

# CITY OF LARGO CITY COMMISSION REGULAR MEETING

March 19, 2019  
Minutes

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

**COMMISSION ABSENT:** Commissioner Robinson

**PARTICIPATING STAFF PRESENT:** City Mgr. Schubert, City Attorney Zimmet, City Clerk Bruner, Sustainability Coor. Thomas, IT Business Analyst Meetoo, Economic Dev. Mgr. Brydon, Planner Friel, Planning Mgr. Perez, Div. Fire Chief Rooks, Dep. Fire Chief Pennino, Housing Grants Spec. Woodard, Housing Mgr. Anderson, Solid Waste Mgr. Gordon, Asst. Solid Waste Mgr. Comi, Comm. Dev. Dir. Stricklin, Planner Lunan-Gordon, Risk Mgr. Bossone, HR Dir. Sinz, OPB Mgr. Payne, Dep. Police Chief Loux, Econ. Dev. Coor. Rojas-Norton

Mayor Brown called the Regular Meeting to order at 5:59 pm.

Invocation was given by Reverend Joe Adams, Pastor, Christ the King Lutheran Church, followed by the Pledge of Allegiance.

Mayor Brown stated that Commissioner Robinson would be participating electronically. There was consensus to accept his participation.

## CEREMONIAL

### **Future City Challenge Student Recognition**

Future City is a project-based learning program where students in 6th, 7th, and 8th grades imagine, research, design and build cities of the future. The Future City Competition consists of five deliverables: a virtual city design, a 1500-word city essay, a scale city model built from recyclable materials, a city presentation to local engineers, and a project plan. The City of Largo would like to recognize the students from Pinellas Academy of Math and Science as well as students from Pinellas Preparatory Academy who successfully competed in the Future City Project.

Congratulations to the Pinellas Academy of Math and Science Future Cities Team: Anderson Kimbrell, Ava Chown, Timothy Murphy, Hayden Lauer, Patricia Crews, Tyler Nations, Principal Linda Schwerer, Future Cities Sponsor and PAMS faculty member, Roni Milligan, and to the volunteer engineer from CDM Smith Engineering Firm, Ms. Gina Cashon-Frontiero.

Congratulations to the Pinellas Preparatory Academy Future Cities Team: Violet Sears, Rhett Turner, and Jordan Pescio. Their teacher is Casey Meloy and Kriston Culmer was their sponsor.

Congratulations on your accomplishments!

Ms. Thomas introduced the students. Mayor Brown presented each with a Certificate. Ms. Cashon-Frontiero described the competition that took place over the course of several months. Mayor Brown thanked the students for their efforts.

### **Employees Of The Quarter Recognition**

The "Employees of the Quarter" program recognizes up to four (4) employees quarterly for exemplifying, contributing to, and upholding the City of Largo's Mission, Vision, and Values. Additionally, up to one (1) Operational Manager of the Quarter can be recognized. Nominations were received through February 22, 2019. The Selection Committee is comprised of employees representing all departments. Periodically a team of

employees is recognized for particular work accomplishment. Each Employee of the Quarter receives 8 hours of Personal Option time and a \$50 gift card. The committee selected the following employees:

Employees of the Quarter:

Patrick Brislin- Library Security Guard, Library

Kyle McCormick- Ground Maintenance Worker, Recreation, Parks, and Arts

Jennifer Fawcett- Children Program Supervisor, Recreation, Parks, and Arts

Arrow Woodard- Housing Grant Specialist, Community Development

Elissa Ables- Permitting Services Supervisor, Community Development

Employee of the Quarter Selection Committee Chair Justin Meetoo will be presenting the awards at the meeting.

Employees of the Quarter:

Patrick Brislin- Library Security Guard, Library

Kyle McCormick- Ground Maintenance Worker, Recreation, Parks, and Arts

Library Security Guard Patrick Brislin administered CPR to a man who had stopped breathing outside the Library entrance. On Kyle McCormick's way to his lunch break at the Library cafe, he observed Library Security Guard Patrick Brislin, administering CPR to a man who had stopped breathing outside the Library entrance. Patrick was struggling to do CPR and talk to 911 dispatch at the same time, so Kyle McCormick, who observed what was happening, jumped right in and began giving CPR while Patrick spoke with dispatchers. Largo Fire Department personnel arrived and informed Kyle and Patrick that their actions saved the man's life.

