subject to these supplemental standards, but must comply with the requirements for residential multifamily developments of this CDC.

15.2.3 Restrictions
A. Residential Care Facilities ALFs are not allowed in coastal high hazard areas, regardless of the number of clients served.

B. Facilities located in or adjacent to residential areas shall conform to the character of the surrounding neighborhood. This applies to design, density, lot size, landscaping, or other factors affecting the neighborhood character. This will prevent disruption of a neighborhood due to the introduction of a dissimilar structure.

C. The following locational restrictions shall apply depending on the total number of clients served by the facility. See Table 6-2: Allowable Uses Within Land Uses in the CRD.

(1) Assisted Living Facilities:
   a. Six (6) or fewer clients - Facilities of six (6) or fewer clients are allowable within all residential, institutional, and mixed use land classifications.

   b. Seven (7) to thirteen fourteen (14) clients - Facilities of this size are allowable only within RLM, RM, RH, institutional, and mixed use land classifications.

   c. More than fourteen (14) clients - Facilities with more than fourteen (14) clients are allowed as a conditional use within RM, RH, CN, CG, institutional and mixed use land classifications.

(2) Community Residential Homes: (See definition for facilities included in this category)
a. Six (6) or fewer clients - Facilities of six (6) or fewer clients are allowable within all residential, Institutional, and mixed use land classifications.

b. Seven (7) to fourteen (14) clients - Facilities of this size are allowable only within RLM, RM, RH, Institutional, and mixed use land classifications.

c. More than fourteen (14) clients – Facilities with more than fourteen (14) clients are allowed as a conditional use within RM, RH, CN, CG, Institutional and mixed use land classifications.

(3) Half-way House/Rehabilitation Facility
a. Six (6) or fewer clients - Facilities of six (6) or fewer clients are allowable within Institutional land use classifications, and are allowed as a conditional use within CN, CG and mixed use land classifications.

b. Seven or more clients - Facilities with more than seven (7) or more clients are allowed as a conditional use within CN, CG, Institutional and mixed use land classifications.

15.2.4 Review Procedures
A. Six (6) or fewer clients – Facilities licensed under Chapter 419, F.S., provides that a facility housing six (6) or fewer clients is the functional equivalent of a single-family home and is, therefore, allowable in a single or multifamily residential area and is not subject to either a Level I or II administrative review. If the facility is not licensed under Chapter 419, F.S., and is conditionally allowed, it shall be subject to review by the Planning Board (Level III).

B. Seven (7) to fourteen (14) thirteen (13) clients – Where allowable, these facilities shall be administratively reviewed (Level I or II). If the facility is conditionally allowed, it shall be subject to review by the Planning Board (Level III).

C. More than fourteen (14) clients Fourteen or more clients – Where allowable, facilities ALFs housing more than fourteen (14) clients shall be subject to review by the Planning Board (Level III).

15.2.5 Additional Standards
A. Density – Densities shall be calculated using a residential equivalency standard of two and one-half (2.5) beds equals one dwelling unit.

B. Parkland and Recreation Facilities Impact Fee – ALFs that do not provide in-house care and services shall be required to pay parkland dedication and facility fees as a multifamily development. Facilities that provide in-house care and services shall be exempt from parkland and facility fees. The required impact fee for Residential Care Facilities shall be due as provided for in Chapter 8 Section 8.6.2.

C. Signs – No all signs denoting the name and/or purpose of a Residential Care Facility with six (6) or fewer clients – ALF shall conform to the same sign regulations and requirements for residential uses within the land use category applied to the property, be allowed for facilities with six (6) or fewer clients.

D. Parking – The DCO may authorize a reasonable reduction in the total number of required parking spaces upon submittal of a parking demand analysis which is based upon the mobility of
the clients served and the medical accommodations provided. The following conditions must be met:

1. Sufficient data to demonstrate limited access and usage of vehicles by clients must be submitted to the City and found to be valid by the City Engineer. The information submitted shall include the following:
   a. The marketing of the facility, i.e., type of clients expected to be housed;
   b. The types of medical care services provided;
   c. The expected mobility of residents;
   d. Number of employees on the largest working shift; and
   e. Expected visitation rate and visitor policies.

2. Although the number of parking spaces may be initially reduced, a land area sufficient to provide the total required number of parking spaces shall be reserved in case of the future conversion or modification of the facility. In no case shall the reserved area be used as the minimum required buffer, parkland, or retention area. Accommodations

3. Retention area requirements shall be calculated based upon the assumption that the required parking area is to be paved. An allowable alternative is to reserve an area to accommodate retention, in the event of paving.

E. Accessory use – Residential Care Facilities

Assisted living facilities having more than fourteen (14) or more clients may include on-site medical offices to serve the health care needs of both on-site residents and off-site patients of the resident physician(s) subject to review by the Planning Board as a conditional use. In addition, the following restrictions shall apply:

1. The on-site medical offices must be clearly incidental to the Residential Care Facility assisted living facility. The maximum floor area devoted to the on-site medical offices shall be no more than ten (10) percent of the gross floor area of the Residential Care Facility assisted living facility, or 3,500 square feet, whichever is less;

2. Signage shall be limited to Address/Occupant Identification Displays occupant identification signs, as required by Chapter 12, and shall be located on the wall only. No freestanding signs identifying the occupants shall be allowed;

3. The Residential Care Facility assisted living facility shall dedicate parking spaces to the on-site medical offices based on the parking requirements for medical offices provided in Section 9.5; and

4. The addition of on-site medical offices to an existing Residential Care Facility assisted living facility having more than fourteen (14) or more clients must receive site plan approval as per Chapter 3.

SECTION 5. That Section 20.1.A(29) of the Comprehensive Development Code is hereby amended to read as follows:

20.1.A
(29) Assisted Living Facility (ALF): An licensed entity, licensed under chapter 58A-5, Florida Administrative Code, which provides or arranges for housing, on-site monitoring, and personal care services and/or home care services (either directly or indirectly), to one or more adults who are not relatives of the owner or administrator in a home-like setting, for a period exceeding twenty-four (24) hours.

SECTION 6. That Section 20.1.C of the Comprehensive Development Code is hereby amended to read as follows:

20.1.C

(1) Caliper: The standard nursery measurement for diameter in inches of a single – stemmed tree trunk measured twelve (12) inches above grade for trees four (4) inches diameter at breast height (DBH) or greater and six (6) inches above grade for trees less than four (4) inches in DBH.

(2) Canopy: In architecture – a roof-like structure, regardless of material, generally located above a door, window, or extending across a building facade which is attached to and projects from a building wall.

(3) Canopy Tree: A self – supporting, protected woody plant that normally grows to a minimum height of thirty-five (35) feet and has a trunk that can be maintained with over eight (8) feet of clear wood.

(4) Capacity-To-Serve Determination: An evaluation made by the City that sufficient capacity for public facilities and/or services is available to serve a proposed development.

(5) Change Out: The replacement of an existing utility pole, communications tower, or other telecommunications or utility facility with a new structure similar in type, but different in height, bulk, or attachments.

(6) City: The City of Largo, Florida.

(7) Class II Use: See “Conditional Use.”

(8) CLR-CRD: The Clearwater-Largo Road Community Redevelopment District.

(9) City Manager: The City Manager for the City of Largo, or any such person designated to act in his/her stead.

(10) Coastal Construction Control Line: The line established by the State of Florida pursuant to Section 161.053, F.S., and recorded in the official records of the community, which defines that portion of the beach-dune system subject to severe fluctuations based on a 100-year storm surge, storm waves or other predictable weather conditions.

(11) Coastal High Hazard Area: A special flood hazard area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. Coastal high hazard areas are also referred to as “high hazard areas subject to high velocity wave action” or “V Zones” and are designated on Flood Insurance Rate Maps (FIRM) as Zone V1-V30, VE, or V.
(12) Commercial Campground: A place set aside and offered for temporary accommodations, (i.e., no permanent installation of dwelling units on individual lots), for recreational purposes or travel by a person or public body, for remuneration of the owner, lessor, or operator of such place, including all appurtenances and associated facilities.

(13) Communication Tower: A monopole, self-supporting lattice, or guyed structure situated on a site, the purpose of which is to serve as the support for one or more antennas or antenna arrays. This term includes radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers, and similar telecommunication structures excluding those used exclusively for dispatch communications (see “antenna or antenna array” and “satellite service reception antenna”).

(14) Community Residential Homes: A dwelling unit licensed to serve residents who are clients of the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, or the Department of Children and Families or licensed by the Agency for Health Care Administration which provides a living environment for unrelated residents who operate as the functional equivalent of a family, including such supervision and care by supportive staff as may be necessary to meet the physical, emotional, and social needs of the residents. Some facilities included in this category are group care homes, recovery homes, elderly housing and similar uses.

(15) Comprehensive Plan: The compilation of goals, objectives, policies, and maps for the physical, social, and economic development within the City of Largo, adopted by ordinance pursuant to Chapter 163, F.S., and containing all statutorily required elements.

(16) Concurrency: The statutory requirement that public facilities and services to maintain the adopted level of service standards for utilities, recreation and open space, and drainage are in place at the time of development.

(17) Conditional Use: A use that, because of special requirements or characteristics, may be allowed in a particular land use designation or character district only upon completion of a conditional use review and subject to the limitations and conditions specified therein. All proposed development must meet the review criteria contained in this CDC. It shall be permitted only upon the approval of the Planning Board after due notice and public hearing.

(18) Condominium: A building or group of buildings in which units are owned individually, and common areas and facilities are owned by all the unit owners on a proportional basis. A condominium is a legal form of ownership and not a specific building style.

(19) Conforming: A lawful, existing, properly permitted use which conforms to the provisions, requirements and/or regulations of this CDC.

(20) Contractor Yard: Storage yard operated by, or on behalf of, a contractor for storage of large equipment, vehicles, or other materials commonly used in the individual contractor's business type.

(21) County: Pinellas County, Florida

(22) Countywide Future Land Use Plan (FLUP), also known as Countywide Land Use Plan: Future Land Use Plan adopted as part of the Pinellas County Comprehensive Plan pursuant to Chapter 88-464, Florida Statutes. The accompanying "Rules Governing Administration of the Countywide Future Land Use Plan, As Amended" are included by reference. The future land use
map that designates general categories of land use by type and location to guide the future
development pattern and use of land throughout the county, as adopted by the Pinellas Planning
Council and Countywide Planning Authority. The Countywide Plan Map may consist of a single
map or map series as approved by the PPC and CPA and filed with the Clerk of the Board of
County Commissioners.

(23) Critical Root Zone: The greater area between the ground area within a tree’s dripline or
an area equivalent to a radius from the tree trunk of nine (9) inches for each diameter inch of
trunk measured at fifty four (54) inches above grade.

(24) CRD: Community Redevelopment District.

(25) Crown: All tree branch parts including all twigs and foliage.

(26) Currently Available Revenue Sources: An existing source and amount of revenue
presently available to the local government. It does not include a local government's present
intent to increase the future level or amount of revenue source which is contingent upon
ratification by public referendum.

SECTION 7. That Section 20.1.E of the Comprehensive Development Code is hereby amended to read
as follows:

20.1.E

(1) Easement: A right of use under, over or across the property of another.

(2) Effective Tree Removal: Any improper pruning or damage to a tree such as; flush cuts,
mechanical damage to the trunk, damage to the roots by machinery, chemicals or excessive back
fill (over three inches), over lifting, over thinning, lions tailing, topping, and the removal of a
branch greater than twenty-five (25) percent of the trunk size at DBH.

(3) Elderly Housing: Any age restricted licensed facility, including detached and attached dwelling
units and residences, offering private and semiprivate rooms. Provides personalized assistance
and services to help with activities of daily living.

(4) Elevated Building: A non-basement building built to have the lowest floor elevated above
the ground level by means of fill, solid foundation, perimeter walls, pilings, columns (posts and
piers), shear walls, or breakaway walls.

(5) Elevation Certificate: Administrative tool of the National Flood Insurance Program (NFIP)
which is to be used to provide elevation information necessary to ensure compliance with
community floodplain management ordinances, to determine the proper insurance premium rate,
or support a request for a Letter of Map Amendment (LOMA).

(6) Encroachment: For floodplain management purposes, the placement of fill, excavation,
buildings, permanent structures or other development into a flood hazard area which may impede
or alter the flow capacity of riverine flood hazard areas.

(7) Environmental Audit: An engineering study of a site undertaken to determine whether
hazardous materials have been produced, stored, dumped, or otherwise deposited on a site.
(8) (7) Erect: To construct, build, raise, assemble, place, affix, attach, or create.

(9) (8) Existing building and existing structure: Any buildings and structures for which the “start of construction” commenced before May 28, 1971 [Also defined in FBC, B, Section 202.]

(10) (9) Existing Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before May 28, 1971.

(11) (10) Expansion to an existing manufactured home park or subdivision: The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

(12) (11) Existing Use: The use of a lot, parcel, or structure at the time of the enactment of this CDC.

SECTION 8. That Section 20.1.G of the Comprehensive Development Code is hereby amended to read as follows:

20.1.G

(1) Garage Enclosure: The remodeling of an attached garage or carport within a residential dwelling unit by a permanent enclosure which creates additional living area and/or storage area which is built, designed, and permitted in conformance with the City of Largo's building and fire codes.

(2) GLA: Gross Leasable Area.

(3) Grade, Finished: A reference plane representing the average of final ground level adjoining the building at all exterior walls after all site preparations have been completed.

(4) Greenhouse: A structure used for cultivating plants that require controlled temperature and humidity.

(5) Gross Leasable Area (GLA): The total floor area for which the tenant pays rent and which is designed for occupancy and exclusive use by the tenant. GLA is expressed in square feet and measured from the center line of joint partitions and from outside wall faces.

(6) Groundcover: Low-growing plants planted in such a manner as to form a continuous cover.

(7) Group Care Home: A licensed establishment which provides residential services to individuals of whom one or more are unrelated. The individuals are handicapped, aged, or disabled, are undergoing recovery, rehabilitation or extended care, and are provided services to meet their needs.

(8) (7) Grubbing: The removal of rooted vegetation from the soil by hand labor or with machinery or otherwise disturbing the soil in which rooted vegetation is growing. Any excavation activity shall be considered as grubbing.
SECTION 9. That Section 20.1.H(1) of the Comprehensive Development Code is hereby amended to read as follows:

20.1.H

(1) Halfway House/Rehabilitation Facility: A licensed facility, which provides training, care, supervision, treatment, or rehabilitation to the aged, disabled, those convicted of crimes, or those suffering the effects of drugs or alcohol; this does not include day-care centers, family day-care homes, foster homes, schools, hospitals, jails, or prisons.

SECTION 10. That Section 20.1.R of the Comprehensive Development Code is hereby amended to read as follows:

20.1.R

(1) Real Property: See “Property.”

(2) Recovery Home: See Group Care Home.

(3) Recreational Vehicle:
   a. A vehicular-type, portable conveyance without permanent foundation, which can be towed, hauled, or driven, and is primarily designed as temporary living accommodation for recreation, camping, and travel use and including, but not limited to, travel trailers, truck campers, camping trailers, and self-propelled motor homes.
   b. For FEMA purposes, a vehicle, including a park trailer, which is: (See Section 320.01, F.S.)
      a. Built on a single chassis;
      b. Four hundred (400) square feet or less when measured at the largest horizontal projection;
      c. Designed to be self-propelled or permanently towable by a light-duty truck; and
      d. Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

(4) Recycling Center: A facility for the collection and temporary storage of recyclable materials.

(5) Regional Brewery: A duly-licensed brewery with a per calendar year beer production of between 15,000 and 6,000,000 barrels. A regional brewery may include a tasting/tap room as an accessory use. A brewery shall constitute a manufacturing use.

(6) Resources Recovery Facility: A facility that incinerates processable waste, which is used to produce steam, which in turn, is converted into electricity.

(7) Redevelopment: See “Development.”

(8) Regulatory Flood: See “Base Flood.”

(9) Regulatory Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved to discharge the Base Flood without cumulatively increasing the water surface elevation more than a designated height.

(10) Rehabilitation: The upgrading of a building previously in a dilapidated or substandard condition.
(11) Religious Institution: A site, premise, or location which is used principally, primarily, or exclusively for purposes of the exercise of religion as protected by the First Amendment of the U.S. Constitution.

(12) Remove or Removal (of Tree): The actual removal, transplanting or causing the effective removal through damaging, poisoning, excessive pruning, topping, or other direct or indirect actions resulting in the death or severe decline of a tree.

(13) Rent: To lease, to sublease, to let, and otherwise grant for a consideration the right to occupy premises not owned by the occupant.

(14) Replacement Cost Depreciated (RCO): The value of a structure as determined in accordance with FEMA’s Floodplain Management Requirements.

(15) Reservation:
   a. A provision in a deed or other real estate conveyance which preserves a right for the existing owner even if other property rights are transferred.
   b. A method of holding land for future public use by designating public areas on a plat, map, or site plan as a condition of approval.

(16) Residential Equivalency Standard: One or more multipliers used to calculate the residential density equivalents for certain institutional or quasi-residential uses.

(17) Restrictive Covenant: A contract between two or more parties usually specifying limitations or obligations relating to the use of a property.

(18) Retention: The collection and storage of runoff without subsequent discharge to surface waters.

(19) Right-of-Way: Land acquired and owned by a governmental agency or public utility and reserved for public use.

(20) Rooming House: A building, other than a motel or hotel, where lodging or rooms, or both, are provided for compensation either directly or indirectly.

(21) Root Pruning: The process of pre-digging a root ball of a tree to stimulate root regeneration and increase the density of root development within the final root ball.

SECTION 11. That all ordinances or parts thereof inconsistent herewith are hereby repealed and superseded.

SECTION 12. 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 13. That this ordinance shall become effective immediately upon its final passage and adoption.
APPROVED ON FIRST READING______________________________

PASSED AND ADOPTED ON
SECOND AND FINAL READING______________________________

CITY OF LARGO, FLORIDA

________________________________________
Louis L. Brown, Mayor

REVIEWED AND APPROVED: ATTEST:

________________________________________
Alan Zimmet, City Attorney Diane Bruner, City Clerk
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13Must comply with supplemental standards, Section 15.2  
8Allowable only as an ancillary use
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<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>C</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Halfway Houses/Rehab Facilities, (6 or fewer clients)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>C13</td>
<td>C13</td>
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<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halfway Houses/Rehab Facilities, (7 or more clients)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>C13</td>
<td>C13</td>
<td>C13</td>
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<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospitals</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<td>N</td>
<td>C</td>
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<td>A</td>
<td>C</td>
<td>C</td>
<td>A</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Libraries Museums, Auditoriums</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>C</td>
<td>A</td>
<td>C</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Medical/Dental Laboratories</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>A</td>
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<td>A</td>
<td>A</td>
<td>A</td>
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<td>A</td>
<td>A</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Institutional and Medical-Related Uses, Continued**

| Medical or Dental Office/Clinic | N  | N  | N  | N  | N  | N  | N  | A  | A  | A  | A  | A  | A  | A  | A  | N  | N  | N  | N               |
| Parking Garage | N  | N  | N  | N  | N  | N  | N  | A  | A  | A  | A  | A  | A  | A  | A  | A  | A  | N  | N               |
| Private Clubs Lodges and Fraternal Orders | N  | N  | N  | N  | N  | N  | N  | A  | A  | A  | A  | C  | A  | C  | N  | N  | N  | N               |
| Private Schools | C  | C  | C  | C  | C  | C  | C  | A  | A  | A  | C  | A  | C  | A  | C  | N  | N  | N  | N               |
| Public Schools | A  | A  | A  | A  | A  | A  | A  | A  | A  | A  | C  | A  | C  | A  | C  | N  | N  | N  | N               |
| Religious Institutions | C15| C15| C15| C15| C15| C15| C15| C15| C15| C15| A15| A15| A15| A15| N  | N  | N  | N  | N               |
| Technical Schools | N  | N  | N  | N  | N  | N  | N  | A  | A  | N  | A  | C  | A  | C  | C  | N  | N  | N  | N               |
| Transfer Station, Bus | N  | N  | N  | N  | N  | N  | N  | A  | N  | N  | N  | A  | A  | N  | N  | N  | N  | N  | N               |
| Veterinary Clinic | N  | N  | N  | N  | N  | N  | N  | A  | A  | A  | A  | A  | A  | A  | A  | A14| N  | N  | N               |

**Must comply with the supplementary standards, of Section 15.2**
**Must comply with the supplementary standards, of Section 15.6**
**Allowable only as an ancillary use, max floor area shall not exceed 20% of the principal structure’s floor area**
### Table 6-2: Allowable Uses Within Land Uses Within the CRDs*

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>NR</th>
<th>CH</th>
<th>MUC</th>
<th>PO</th>
<th>MA</th>
<th>OTHER PROVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecommunications Tower</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Temporary Tent Sale</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Vehicle Dealership or Rental (car, boat, RV)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Vehicle, Large Repair</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Wholesale Business</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td><strong>Institutional and Medical Related and Uses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assisted Living Facility (6 or Fewer Clients)</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td><strong>Must also comply with the provisions of Section 15.2</strong></td>
</tr>
<tr>
<td>Assisted Living Facility (7-14 Clients)</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td><strong>Must also comply with the provisions of Section 15.2</strong></td>
</tr>
<tr>
<td>Assisted Living Facility (More than 14 Clients)</td>
<td>N</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td><strong>Must also comply with the provisions of Section 15.2</strong></td>
</tr>
<tr>
<td>Cemetery</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Commercial/Trade School (dance, martial arts, diving, crafts)</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>N</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Community/Youth Center</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Community Residential Home (6 or Fewer Clients)</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td><strong>Must also comply with the provisions of Section 15.2</strong></td>
</tr>
<tr>
<td>Community Residential Home (7-14 Clients)</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td><strong>Must also comply with the provisions of Section 15.2</strong></td>
</tr>
<tr>
<td>Community Residential Home (More than 14 Clients)</td>
<td>N</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td><strong>Must also comply with the provisions of Section 15.2</strong></td>
</tr>
<tr>
<td>Correctional Facility (jails, youth ranch)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Day Care Center/Preschool</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Emergency Response/Public Safety Services</td>
<td>N</td>
<td>C</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Government Offices</td>
<td>N</td>
<td>C</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

*Refer to Table 6-1: Allowable Uses Within Land Use Classifications if Land Use type not present in this chart.
### Table 6-2: Allowable Uses Within Land Uses Within the CRDs*

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>NR</th>
<th>CH</th>
<th>MUC</th>
<th>PO</th>
<th>MA</th>
<th>OTHER PROVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional and Medical Related and Uses, Continued</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halfway House/Rehab Facility (6 or Fewer Clients)</td>
<td>N</td>
<td>C13</td>
<td>C13</td>
<td>C13</td>
<td>C13</td>
<td>13Must also comply with the provisions of Section 15.2</td>
</tr>
<tr>
<td>Halfway House/Rehab Facility (7 or more clients)</td>
<td>N</td>
<td>N</td>
<td>C13</td>
<td>C13</td>
<td>C13</td>
<td></td>
</tr>
<tr>
<td>Hospital or Emergency Clinic</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Library, Museum, Auditorium</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Medical/Dental Lab</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Medical Office or Clinic</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Parking Garage/Structure</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Private Club, lodges, Fraternal Orders</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
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<tr>
<td>Private School (grade 1 to 12</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Public School (grade 1 to 12</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Religious Institution</td>
<td>N</td>
<td>A15</td>
<td>A15</td>
<td>A15</td>
<td>A15</td>
<td>15Must Comply with the supplementary standards of Section 15.6</td>
</tr>
<tr>
<td>Technical School</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Transfer Station, Bus</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Veterinary Clinic (no outside runs in CRD)</td>
<td>N</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
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<tr>
<td>Kennels</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td>Agricultural, Industrial, Manufacturing and Warehousing Uses</td>
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</tr>
<tr>
<td>Asphalt &amp; Concrete Mixing</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td>Borrow Pits</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td>Bulk Sales of Fuel Oil, Propane</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
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</tr>
<tr>
<td>Contractor’s Yard (building electrical, plumbing, roofing)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Crematory</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Firing Range</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Food Processing/Packing Plant</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

*Refer to Table 6-1: Allowable Uses Within Land Use Classifications if Land Use type not present in this chart

City of Largo, FL Comprehensive Development Code

Chapter 6, Page 13
City of Largo
Agenda Item 14

Presenter: Courtney Fogarty, Deputy City Clerk
Department: AD – Administration

TITLE:
ORDINANCE NO. 2018-32 - SECOND READING - AMENDING THE CITY OF LARGO FEE SCHEDULE

CHANGES FROM FIRST READING:
None

PREVIOUS ACTION:
Approved on first reading on July 17, 2018 by a 7-0 vote.

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 ○ N/A
Source: N/A

City Attorney Reviewed: { ○ Yes ○ No ○ N/A
Advisory Board Recommendation: { ○ For ○ Against ○ N/A
Consistent With: { ○ Yes ○ No ○ N/A
Not Applicable

I MOVE TO ADOPT/DENY ORDINANCE NO. 2018-32 ON SECOND AND FINAL READING.

Staff Contact: Courtney Fogarty, Deputy City Clerk  x7002  cfogarty@largo.com

Attachments: First Reading Memo, Ordinance No. 2018-32
This ordinance amends the City of Largo Code of Ordinances Fee Schedule to reflect new or existing procedures.

**Overview of Proposed Changes**

**All Departments**
The change in this section is to add a line for the new fee for lien searches. Community Development and the Finance Department are combining their lien searches into one with the new service we will be providing through Net Assets which will allow automated lien searches through the City’s website.

**Community Development Department**
Changes to the Building Division fees include a clarification of the wording related to single trade inspection fees. A fee of $100 for an early start of construction has been added. This is an existing process wherein commercial renovations can begin demolition while plans are being reviewed to expedite projects. A fee for renewal of extension of a construction or infrastructure permit of $100 or the cost of the original permit, whichever is less, has been added. The edit for additional review just simplifies the language. The plan revision fee edit is to match what the building division charges for the same service; the adjustment would require the plans examiner to review, stamp and approve. The mobile food dispensing fee is new and would recoup the cost of an inspection, data entry, and account maintenance.

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

**Additional Budgetary Information:** Not applicable

<table>
<thead>
<tr>
<th>Funding Source(s):</th>
<th>Sufficient Funds Available:</th>
<th>Budget Amendment Required:</th>
<th>Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>{ ○ Yes, ○ No }</td>
<td>{ ○ Yes, ○ No }</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City Attorney Reviewed:</th>
<th>Advisory Board Recommendation:</th>
<th>Consistent With:</th>
</tr>
</thead>
<tbody>
<tr>
<td>{ ○ Yes, ○ No, ○ N/A }</td>
<td>○ For, ○ Against, ○ N/A</td>
<td>○ Yes, ○ No, ○ N/A</td>
</tr>
</tbody>
</table>

**Potential Motion/Direction Requested:**
I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2018-32 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON AUGUST 7, 2018.

**Staff Contact:**
Courtney Fogarty, Deputy City Clerk  x7002  cfogarty@largo.com

**Attachments:**
Ordinance No. 2018-32
ORDINANCE NO. 2018-32

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, AMENDING
SECTIONS 2, 4, AND 7 OF ORDINANCE NO. 2000-32, AS AMENDED,
TO AMEND CERTAIN FEES CHARGED BY THE COMMUNITY
DEVELOPMENT DEPARTMENT AND THE FINANCE DEPARTMENT;
PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is deemed appropriate and in the best interest of the public to provide for and revise from
time to time certain fees for services charged by the various City Departments; and

WHEREAS, Sections 2, 4, and 7 of City of Largo Ordinance No. 2000-32, as amended, shall be amended
as provided herein.

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

Section 1. That Section 2(m) of City of Largo Ordinance No. 2000-32, as amended, is hereby amended to
read as follows:

Sec. 2. All departments.

(m) Lien Search $75.00

Section 2. That Section 4.B “Community development department”, of City of Largo Ordinance No. 2000-
32, as amended, is hereby amended to read as follows:

Sec. 4. Community development department.

B. Permitting Phase

(1) The fees for building construction permits and inspections of real estate and construction shall be as
follows:

(a) An inspection permit fee shall be charged and computed, based upon the following information:

Permit Fees Based on Project Construction Cost:

| $0.00 to $1,000.00 | $35.00 |
| $1,001.00 to $5,000.00 | $70.00 |
| $5,001.00 to $12,000.00 | $152.00 |
| $12,001.00 to $100,000.00 | $10.00 per $1,000.00 of construction value or fraction thereof |
| $100,001.00 to $1,000,000.00 | $9.00 per $1,000.00 of construction value or fraction thereof |
| $1,000,001.00 to $20,000,000.00 | $8.00 per $1,000.00 of construction value or fraction thereof |
| $20,000,001.00 and above | $7.00 per $1,000.00 of construction value or fraction thereof |

For the purpose of determining the permit fee for non-infrastructure permits, building and structure
valuation shall be determined by current International Code Council’s Building Valuation Data (BVD).

If the property owner and/or contractor procures the services of a private provider for building
inspection services, the permit fee shall be reduced to 50% of the permit fee calculated in accordance with
the above table.
(b) One and one half percent (1.5%) of all building permit fees is to be collected and allocated equally to fund the Florida Homeowners’ Construction Recovery Fund, and the functions of the Building Code Administrators and Inspectors Board as provided in Section 468.631, Florida Statutes. The minimum amount collected on any permit issued shall be $2.00. Ten percent (10%) of this amount collected shall be retained in the Construction Services Fund for participation in the national and state building code adoption processes, and for providing education related to the enforcement of the Florida Building Code pursuant to state statute.

c) One percent (1%) of all building permit fees is to be collected and used exclusively for the duties of the Florida Building Commission and the Department of Economic Opportunity as provided in Section 553.721, Florida Statutes. The minimum amount collected on any permit shall be $2.00. Ten percent (10%) of this amount collected shall be retained in the Construction Services Fund for participation in the national and state building code adoption processes, and for providing education related to the enforcement of the Florida Building Code pursuant to state statute.

d) For the moving of any building or structure, the fee shall be $108.00

e) For the demolition of any building or structure, the fee shall be $108.00

(f) For authorization for early start of construction, the fee shall be $100.00

(g) For renewal or extension of a permit, the fee shall be $100.00 or the cost of the original permit, whichever is less.

(2) Building Plans Review Fees. When the valuation of the proposed construction exceeds $500 and a plan is required to be submitted by Section 104 of the Florida Building Code, a plan review fee shall be paid to the Building Official at the time of submitting plans and specifications for review or when the permit is issued by direction of the Building Official. Said plan review fee shall be calculated as follows:

(a) First Review: 30% of the permit fee

If a private provider is used for plan review services, the plan review fee shall be reduced by half to 15% of the permit fee. If a private provider is used for both building inspection and plan review services, the fee for first plan review shall be 15% of the original permit fee and not the reduced rate permit fee.

(b) Plan Revisions/Re-Stamping of Approved Plans: $25.00 per page of plans

(c) Administrative Fee for Review of Master Plans one percent of the building permit fee (per additional, identical building)

The Building Official shall determine when a plan used for new construction of multiple identical buildings within a single parcel can be designated as a “Master Plan.” Following the review and approval of plans intended to be used for the construction of multiple identical buildings and payment of the First Review plan fee as identified above, the Building Official will make his/her determination as to whether said plan constitutes a Master Plan. Projects constructed under a Master Plan designation shall be charged the above identified Administrative Fee only for plan review for each subsequent identical building to be constructed on the affected parcel. The Master Plan designation shall apply to new construction only and shall not apply to shell or existing building renovations. Developments comprised of multiple parcels may request a separate Master Plan designation on each parcel but shall be obligated to pay the First Review fee for each separate parcel and the Administrative Fee for each additional identical building located on each separate parcel.

(3) Threshold Building Fee. Where work involves a threshold building as defined in Section 553.71, Florida Statutes, a fee shall be assessed. Such fee shall be paid to defer costs of inspection and enforcement of the provisions of the threshold building law in accordance with the following fee schedule:

<table>
<thead>
<tr>
<th>Valuation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job value less than $499,999.00</td>
</tr>
<tr>
<td>Job value greater than $500,000.00</td>
</tr>
</tbody>
</table>
The fees for infrastructure permits and inspections of site improvements and subsidiary development shall be as follows:

(a) An inspection permit fee shall be charged and computed, based upon the following information:

**Permit Fees Based on Project Construction Cost:**

<table>
<thead>
<tr>
<th>Construction Cost Range</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 to $1,000.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>$1,001.00 to $5,000.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>$5,001.00 to $12,000.00</td>
<td>$152.00</td>
</tr>
<tr>
<td>$12,001.00 to $100,000.00</td>
<td>$10.00 per $1,000.00 of construction value or fraction thereof</td>
</tr>
<tr>
<td>$100,001.00 to $1,000,000.00</td>
<td>$9.00 per $1,000.00 of construction value or fraction thereof</td>
</tr>
<tr>
<td>$1,000,001.00 to $20,000,000.00</td>
<td>$8.00 per $1,000.00 of construction value or fraction thereof</td>
</tr>
<tr>
<td>$20,000,001.00 and above</td>
<td>$7.00 per $1,000.00 of construction value or fraction thereof</td>
</tr>
</tbody>
</table>

For the purpose of determining permit fee for infrastructure permits:

The applicant's stated valuation shall be used if the valuation is under $5,000 and deemed acceptable by the City Engineer. If the valuation is $5,000 or more, the valuation shall be determined by the signed, sealed, engineer of record’s estimate in a format and methodology deemed acceptable by the City Engineer.

(b) For renewal or extension of a permit, the fee shall be $100, or the cost of the original permit, whichever is less.

(5) Use of Right-of-Way (ROW) or public easement permit application fee (commercial customers only)

(a) Driveway (except single family residential) $100.00
(b) Utilities $100.00
(c) Landscaping $100.00
(d) Fee for failing to obtain a permit Triple

(6) Engineering Plan Review and Inspection Fees. A plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fees shall be calculated as follows:

(a) Engineering Plan Review and Inspection Fee 5% of permit fee
(b) Plan Revisions/Re-stamping of Approved Plans $25.00 per page of plans

(7) Sanitary Sewer Service Application/Special Inspection Fee

(a) Inside City Application Fee – Development Order required (incl. in site plan fee)
(b) Inside City Application Fee – Development Order not required $200.00*
(c) Outside City Application/Special Inspection Fee $1,200.00*

*$1,000 of the fee is reimbursable after final inspection has been approved.

(8) Sidewalk Fee (in lieu of construction of sidewalk) $4.00/sf.

(9) Fire Plan Review/Inspection Fees: The following plans review and inspection fees apply to all structures regulated under the Florida Fire Prevention Code.
(a) Standard Fees (non-High Hazard structures $100 minimum plan review fee):

(i) Building Plans Review and Inspection: $0.06/sq. ft*

*50% of balance due at plan submittal, 50% of balance due at permit issuance

(ii) Fire Alarm Plan Review & Inspection $0.06/sq. ft. (due at permit issuance)

(iii) Fire Sprinkler Plan Review & Inspection $0.06/sq. ft. (due at permit issuance)

(b) High Hazard Facilities (per Florida Statute 633): 150% of Applicable Standard Fees

(c) Additional Charges

(i) Additional Review prior to plan approval (first and second review are no extra charge): $0.03/sq. ft. 50% of original fee

(ii) Resubmitted plans due to structure alterations shall repay full cost of applicable Standard Fees and/or High Hazard Facility review and inspection fees. Plan revision/re-stamping of approved plans: $25 per page of plans

(d) Fire Prevention Service Fees (Payable Prior to Inspection or Permit Issuance):

(i) Fireworks Display Review Fee $100.00 (Site plan review, permit, and site inspection)

(ii) Fire Watch Fee $62.50/Hour (2 Hour Minimum)

(iii) Mobile food dispensing vehicle inspection (by appointment only M-F 800am-200pm): $50 annually

(10) Planning Permit Review Fee $20.00

(11) Tree Removal Permit: $20.00 per permit/per property

(12) Tree Removal Fee: $25.00 per caliper inch of tree to be removed

(13) Temporary Events Permit:

(a) Commercial/Multi-Family $75.00

(b) Temporary Events Permit-Residential No Fee

No more than three (3) garage sales per tenant, per year shall be permitted.