Jennifer Fawcett- Children Program Supervisor, Recreation, Parks, and Arts

After working the North Pole Express, Jennifer was traveling home about 11:00 pm down a winding road and saw a man flagging her down in the dark. He was clearly panicked, out of breath and covered in sweat. She slowed down to a crawl and made a small crack in the car window to hear what he was saying. He said his son ran away from home and he had been chasing after him. Jennifer could see the boy in the distance walking away. He asked her to call his wife and tell her where he is. She came to a stop, called his wife and placed her on speaker phone so he could speak with her through the window. They were both crying and very upset. The man started walking toward the boy but was out of breath and could barely talk. Jennifer decided to call Largo PD on speaker phone and opened her car door so the man could get in. They drove at a slow speed and kept distance as his son continued to "run away." Largo PD stayed on the phone with her as they followed the boy and she provided location/directions. When Largo PD arrived, the man thanked Jennifer and went over to the police. Together they approached, stopped the boy and started talking. Jennifer called the wife and provided her directions on where they were at. Once the mother arrived, Jennifer left to head home.

Arrow Woodard- Housing Grant Specialist, Community Development

Arrow Woodard is the Housing Grant Specialist. She has consistently ensured that ALL federal, state, county and city funds are fully utilized for the benefit of the citizens of the City of Largo. She is very much a caring "people" person. She seeks out solutions to individual's personal needs as well as housing needs that are not currently being addressed. The Largo Police Department experiences many calls from residents requiring other than direct legal assistance. Directions for Living is a community based mental health agency that provides street outreach to work with police officers. Pairing behavioral health professionals with police officers is key in improving community outcomes and decreasing gaps in the system of care. Arrow was instrumental in researching and coordinating funding for the Largo/Directions for Living Enriching Lives through Mental Health Services (ELMHS) partnership, which is now providing services to needy Largo residents. The program pairs a Largo Police officer with a Behavioral Health Navigator. Working with the Homeless Leadership Board, Arrow also plays an active role in helping to end homelessness. She volunteered to be a trainer and

coordinated Largo staff in the Homeless Point in Time count. The PIT count is a tool to help identify those experiencing homelessness so that they may receive services. She hosted a deployment site which made the PIT process more efficient. Arrow is always brainstorming new ways to effectively serve the homeless population and has personally assisted homeless individuals from her neighborhood. She is a true pleasure to work with and follows through on all commitments and is an asset to the Point in Time committee, Homeless Leadership Board and the Pinellas county community, as well as the City Of Largo.

Elissa Ables- Permitting Services Supervisor, Community Development

Elissa is a valued asset to the Community Development Department. She pushes herself to be the best Permit Tech Supervisor possible. Her passion to be the best Building Division in the County and give the best customer service daily shows through her team of permit technicians. Always willing to go the extra step to see that they have done everything they can to assist their customers. She has been an integral part in ensuring that we have had solutions with the Trakit software for Inspections and Business Tax Renewals. Her dedicated commitment to see that Trakit works to its fullest ability for everyone is unwavering. She works closely with the Departments Application Administrator to find the best and fastest solutions to any issues that arise. If she does not know the answer or how to make it work she will not stop until a solution has been found. Her passion for her team is surpassed by none. Recently one of the permit techs applied for the position of Code Enforcement Officer. While not wanting to lose a great employee she still took the time to sit with them on several occasions to ensure that they were prepared for success when it came time to interview. The end results showed and it was stated that the Permit Tech was the most prepared and had done their homework. Elissa is a great asset to the City of Largo and takes great pride in support our City's values.

Mr. Meetoo introduced the Employees of the Quarter. Mayor Brown presented each with a Certificate and they were congratulated by the City Commission, City Manager and City Attorney.

**AGENDA – APPROVED**

Approval of the Regular Commission Meeting agenda of March 19, 2019.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Carroll, to approve the agenda for the Regular Meeting of March 19, 2019.

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 March 5, 2019 as on file in the City Clerk's Office.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Carroll, to approve the minutes of the

Regular Meeting of March 5, 2019.

Vote:

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

Motion carried 7-0.

**CITIZEN COMMENT**

None

**CONSENT DOCKET – APPROVED**

***Acceptance Of Eleven Temporary Ingress, Egress, Maintenance And Repair Easement Agreements Located Along Martin Street***

*This agenda item requests acceptance of eleven temporary ingress, egress, maintenance and repair easement agreements located along the southern block of Martin Street, a private unpaved road. These easement agreements will allow City staff to accomplish three tasks. These include repairing any problems with the existing sanitary sewer line, regrading the unpaved road and finally, conducting a formal land survey to determine the location of the road and sewer line in relation to each property line. The data obtained from the formal land survey would allow City staff to produce future permanent easement agreements with each of the property owners.*

*Additionally, City staff has received five signed temporary easements out of the total of seven required for the northern block of Martin Street. The northern block of Martin Street will be presented to the City Commission for approval in the near future. Finally, City staff has received consensus among property owners along Maiden Lane and currently has acquired seven signed temporary easements out of the total of nine required.*

***Acceptance Of A Permanent Public Access, Utility, Emergency Access And Drainage Easement Located At 1159 Clearwater-Largo Road***

*The City requires a public access and utility easement across the previously vacated 10th Street NW between Rosery Road and 11th Avenue NW and an emergency access and drainage easement across a portion of the previously vacated 11th Avenue NW between 10th Street NW and Clearwater-Largo Road.*