(14) Tent Inspection fee (over 900 sq. ft): $50.00 per tent, per event

(15) Grand Opening and Promotional Signs $50.00 per sign


Section 3. That Section 4.C (1) “Community development department”, of City of Largo Ordinance No. 2000-32, as amended, is hereby amended to read as follows:

Sec. 4. Community development department.

C. Construction/Inspection Phase
Section 4. That Section 4.D “Community development department”, of City of Largo Ordinance No. 2000-32, as amended, is hereby amended to read as follows:

Sec. 4. Community development department.

D. Information Requests and Other Fees

(1) Code Enforcement Property Clearing $250.00 per lot, per citation
(2) Minimum Code Violation Fine $250.00 plus direct administrative costs
(3) Code Enforcement/Building Permit/Assessment Search $35.00
      Rush Search $50.00
(4) Information Request Letter $25.00
      (Land Use, allowable uses and setbacks only)
(5) Information Request Letter $50.00
      (letters requiring other property information)
(6) Expedited Information Request Letter Additional $50.00
      (max. 2-5 days)
(7) Large format (2’ x 3’) plain copies $2.50 per page
(8) Color Prints
   (a) 8 ½” x 11 $0.50
   (b) 11” x 17” $2.50
   (c) “C” size media (18” x 24”) $3.75
   (d) "D" size media (2’ x 3’) $5.00
   (e) "E" size media (3’ x 4’) $6.00
(9) Alcohol License Approval (for new, renewal, and amendments) $75.00

Section 5. That Section 7 of City of Largo Ordinance No. 2000-32, as amended, is hereby amended to read as follows:

Sec. 7. Finance department.

That the following fees are hereby authorized and established for services provided by the City’s Finance Department:

Certificate cost on all special assessment or sewer agreement with liens and satisfactions $25
Indebtedness searches and updates after two weeks $25.00
Rush searches less than 24 hours notice $50.00

Pursuant to Florida Statutes Sections 832.07 and 832.08, the City may charge the following fees for all dishonored or returned checks, drafts, orders or other means of payment for services:

If face value does not exceed $50 $25
If face value exceeds $50 but does not exceed $300 $30
If face value exceeds $300 $40 or an amount of up to five percent (5%) of the face amount, whichever is
Section 6. That it is the intention of the City Commission of the City of Largo 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 7. That the provisions of 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  City Attorney  City Clerk

REVIEWED AND APPROVED:  ATTEST:

City Clerk
ORDINANCE NO. 2018-41 - SECOND READING - AUTHORIZING BORROWING FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION REVOLVING LOAN PROGRAM IN AN AMOUNT NOT TO EXCEED $62 MILLION; AUTHORIZING LOAN APPLICATION; AUTHORIZING EXECUTION OF LOAN AGREEMENTS; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCE

CHANGES FROM FIRST READING:
None.

PREVIOUS ACTION:
Approved on first reading, 7-0 on July 17, 2018

I MOVE TO ADOPT/DENY ORDINANCE NO. 2018-41 ON SECOND AND FINAL READING.
City of Largo
Agenda Item 15

TITLE:

ORDINANCE NO. 2018-41 FIRST READING - AUTHORIZING BORROWING FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION REVOLVING LOAN PROGRAM IN AN AMOUNT NOT TO EXCEED $62 MILLION; AUTHORIZING LOAN APPLICATION; AUTHORIZING EXECUTION OF LOAN AGREEMENTS; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCE

This memo requests approval to apply for a 20-year loan from the Florida Department of Environmental Protection (DEP) State Revolving Fund program (SRF) to finance construction of wastewater system capital improvements, specifically the Biological Treatment System project ("middle plant" project). The City recently used the SRF program to finance construction of the three Consent Order projects with favorable results.

As discussed at the City Commission Work Session of June 12, 2018, the SRF program is considered the most economical borrowing method available, due to lower interest rates. The SRF program interest rate is estimated to be 2%-3% lower than conventional tax-exempt bond interest rates (the current SRF rate is 0.30%).

Based on the construction schedule and estimated funding required, borrowing will likely require two loan agreements over two fiscal years, because the FDEP's lending capacity is limited to $20-$35 million per borrower per year.

SRF loan costs will be higher than for bond financing, due primarily to a 2% loan fee ($1,240,000). Other costs include: legal fees of $25,000 and compliance fees of $300,000-$400,000 (estimated total cost $1,665,000). Loan costs will be included in the FY 2019 budget.

Estimated bond costs are approximately 1.5% of loan proceeds (approximately $1 million), including underwriting fees, rating agency fees, legal fees, accounting fees, and other administrative costs, plus ongoing costs over the life of the loan for paying agent fees, registrar fees, and continuing disclosure fees (estimated total cost over 20 years $300,000).

Estimated net cost savings over the life of the loan of using the SRF program compared to bond financing is $10-$20 million, depending on the final interest rate differential, inclusive of all costs (up-front and ongoing).

Approval of this borrowing ordinance authorizes the Mayor to execute all loan documents, including Loan Agreements, which must be ratified by the City Commission by Resolution.

Budgeted Amount: $0.00  Budget Page No(s.): NA  Available Amount: $0.00  Expenditure Amount: $1,665,000.00

Additional Budgetary Information: Estimated loan costs will be included in the FY 2019 budget.

Funding Source(s): NA  Sufficient Funds Available:  ○ Yes  ○ No  Budget Amendment Required:  ○ Yes  ○ No  Source: N/A

City Attorney Reviewed: ○ Yes  ○ No  ○ N/A  Advisory Board Recommendation: ○ For  ○ Against  ○ N/A  Consistent With: ○ Yes  ○ No  ○ N/A  Source: Strategic Plan


Staff Contact: Kim Adams, Finance Director  727-587-6747  kadams@largo.com

Attachments: Ordinance No. 2018-41
ORDINANCE NO. 2018-41

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF
LARGO, FLORIDA, AUTHORIZING THE BORROWING OF MONEY
FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL
PROTECTION STATE REVOLVING FUND LOAN PROGRAM IN AN
AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $61,747,429;
AUTHORIZING SUBMITTAL OF FUND LOAN APPLICATIONS;
AUTHORIZING EXECUTION OF LOAN AGREEMENTS;
ESTABLISHING PLEDGED REVENUES; PROVIDING THAT SUCH
LOAN SHALL ALSO BE A LIMITED OBLIGATION OF THE CITY
PAYABLE FROM LEGALLY AVAILABLE NON-AD VALOREM
REVENUES BUDGETED, APPROPRIATED AND DEPOSITED AS
PROVIDED IN THE LOAN AGREEMENTS; DESIGNATING
AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCE;
PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING
AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the
construction of municipal collection system improvements and wastewater reclamation facility
improvements (the “SRF Loan Program”); and

WHEREAS, the Florida Administrative Code rules require authorization to (i) apply for loans, (ii)
establish pledged revenues, (iii) designate an authorized representative, (iv) provide assurances of
compliance with loan program requirements, and (v) enter into loan agreements; and

WHEREAS, the SRF Loan Program list designates the City of Largo, Florida’s Project Number
CW 52027 (the "Project") as eligible for available funding; and

WHEREAS, the City of Largo, Florida (the “City”) intends to enter into one or more loan
agreements (the “SRF Loan Agreements”) with the Department of Environmental Protection (“DEP”)
under the SRF Loan Program to finance the Project; and

WHEREAS, Section 5.06 of the Charter of the City (the "City Charter") requires the
aforementioned loans to be approved by ordinance.

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

Section 1. That the foregoing findings are true and correct and are incorporated herein by
reference and made a part hereof.

Section 2. That this Ordinance is adopted pursuant to the provisions of Article VIII, Section 2 of
the Constitution of the State of Florida, Chapter 166, Florida Statutes, the City Charter and other
applicable provisions of law, and complies with the provisions of Section 5.06 of the City Charter.

Section 3. That the City is authorized to apply for loans (each an "SRF Loan") for financing of the
Project in an aggregate principal amount not to exceed $61,747,429 and with a maximum maturity of not
later than twenty (20) years following the date each of the SRF Loan Agreements are entered into by the
City.

Section 4. That the revenues pledged for the repayment of the SRF Loan are net revenues of the
City's wastewater system (the "Pledged Revenues"). Further, in order to induce the DEP to enter into the
SRF Loans with the City and to the extent Pledged Revenues are insufficient in any fiscal year to pay the
46 debt service due on each respective SRF Loan in such fiscal year, the City shall covenant, in each of the
47 SRF Loan Agreements, to budget and appropriate legally available non-ad valorem revenues in the
48 amount of the deficiency. Notwithstanding any provisions of this ordinance or the SRF Loan Agreements
49 to the contrary, the SRF Loan Agreements and the indebtedness evidenced thereby shall not constitute a
50 lien upon any real or personal property of the City, or any part thereof, or any other tangible personal
51 property of or in the City, but shall constitute a lien only on funds budgeted, appropriated and deposited
52 for the repayment of the SRF Loans, all in the manner and to the extent provided herein and in the SRF
53 Loan Agreements. In addition, the City shall never be obligated to maintain or continue any of the
54 activities of the City which generate user service charges, regulatory fees or any non-ad valorem
55 revenues.

56 Section 5. That the City Manager is hereby designated as the authorized representative to
57 provide the assurances and commitments required by the applications for the SRF Loans for the Project.

58 Section 6. That the Mayor is hereby designated as the authorized representative to execute the
59 SRF Loan Agreements. The SRF Loan Agreements will become binding obligations of the City and the
60 DEP in accordance with their respective terms when signed by both parties to the agreements.

61 Section 7. That the City Manager is authorized to represent the City in carrying out the City’s
62 responsibilities under the SRF Loan Agreements. The City Manager is further authorized to delegate
63 responsibility to appropriate City staff to carry out technical, financial and administrative activities
64 associated with the SRF Loan Agreements.

65 Section 8. That all ordinances, resolutions or parts thereof in conflict with this ordinance are
66 hereby repealed to the extent of such conflict.

67 Section 9. That if any section or portion of a section of this ordinance proves to be invalid,
68 unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any
69 other section or part of this Ordinance.

70 Section 10. That the provisions of this ordinance shall take effect immediately upon its final
71 passage and adoption.

APPROVED ON FIRST READING

PASSED AND ADOPTED ON
SECOND AND FINAL READING

CITY OF LARGO, FLORIDA

Louis L. “Woody” Brown, Mayor

Diane Bruner, City Clerk
The Pinellas Public Library Cooperative (PPLC) was established by an interlocal agreement between Pinellas County and municipalities and special districts operating libraries. The purpose of the PPLC is to provide library services to the residents of unincorporated Pinellas County and coordinate the provision of library services among those participating libraries. Pinellas County levies a property tax of up to .5 mill in the unincorporated portion of the County to reimburse the participating libraries for providing service to the unincorporated residents. The PPLC provide such services as transport of inter-library loan materials, material check out and inventory automation, talking books, grant coordination, and joint purchasing. The existing five year agreement expires on September 30, 2018.

There are minimal changes to the existing agreement. Additions were made to Section 4, regarding participation in PPLC. A Non-compliance and Enforcement section was added to define compliance with the requirements for membership. The Materials and Services section was updated to include access to electronic formats. A Countywide Staff Development Day section was added to facilitate training and team building. Largo Public Library closes one day per year to hold an annual staff development day and has done so for fifteen years. It has become common practice among many of the PPLC member libraries to do so as well. This combined effort will enhance the experience for all library staff and allow for consistency in the delivery of countywide customer service, and adherence to approved policies, and procedures. The proposed agreement would expand the definition of local support beyond personnel and operating expenditures to include expenditures for library materials (which are a capital expense) in the calculation of PPLC financial support.

(Continued on Page 2)
The proposed agreement is for a five year term, with the option to renew in five years. The parties to the agreement include Pinellas County, the Cities of Clearwater, Dunedin, Gulfport, Largo, Madeira Beach, Oldsmar, Pinellas Park, North Redington Beach, Redington Beach, Redington Shores, Safety Harbor, St. Pete Beach, St. Petersburg, Seminole, Tarpon Springs, and Treasure Island. The Palm Harbor Community Services Agency, Inc. and the East Lake Library Advisory Board are also member libraries. It was developed by the PPLC board, which includes city managers, county representatives and community members, and with input from library directors.

The proposed interlocal agreement has been sent to the City Commission electronically and posted to the website.
The applicant, Hupp Retail East Bay LLC, has requested to negotiate a Development Agreement (DA) for vacant property located south of East Bay Drive, East of Highland Avenue, located behind the Racetrac gas station. The 5.62 acre property has Future Land Use designation of Recreation/Open Space (R/OS). The applicant is proposing to amend the Future Land Use Map (FLUM) to Industrial Limited (IL) for development of a self-storage facility. The proposed DA would limit the use of the property to self-storage and provide for site design, buffer, and architectural treatments.

The development history of the property includes a previous request to negotiate a development agreement with Hupp Retail East Bay, LLC and Hancock Properties, Inc. for the development of self-storage with outdoor vehicle storage, warehouse and/or wholesale business on the property. The City Commission disapproved the request on February 2, 2016. The applicant proceeded with a FLUM amendment for the property to IL, which was denied on first reading in November 2016. The current proposal for a DA would limit use of the property to self-storage and would not include the warehouse or wholesale uses previously proposed. The ability to include outdoor storage as part of the current proposal for a self storage facility would be subject to the negotiations of the DA.

Staff is requesting City Commission authorization to negotiate a DA with the applicant. If authorized to negotiate a DA, staff will bring back the proposed terms and conditions to the City Commission for consideration at a future meeting.

I MOVE TO AUTHORIZE/NOT AUTHORIZE THE DEVELOPMENT CONTROLS OFFICER TO NEGOTIATE A DEVELOPMENT AGREEMENT WITH HUPP RETAIL EAST BAY LLC.

Staff Contact: Rick Perez, AICP, Planning Manager
587-6749, x 7350 rperez@largo.com

Attachments: Letter dated July 16, 2018 from Hill, Ward, Henderson
July 16, 2018

Via email: cstrickl@largo.com

Ms. Carol Stricklin, AICP
Community Development Director
City of Largo Community Development
201 Highland Avenue NE
Largo, FL 33770

RE: Hupp Retail East Bay, LLC ("Applicant") – Request to Negotiate Development Agreement for the Property located south of East Bay Drive, East of Highland Avenue

Dear Ms. Stricklin:

This firm represents the Applicant. We respectfully request the City to authorize negotiations for a development agreement for parcel 35-29-15-73428-000-0020.

Pursuant to section 4.6.4 of the Comprehensive Development Code, the Applicant requests approval to negotiate a development agreement that will:

1. Amend the future land use map from Recreation/Open Space to Industrial Limited (IL)
2. Limit the use of the IL property for the development of self-storage.
3. Negotiate appropriate site design, buffer and architectural treatments.

Please advise as to the date the City Commission will hear this request to authorize the negotiation of this agreement. As always, I look forward to working with you and your staff through this process.

Sincerely,

Katherine E. Cole, Esq.
RESOLUTION NO. 2219 - READY FOR 100 PERCENT RENEWABLE ENERGY

The Ready for 100 percent renewable energy campaign, sponsored by the Sierra Club, recognizes a city’s leadership role in establishing goals and transitioning the community to 100% clean, renewable energy. A community becomes 100% renewable when the amount of energy generated from renewable energy sources in the community (or brought into it) equals or exceeds 100% of the annual energy consumed within the community. Commitment to Ready for 100 allows Largo to join the growing crowd of over 100 other communities across the country who have pledged, including several local cities such as St. Petersburg, Safety Harbor, Dunedin, Tampa and Sarasota. Ready for 100 commits these communities to the goal of 100% clean energy and increases public engagement and promotion of local clean energy progress.

The City of Largo will incorporate the 100% renewable energy goal into the Largo Environmental Action Plan, LEAP, in order to highlight current strategies that address energy efficiency and sustainable financial strategies. Largo will set organizational and community-wide timelines to achieve this objective, including interim goals, and will collaborate with internal and community stakeholders to devise implementation strategies.

I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2219.
RESOLUTION NO. 2219

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LARGO, FLORIDA, INITIATING A TRANSITION TO 100 PER-CENT RENEWABLE, ZERO EMISSION ENERGY SOURCES IN ACCORDANCE WITH THE 100 PERCENT RENEWABLE ENERGY INITIATIVE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Largo Strategic Plan provides a vision for the City to be the community of choice in Tampa Bay through long-term decision making that guides transformational initiatives and preserves long-term financial health; and

WHEREAS, the City of Largo seeks a healthy, sustainable future for its residents, businesses, and visitors with less pollution and more economic and employment opportunities; and

WHEREAS, the transition to 100 percent renewable, zero emission energy sources, such as solar power will improve air and water quality and protect public health, particularly for the most vulnerable across our community; and

WHEREAS, 100 percent renewable, zero emission energy sources and energy efficiency now offer greater economic security, lower electricity costs, and affordable energy solutions for the City of Largo residents and businesses; and

WHEREAS, the U.S. Conference of Mayors supports the 100 Percent Renewable Energy Initiative; and

WHEREAS, the residents of Largo have begun entering into a co-op to use their buying power to secure discounted prices for solar panels.