*On October 16, 2018, the City Commission approved the vacation of the referenced rights-of-way adjacent to 1159 Clearwater-Largo Road for the development of the Rosery Apartments project. A condition for approval of the vacations was the granting of easements over the vacated areas for public access, utilities, emergency access and drainage.*

*An easement agreement was negotiated with the property owner, PSREG CLR Owner, LLC. The easement agreement has been reviewed and approved by the City Attorney.*

***Authorization To Allow The City Manager To Approve And Authorize Foreclosure Proceedings Related To Code Enforcement Liens***

*On January 22, 2019, the City Commission approved a Foreclosure Attorney Retainer Agreement with Matthew D. Weidner, Esq. and his firm, Matthew D. Weidner, PA (“Matthew D. Weidner, P.A.”) to act in conjunction with the City Attorney’s office to initiate foreclosure proceedings related to code enforcement liens.*

*On February 28, 2019, the City of Largo Municipal Code Enforcement Board (CEB) reviewed and authorized Resolution No. CEB 2019-1. This Resolution further authorized the City Attorney and Matthew D. Weidner, P.A. to foreclose on CEB liens and to obtain money judgments for the amount of the CEB liens plus accrued interest, as authorized by the City Manager. The CEB authorized these actions to take place in compliance with Florida Statutes, and the City of Largo Code of Ordinances, at the City Manger's discretion, without any further action by the CEB.*

*Staff is requesting City Commission approval to allow the City Manager to approve and authorize future foreclosure proceedings without first presenting individual cases to the City Commission for review and authorization. Nothing in Resolution CEB 2019-1 or the City Commission's approval of this request hinders the staff, Municipal Code Enforcement Board or the City Commission from requesting to review any case prior to foreclosure proceedings beginning.*

### ***Appointment Of Douglas Whittington As A Member Of The Planning Board***

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

*Mr. Douglas Whittington is being recommended for appointment by Mayor Woody Brown to serve the remainder of a four year term which will expire in November 2020. Mr. Whittington will fill the vacancy created by the resignation of Ms. Kelly Dawn Lotze, who was moving out of the City. Mr. Whittington has served on the Code Enforcement Board since April 2017 and resigned in order to serve on the Planning Board. He is a 2018 graduate of the Citizens' Academy.*

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

Vote:

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

Motion carried 7-0.

### **ITEMS REMOVED FROM THE CONSENT DOCKET**

None

### **PUBLIC HEARINGS**

**Ordinance No. 2019-16 – Second Reading – Amending The Comprehensive Development Code By Amending Table 6-2, Providing Allowable Uses In The Community Redevelopment Districts And Creating Section 15.17 To Establish Supplemental Standards For Various Uses Within The Community Redevelopment Districts - ADOPTED**

Staff presented to the City Commission at the October 9, 2018 Work Session new supplemental standards for the Community Redevelopment Districts (CRDs) in order to simplify the allowable uses within the CRDs and make the process business friendly and less time consuming. A favorable motion was granted to move forward with the new standards and an update to Table 6-2 Allowable Uses within the Community Redevelopment Districts.

Following the drafting of the ordinance, staff then presented the supplemental standards request to the City's

Planning Board on January 3, 2019 and the recommendation was a unanimous approval.

Ordinance No. 2019-16 amends the Comprehensive Development Code in three areas. The first amendment is to update Table 6-2 in order to reflect the new supplemental standards. The second change allows Animal Grooming establishments in the CRDs and the remaining is the creation of Section 15.17 Supplemental Standards for Community Redevelopment Districts.

Ms. Bruner read Ordinance No. 2019-16 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to adopt Ordinance No. 2019-16 on second and final reading.

Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-24 – Second Reading – Amending Section 16.6.2 Of The City Of Largo Comprehensive Development Code To Allow The City Of Largo Bookmobile And Not-For-Profit Mobile Blood Donation Banks To Function Without Requiring A Temporary Event Permit - ADOPTED**

City Commission approval is requested for Ordinance No. 2019-24, to allow the City of Largo Library Bookmobile and not-for-profit mobile blood donation banks to provide educational and public health services without requiring a Temporary Event Permit.

The Largo Public Library purchased the Bookmobile in 2018 with donations raised by the Greater Largo Library Foundation. In the process of developing Bookmobile stop policies, Library staff contacted the Community Development Department to identify whether permits were required to operate. Planning staff determined that without amending the Comprehensive Development Code (CDC), the Bookmobile as well as not-for-profit mobile blood donation banks would be required to obtain Temporary Event Permits when setting up at non-exempt locations such as multi-tenant shopping plazas.

Ordinance No. 2019-24 was approved with a minor grammatical change at the February 7, 2019 Planning Board meeting. The updated Ordinance No. 2019-24 reflects the grammatical change and staff recommends approval of the proposed CDC Amendment.