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

Section 1. The City of Largo hereby adopts an organizational target of powering the City with 100 percent renewable, zero emission energy sources no later than 2035, with a target of being at least 50 percent renewable, zero emission energy sources by 2030.

Section 2. The City of Largo hereby adopts a commitment to support the transition of our community to 100 percent renewable, zero emission energy sources.
Section 3. The 100 Percent Renewable Energy Initiative will be incorporated into the Largo Environmental Action Plan and efforts will be made to work with community stakeholders to devise implementation strategies.

Section 4. The progress towards reaching the goals set forth in this Resolution will be evaluated every three years in coordination with the Largo Environmental Action Plan, beginning in 2021.

Section 5. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS ________ DAY OF _____________________, 2018.

CITY OF LARGO, FLORIDA

ATTEST:

Mayor

______________________________

City Clerk

REVIEWED AND APPROVED:

City Attorney
In support of Largo’s Strategic Plan and our organizational focus on sustainable and fiscally responsible operational practices, the City Commission was presented the Largo Environmental Action Plan (LEAP) in April of 2018. LEAP sets the direction for collaborative and sustainable operations in three main topic areas: Infrastructure, Natural Resources and Workforce. Under these topics there are a total of 34 sustainability indicators that are arranged under 10 focus areas and help show Largo’s progress towards a more sustainable future for generations.

Eight of these indicators were chosen to be further developed by staff for implementation within the organization. These indicators will enhance our organization’s ability to provide superior services in an efficient, fiscally responsible and environmentally sustainable manner.

Additionally, a 35th indicator will be added to LEAP in order to highlight the City’s strategic focus on preserving the long-term environmental, social and financial health for the community through energy efficiency and resource reduction. This initiative, Ready for 100% Renewable Energy, commits Largo to the transition to 100% renewable, zero emission energy for the organization and the community in order to realize our shared vision of being the community of choice in Tampa Bay.

I MOVE TO APPROVE/DISAPPROVE THE LARGO ENVIRONMENTAL ACTION PLAN GOALS AND THE ADDITION OF THE READY FOR 100 PERCENT RENEWABLE ENERGY CAMPAIGN.
Ready for 100

The City of Largo is proud to have a strategic focus on sustainability that guides our transformational initiatives and preserves the long-term environmental, social and fiscal health of our community. Largo is committed to a transition to 100 percent renewable, zero emission energy for our organization and our community in order to realize our shared vision of being the community of choice in Tampa Bay.

- **Municipal Renewable Energy**
  The City of Largo is committed to achieving 100 percent renewable, zero emission energy by 2035, including at least 50 percent by 2030. Largo will explore ways to reduce our energy consumption and increase our efficiencies through technology, building upgrades and retrofits.

- **Community Renewable Energy**
  The City of Largo is committed to support the achievement of 100 percent renewable, zero emission energy community-wide. Largo will encourage residents to reduce energy consumption and increase efficiencies, as well as actively engage with community stakeholders to encourage strategies such as solar powered homes and energy efficient upgrades. Largo will also work to encourage these environmental benefits particularly for the most vulnerable across our community.

Look for this symbol throughout LEAP to see our strategies for a transition to 100% renewable energy.

---

**Energy Efficiency at Your Home or Work**

- Join local co-ops or other groups to help reduce the cost of energy upgrades such as solar panels
- Contact your local utility provider for information on cost saving strategies.
  - Reduce energy consumption by educating your friends, family or coworkers on energy saving methods.
  - Visit OurFutureLargo.com for more tips.
### LEAP Performance Management Appendix 2018

#### FOCUS AREA: INFRASTRUCTURE

### TOPIC: BUILDINGS & ENERGY

**INDICATOR 1: REDUCE BUILDING ENERGY USE BY 20% BY 2030**

**STRATEGY:** Address metering flaws and opportunities

**Estimated Deliverable Date:** September 2018

**UPDATE:**
- Public Works staff is currently researching sub-metering opportunities and identifying accounts with the largest potential benefit from submetering.

**STRATEGY:** Improve Data Collection

**Estimated Deliverable Date:** September 2018

**UPDATE:**
- Public Works staff is coordinating with utility providers and internal stakeholders to determine efficiency opportunities in utility data collection.

**STRATEGY:** Develop an RFP for an ESCO in 2020 for one City building

**Estimated Deliverable Date:** 2020

**UPDATE:**
- A project team will be identified in FY19 to determine the best strategy for developing an ESCO RFP.

#### TOPIC: TRANSPORTATION

**INDICATOR 5: INCREASE TO 100% ALTERNATIVE FUEL FLEET FOR LIGHT DUTY* VEHICLES BY 2030**

<table>
<thead>
<tr>
<th>Actual % of Alternative Fuel Vehicles</th>
<th>Projected % of Alternative Fuel Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18</td>
<td>&lt; 1% (3 Vehicles)</td>
</tr>
<tr>
<td>FY19</td>
<td>&lt; 1% (3 Vehicles)</td>
</tr>
<tr>
<td>FY20</td>
<td>1% (6 Vehicles)</td>
</tr>
<tr>
<td>FY21</td>
<td>2% (15 Vehicles)</td>
</tr>
<tr>
<td>FY22</td>
<td>10%</td>
</tr>
<tr>
<td>FY23</td>
<td>20%</td>
</tr>
<tr>
<td>FY24</td>
<td>30%</td>
</tr>
<tr>
<td>FY25</td>
<td>50%</td>
</tr>
</tbody>
</table>

#### TOPIC: HORIZONTAL INFRASTRUCTURE

**INDICATOR 9: ENVISION PROJECT RATING STANDARDS**

**STRATEGY:** Determine Project Selection Criteria

**Estimated Deliverable Date:** 2019

**UPDATE:**
- Staff is currently working on receiving an internal ENV SP certification. After certification, staff will determine the best methodology for selecting which CIPs will qualify for certification each year and what the certification standards will be.

#### TOPIC: NATURAL RESOURCES

### TOPIC: WASTE

**INDICATOR 16: REDUCE PAPER USAGE BY 10% ANNUALLY**

**STRATEGY:** Encourage Reduction Behavior

**Estimated Deliverable Date:** Q2 FY19

**UPDATE:**
- Staff continues to encourage the reduction of paper usage through educational efforts. The City Sustainability Team will continue to look for additional reduction methods.

**STRATEGY:** Utilize Technology to Reduce Consumption

**Estimated Deliverable Date:** Q2 FY19

**UPDATE:**
- Technology will be analyzed by staff for its ability to minimize paper use specifically in the following areas: Commission Meetings, Hiring Process, Monthly Credit Card Statements, Invoices, Purchase Orders and internal Document Sharing/Signing.

### Actual Annual Spending

<table>
<thead>
<tr>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2.46M</td>
<td>$2.15M</td>
<td>$2.1M</td>
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### Projected Annual Spending

<table>
<thead>
<tr>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
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<tr>
<td>$2.1M</td>
<td>$2.0M</td>
<td>$1.99M</td>
<td>$1.99M</td>
<td>$1.98M</td>
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</tbody>
</table>

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*Data may be subject to change and may be rounded for readability.
**INDICATOR 20: INCREASE CANOPY COVERAGE ON CITY PROPERTY TO 50% BY 2025**

**STRATEGY:** Proactive Maintenance Program

*Estimated Deliverable Date: Q1 FY20*

**UPDATE:** Parks staff continues to develop and implement a full proactive maintenance program that will improve asset management, reduce maintenance costs and time and result in the long-term increase in public canopy coverage.

**STRATEGY:** Updating Tree Inventory Data

*Estimated Deliverable Date: Q1 FY20*

**UPDATE:** Parks staff will continue to work with the IT Department to develop an accurate tree inventory data system that will include tree characteristics that predict future canopy coverage such as species, age, mature canopy size, etc.

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### Actual % of Public Canopy Coverage vs Projected % of Public Canopy Coverage

<table>
<thead>
<tr>
<th>Year</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>37.11</td>
<td>38.00</td>
<td>39.00</td>
<td>40.00</td>
<td>41.00</td>
<td>42.00</td>
<td>43.00</td>
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</table>

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**FOCUS AREA: PEOPLE & SERVICES**

**TOPIC:** Workforce

**INDICATOR 32: SUSTAINABILITY REVIEW**

**STRATEGY:** Review CIPs for Local Sustainability Impacts

*Estimated Deliverable Date: Q2 FY19*

**UPDATE:** The Sustainability Coordinator will be added to the CIP Validity Team to assist in scoring all CIPs. This will begin with the next Validity Team review for upcoming FY20.

**INDICATOR 35: 100% RENEWABLE ENERGY BY 2040**

**STRATEGY:** Municipal Operations

*Estimated Deliverable Date: 2035*

**UPDATE:** Through Commission Resolution the City of Largo will set to achieve 100% renewable energy by 2035. Indicative of goal 50% by 2020 will remain unchanged.

**STRATEGY:** Community

**UPDATE:** Through Commission Resolution the City of Largo will set a goal of achieving 100% renewable energy by 2035. Indicative of goal 50% by 2020 will remain unchanged.

---

**READY FOR 100**

**INDICATOR 31: 100% RENEWABLE ENERGY BY 2040**

**STRATEGIES:**

- **Municipal Operations**
  - Through Commission Resolution the City of Largo will set to achieve 100% renewable energy by 2035, including at least 50% by 2030. Methods will include reducing energy consumption, increasing efficiencies and technologies, the use of renewable energy sources and through utility renewable uses.

- **Community**
  - Through Commission Resolution the City of Largo will set a goal of achieving 100% renewable energy. Largo will encourage residents to reduce energy consumption and increase efficiencies as well as actively engage with community members to identify and recommend ways to achieve this goal.

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**UPDATE:** Through Commission Resolution the City of Largo will set a goal of achieving 100% renewable energy. Largo will encourage residents to reduce energy consumption and increase efficiencies as well as actively engage with community members to identify and recommend ways to achieve this goal.
The City of Largo Housing Division receives HOME and SHIP funds each year to carry out its community development and affordable housing projects in accordance with local, state, and federal regulations. In addition to grant funds, the program receives funds from program income received in the form of loan repayments.

More HOME funds are available than originally budgeted at the start of FY 2018 due to higher than anticipated program income and carryover funds from FY 2017. Similarly, additional SHIP funds are available in FY 2018 also due to program income and rollover. The Housing Division works to execute projects and meet targets for expenditure of grant funds, however due to staggered contract terms and multi-year grant fund availability, additional funds are available that were not included at the time of the FY 2018 budget adoption. The budget allocation will be divided among two programs:

- $282,700 – HOME Program
- $350,100 – SHIP Program

In order to ensure the Housing Division is able to meet their programmatic goals, staff is requesting to amend the FY 2018 Adopted Budget to reflect increased revenues and carryover available for HOME and SHIP activities this year and provide a sufficient budget appropriation.
ORDINANCE NO. 2018-49

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, AMENDING THE FY 2018 BUDGET ADOPTED BY RESOLUTION NO. 2194 BY APPROPRIATING REVENUES AND EXPENDITURES IN THE AMOUNT OF $632,800 WITHIN THE HOME FUND AND SHIP FUND FOR ADDITIONAL PROGRAM EXPENDITURES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Largo, Florida, adopted by Resolution No. 2194 an annual operating budget for the City of Largo for FY 2018; and

WHEREAS, the City has an additional $632,800 available in estimated program income and rollover grant funds in the HOME Fund and SHIP Fund that were not fully spent in prior years; and

WHEREAS, the City will undertake additional community development activities in FY 2018 that are eligible expenditures for these funds; and

WHEREAS, such supplemental appropriation and allocation of funds is in compliance with generally accepted governmental accounting principles, HOME regulations, State of Florida regulations, and the Largo City Charter.

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

Section 1. That Resolution No. 2194 adopting the FY 2018 Operating and Capital Improvements Budget is hereby amended by appropriating $282,700 in the Community Development Department HOME Fund and $350,100 in the Community Development SHIP Fund for additional expenditures.

Section 2. That allocation of said funds shall be as follows:

a. Revenue
   
   18-331-542  HOME Grant Funds and Program Income  $282,700
   17-331-543  SHIP Grant Funds and Program Income  $350,100

d. Expenditures
   
   18-554-5685-34  Contractual Services  $282,700
   17-554-5685-34  Contractual Services  $350,100
Section 3. That the provisions of 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

REVIEWED AND APPROVED: ATTEST:

City Attorney City Clerk
After preparing the FY 2019 Proposed Budget, which includes year-end FY 2018 estimates, projections indicate that the Human Resources (HR) Department will exceed its annual appropriation within the Risk Fund. The area where expenses are higher than budget are health insurance premiums.

Over the past several years, the City has seen an increase in the number of employees selecting health insurance, and therefore an overall increase in the number of lives covered on the plan. This development is a testament to the high quality plan provided to employees; however, the net increase each year has been difficult to project. With the additional premium costs comes an increase in revenue to the fund. An additional $300,000 is currently projected in revenue from City and employee payroll contributions toward premium costs.

This budget amendment will appropriate the additional $300,000 in revenue and expenses, resulting in no net effect on fund balance. Should projections change, unspent money will be returned to fund balance.

**Ordinance No. 2018-58 - First Reading - Amending the FY 2018 Human Resources Budget by Appropriating Revenues and Expenses in the Amount of $300,000 Within the Risk Fund**

---

**Budgeted Amount:** $12,316,900.00  
**Available Amount:** $3,715,060.36  
**Expenditure Amount:** $12,616,900.00

**Additional Budgetary Information:** The total expenditure amount represents total projected spent in Risk Fund while the available amount is the remaining balance of funds neither expended or encumbered.

<table>
<thead>
<tr>
<th>Source(s):</th>
<th>Risk Fund</th>
<th>Budget Amendment Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Attorney Reviewed:</td>
<td>Yes</td>
<td>Source: Additional Revenue</td>
</tr>
<tr>
<td>Advisory Board Recommendation:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Consistent With:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Potential Motion/Direction Requested:** I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2018-58 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON AUGUST 21, 2018.

**Staff Contact:** Matthew DiFiore, Management Analyst II  
**x:** 7601  
**mdifiore@largo.com**

**Attachments:** Ordinance No. 2018-58
ORDINANCE NO. 2018-58

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, AMENDING THE FY 2018 BUDGET ADOPTED BY RESOLUTION NO. 2194 BY APPROPRIATING REVENUES AND EXPENSES IN THE AMOUNT OF $300,000 WITHIN THE HUMAN RESOURCES DEPARTMENT RISK FUND FOR HIGHER THAN ANTICIPATED HEALTH INSURANCE EXPENSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted Resolution No. 2194 adopting an annual operating budget for the City of Largo for FY 2018; and

WHEREAS, the majority of the City’s Risk Fund expenses are made up of health insurance costs and are budgeted in the Human Resources (HR) Department; and

WHEREAS, the City’s health insurance expenditures are now projected to exceed the FY 2018 Budget; and

WHEREAS, based on an analysis of all expenses within the HR Risk Fund budget, it is projected that a $300,000 budget amendment is necessary to prevent the department from exceeding its FY 2018 appropriation; and

WHEREAS, $300,000 in health insurance revenue from city and employee payroll contributions will off-set the additional expenses; and

WHEREAS, such supplemental appropriation and allocation of funds is in compliance with generally accepted accounting principles and the Largo City Charter.

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

Section 1. That the FY 2018 Operating and Capital Improvements Budget is hereby amended by appropriating $300,000 in revenues and expenses within Human Resources Department Risk Fund for health insurance expenses.

Section 2. That allocation of said funds shall be as follows:

a. Revenues
   61-398-200 Medical Premiums $300,000

b. Expenditures
   61-513-2341-45 Insurance $300,000
Section 3. That the provisions of 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

REVIEWED AND APPROVED: ATTEST:

City Attorney City Clerk
This memo requests approval of a solid waste revenue increase (garbage and trash) to fund related operating costs over the next three years. The requested increase will be effective for all bills mailed on or after October 1, 2018.

The last solid waste revenue increase was effective January 1, 2007. Cost increases since 2007 have been absorbed mostly by improving efficiency and using fund balance. Also, per-ton disposal charges (tipping fees) have not increased, which typically comprise approximately 30% of the Solid Waste Fund's operating costs. More of the waste stream is also being recycled today compared to 2007, which has helped reduce disposal cost increases.

Revenue Increase Drivers:
- No rate increase since 2007 (a 5% commercial rate decrease was implemented since 2007)
- Normal revenue growth is low: <1% per year and usually results in related expense increases
- Normal expense increases over the past ten-plus years have increased operating costs (salaries, fuel, insurance, capital, normal inflation, etc.)
- Fund balance has been used, but is reaching a minimum level
- Recycling market changes are projected to increase disposal costs and reduce recycled sales revenue
- Establishment of a Debris Removal Reserve for storm damage of $2 million total reserve over the next 5 years after the experience with Hurricane Irma, which is equal to one year of the recommended revenue increase.

I MOVE TO APPROVE / DISAPPROVE ORDINANCE NO. 2018-64 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON AUGUST 21, 2018.

Staff Contact: Rebecca Spuhler, Assistant Finance Director 727-586-7443 rspuhler@largo.com

Attachments: Page 2, Ordinance No. 2018-64
Solid Waste revenue only increases when: new customers are annexed; when existing customers redevelop to higher levels of usage; when construction activity increases; or when other service levels change. Normal revenue growth is typically 1% per year or less and any revenue increases also generate additional operating costs. Revenue growth is not projected to keep pace with operating expense growth without a revenue increase.

Lower market demand for recycled materials and fewer foreign buyers are also projected to result in having to pay to dispose of recycled materials in the near future rather than continuing to dispose of recycled materials at no cost, which may add up to $500,000 a year in additional disposal costs for recycled materials.

The proposed revenue increase was discussed at the July 13, 2018 City Commission Work Session. Total annual revenue from this increase is approximately $2 million, which is equal to a 20% overall increase. This increase is projected to be sufficient for the next three years (FY 2019-FY 2021).