Ms. Bruner read Ordinance No. 2019-24 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Smith, to adopt Ordinance No. 2019-24 on second and final reading.

Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-25 – Second Reading – Amending Section 4.1.2.C Of The City Of Largo Comprehensive Development Code To Add Subsection (3) To Establish Standards For The Date Of Rendition Of Quasi-Judicial Orders - ADOPTED**

City Commission approval is requested for Ordinance No. 2019-25, to establish the date of rendition of quasi-judicial land use decisions that could affect City Commission and Planning Board actions.

The City Attorney identified a new appellate case decision regarding the date of rendition of a local government's quasi-judicial land use decisions. The date of rendition is the date that the clock starts ticking to file an appeal to the decision.

The City Planning Board makes quasi-judicial land use decisions on Level III reviews which typically include:

- Conditional use requests;
- Hardship relief requests; and
- Appeals of administrative decisions.

The City Commission acts as a quasi-judicial body on Level V reviews which typically include:

- Recording of plats and replats;
- Vacation/dedication of right-of-way or easements; and
- Determination of vested rights.

Rendition of final orders resulting from a quasi-judicial hearing needs to be incorporated into the Comprehensive Development Code (CDC). Staff determined that a new subsection (3) should be added to Section 4.1.2.C. Quasi-judicial hearing procedures – of the CDC to clarify rendition of final orders.

Ordinance No. 2019-25 was approved by the Planning Board at the February 7, 2019 meeting. Staff recommends City Commission approval of the proposed CDC Amendment.

Ms. Bruner read Ordinance No. 2019-25 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Smith, seconded by Commissioner Fenger, to adopt Ordinance No. 2019-25 on second and final reading.

Discussion:

None

Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-28 – Second Reading - Short Term Vacation Rental Ordinance - ADOPTED**

**City Commission Workshop**

On November 13, 2018, the City Commission considered the limited state preemption of short-term vacation rentals and various categories of permissible regulations. As a reminder, below is a summary of the state preemption and permissible regulations of short term rentals. As a result of this discussion, the City Commission directed Legal to prepare a proposed ordinance with only the following permissible regulations:

- Maximum occupancy limits based on the definition of “bedroom” found in § 381.0065(2)(b), Fla. Stat.
- Parking requirements
- Minimum life safety requirements
- Local “designated responsible party” capable of being on the property within 2 hours, and the posting of the designated responsible party’s contact information on the exterior of the short-term vacation rental unit

The City Commission desired to avoid any kind of registration with the City, Business Tax Receipt requirement, or requirement of state licensure.

• **Short Term Rental Regulations Summary:**

**State preemption of short-term vacation rentals:**

Local laws, ordinances, or regulations may not **prohibit** vacation rentals or **regulate the duration or frequency** of their rental. § 509.032(7)(b), Fla. Stat.

**What is a “short-term vacation rental”?**

Any **condo, single-family home, or multi-family home** which is rented to guests more than three times in a calendar year for periods of less than 30 days or one calendar month (whichever is less), or which is advertised or held out to the public as a place regularly rented to guests. §§ 509.242(1)(c); 509.013(4)(a)1., Fla. Stat.

**In light of the preemption, what can the City regulate?**

So long as the regulation does not have the effect of prohibiting or regulating the duration or frequency of the vacation rental, then it would be permissible despite the preemption.

*Examples of permissible local government regulations:*

1. Maximum occupancy limits
2. Noise and parking requirements for vacation rentals specifically
3. Minimum life/safety requirements
4. Requiring registration with the City
5. Requiring a local “Designated Responsible Party,” i.e. property manager
6. Requiring a Business Tax Receipt
7. Requiring a certificate of registration from the Florida Department of Revenue for collecting and remitting tourist development taxes, sales surtaxes, and transient rental taxes
8. Requiring a license as transient public lodging establishment from the Florida Department of Business and Professional Regulation
9. Requiring affidavits of compliance with City codes and ordinances and other state and federal laws

*Examples of impermissible local government regulations:*

1. Distance separation requirements between vacation rentals
2. Limiting the number of vacation rentals within the City
3. Any regulations which would have the effect of prohibiting vacation rentals where residential uses are otherwise allowed

**Recommendations from Staff Task Team**

After the City Commission workshop, the City convened a team of staff members representative of the Police

Department, Fire Rescue, Code Enforcement, Planning, and Permitting. Team meetings were facilitated by representatives of Legal and Intergovernmental Relations. Thank you to members of the team for jumping in on this project on an expedited basis: Cheryl Reed, Sam Ball, Shawn Cheney, Naomi Vernoy, Whitey Wright, and Peter Jensen! The team met several times on an expedited basis from December 2018 through January 2019 to discuss potential issues with the implementation of the proposed ordinance as discussed in the City Commission workshop. As a result, the staff task team had the following recommendations:

- Base occupancy limits on gross square footage as opposed to bedrooms
- Require all short-term vacation rental units to register with the City's Emergency Decal System, and use the decal as opposed to posting of designated responsible party contact information
- Require an internal posting with emergency information and other information regarding parking, trash, noise, etc.
- Require BTRs

### **Recommendations from Community Development Advisory Board**

Following the Staff Task Team meetings, on January 28, 2019, the Community Development Advisory Board (CDAB) considered the regulations discussed by the City Commission at its workshop, the recommendations from the Staff Task Team, and a potential draft of the ordinance. CDAB made the following recommendations:

- Short-term vacation rentals should not be required to obtain BTRs
- Board prefers the use of the City's Emergency Decal System, but
- If posting of designated responsible party contact information remains a part of the ordinance, add language to the ordinance to regulate the size, placement, materials, etc. of postings, with a strong sentiment that postings should be required to be weatherized; and
- Make the registration process available online.

### **Recommendations from Planning Board**

On February 7, 2019, the Planning Board also considered the regulations requested by the City Commission, the recommendations from the Staff Task Team, a potential draft of the ordinance, as well as the recommendations from CDAB. The Planning Board made the following recommendations:

- Require all short-term vacation rental units to register with the City's Emergency Decal System, and use the decal as opposed to posting of designated responsible party contact information
- Require a form internal posting created by the City
- Clarify the situations in which a designated responsible party would be required to come to the short term rental location in response to an issue; and
- Make a pre-prepared packet available to applicants containing everything that is needed to comply with the ordinance

After the City Commission meeting and staff report on February 19, 2019, we finalized Ordinance No. 2019-28 for first reading, incorporating the recommendations from CDAB and the Planning Board and basing the maximum occupancy on square footage.

During first reading, the City Commission asked whether smoke and carbon monoxide systems in single family homes could be supported by a 10 year battery, or other power source, as opposed to requiring that such systems be interconnected and hard-wired.

In short, when a single family home is operated as a short term rental the state regulations require that the

smoke alarm system be hard-wired. The carbon monoxide detection system, however, does not need to be interconnected and the state only requires two independent power supplies to the carbon monoxide system. The City's ordinance cannot require less than what the state regulations require.

Should the City Commission desire to remove the requirement that the systems be interconnected and hard-wired and, instead, default to the state requirements, a revised version of the ordinance is included for the Commission's consideration.

Mr. Zimmet stated that staff recommended that Section 15.17(b)(3) be removed and allow the Code to apply. He stated that another change will be the re-numbering of the subject section 15.17 to 15.18.

Ms. Bruner read Ordinance No. 2019-28 by title only.

Public Hearing:

1. Ernie Bach stated that he represented Our Neighborhood Alliance. He stated that short term rentals were a national issue and that his organization opposed bills currently pending in the Legislature to restrict local government's ability to regulate short term rentals.

Questions:

Commissioner Fenger thanked the Pinellas Realtors Organization and the Chamber of Commerce for providing input. She stated that both groups supported the proposed changes. Commissioner Holmes requested clarification on the proposed amendment regarding the smoke alarms. Mr. Zimmet explained that the Code required that the smoke detector be hard wired. He stated that the subject provision required the smoke detection and carbon monoxide systems to be both hard wired and interconnected. Commissioner Holmes requested the position of the Fire Department, to which Division Chief Rooks supported removing the language from the ordinance. Mayor Brown questioned how the number of occupants per square footage was established, to which Chief Rooks stated that it was from the Florida Administrative Code. Commissioner Robinson stated that he spoke with representatives of the Florida Realtors Association and that they were in favor of Largo's ordinance.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to amend Ordinance No. 2019-28 to remove Section 15.17(b)(3).

Vote:

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

Motion carried 7-0.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Carroll, to relabel Section 15.17 to 15.18.

Vote:

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

Motion carried 7-0.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to adopt Ordinance No. 2019-28 as amended on second and final reading.

Vote:

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

Motion carried 7-0.

**Resolution No. 2229 – Approval Of The 2019-2022 Local Housing Assistance Plan For The State Housing Initiatives Partnership (SHIP) Program - APPROVED**

The Community Development Department requests City Commission approval of the three year FY 2019-2022 (July 1, 2019 - June 30, 2022) State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (Plan). The SHIP program requires participating municipalities to submit a three-year plan to be used as a guide for program implementation. The 2019-2022 Plan outlines the City's housing programs including: descriptions, financing terms, and applicant criteria. Although the Plan is required for the SHIP grant funds, the Housing Division uses the same program terms for the housing programs funded by the Community Development Block Grant (CDBG) and the Home Investment Partnership (HOME) Programs.