The proposed revenue increase was discussed by the Finance Advisory Board (FAB) on July 23, 2018. The FAB recommended a 20% rate increase for residential, commercial and roll-off.

Revenue Increase Recommendations:

- Implement a one-time 20% overall revenue increase in FY 2019
- A 20% revenue increase will generate approximately $2 million in additional revenue annually
- Implement a larger revenue increase for the Residential Customer category to increase the net revenue generated by the Residential Customer category (see table below)
- Next projected rate increase is in FY 2022
- Three possible revenue increase options are presented below. Other options can be developed, if desired.

<table>
<thead>
<tr>
<th>Revenue Increase Options</th>
<th>(Residential Category/Commercial Category/Roll-off Category)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20% / 20% / 20% (FAB Recommended)</td>
</tr>
<tr>
<td></td>
<td>25% / 17% / 17% (Staff Recommended)</td>
</tr>
<tr>
<td></td>
<td>31% / 13% / 13%</td>
</tr>
<tr>
<td>Net Revenue (Subsidy)*</td>
<td></td>
</tr>
<tr>
<td>Residential</td>
<td>($400,000)</td>
</tr>
<tr>
<td>Commercial**</td>
<td>($220,000)</td>
</tr>
<tr>
<td></td>
<td>$2.8 million</td>
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<tr>
<td></td>
<td>$2.7 million</td>
</tr>
<tr>
<td></td>
<td>$2.5 million</td>
</tr>
<tr>
<td>Roll-off**</td>
<td>$720,000</td>
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<tr>
<td></td>
<td>$675,000</td>
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<tr>
<td></td>
<td>$630,000</td>
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<tr>
<td>Monthly Residential Rate</td>
<td></td>
</tr>
<tr>
<td>(Currently $17.85)</td>
<td>$21.18</td>
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<tr>
<td></td>
<td>$22.06</td>
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<tr>
<td></td>
<td>$23.06</td>
</tr>
</tbody>
</table>

* Net Revenue (Subsidy) equals total revenue by customer category minus direct expenses by category.

** All Solid Waste administrative overhead is paid by Commercial and Roll-off customers' net revenue.
ORDINANCE NO. 2018-64

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA AMENDING
CHAPTER 20 OF THE CITY OF LARGO CODE OF ORDINANCES TO
CLARIFY PROVISIONS AND TERMINOLOGY IN KEEPING WITH
CURRENT SOLID WASTE DIVISION PRACTICES; TO AMEND BULKY
WASTE COLLECTION AND SERVICE FEES; TO CLARIFY
PROVISIONS RELATED TO WHITE GOODS AND YARD WASTE
COLLECTIONS; TO CLARIFY PROVISIONS RELATED TO
RECYCLING SERVICES; PROVIDING FOR CERTAIN FEES RELATED
TO RECYCLING SERVICES; PROVIDING FOR SEVERABILITY;
PROVING AN EFFECTIVE DATE.

WHEREAS, the City of Largo operates solid waste and recycling services for the benefit of its and
commercial customers; and

WHEREAS, amendments to the City’s Code of Ordinances to clarify and update provisions
related to solid waste services are necessary from time to time; and

WHEREAS, solid waste rates and revenue must be increased to pay the related costs of
providing residential and commercial services.

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

Section 1. That Section 20-1, Definitions—Chapter 29—“Solid Waste” of the City of Largo Code of
Ordinances is hereby amended and shall read as follows:

ARTICLE I. IN GENERAL

Sec. 20-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to
them in this section, except where the context clearly indicates a different meaning:

Additional service means a service which is not part of the scheduled services provided under the uses
subscription, and which is performed and charged in addition to subscribed services.

Annual means the period beginning October 1 and ending the following September 30 of any year.

Automated cart container means a container provided by the city and emptied by mechanical means on
the site where it is used.

Biohazardous material means any solid or liquid waste which may have the capacity of causing or
transmitting infection or disease to humans or animals. The term includes, but is not limited to, non-liquid
human tissue, laboratory and veterinary waste which contains human disease causing or transmitting
agents, human blood and blood products, body fluid, and other materials which, in the opinion of the
department of health and rehabilitative services, presents a risk of infection to persons or animals outside
the generating facility.

Front-load dumpster means a container provided by the city for scheduled commercial or industrial
service, or for special purposes, including, but not limited to, two-, four-, six-, or eight-cubic yard capacity
and are emptied by mechanical means on the site where they are used.

Bulky waste means those items the large size or weight of which precludes or complicates their handling
by normal collection, processing, or disposal methods employed by the city. Examples include, but are
not limited to, white goods and furniture.

City means the city, its elected officials, officers, duly appointed officials, and agents.
City manager means the city manager or designee.

Commercial curbside service means a classification of service which uses automated cart or containers.

Commercial establishment means any building or site devoted to retail, wholesale, light repair, institutional, recreational, religious, governmental, or similar nonresidential and nonindustrial uses.

Commercial waste means solid waste generated as a consequence of operating a commercial establishment, exclusive of hazardous or biohazardous waste.

Compactor means a solid waste container system incorporating mechanical devices which reduce the volume of the solid waste for more efficient storage and easier handling.

Construction and demolition debris means materials generally considered not to be water soluble and are non-hazardous in nature including, but not limited to, steel, glass, brick, concrete, non-hazardous roofing materials, pipe, gypsum wallboard, and lumber resulting from the construction, demolition, or maintenance of a structure. Soil, tree remains, and other vegetative matter resulting from site work or land clearing shall not be considered construction and demolition debris.

Duplex/triplex residence means a structure containing two or three residential dwelling units, on one lot, which are attached to each other, but which are not attached to any other dwelling unit.

Emergency condition means any condition under which it would not be feasible to provide services specified by this chapter in accordance with the terms and conditions of this chapter.

Hazardous waste means any waste product identified by the state department of environmental protection as hazardous waste in accordance with the Florida Administrative Code.

High-density residence means a structure containing four or more separate dwelling units on one parcel or a grouping of four dwelling units on one parcel, such as an apartment complex or condominium.

Holiday means days, as designated by the city commission, during which services specified by this chapter may not be provided in accordance with established schedules.

Horticultural and yard waste means vegetative matter resulting from landscaping maintenance which is not a primary byproduct of a subscriber's commercial or industrial activity.

Household hazardous waste means hazardous waste generated as a consequence of occupying and maintaining a residential unit.

Household waste means waste typically generated in the course of occupying and maintaining a residential unit.

Industrial establishment means any building or site devoted to warehousing, storing, manufacturing, reconstructing, or remanufacturing, transporting, maintaining utilities and similar nonresidential and noncommercial uses.

Industrial waste means solid waste generated as a consequence of operating an industrial establishment, exclusive of hazardous or biohazardous waste.

Lockable container means a front-load dumpster which has been fitted with a lock by the city.

Mixed land use means a single lot with residential dwelling units and commercial establishments. Such uses shall be considered commercial establishments for the purposes of this chapter.

Mobile home park residence means one or more parcels of land under single ownership on which two or more mobile homes are occupied as residences, exclusive of mobile homes used as an allowable accessory use; and mobile home communities with continuing local general management, which may involve a condominium or cooperative ownership arrangement.
Nonscheduled service means an additional service which is requested by a subscriber, or is provided by the city in response to a perceived threat to health, safety or welfare.

Recyclable material means those materials which would otherwise be considered solid waste, where it has been separated for collection and it is feasible to collect, separate, or process the material in such a manner that it can be reused or used to produce another product.

Residential container—curbside service means a classification of residential service which uses an automated cart container.

Residential dwelling unit means a single-family unit providing complete independent living facilities for one housekeeping unit, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Roll-off container means large capacity containers used for commercial or industrial service, or for special purposes, including, but not limited to, capacities between ten and 40 cubic yards and which is transported with its contents by vehicle to a solid waste disposal site.

Roll-out container means a front-load dumpster which has been fitted with wheels by the city so that it can be rolled to a designated location for collection by the city.

Scheduled service means solid waste services provided to a subscriber according to a predetermined schedule which meets the mandatory subscription requirements of this chapter.

Shared front-load bulk container means a front-load dumpster which is shared by two or more subscribers.

Single-family residence attached means a structure containing one dwelling unit and attached to another dwelling unit by means of a common wall.

Single-family residence detached means a structure containing one dwelling unit, and not attached to any other dwelling unit by any means.

Solid waste means garbage, yard trash, white goods, construction and demolition debris or other discarded material, including solid, liquid, or semisolid material resulting from the construction or occupancy of residential, commercial, or industrial establishments that is not hazardous waste as that term is defined herein.

Subscriber means the person, corporation, or agent thereof responsible for paying fees for services delivered pursuant to this chapter.

Subscription means one or more classifications of scheduled service which are routinely provided to a subscriber.

White goods means discarded large domestic or commercial appliances such as ranges, water heaters, freezers, refrigerators, and other items of a similar nature.

Section 2. That Section 20-1(c)(1), Mandatory Collection of solid waste, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-2. Mandatory collection of solid waste.

(c) Fees.

(1) Responsibility for fees. The owner of land or premises to which solid waste collection service is provided by the city shall have the ultimate responsibility for satisfying all city charges therefor, whether such are presently or previously provided. Provision of collection service shall be presumed to be a direct benefit to the owner of the premises served. Accounts for such service opened in the name of individuals or entities other than the owner of land or premises shall be presumed at the
instance of and as agent for such owner. The minimum fee for any vacant residential, commercial, or industrial property within the City of Largo will be equal to the monthly residential service charge.

Section 3. That Section 20-1(d), Mandatory Collection of solid waste, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-2. Mandatory collection of solid waste.

(d) Minimum solid waste collection and disposal standards.

(1) Single-family residence detached (up to three dwelling units on one lot), duplex and triplex residences. Minimum service shall consist of scheduled residential curbside service as defined in article II of this chapter.

(2) Single-family residence attached, high-density residence and mobile home park residences. Minimum service shall consist of either:

a. Scheduled front-load bulk container service of not less than one-half cubic yard per residential dwelling unit collected not less than once per week, or such capacity and collection frequency as determined by the city based on demonstrated need; or

b. Scheduled automated cart container service for each residential dwelling unit.

Such services shall be provided under the terms and conditions for this classification of service as defined in article II of this chapter.

(3) Commercial and industrial establishments.

a. Minimum level of service. Except where otherwise provided herein, each commercial or industrial establishment shall subscribe to scheduled front-load bulk container service of not less than two cubic yards collected once per week, or such capacity and collection frequency as determined by the city based on demonstrated need. Such services shall be provided under the terms and conditions for this classification of service as defined in article II of this chapter.

b. Exceptions.

1. Where approved by the city, commercial customers in contiguous locations may share a single container provided for scheduled front-load bulk container service. Moreover, such customers which generate minimal amounts of solid waste may subscribe to a minimum capacity of less than two cubic yards per week, where approved by the city.

2. Where approved by the city, commercial customers may be permitted to subscribe to commercial curbside service where the city has made a determination that:

i. The volume and type of waste is such that use of a front-load bulk container is not warranted;

ii. Field conditions make it impractical to provide solid waste collection service using a front-load dumpster; or

iii. Use of a front-load dumpster would create or contribute to a significant blighting influence on the surrounding area.

Section 4. That Section 20-30, Scheduled residential curbside services, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-30. Scheduled residential curbside service.

(a) The charge per month for scheduled residential curbside service shall be $22.06 - $47.65.
(b) This classification of service shall include the following:

(1) One city-provided automated cart container shall be collected twice per week. Solid waste placed in automated cart containers shall be limited to household waste generated on the site to which the subscription applies.

(2) Collection and disposal service for an additional city-provided automated cart container shall be provided at an additional charge as provided in subsection (a) of this section. A minimum subscription period of six months is required for this service.

(3) Acceptance of additional services. Where a subscriber has placed solid waste for collection which would comprise an additional service beyond those which are currently subscribed, or where a subscriber requires an additional service beyond those which are currently subscribed to comply with the requirements of this article, such a condition shall comprise authorization to provide such service and agreement to pay such fees as are prescribed by this article for such additional service without prior notification.

(4) Collection of recyclable materials in a city-provided container once per week. One city-provided automated recycle cart shall be collected once per week. Recycling placed in automated cart shall be limited to household waste generated on the site to which the subscription applies.

(5) Collection of horticultural and yard waste generated on the premises to which the subscription applies. Collections shall be performed on a scheduled weekly basis.

(6) Collection of bulky waste shall not exceed four collections annually, with a maximum of ten cubic yards to be collected in each collection, per subscriber. Collections shall be performed on a scheduled weekly basis.

(7) The fee for bulky waste collection and disposal services in excess of the maximum amount identified in subsection 20-30(b)(6) shall be as follows:

   a. $75.00 per collection; and

   b. The waste disposal cost (e.g. the "tipping fee") as determined by Pinellas County equal to the actual tipping fee incurred; and

   c. Upon a determination the amount of waste placed for collection exceeds ten cubic yards, the subscriber shall be provided a 20 cubic yard roll-off container in which to place the waste for removal and will be charged in accordance with subsection 20-32(1)(2).

Section 5. That Section 20-31(b), Scheduled single-family attached, high density and mobile home park residence service, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-31. Scheduled single-family attached, high-density and mobile home park residence service.

Single-family attached, high-density residences and mobile home parks may subscribe to one of the following services pursuant to city approval:

(a) Scheduled front-load dumpster service. The fee for this service shall be provided and charged as provided in section 20-32.

(b) Residential curbside service. The fee for this service shall be provided and charged for each residential dwelling unit as provided in section 20-30. This classification of service shall include the following:

   (1) One city-provided automated container shall be collected twice per week. Solid waste placed in automated containers shall be limited to household waste generated on the site to which the subscription
One city-provided automated cart shall be collected twice per week. Solid waste placed in automated cart shall be limited to household waste generated on the site to which the subscription applies.

(2) Collection and disposal service for each additional city-provided automated container shall be provided at an additional charge as provided in section 20-30. A minimum subscription period of six months is required for this service.

(3) Collection of recyclable materials in a city-provided container once per week. One city-provided automated recycle cart shall be collected once per week. Recycling placed in automated cart shall be limited to household waste generated on the site to which the subscription applies.

(4) Collection of horticultural and yard waste generated on the premises to which the subscription applies. Collections shall be performed on a scheduled weekly basis.

Section 6. That Section 20-32(a), Commercial and industrial container service, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-32. Commercial and industrial container service.

(a) Scheduled front-load dumpster service. This classification of service shall include the following services and fees:

(1) Scheduled front-load dumpster service charged in accordance with the monthly fees as follows:

<table>
<thead>
<tr>
<th>Dumpster Size In Cubic Yards</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$200.00</td>
<td>$250.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Four</td>
<td>$95.00</td>
<td>$190.00</td>
<td>$285.00</td>
<td>$380.00</td>
<td>$475.00</td>
<td>$570.00</td>
</tr>
<tr>
<td>Six</td>
<td>$141.00</td>
<td>$282.00</td>
<td>$423.00</td>
<td>$564.00</td>
<td>$705.00</td>
<td>$846.00</td>
</tr>
<tr>
<td>Eight</td>
<td>$187.00</td>
<td>$374.00</td>
<td>$561.00</td>
<td>$748.00</td>
<td>$935.00</td>
<td>$1,122.00</td>
</tr>
</tbody>
</table>

(2) Scheduled front-load recycling dumpster service charged in accordance with the monthly fees as follows:

<table>
<thead>
<tr>
<th>Dumpster Size In Cubic Yards</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$100.00</td>
<td>$125.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Four</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$100.00</td>
<td>$125.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Six</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$100.00</td>
<td>$125.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Eight</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$100.00</td>
<td>$125.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

As for pulling out the front-load dumpster from the enclosure for cleaning by the subscriber, $50.00.

(3) A fee of $25.00 per month for the collection of recycling front-load dumpsters once per week. An additional fee of $25.00 per month will be assessed for collection frequencies greater than once per week.
A fee for pulling out the front-load dumpster from the enclosure for cleaning by the subscriber of $50.00.

(4) Cleaning and chemical deodorizing of the front-load dumpster, after each collection upon subscriber request, $100.00.

(5) Cleaning of the front-load dumpster once annually upon subscriber request. A fee of $7.00 per month for a recycling cart picked up each week at a commercial customer. Collections requested more than one time per week will be billed at $5.00 each.

(6) Collection of bulky waste conforming with the following terms:

a. Collection of each front-load dumpster shall be limited to a maximum of one collection annually not to exceed 10 cubic yards.

b. Normal commercial or industrial waste, or waste which is a primary byproduct of the commercial or industrial establishment are ineligible for collection as bulky waste.

c. Such collections shall be arranged upon subscriber request.

d. The fee for bulky waste collection and disposal services in excess of the maximum frequencies and weights established for scheduled commercial and industrial container service shall be as follows:

   1. $75.00 per collection; and

   2. The waste disposal cost (e.g. the "tipping fee") as determined by Pinellas County, the actual tipping fee incurred; and

   3. Upon a determination the amount of waste placed for collection exceeds ten cubic yards, the subscriber shall be provided a 20 cubic yard roll-off container in which to place the waste for removal and will be charged in accordance with subsection 20-32(f)(2).

(7) Front-load dumpsters which are determined by the city as containing putrescent waste, being unsanitary, or emitting an offensive odor shall be cleaned at the direction of and by the city at additional cost as provided in subsection (n) of this section.

(8) The minimum subscription period for a container under this classification of service shall be six months. Moreover, a subscriber may not reduce the size of his/her container within this six-month period. A subscriber may reduce the size of the container, effective at the end of the current billing period, if the request is received within six weeks of the subscriber's first receiving service, provided the city affirms that the current capacity is adequate for storing and disposing the solid waste being generated on the site.

Section 7. That Section 20-32(c), Commercial curbside service, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-32. Commercial and industrial container service.