Once the Plan is approved by the City Commission, it is submitted to the Florida Housing Finance Corporation for final review and approval. The City must submit the Plan to the Florida Housing Finance Corporation by May 1, 2019. The Florida Housing Finance Corporation has the option to recommend revisions before approving the Plan. If that occurs, the Plan may return to the City Commission to incorporate those revisions. Additionally, the City may be required to re-form an Affordable Housing Advisory Committee (AHAC) if the SHIP allocation for next year is higher than \$350,000. This year the City received only \$113,000, which put the City below the requirement cap for forming an AHAC and completing an AHAC report. The new funding allocation for next year has not yet been released. If the City is required to form an AHAC Committee and submit a report, the recommendations from the report will also need to be incorporated into the Plan. The Plan was reviewed and recommended for approval by the Community Development Advisory Board on January 28, 2019. The City Commission was presented the Plan at its February 12, 2019 Work Session and requested no changes to the LHAP at that time. Additionally, the Plan was made available for public comment for more than 30 days (January 11, 2019 - March 1, 2019). No comments were received during that time.

Ms. Bruner read Resolution No. 2229 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Fenger, seconded by Commissioner Smith, to approve Resolution No. 2229.

Vote:

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

Motion carried 7-0.

**Resolution No. 2230 – Amending The Citizen Participation Plan For The Community Development Block Grant Program - APPROVED**

As a recipient of federal grant funds from the U.S. Department of Housing and Urban Development (HUD), the City is required to have an adopted Citizen Participation Plan. The Citizen Participation Plan has specific requirements outlined in HUD regulations to allow for public input into planning and performance of HUD-funded programs. The Citizen Participation Plan was first adopted in 1988, and was most recently amended in 2008.

Staff has prepared substantial amendments to the Citizen Participation Plan and is requesting approval by the City Commission of these amendments. The proposed amendments were recommended for approval by the Community Development Advisory Board (CDAB) on January 28, 2019. The items listed below account for the substantial changes included in the amended version of the Citizen Participation Plan:

1. Removed Items Unrelated to HUD Projects/Programs:

- Removed Items related to the SHIP Program.
- Removed CDAB responsibilities unrelated to HUD Programs (ex. Review of Community Development and Engineering Department plans, budgets and fees).

2. Revised Community Development Advisory Board Participation:

- Added CDAB in the review process for Assessments of Fair Housing.
- Revised the requirement of some of the public hearings to be part of CDAB meetings and replaced it with language permitting public hearings to be held separately or as part of CDAB meetings to allow more flexibility on the format and forum for these public hearings.

3. Added a Section for Assessments of Fair Housing (AFH):

- This is a new HUD-required section. The section includes information about the required public hearings and public comment periods.

4. Revised the Consolidated Plan/Action Plan Substantial Amendment Criteria:

- Existing substantial amendment criteria was clarified.
- Added a policy that, in the event of a natural disaster or other large-scale emergency, funds may be allocated to eligible activities to assist with disaster relief without triggering a substantial amendment with approval from the Largo City Commission.

Amendments to the Citizen Participation Plan require a 30-day public comment period. The comment period and public hearing for Citizen Commission approval of the amendments were advertised in the Tampa Bay Times on January 11, 2019 and in the Weekly Challenger on January 10, 2019. Copies of the proposed Citizen Participation Plan amendments were also posted at the Largo Public Library, Largo City Hall and on the City of Largo's website. No public comments were received during that time. The proposed changes take effect upon approval of the Resolution. A copy of the Citizen Participation Plan is attached electronically.

Ms. Bruner read Resolution No. 2230 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Smith, seconded by Commissioner Fenger, to approve Resolution No. 2230.

Discussion:

None

Vote:

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

Motion carried 7-0.

**LEGISLATIVE MATTERS**

**Authorization To Spend \$149,000 On Mixed Recyclables Processing With Waste Management Inc. of Florida – APPROVED**

On December 18, 2018 the Office of Performance and Budget issued an IFB (Invitation for Bid) for Processing of Mixed Recyclables and Commercial cardboard. On January 23, 2019 the City of Largo received three "No-Bids" for the processing of Mixed Recyclables. Reasons for the "No-Bids" were due to the conditions of the Bid, as stated, the cap of no more than eighty-five dollars per ton for the Contractor Fee and a cap of no less than eighty-five percent on the Revenue Share when the AMV (average monthly value) of the material exceeded eighty-five dollars per ton.

On January 30, 2019 a new IFB was issued for the processing of Mixed Recyclables with the caps on the Contractor Fees and Revenue Share removed. On February 14, 2019 the City of Largo received one bid from Waste Connections of Florida, Inc. The bid from Waste Connections of Florida Inc. included eight pages of exceptions that the City would not accept and the bid was rejected.

The City of Largo is currently not under contract for the processing of Mixed Recyclables. The Solid Waste Division is working to revise the contract to create an equitable partnership for the processing of Mixed Recyclables. The City is currently working under a ninety day agreement with Waste Management Inc. of Florida for the processing of Mixed Recyclables in the amount of \$49,000. This amount will be expended by the end of March. Additional funds will need to be allocated for the processing of Mixed Recyclables until a bid can be tendered and a contract is in place.

The budgeted amount for the processing of Mixed Recyclables for FY 2018 is \$265,800. The balance available for the remainder of the FY 2018 is \$216,800. The requested amount of \$149,000 is projected to cover processing costs through July, 2019.

NOTE: Vice Mayor Carroll left the meeting at 6:47 pm and returned at 6:48 pm.

Questions:

Commissioner Holmes stated his concern that the City would be paying \$50 per ton to Waste Management when items can be taken to the Resource Recovery Plant for \$30 per ton. He stated that he was opposed to the expenditure. Mr. Comi described how recyclables were processed at the Resource Recovery Plant. Mayor Brown questioned the current solid waste fee, which Mr. Comi stated was \$37.50, however it will soon increase to \$39.75 per ton, and will increase by 6% for each of the next three years. Mayor Brown stated that Largo recently ended a five year recyclables contract and that he would like to see Pinellas County build a recycling facility that cities can participate in. Mr. Zimmet stated that the subject request was for ninety days. Mr. Schubert stated that staff hoped to bring a long term recyclables contract to the City Commission within ninety days. Commissioner Holmes stated that he would like to see some recyclables, such as paper and plastic, mixed in with garbage.

Motion was made by Commissioner Holmes, to disapprove the expenditure of \$149,000 on mixed recycling processing with Waste Management Inc. of Florida, to no second.

Motion was made by Commissioner Smith, seconded by Commissioner Fenger, to approve the expenditure of \$149,000 on mixed recycling processing with Waste Management Inc. of Florida.

Vote:

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

Voting Nay: Commissioner Holmes

Motion carried 6-1.

Commissioner Smith requested that staff keep the City Commission informed of the progress of the bid.

**Ordinance No. 2019-26 – First Reading - Amending Section 12.4.4.C Maintenance Of Signs And Section 12.6 Nonconforming, Abandoned And Damaged Signs To Revise The Requirements And Standards For Compliance With Sign Standards - APPROVED**

The City of Largo sign code underwent a major revision in 2007 to improve the aesthetic appearance of the City by adopting standards to require all new freestanding signs to be monument signs. Existing signs that did not meet the new standards became nonconforming, but were allowed to remain through an amortization period that ends on June 5, 2019.

Over the past 12 years, the reduction in the number of nonconforming signs has been achieved with the removal and replacement of nonconforming freestanding signs with monument signs.

At the September 11, 2018 Work Session, the City Commission gave direction to staff to prepare alternative approaches to the outright amortization of nonconforming signs while continuing to require their removal under certain circumstances.

Currently, the CDC requires freestanding signs to be brought into conformance under the following scenarios:

- Removal due to vacancy – When a commercial property becomes vacant, the sign on the property is considered to be abandoned. The property owner is given a 90-day notice to have a business with a valid Business Tax Receipt (BTR) operating at the property, or the sign must be removed.
- Removal due to damage – When a sign is determined to be damaged, it must either be repaired (if the cost to restore the damaged sign is 25% or less of the replacement cost for a conforming sign) or removed if not repaired within 90 days.
- Redevelopment-Properties that undergo full scale site plan review and receive a development order are required to bring all aspects of a site into compliance, including signage.

The June 5, 2019 amortization date would trigger Code Enforcement action against all property owners that have not removed any nonconforming freestanding signs. Eliminating the amortization date will allow nonconforming freestanding signs to remain until such time that specific provisions in the sign code that require removal are triggered.

If approved, the proposed ordinance will require nonconforming signs to be removed on a case-by-case basis for the following reasons:

- Work requiring a sign permit (current requirement amended)–Any modifications or repairs to the nonconforming sign that require a permit.
- Changes to the Master Signage Plan(current requirement amended)–Any changes to the Master Signage Plan as a result of adding or modifying signage on a property.
- Removal due to vacancy(current requirement amended) – When a commercial property becomes vacant, the sign on the property is considered to be abandoned or when a multi-tenant commercial property with a nonconforming sign that is dedicated to individual tenants is sixty percent (60%) or more blank. The property owner will be given a 30-day notice to have a business with a valid Business Tax Receipt operating at the property, or the sign must be removed.
- Removal due to damage (current requirement amended) – When a sign is determined to be damaged such that it requires a permit to be repaired.
- Redevelopment (current requirement) –Properties that undergo full scale site plan review and receive a

development order are required to bring all aspects of a site into compliance, including signage.

A new provision is included to allow abandoned conforming signs, due to vacancy of a business, to remain for up to 180 days with appropriate temporary covering. This provision is intended to allow existing conforming signs to remain for a longer period of time while working towards re-occupying tenant space.

Additionally, revisions to the maintenance of signs are proposed to ensure that signs meet a minimum standard to ensure good aesthetic appearance and safe condition. The revisions will provide more clarity for property owners and for the Community Standards Division staff, which enforces the code.