(c) Commercial curbside service.

(1) The fee for commercial curbside service shall be equal to the monthly residential service charge $17.65 per month.

(2) This classification of service shall include the following:

   a. One city-provided automated cart/container shall be collected twice per week. Solid waste placed in automated containers shall be limited to commercial and industrial waste generated on the site to which the subscription applies. One city-provided automated recycle cart shall be collected once per week. Recycling placed in automated cart shall be limited to household waste
b. Collection and disposal service for each additional city-provided automated container shall be provided at an additional charge as provided in section 20-30. A minimum subscription period of six months is required for this service. Moreover, a subscriber may not reduce the amount of capacity provided for his/her use within this six-month period. A subscriber may reduce the amount of capacity provided for his/her use, effective at the end of the current billing period, if the request is received within six weeks of the subscriber's first receiving service, provided the city affirms that the current capacity is adequate for storing and disposing of the solid waste being generated on the site.

Section 8. That Section 20-32(d)(1), Nonscheduled front-load dumpster service, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-32. Commercial and industrial container service.

(d) Nonscheduled front-load dumpster service.

(1) Additional collections for existing scheduled front-load dumpster. The following fees shall apply where a scheduled front-load dumpster service subscriber requests or requires pickups in excess of the normally scheduled level of service:

<table>
<thead>
<tr>
<th>Size Container</th>
<th>Fee/Pick-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Yard</td>
<td>$38.00-$45.00</td>
</tr>
<tr>
<td>Four Yard</td>
<td>$49.00-$57.00</td>
</tr>
<tr>
<td>Six Yard</td>
<td>$59.00-$69.00</td>
</tr>
<tr>
<td>Eight Yard</td>
<td>$79.00-$89.00</td>
</tr>
</tbody>
</table>

Section 9. That Section 20-32(e), Scheduled roll-out front-load dumpster service, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-32. Commercial and industrial container service.

(e) Scheduled roll-out front-load dumpster service. Subscribers requiring moveable moveable bulk containers will be charged for scheduled front-load dumpster service in accordance with the following monthly fees:

<table>
<thead>
<tr>
<th>Number of Collections Per Week and Monthly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dumpster Size in Cubic Yards</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Two</td>
</tr>
<tr>
<td>Four</td>
</tr>
</tbody>
</table>

Scheduled roll-out front-load dumpster service shall be available for two- and four-cubic-yard front-load dumpsters only.
Section 10. That Section 20-32(f), Additional collections for existing scheduled roll-out front-load dumpster, of the City of Largo Code of Ordinances is hereby created and shall read as follows:

Sec. 20-32. Commercial and industrial container service.

(f) Additional collections for existing scheduled roll-out front-load dumpster. The following fees shall apply where a scheduled roll-out front-load dumpster service subscriber requests or requires pickups in excess of the normally scheduled level of service:

<table>
<thead>
<tr>
<th>Size Container</th>
<th>Fee/Pick-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Yard</td>
<td>$42.00</td>
</tr>
<tr>
<td>Four Yard</td>
<td>$53.00</td>
</tr>
</tbody>
</table>

Section 11. That Section 20-32(g), Roll-off container service, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-32. Commercial and industrial container service.

(g) Roll-off container service.

1. Prepayment requirements. Applicants for this classification of service who do not maintain a city wastewater account shall execute a service agreement with the city and provide a prepayment. Prepayments will immediately be applied against all charges for service. Prepayments must be reestablished in the original amounts required prior to successive services being rendered in accordance with the following standards:

   a. Residential customers: A cash prepayment; or credit card authorization, preauthorized in an amount equal to the greater of $500.00 or the estimated charges for a two-month period.

   b. Commercial and industrial customers: A cash prepayment; or credit card authorization, preauthorized in an amount equal to the greater of $1,000.00 or the estimated charges for a two-month period.

2. Roll-off container service fees. Garbage/Recycling

   a. Fees for open top roll-off container service shall comprise a fee for each pickup in accordance with the following fees based on container size, plus the actual cost of waste disposal (tipping fee):

      | Size Container | Fees/Pick-up |
      |----------------|-------------|
      | 10 Cubic Yards | $130.00-$150.00 |
      | 20 Cubic Yards | $143.00-$167.00 |
      | 30 Cubic Yards | $157.00-$184.00 |
      | 40 Cubic Yards | $170.00-$202.00 |

   b. Fees for Recycling roll-off container service shall comprise a fee for each pickup in accordance with the following fees based on container size, plus the actual cost of waste disposal if any (tipping fee):

      | Size Container | Fees/Pick-up |
      |----------------|-------------|
      | 10 Cubic Yards | $130.00-$150.00 |
      | 20 Cubic Yards | $143.00-$167.00 |
      | 30 Cubic Yards | $157.00-$184.00 |
      | 40 Cubic Yards | $170.00-$202.00 |
b. Inaccessibility to roll-off container shall be charged a fee equal to the pickup charge based on container size.

c. On-site relocation requests shall be charged a $75.00 fee per occurrence.

d. Any roll-off container found to be inactive for a period in excess of thirty days shall be charged a monthly fee equal to the pickup charge based on the container size.

e. A fee of $75.00 shall be assessed for containers removed and re-delivered within a seven day period.

f. A fee of $75.00 will be charged to deliver each roll-off container.

g. The City of Largo reserves the right to charge a Contamination Fee in the event that a container contains prohibited material. $75.00.

(3) Compactor service fees.

a. Fees for compacted roll-off containers shall comprise a fee for each pickup in accordance with the following charges based on container size, plus the actual cost of waste disposal (tipping fee):

<table>
<thead>
<tr>
<th>Size Container</th>
<th>Fees/Pick-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Cubic Yards</td>
<td>$175.00-$200.00</td>
</tr>
<tr>
<td>20 Cubic Yards</td>
<td>$188.00-$220.00</td>
</tr>
<tr>
<td>30 Cubic Yards</td>
<td>$200.00-$235.00</td>
</tr>
<tr>
<td>40 Cubic Yards</td>
<td>$216.00-$255.00</td>
</tr>
</tbody>
</table>

b. Compacted roll-off containers determined by the city as containing putrid or noxious waste and/or that is unsanitary or emitting an offensive odor shall require the subscriber to have, at a minimum, one pickup per week.

(g) Compactor disposal service. Fees for disposal of solid waste from compactor systems not using roll-off containers shall be at a rate four times the amount charged for scheduled front-load dumpster service for the same or similar volume and frequency of pickup, in accordance with the rate schedule in subsection (a) of this section.

(h) Container washing and deodorizing.

(1) A front-load dumpster's washing and deodorizing shall cost $55-$100.00 per occurrence.

(2) A roll-off container's washing and deodorizing shall cost $100-$150.00 per occurrence.

(3) An automated cart container's washing and deodorizing shall cost $25.00 per occurrence.

(4) An on-site roll-off or front-loading compactor cleanup and reloading fee is $75.00 per occurrence.
(i) **Lockable containers.** Subscribers requiring lockable containers shall be charged an additional $5.00 per container per month. Scheduled roll-out front-load dumpster service with a lockable container shall be available for two- and four-cubic-yard front-load dumpsters only.

**Section 12.** That Section 20-67(1). Permitted containers, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

**Sec. 20-67. Permitted containers.**

(a) **Containers provided by the city.** The city shall be responsible for providing and maintaining containers for the following classifications of service:

(1) Residential automated cart service (garbage and recycling).

**Section 13.** That Section 20-68(b)(1). Damages to containers, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

**Sec. 20-68. Damages to containers.**

(b) **Marking or painting of containers.**

(1) Automated cart containers provided for residential service or commercial service may be marked by the subscriber only on the inside of the container lid.

**Section 14.** That Section 20-71. Placement of containers, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

**Sec. 20-71. Placement of containers.**

(a) **Accessibility to city staff and equipment.** Containers and solid waste for all classifications of service shall be placed in a manner allowing safe and ready access by city personnel and equipment. In situations where field conditions make it impractical to provide the requested service in accordance with such standards, the city shall provide collection and disposal services under another classification of service, including "unclassified services," where necessary.

(b) **Automated cart container service.** Automated containers shall be placed near the curb of the right-of-way for collection no earlier than 6:00 p.m. of the evening preceding the collection day and removed from the collection location no later than 7:00 p.m. the day of collection.

(c) **Special services for the disabled.** For disabled subscribers, automated containers shall be made accessible to the city without entering into a building or shelter of any type, or walking or carrying the container over, under, or around an obstacle on the property.

(d) **Commercial service containers.** Commercial service containers including front-load dumpsters, roll-out containers, and roll-off containers shall be placed in a location approved by the city so as to allow ready, reasonable, and safe access by city employees and equipment. The subscriber shall also provide such physical or site improvements as may be required to provide ready, reasonable and safe access by city employees including, but not limited to, front-load dumpster pads and paved access routes. The commercial or industrial establishment shall be responsible for maintaining the container in the approved location, and the access route to such containers over private property.

(e) **Container enclosures.** All solid waste and recycling containers are required to be screened from the right-of-way and adjacent properties. These enclosures must meet the Engineering Design and Construction Standards for Dumpster Pads and Enclosures. Additional information regarding enclosure requirements can be found in the Comprehensive Development Code.
Section 15. That Section 20-72(c), Placement of waste other than in containers, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-72. Placement of waste other than in containers.

(c) Bulky waste and white goods. Heavy or over-sized waste which cannot be placed in an automated cart container may be collected under the city's bulky waste and white goods service. Such items shall be placed near the curb of the right-of-way for collection.

Section 16. That Section 20-122(c), Separation of materials, of the City of Largo Code of Ordinances is hereby amended and shall read as follows:

Sec. 20-122. Separation of materials.

(c) Fees for collection of recycling containers containing materials which are contaminated by, or mixed with, unacceptable materials shall be assessed based on service type as follows:

<table>
<thead>
<tr>
<th>Size Container</th>
<th>Fee per container</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>$25.00</td>
</tr>
<tr>
<td>Mixed Commercial</td>
<td>$100.50.00</td>
</tr>
<tr>
<td>Cardboard Only Commercial</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Section 17. 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 18. 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

________________________
Louis L. Brown, Mayor

________________________
Alan Zimmert, City Attorney

ATTEST:

________________________
Diane Bruner, City Clerk
Ordinance No. 2018-65 repeals Article II, Chapter 25 of the Code of Ordinances related to Public Conveyances. This article has been determined to be unnecessary and redundant with the provisions in Chapter 22 related to the requirement for a Business Tax Receipt. Also, the regulation of public conveyances and the provisions related to inspection of vehicles has been determined to be unnecessary.

I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2018-65 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON AUGUST 21, 2018.
ORDINANCE NO. 2018-65

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, AMENDING CHAPTER 25 OF THE CITY OF LARGO CODE OF ORDINANCES BY REPEALING ARTICLE II, PUBLIC CONVEYANCE; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission determines that it is no longer necessary in today’s environment with various means of transportation available to the public including transportation network companies, to regulate public conveyances; and

WHEREAS, Chapter 22 of the Largo Code of Ordinances establishes the business tax receipts applicable to various public conveyance companies; and

WHEREAS, Chapter 25, Article II, Public Conveyances, Sections 25-19 through and including Section 25-143 therefore should be repealed.

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

Section 1. That Chapter 25, Article II, Public Conveyances, Sections 25-19 through and including Section 25-143, are hereby repealed.

Section 2. That it is the intention of the City Commission of the City of Largo 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 3. That the provisions of 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

REVIEWED AND APPROVED: ATTEST:

City Attorney City Clerk
EXHIBIT A

King
ENGINEERING ASSOCIATES, INC.

SCOPE OF PROFESSIONAL SERVICES

For

CITY OF LARGO UWHCA ON THE FDOT GATEWAY EXPRESSWAY PROJECT
LIMITED CONSTRUCTION SERVICES

Date: June 7, 2018
Project Number: 1599-006-010
City Project Number: 2016-08

This Scope of Services is an attachment to the Agreement to furnish Professional Services between the City of Largo and King Engineering Associates, Inc. of October 15, 2014, and made a part thereof.

1. PROJECT TITLE:
Utility Adjustments on Roosevelt Blvd (SR 686) from 49th St. Bridge to E. of 40th St. at 118th Ave.

a.k.a. FDOT Gateway Expressway Utility Work by Highway Contractor Agreement (UWHCA)

2. BACKGROUND:
Under Purchase Order No. 60034, the City of Largo (City) authorized King Engineering Associates, Inc. (King) to provide design and permitting of utility relocations for FDOT projects located in the Ulmerton Rd./Roosevelt Blvd. area. Based on changes to the procurement and project packaging methods used by FDOT for the associated projects, an amendment to that scope was later proposed to the City Commission and approved on 8/4/2015 to provide for the development of a design criteria package, and associated coordination with FDOT, for finalization of the UWHCA to include with the FDOT Gateway Expressway Design-Build project. Remaining funds budgeted in the original Purchase Order were used to complete the services included in the Amendment. Neither the original scope of services nor the amendment included services during the final design and construction phases of the project by the Design Build Team. This Supplemental Change
Order provides for services during completion of the UWHCA Work, subsequent to the kickoff of the FDOT Design-Build contract in October 2017.

3. **SCOPE OF SERVICES:**

King will provide coordination with FDOT and the Design Build Team, assist with design submittal reviews, respond to Design Build Team Requests for Information (RFIs), and limited construction phase services. Note that King’s role in the project will be that of the “Design Criteria Professional,” serving as the City’s representative to clarify the design intent and City standard requirements. As such, King will communicate directly with the City as well as the Design Build Team Engineer of Record (DBEOR) during development of the design. The DBEOR will provide the signed and sealed final design, obtain permits, and ultimately certify the project.

King will perform the following services:

**A. PROJECT MANAGEMENT**

1) Coordinate with FDOT and the Design Build Team on status and schedule of the overall project, and provide updates to City personnel. The schedule of the overall project is unknown at this time, but based on the extent of the proposed work, construction of City utilities is anticipated to be completed in Fall 2018.

2) Plan and manage the efforts of the King’s staff;

3) Develop monthly status report updates and invoices to the City;

**B. DESIGN REVIEW SERVICES**

1) Attend a Design Kickoff Meeting and up to two (2) Design Review Meetings;

2) Review the DBEOR’s design submittals at the Preliminary, 90%, and 100% completion levels for conformance with the design criteria / technical specifications package.

3) Coordinate with the Design Build Team to answer questions, RFIs, and assist with interpretation of the design criteria, and generally facilitate communications between the Design Build Team, FDOT, and the City.

4) Review materials shop drawings and submittals from the Design Build Team for general conformance with the design criteria and City standards. Up to forty (40) shop drawings are anticipated.

5) Review the schedule of values (SOV) provided by the Design Build Team for accuracy with respect to anticipated materials quantities and standard FDOT pay item procedures.

**C. LIMITED CONSTRUCTION SERVICES**

In that the schedule, sequencing, and duration of construction of the City’s utilities by the Design Build Team is unknown at this time and subject to change, the construction activities for the project are anticipated to span approximately 4 months. Services are proposed on an as-needed, time-and-expense basis (T&E), not to exceed (NTE) the amounts shown in the attached breakdown without prior authorization by the City. The scope of services and budget may be re-visited at a later time, should it prove to be insufficient. King’s scope of services during the construction period will be:
EXHIBIT A

1) Attend FDOT UWHCA meetings as needed. The FDOT indicates that regular, bi-weekly meetings are not anticipated during the utility construction. However, special meetings to resolve conflicts and/or changes are anticipated. Up to three (3) such meetings are included in this scope of services.

2) Respond to the Design Build Team’s Requests for Information (RFIs). It is anticipated that the majority of these items will be addressed during the design phase, or addressed by the utility design engineer. Up to six (6) RFIs are included in the attached fees;

3) Review Design-Build certification packages for clearance of project permits, and generally facilitate questions and comments from the City prior to submittal to regulatory agencies or placement of utilities into service;

4) Providing assistance with final closeout including:
   - Attending a partial walkthrough upon completion of the utility work (prior to completion of roadway work);
   - Reviewing the Design Build Team’s combined survey as-built;
   - Review Design Build Team’s Record Drawings, provided in PDF and AutoCAD format;
   - Review final quantities of materials

5) As-Needed Field Representative services: In that the FDOT UWHCA requires the utility owner to submit daily reports of installed materials, it is anticipated that the City will require limited assistance of a field representative. Pipe testing and connections to existing City of Largo utilities will also need to be witnessed. For the purposes of this Scope of Work, a total of 200 regular hours of field representative services is included (based on approximately 16 hours per week over an assumed 3-month construction activity period). Additionally, a total of 20 hours of overtime-rate field representative pay is included, as it is anticipated that some elements of the work will need to be completed during non-peak hours. This may be renegotiated in the future, as the needs of the City and project are better determined.

D. CONTINGENCY SERVICES

King may provide additional services under this Scope of Work, based on a lump sum amount or hourly charges per King’s contract rate schedule, pending issuance of written authorization for each task by the City. Additional services may include extended services, field representation, engineering design, or other services as-needed and at the request of the City.

4. BUDGET:
The City agrees to compensate the Engineer for the Work as set forth in Exhibit A.

5. SCHEDULE:
The schedule of construction activities may be subject to change per FDOT’s and the Design Build Team’s project schedules. The duration of work under this scope is as discussed herein.

6. ASSIGNMENT (Consultant):
Principal: Christopher F. Kuzler, P.E.
EXHIBIT A

Project Manager: Benjamin C. Turnage, P.E.
Construction Manager: Orlando Serrano

APPROVED BY:

Benjamin C. Turnage, PE
Utilities Practice Lead
King Engineering Associates, Inc.

Date

Jerald Woloszynski, P.E.
City Engineer
City of Largo

Date

Reviewed and Approved:
City Attorney
# Citi of Largo

**FDOT Gateway Expressway Utility Relocation Project**  
CONSTRUCTION SERVICES FEE PROPOSAL

## Labor Hours

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<th>Rate, Min</th>
<th>Principal</th>
<th>Project Manager / EOR</th>
<th>Construction Manager / Project Engineer</th>
<th>Field Rep</th>
<th>Field Rep DT</th>
<th>Survey Crew</th>
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<th>Labor</th>
<th>Subs</th>
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## Budget

### Task Totals

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<th>Subs</th>
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**TOTAL:** $106,128
Exhibit A
Professional Services Agreement dated November 12, 2014
Engineering Project Number 2018-02
City of Largo
Church Creek Drainage – Design & Permitting Services
Summary of Task Descriptions
Advanced Engineering & Design, Inc.
July 12, 2018

On November 12, 2014, Advanced Engineering & Design, Inc. (AED) entered into an Agreement to Furnish Professional Services to the City of Largo (AGREEMENT) in accordance with RFQ # 14-Q-485. Pursuant to the AGREEMENT, the City of Largo (CITY) has requested that AED provide certain professional services for Engineering Project Number 2018-02, Church Creek Drainage – Design & Permitting Services (PROJECT).

The City of Largo’s (City) goals are to obtain a design for a box culvert along Twig Terrace to significantly reduce the flows that are routed through a section of open channel. This open channel system, north of Twig Terrace, is located on private property and is the upstream reach of a system the City would prefer to abandon in future years. AED will perform evaluation, design and permitting for the proposed box culvert and identify the extent of system offsite improvements needed to meet the City’s goals.

Scope of Services

The Scope of Services shall consist of the following:

Task 1 – Basis of Design Report / Preliminary Plan Preparation

1.1 Available records will be reviewed. These records will be provided by the City. AED will extract records available online from SWFWMD and FDEP. A preliminary field assessment will be performed.

1.2 Coordination with the survey subconsultant will be performed to identify the proposed scope of survey work.

1.3 Utilizing the survey, plan basesheets will be prepared by AED.

1.4 Coordination with public and private utilities will be performed by AED in order to identify the facilities within the project area. “Level D” markups will be requested from involved utilities.

1.5 AED will attend a Pre-Application Meeting at the Southwest Florida Water Management District’s (SWFWMD) Tampa Service Office. Permitting requirements will be discussed at this meeting.

1.6 Preliminary stormwater modeling will be performed by AED. A model schematic will be developed identifying basins, links, nodes and other pertinent features.
Preliminary stormwater modeling will identify the proposed box culvert size and identify any adverse impacts resulting from the proposed improvements.

1.7 Based upon the preliminary stormwater modeling, AED will prepare Preliminary Plans identifying the alignment and elevations of the proposed improvements.

1.8 A Preliminary Opinion of Probable Cost will be prepared by AED. Quantities will also be tabulated for the work.

1.9 AED will prepare a Basis of Design Report (BODR) outlining the design assumptions and implementation alternatives. A Design Review Meeting will be attended by AED. Commentary issued during and after this meeting will be addressed and the BODR will be revised (as needed).

Task 2 – 60% Plan Preparation

2.01 The Preliminary Plans will be advanced to reflect a 60% level of completion. Commentary issued by the City during the earlier stages of the project will be incorporated into the 60% plans.

2.02 Coordination with the geotechnical subconsultant will be performed to identify the proposed scope of geotechnical investigation. Findings of this investigation will be incorporated into the plans and specifications.

2.03 Coordination with the subsurface utility engineering subconsultant will be performed to identify the proposed scope of utility investigation. Findings of this investigation will be incorporated into the plans and specifications, and the basesheets will be modified (as needed).

2.04 Coordination with the environmental subconsultant will be performed to identify the proposed scope of environmental investigation. Findings of this investigation will be incorporated into the plans and specifications.

2.05 Adjustments, for City of Largo-owned utilities, will be designed by AED. This design effort will be performed within the limits of the proposed stormwater improvements.

2.06 60% plan detailing will be performed by AED.

2.07 Stormwater modeling will be finalized. A Stormwater Modeling Summary will be prepared by AED documenting modeling assumptions, the model construction approach and results.

2.08 AED will prepare 60% level Technical Specifications, including a project-specific Measurement & Payment Section. The City-provided “front end” documents will be integrated into the specification package.

2.09 A 60% Opinion of Probable Cost will be prepared by AED.
2.10 Project deliverables will be provided to the City. A letter narrative will accompany this transmission documenting applicable assumptions and identifying critical project elements.

Task 3 – Permitting

3.01 A SWFWMD permit application will be prepared and submitted to the District by AED.

3.02 A Pre-Construction Notification (PCN) will be prepared and submitted to the United States Army Corps of Engineers (USACE). It is assumed that the proposed box culvert will be eligible for a Nationwide Permit.

3.03 Formal responses to commentary, issued by the SWFWMD, will be prepared by AED. Plan and specification modifications will be prepared as needed to address SWFWMD’s permit entity commentary.

3.04 Formal responses to commentary, issued by the USACE, will be prepared by AED. Plan and specification modifications will be prepared as needed to address USACE’s permit entity commentary.

Task 4 – Final Plan Preparation

4.01 The 60% Plans will be advanced to reflect a final level of completion. Commentary issued by the City during the earlier stages of the project will be incorporated into the final plans.

4.02 Final design level plan detailing will be performed, and signed and sealed by AED.

4.03 AED will finalize the Technical Specifications, including the project-specific Measurement & Payment Section.

4.04 A final design level Opinion of Probable Cost will be prepared by AED.

4.05 Project deliverables will be provided to the City. A letter narrative will accompany this transmission documenting applicable assumptions and identifying critical project elements.

III. Deliverables

AED shall submit Preliminary (30%), 60% and Final Level Plans in electronic format, PDF and CADD. Each plan submittal shall be accompanied with an updated Opinions of Probable Cost to the City. Additional plan sets shall be distributed to the private utility companies. AED will provide plan sets for the submittal of the permit application to the SWFWMD and copy the City on all correspondence. When required, signed and sealed original plan sets will be provided.
IV. **Items to be Provided by the City / Proposal Assumptions**

The City shall provide the following items:

- Payment of permit fees (if needed).
- All available information on the City-owned utilities (GIS maps, Atlas sheets, etc.).
- Legal descriptions and sketches associated with any temporary and/or permanent easements that may be needed to construct the proposed improvements.

The City shall also perform plan reviews.

Please note that this proposal was prepared utilizing the following assumptions/exclusions:

- Final design activities for improvements on 126th Avenue shall be performed under a separate scope of services.
- It is assumed that the proposed improvements will be eligible for a USACOE Nationwide Permit.
- Bidding and Construction Administration Services shall be performed under a separate scope of services.
- Funding assistance is not proposed.

V. **Compensation**

The City agrees to compensate AED on a Lump Sum Not-to-Exceed basis in the amount of $108,403.75 for Tasks 1 through 4, inclusive. Please reference the attached Proposed Man-hour Breakdown.

A contingency in the amount of $10,000.00 shall be allocated for additional engineering services, which must be approved in writing by the City prior to AED undertaking any such additional services. If AED performs additional services without first obtaining the City’s written approval, AED shall have been considered to waive any right or claim for compensation for the additional services. The use of contingency funds must be authorized by the City in writing.

VI. **Schedule**

AED shall prepare the Preliminary Plans within twelve (12) weeks after receipt of the Authorization to Proceed. Subsequent submittals will be prepared within six (6) weeks after receiving the City’s review comments. Responses to permit entity commentary from SWFWMD or USACOE will be prepared within ninety (90) days of receipt of commentary.
VII. **Acceptance**

By signature, the parties accept the provisions of this proposal and authorize AED to proceed at the direction of the City's representative.

**Advanced Engineering & Design, Inc.**

By: ______________________________

(Signature)

______________________________

(Printed Name with Title)

DATE: __________________________

**CITY OF LARGO**

By: ______________________________

(Signature)

______________________________

(Printed Name)

DATE: __________________________

REVIEWED AND APPROVED:

[Signature]

Alan Zimmie, City Attorney
Library Interlocal Agreement

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into by and between the undersigned Governmental Units as set forth on the signature pages attached hereto ("Parties"), for the participation in a cooperative library service for Pinellas County (the "Cooperative").

RECITALS:

WHEREAS, Pinellas County and various municipalities entered into an Interlocal Agreement providing for the establishment of the Cooperative dated the 10th day of January 1989, which was subsequently amended and extended, and which was superseded by an Interlocal Agreement entered into on the 10th day of September 2001, which expired on September 30, 2013; and which was superseded by an Interlocal Agreement entered into on the 1st day of October, 2013, which expired on September 30, 2018; and which was superseded by an Interlocal Agreement entered into on the 1st day of October 2018, which expires on September 30, 2023; and

WHEREAS, it is in the public interest to provide a free public library service for the use of the permanent residents of Pinellas County ("County"); and

WHEREAS, this Agreement is authorized by Section 163.01 of the Florida Interlocal Cooperation Act of 1969, which was promulgated to permit local governmental units to make the most effective use of their powers by enabling them to cooperate with other governmental units thereby providing services and facilities in a manner and pursuant to forms of governmental organization that will include geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, any public agency of this state may exercise jointly with any other public agency of this state any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

WHEREAS, the Parties to this Agreement have determined that in order to most effectively utilize their separate powers, a cooperative effort in the form of an Interlocal Agreement is needed; and

WHEREAS, Sections 257.12 through 257.25, Florida Statutes ("Free Library Service" verified 2017), provide state funds to assist in the furnishing of library services.

NOW THEREFORE, in consideration of the mutual benefits and in consideration of the covenants and agreements set forth herein, the Parties hereto agree as follows:
I. **PURPOSE; EXECUTION; EFFECTIVE DATE; TERM OF AGREEMENT**

A. **Purpose:**

The purpose and intent of this Agreement is to continue to operate the Cooperative to extend library services to the unincorporated areas of the County and to municipalities that do not have such services as of the effective date of this Agreement, and to improve library services to residents of municipalities and Municipal Services Taxing Units with Libraries as of the date of this Agreement.

The primary functions of the Cooperative are as follows:

1. To receive and disburse funds from federal, state, and local sources.
2. To maintain a shared library automation system serving Member Libraries.
3. To maintain a shared materials delivery system serving Member Libraries.
4. Where agreed by individual Member Libraries for the most efficient use of fiscal resources, to assist Member Libraries in the collective purchase of library resources and services.

B. **Execution; Effective Date**

This Interlocal Agreement may be signed in counterparts by the Parties hereto. This Agreement shall become effective on October 1, 2018.

C. **Term of Agreement:**

This Agreement will be in force for a period of five (5) years, ending September 30, 2023. The Agreement may be renewed for an additional period of five (5) years to September 30, 2028 with the mutual consent of the Parties.

II. **DEFINITIONS:**

A. **Articles of Incorporation:**

"Articles of Incorporation" as used in this Agreement refer to the Articles of Incorporation of the Pinellas Public Library Cooperative, Inc., (PPLC) approved by the signatories to the 1989 Interlocal Agreement establishing the Cooperative and executed and filed with the Secretary of State pursuant to Chapter 617, Florida Statutes (1987), as may be amended.

B. **Board:**

"Board" as used in this Agreement refers to the Board of Directors of the Pinellas Public Library Cooperative, Inc.

C. **Board of County Commissioners:**

"Board of County Commissioners" as used in this Agreement refers to the Pinellas County Board of County Commissioners and may be delineated as "BCC".
D. **By-Laws:**
"By-Laws" as used in this Agreement refer to the By-Laws of the Pinellas Public Library Cooperative, Inc., approved by the signatories to the 1989 Interlocal Agreement establishing the Cooperative, as may be amended by the Board as needed.

E. **Cooperative:**
"Cooperative" as used in this Agreement refers to the Pinellas Public Library Cooperative, Inc. and may be delineated as "PPLC".

F. **County:**
"County" as used in this Agreement refers to Pinellas County, a political subdivision of the State of Florida. The County as used in this Agreement is a Party to this Agreement but is not a Member of the Cooperative.

G. **Disbursement Formula:**
"Disbursement Formula" as used in this Agreement refers to the formula according to which disbursements to Members with Libraries shall be made pursuant to this Agreement. The Disbursement Formula is attached hereto and incorporated herein as Exhibit "B".

H. **Governmental Unit:**
"Governmental Unit" as used in this Agreement refers to municipalities; Municipal Services Taxing Units (MSTU) with Libraries; a municipal consortium offering library services; and the County. Governmental Units which are parties to this Agreement are included within the definition of Governmental Unit and may also be delineated as "Members" of the Cooperative.

I. **Library:**
"Library" as used in this Agreement refers to the public Libraries and Library systems operated by Members. To qualify as a "Library" for purposes of this Agreement, the Library must be approved by the Board, which shall determine if the Library meets the basic standards set forth in the Policy on Admission, a copy of which is attached hereto and incorporated herein as Exhibit "A."

J. **Library MSTU**
"Library MSTU" shall mean the Pinellas County Library Services District municipal services taxing unit as established by Ordinance 1989-5, and codified at Pinellas County Code Section 78-2; and excludes any individual MSTU for library services subsequently established.

K. **Local Support:**
"Local Support" as used in this Agreement refers to the dollar amount of funds expended for allowable costs by each Member with a Library during the fiscal year for library operations. Funds received from the County for the support of a Library that exists wholly in the unincorporated area of Pinellas County (Library MSTU), excluding all monies received by such
Libraries from the Cooperative, shall be considered as additional local support for the Member Library for purposes of the application of the disbursement formula. Local Support shall be determined by adding the expenditures for Personnel Services (State of Florida Uniform Accounting System Manual for Florida Local Governments, Object Code 10), Operating Expenditures/Expenses (Object Code 30), and “Books, Publications, Subscriptions, and Memberships” (State of Florida Uniform Chart of Accounts Object Code 60, Sub-Object Code 66). All other expenditures not specifically listed above shall not be tabulated when determining the Local Support.

L. Member:
"Member" as used in this Agreement refers to a Governmental Unit which is a Party to this Agreement and which forms part of the Cooperative either as a Member with a Library or as a Member without a Library.

M. MSTU:
“Municipal Services Taxing Unit” as used in this agreement refers to unincorporated Pinellas County. The Pinellas County Board of County Commissioners serves as the local government for the MSTU. A portion of the County budget (MSTU) is paid by residents of the unincorporated area and is devoted to providing municipal services, such as public library services.

N. Reciprocal Borrower:
“Reciprocal Borrower” is a cardholder from cooperating Libraries which have reciprocal borrowing agreements with PPLC.

N. Year:
"Year" as used in this Agreement, unless otherwise indicated, means the fiscal year from October 1 to September 30. The fiscal year of the Cooperative shall run from October 1 to September 30.

III. GOVERNING STRUCTURE OF THE COOPERATIVE:

A. Corporate Structure:
The Cooperative is a private non-profit organization incorporated under the Florida Not- For-Profit Corporation Act, Chapter 617, Florida Statutes (2000). Additional Members may be admitted in the manner specified in the Articles of Incorporation or the By-laws.

B. Board of Directors:
1. Membership. Each Board member represents the interests of all Parties, including the County, the Cooperative, Members with and without Libraries, and patrons. Each Board member can envision the future of countywide library services. The Board of Directors shall consist of nine (9) voting members who shall be selected and appointed in
accordance with the provisions of the Articles of Incorporation and the By-laws, as amended, as follows:

a. Four members of the Board of Directors shall be the City Administrator of the City of St. Petersburg and the City Managers of Clearwater, Largo and Pinellas Park, or their senior management designees.

b. Three members of the Board of Directors shall be county senior management employees, representing Pinellas County, who shall be appointed by the BCC upon the recommendation of the Pinellas County Administrator.

c. Two members of the Board of Directors shall be appointed by the Board of County Commissioners and shall serve a term of three (3) years.

Criteria for such appointment shall be as follows:

1) The candidate has previous experience serving on a board or similar body and the capacity to evaluate a full range of perspectives, from library service providers to library users.

2) The candidate represents the interests of all Parties, including the County, the Cooperative, Members with and without Libraries, and patrons.

3) The candidate can envision the future of countywide library services.

4) The candidate may not be an employee or member of the governing body of a PPLC Member Library.

2. **Terms.** The Articles of Incorporation shall specify the term of office for Directors in conformance with Section III.B.1 above.

3. **Officers.** The Officers of the Cooperative shall be: Chair of the Board of Directors, Vice-Chair of the Board of Directors, and Secretary/Treasurer. The terms of office, election and duties of Officers shall be as specified in the By-laws.

4. **Compensation.** Directors and Officers shall not be paid a salary or wages but may be reimbursed for travel and per diem expenses on behalf of the Cooperative as approved by the Board, based on the PPLC Policies and Procedures Manual and in accordance with Section 112.061, Florida Statutes ("Per diem and travel expenses" verified 2017).
5. **Meetings.** The Board of Directors shall meet at least six (6) times each year. Meetings shall be conducted pursuant to the Sunshine Law, Chapter 286, Florida Statutes. The Chairperson or a simple majority of the Board may call emergency meetings. Such meetings shall require at least 24 hours' notice.

6. **Duties.** The duties of the Board of Directors shall include, but not be limited to:

   a. Managing the affairs of the Cooperative;
   b. Amending the Articles of Incorporation and the By-laws;
   c. Establishing administrative policy for the operation of the Cooperative;
   d. Receiving and disbursing funds from local, state and federal sources and entering into arrangements as appropriate in connection therewith, and receiving and disbursing funds from Members without Libraries participating in the Cooperative;
   e. Investing the Cooperative funds;
   f. Employing and directing an Executive Director;
   g. Conducting open and public meetings, the time and place to be decided by the Board of Directors;
   h. Establishing the operating budget for the Cooperative, which is subject to the review upon request of the BCC, and overseeing its execution, including approving expenditures for administration;
   i. Advising the Parties and Members with respect to the budget, disbursements, extension and expansion of library services and other affairs of the Cooperative;
   j. Submission of funding requirements in accordance with the provisions of Section V.C.
   k. Developing, in collaboration with the Executive Director and Library directors of Members, the Long-Range Plan for the Cooperative to improve library services to residents of municipalities, library taxing districts, and unincorporated areas.
   l. Review and approve the Annual Plan of Service.

C. **Executive Director:**

   1. **Duties.** The duties of the Executive Director shall include, but not be limited to:
a. Facilitating joint planning for coordination of library services among Members with Libraries and other Libraries within the County that participate in reciprocal borrowing and joint planning as recipients of State Aid to Libraries.

b. Maintaining information for and submitting applications on behalf of the Cooperative for available local, State, and Federal library funds with Board approval, and filing reports with the Division of Library and Information Services pursuant to Section 257.16, Florida Statutes (2000), as may be amended;

c. Preparing, in coordination with the library directors of Members, the annual operating and capital budgets of the Cooperative, and presenting the annual operating budget of the Cooperative to the Board and Members.

d. Developing, in collaboration with the library directors of Members, the Annual Plan of Service that shall include goals, objectives and activities, and the budget that will support library services for the year. This plan must clearly demonstrate that resources will be allocated in a way that serves the goal of access to library services throughout the area.

2. **Qualifications.** The Executive Director must have an American Library Association accredited Master’s degree in Library Science (MLS), and a minimum of five (5) years library administration experience, with experience in library cooperative administration preferred.

D. **Advisory Council:**

A Library Directors Advisory Council (LDAC) made up of all library directors of Members, or their designees, will collaborate with the Executive Director in coordination, planning and other matters as appropriate. The Officers of the LDAC shall be: Chair, Vice-Chair, and Secretary. The terms of office, election, and duties of Officers shall be as specified in the LDAC By-laws. The By-laws of the LDAC shall provide that the office of Chair will be rotated yearly among the members of the Advisory Council and that the Chair will participate in the meetings of the Cooperative Board of Directors and represent the LDAC.

**The duties of the LDAC shall be as follows:**

1. Conduct open and public meetings, the time and place to be decided by LDAC.

2. Collaborate with the Executive Director on the establishment and revision of the PPLC Public Service Policies for Member Libraries.
3. Review and provide recommendations in the preparation of the annual budget.
4. Advise the Board on Board meeting agenda items as needed.

E. Long-Range and Annual Plans of Service:

Each year an Annual Plan of Service and Budget shall be adopted by the Board of Directors. The Long-Range Plan must be updated every five years. The Plans will meet the requirements for participation in the State Aid to Libraries Program. The Executive Director will disseminate the Plans.

F. Reports:

The Executive Director will provide annual reports on the progress toward meeting the objectives of the Long-Range Plan and the Annual Plan of service. The reports will include audited statements of operating expenditures, capital expenditures, and reserve accounts. Annual reports will be presented to the Board, the Members, and the Division of Library and Information Services.

IV. PARTICIPATION:

A. General:

Participation will be voluntary and open to any Governmental Unit. People residing in participating areas will be eligible to use the services of Member Libraries of the Cooperative without charge. People residing in Governmental Units or areas not electing to participate will be excluded from the use of the Cooperative's services unless individual people join Member Libraries by paying an annual fee; such fee may be adjusted by a majority of Parties to this Agreement. People who join by paying the annual fee to a Member Library will then be counted as residents of that Member Library's governmental unit. Members may withdraw pursuant to the provisions of Section VI.

B. Members With Libraries:

1. Admission. Governmental units applying for the first time for membership in the Pinellas Public Library Cooperative, Inc. must be approved by the Board which shall determine if the Library meets the statutory requirements and operational standards established in Exhibit “A”: Policy on Admission.

2. Membership. Members with Libraries will adhere to the operational standards established in Exhibit “A”: Policy on Admission, and comply with participation requirements as detailed in this section.

3. Noncompliance and Enforcement. Any Member with a Library that fails to
maintain the requirements established in the Policy on Admission or the Participation requirements, may be provided a Notice of Deficiency as follows:

a. Subject to Board authorization, any Member with a Library that is found to be non-compliant may be issued a Notice of Deficiency effective upon the date of such Notice. A Member with a Library that has received a Notice of Deficiency will be granted a period not to exceed 12 months (as determined by the Board based on the nature of the deficiency) from the date of the Notice to achieve compliance with the requirements of Membership and to provide documentation of such compliance to the Board. Upon determination that the Member successfully demonstrated compliance with the requirements, the Board shall authorize a written Notice of Compliance to be provided to the Member.

b. A Member with a Library that has received a Notice of Deficiency and has failed to successfully demonstrate compliance within the prescribed time period will be considered to have withdrawn from the Cooperative. Such Member will comply with the requirements for withdrawal indicated in Section VI. B. of this Agreement.

4. **Autonomy.** Each Member with a Library shall continue to decide the level of library service for its community and shall prepare its own budget. Each Library shall remain autonomous and retain control of its operations and functions, i.e.:

   a. Trust funds, individual gifts or donations made to a Library shall remain the property of that Library.

   b. All Library staff shall remain employees of the various Members with no loss in benefits.

   c. Each Library shall remain the property of the Member in which it is located, and all maintenance and repairs shall be affected through operating budgets from allocated local appropriations.

   d. Members with Libraries will continue to fund their local Libraries and are not required to make any payment to the Cooperative for participation in the Cooperative.

5. **Audits.** Each Member with a Library shall provide to the Cooperative by March 31 of each year an audited statement of its Library operating costs for its last completed fiscal year. The audits are to be reviewed by the Cooperative
to determine the dollars expended locally for library operations. Allowable costs for each Library shall consist of all personnel and direct operating costs, and non-fixed capital as provided for in the State of Florida Chart of Accounts. All other costs, including fixed capital items and debt expenses, are not allowable.

6. **Materials and Services.**
   a. Members with Libraries agree to allow all circulating materials (non-electronic formats) of existing Libraries to be freely available to cardholding residents of all participants in the Cooperative.
   b. Members with Libraries agree to allow all circulating materials (electronic formats) to be freely available to all cardholders of that specific Library regardless of cardholder’s address.
   c. Reciprocal Borrowers may borrow circulating materials in non-electronic formats only.
   d. Within policies established by the Cooperative all reference and public programming services are equally available to the public.

7. **Staff Development.** All Members with Libraries will agree to have their Libraries closed on Columbus Day (or alternately designated day) each year, unless otherwise prohibited, for participation in an annual county-wide staff development day. Staff development day planning will be coordinated by PPLC staff in collaboration with Member Library directors and staff.

C. **Members Without Libraries:**

1. **Basis for Funding:**

   The County, on behalf of the Library MSTU, and subject to the provisions and limitations in Section V.A. and any other Member without a Library, shall provide annual financial support to the Cooperative which, when calculated on a per capita (of population of such Member) basis for any year, shall be equivalent to the average per capita funding, excluding all monies received from the Cooperative, provided during the most recent preceding year by the Members having Libraries subject to the provision of, and limitations in, Section V.A., the funding shall be calculated as follows: The total expenditures, as adjusted for monies received from the Cooperative, of the Members from the prior year shall be divided by the total population of the Members to obtain the aggregate average per capita cost. For purposes of this subsection C, "funding" means the amount of Library expenditures
for any year as described in Section V.A. by a Member having a Library, and "population" means the number of residents residing in the Member governmental unit determined in accordance with Section V.B. Payments shall be made by the County and each Member without a Library of annual financial support due from it in four (4) quarterly payments of twenty-five percent (25%) each.

2. **Underfunding:**

If financial support paid to the Cooperative by a Member without a Library is less than the amount due under Section V, written notice shall be provided by PPLC, to such unit of the deficiency and all funds due under Section V shall be immediately due and payable as specified in Section VI.C. Such unit shall be deemed to have withdrawn from the Cooperative notwithstanding the provisions of Section VI.A or VI.C effective thirty (30) days following the receipt of written notice of deficiency unless payment of such deficiency is made within that thirty (30) day period.

**V. FUNDING MECHANISM:**

A. **Fiscal Funding:**

The County will provide an amount of annual financial support equal to the financial support provided by all Members with Libraries, calculated on a per capita basis for the previous year, excluding all monies received from the Cooperative, provided that the amount shall not exceed the ad valorem revenue, excluding statutory payments to the Tax Collector and Property Appraiser, generated by the millage rate levied by the County in support of Cooperative Library services. At no time shall the millage rate levied by the County in support of Cooperative Library services exceed 0.5 mill. The County shall submit the funds to the Cooperative in quarterly payments. The County shall notify the Cooperative of any changes to the population figures subject to the amount of annual per capita financial support for the new fiscal period prior to May 30 of each year.

The obligations of the County as to any funding required pursuant to this Agreement are subject to annual approval of the Library MSTU millage by the County. If funds are not appropriated by the County through the Library MSTU for any or all the obligations in this Agreement, the County shall not be obligated to pay for the services provided pursuant to this Agreement beyond the portion for which funds are appropriated. The County agrees to promptly notify the Cooperative in writing of such failure of appropriation, and upon such notice, the provisions of Section IV shall govern.
B. **Determination and Notification of Per Capita Amounts for Members Without Libraries:**

The Cooperative shall advise each Member without a Library by June 1 of each year, of such unit's funding requirement for the next fiscal year, together with the calculations by which such funding requirement was determined and the backup information for such calculation, consisting of (i) average per capita locally funded library expenditures of Members with Libraries for the last completed year and (ii) appropriate population statistics. The expenditures shall be based on audited financial statements for such last completed year in accordance with budget line items identified in Section IV.B.5. The population statistics used to calculate such per capita expenditures shall be for such year and shall be from one of the following sources: the Bureau of Economics and Business Research of the University of Florida, the Pinellas County Planning Department, or the U.S. Census Bureau.

C. **Fiduciary Responsibility for Funds:**

1. All funds of the Cooperative shall be maintained in an interest-bearing public depository as set forth in Florida Statutes, Chapter 280 (“Security for Public Deposits,” verified 2017), as may be amended;

2. Complete and accurate records shall be kept of the receipts and disbursement of all funds of the Cooperative, subject to the PPLC adopted Record Retention and Document Destruction Policy, which will comply with Florida Department of State General Schedule for State and Local Government Agencies GS1-SL, Internal Revenue Code 501(c)(3), and all other applicable federal, state, and local law;

3. An annual audit of the Cooperative by an independent certified public accountant, to be paid for from the operating funds of the Cooperative, shall be made and filed annually with the Department of State;

4. The Cooperative shall abide by the terms and provisions of the laws of the State of Florida and the provisions of this Agreement and any other applicable Federal, State, or local laws, rules and regulations including the County’s Investment Policy.

D. **Disbursement:**

The Board of Directors shall disburse funds received by the Cooperative according to the formula below:

1. The Board of Directors shall annually establish the budgeted administrative costs of the Cooperative, including salary, office supplies, and any rents or other costs related to the administrative operations of the Cooperative.
2. The remaining funds shall be distributed to Members with Libraries in accordance with the disbursement formula, which is attached hereto and incorporated herein as Exhibit “B.” This distribution is to be based on submittal of annual library operating costs with descriptive codes in accordance with the State of Florida Uniform Chart of Accounts. All funds collected from sources other than Members shall be allocated as determined by the Board. In no instance shall the total allocation to a Member Library exceed the amount of the Local Support. Funds received by the Cooperative shall be disbursed within a reasonable time after receipt. Payments to Member Libraries shall be made in quarterly disbursements. The Libraries shall use those funds for materials and operations of their Libraries. The disbursement formula may only be amended by the Board, with the approval of a simple majority of the Members with Libraries and the approval of the BCC.

3. State Aid funds and program grants received from the state shall be used in accordance with the provisions of applicable state law, Florida Statutes 257 (“Public Libraries and State Archives” verified 2017) and Florida Administrative Code 1B-2 (“Library Grant Programs” verified 2017).

VI. **WITHDRAWAL:**

A. **All Participants:**

1. Any Member wishing to withdraw shall submit written notice thereof to the Cooperative no later than six (6) months prior to the beginning of any fiscal year of the Cooperative.

2. Withdrawal of Members without Libraries may occur in the manner specified in Section IV.C.2.

B. **Members with Libraries:**

A Member with a Library that submits a withdrawal notice to the Cooperative shall:

1. At the request of the Cooperative's Board, promptly furnish usage statistics and an audit of library operating costs for such Library's last fiscal year completed prior to the date the withdrawal is effective to ensure maintenance of proper accounting for the Cooperative; and

2. Return to the Cooperative within sixty (60) days after withdrawal, any special equipment or collections purchased for such Member with funds from the Cooperative capital improvements fund within the previous five years. In lieu of returning the equipment or collection so purchased, the amortized balance
thereof based on an amortization period of five years from date of purchase may be repaid to the Cooperative during the year following withdrawal; and

3. Repay to the Cooperative within sixty (60) days after withdrawal any then remaining unexpended and uncommitted funds received from the Cooperative;

C. **Members Without a Library:**

A Member without a Library that submits or receives a withdrawal notice shall pay all sums due for library services provided prior to the date of withdrawal pursuant to Sections IV and V prior to withdrawal.

**VII. TERMINATION OF AGREEMENT:**

In the event that Members representing more than fifty percent (50 %) of the total population of all Members withdraw under Section VI or are deemed to have withdrawn under Section IV.C.2 of this Agreement, the remaining Members shall consider the continuation or termination of the Agreement and may terminate the Agreement by consent of a simple majority of the Members.

IN WITNESS WHEREOF, the Parties hereto have caused this Interlocal Agreement to be executed on the day and year first above written.
EXHIBIT "A"
Policy on Admission
Pinellas Public Library Cooperative, Inc.
For a Library Seeking Membership

Libraries applying for membership in the Pinellas Public Library Cooperative, Inc. must be approved by the Board, which shall determine if the Library meets the basic eligibility requirements outlined below:


2. The Library meets the Florida Public Library Standards (FLA 2006 Revision, updated 2015, verified 2017) for Interconnectivity, Lending Services, Services-Resource Sharing and Cooperation.

3. The governing entity must have an established budget for the maintenance and operation of the Library and must be audited each year.

4. There must be evidence that such funding is available, restricted for the Library and will continue to be available.

5. The Library has a long-range plan, an annual plan of service, and an annual budget [Florida Statutes 257.17(2)(e)] (long range plan statement, verified 2017).

6. The Library engages in joint planning for coordinating of library services within the county or counties that receive operating grants from the state [Florida Statutes 257.17(2)(f)] (joint planning statement, verified 2017).

7. The Library adapts its services to meet the needs of people with disabilities as required by the Americans with Disabilities Act and its attendant regulations.

8. The Library has established hiring practices that are in accordance with Equal Employment regulations.

When the Library and its governing entity determine that these eligibility requirements can be met the attached Procedures for Admission must be followed.

Such requests may be initiated at any time but the funding cycle for the subsequent fiscal year requires a March 31 deadline. See the Procedures for Admission for steps to be taken.
Procedures for Admission
To the Pinellas Public Library Cooperative, Inc.
As a Member Library

1. The Library seeking admission to the Cooperative must provide documentation that it can meet the standards spelled out in the Policy on Admission.

2. The Library must submit a letter of request signed by its governing entity (city commission, Board of Directors, etc.) to the Board/Executive Director.

3. The Library must submit with its letter of request documentation that it meets the basic eligibility standards for admission to the Pinellas Public Library Cooperative, Inc. as provided for in the Policy on Admission.

4. Upon receipt of the letter of request and documentation, the Board and Executive Director will review the request and appoint a committee to visit and evaluate the Library.

5. The committee will determine readiness for services by the requesting Library and will report any deficiencies in writing to the Board and to the Library's governing entity.

6. If the Library's governing entity wishes to pursue membership, it will be given a period of time in which to correct deficiencies, if any, and to prepare the Library for final evaluation by the Board.

7. Upon receipt of the final evaluation, the Board will have up to sixty (60) days in which to vote upon admission.

8. Following a positive vote, the Board will present the Library's governing entity with a copy of the Interlocal Agreement, which must be executed and returned, and an agreement form for the basic policies and procedures in effect for Member Libraries, including all public service policies such as patron registration, patron cards, materials circulation rules and others.

9. In order to be included in the subsequent year's funding allocations, the Procedures for Admission must be completed by March 31st in any given year.
EXHIBIT "B"
Disbursement Formula

**Base Allocations** Members with Libraries shall be 90% of the balance remaining after the adjustments stated in Section V.D.1 and V.D.2 of the Library Interlocal Agreement. Each Library's percentage of the total Local Support extended, as determined through the review of the Certified Annual Financial Reports (CAFR), shall then be determined and translated into dollar amounts. The percentage of the total Local Support extended shall be determined by dividing the sums expended locally by the total Local Support for all Members. As set forth in Section IV.B.5 of the agreement, the Local Support shall be determined by adding the expenditures for Personnel Services (State of Florida Uniform Accounting System Manual for Florida Local Governments, Object Code 10), Operating Expenditures/Expenses (Object Code 30), and books, publications, and library materials (State of Florida Uniform Chart of Accounts Object Code 60, Sub-Object Code 66). All other expenditures not specifically listed above shall not be tabulated when determining the Local Support. The Members shall receive a percentage of the available funds equal to the percentage of their total support extended as a base allocation subject to a maximum of 16% and a minimum of 4%.

**Circulation Allocations** Members with Libraries shall be 10% after the adjustments stated in Section V.D.1 and V.D.2. The dollars available for distribution include the balance remaining after the base allocation. The circulation pool allocation percentage shall be derived by taking non-resident (residents from unincorporated Pinellas County and other Member cities) circulation figures for each Library and dividing it by the total non-resident circulation for all Members.

**Total Allocations** Members with Libraries shall not exceed the amount of the Local Support.

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*Final 7.11.18*
City of Largo

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City Manager

Attest:

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Diane L. Bruner, City Clerk

Reviewed and Approved:

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City Attorney