The proposed amendment was presented to the Community Development Advisory Board (CDAB) at their January 28, 2019 meeting and recommended approval by a 6-1 vote. The Planning Board reviewed the proposed amendment on February 7, 2019 and recommended denial by a 7-0 vote.

Ms. Bruner read Ordinance No. 2019-26 by title only.

Public Input:

1. Vishyam Jobanputra stated that he supported well kept pole signs. He stated that these signs were highly visible, durable and built identity and customer loyalty. He stated that monument signs were easily vandalized and were not safe for drivers.
2. Esaba Major stated that he owned a repair shop in East Bay Drive. He stated that monument signs will impede safety.
3. Mary Byrd stated that she was the owner of Frame Factory and that signs should be dealt with on a case by case basis. She stated that the setback requirement would not be possible for her business.
4. Ric McKeehan stated that he owned a business on Missouri Avenue. He stated that monument signs created a blind spot and that business owners supported keeping signs looking nice.
5. Mark Stiegman stated that his business had a nice pole sign that is maintained. He stated that 30% of his customers came in because of his sign. He stated that billboard advertising of a business not in Largo was allowed adjacent to his pole sign.
6. Saber Masoud stated that cost and safety were issues with monument signs. He stated that a monument sign would create a safety hazard at his business.
7. Tyler McMillan stated that he was a student at St. Petersburg College. He stated that the amortization period has been going on for 12 years, however the incentive was only offered for 4 years. He stated that what was unaesthetic were damaged signs rather than pole signs in general. He recommended that if the ordinance passes, code enforcement efforts should be focused on damaged or vacant signs, and that the incentive program be reinstated.
8. Larry Bobenhausen stated that being visible was an important part of being in business. He stated that he did not think the issue was pole signs versus monument signs, rather it was the condition of the signs.
9. Jim McCurtain stated that the ordinance should not be approved as written. He stated that streetscapes have improved very much over the past 12 years and that professional signs will enhance the business community. He asked that the City Commission extend the deadline until the end of the year.
10. Steve Starrett stated that he wanted to keep fully functional pole signs that are maintained.

11. Andrew Grantham stated that he was part owner of the Extended Stay Hotel. He stated that along Ulmerton Road drivers go in and out of Largo, which means that signs will be inconsistent with one another. He stated that allowing billboards did not make sense.
12. Shawn Morrison stated that he owned a strip center on East Bay Drive. He stated that in 1988 he was granted a sign permit and went through all required inspections. He stated that the sign cost over \$92,000 and that it did not make sense to replace it.
13. Alexander Grantham stated that he was co-owner of Extended Stay Hotel. He stated that it did not make sense to tear down signs. He stated that monument signs were safety hazards and that even if all Largo businesses complied there would still be a lot of pole signs.
14. Bill Dundas stated that he was Executive Director of an advocacy non-profit group for the sign industry. He stated that monument signs were not appropriate for all locations as they were not as visible as others and could create traffic hazards. He stated that they were never intended for universal usage.
15. John Gonzalez stated that he was a doctor in practice in Largo for over 42 years. He stated that his sign was created to match his building and that enforcement should be on a case by case basis.
16. Terri Hepburn stated that conformity was not possible because Largo could not control other cities and Pinellas County. She stated that there are other alternatives and that enforcement should be on a case by case basis.
17. Ilektra Chalamandaii stated that she was a student at St. Petersburg College and thanked the City Commission and Mr. Perez for meeting with her. She stated that regulation of commercial signs was critical and recommended approving the ordinance.
18. Geoff Moakley stated that signs are one of the primary means of business advertising and should be visible and include street numbers.

Questions:

Commissioner Holmes stated that he was against the previous sign ordinance. He read from Mr. Starrett's letter and stated that the ordinance was close to Mr. Starrett's proposal. Commissioner Fenger thanked all of the speakers. She questioned the status of the billboards and stated that all signs were already reviewed on a case by case basis. She also questioned the time frame for the last communication with business owners regarding the existing sign deadline, which Ms. Stricklin stated was in 2016. Mayor Brown questioned the status of billboards. Ms. Stricklin stated that staff was authorized to negotiate an agreement with Clear Channel Outdoor for digital billboards. Mr. Zimmet stated that with regard to billboards and signs there is a first amendment right, however an amortization schedule is allowed. He stated that when the City entered into existing agreements with billboard companies it did so in the interest of removing them in the Community Redevelopment Districts and allowing them in other areas. He stated that the City would have to compensate billboard companies if they are forced to remove billboards.

Mayor Brown stated that the City has taken other steps to reduce sign clutter, such as bus shelter signs. He stated that many of the signs look well maintained and that the challenge was to allow them to remain while at the same time enforcing sign regulations on property owners who did not care how their signs looked. He stated that he wanted signs to be kept to a standard. Mr. Perez stated that the proposed ordinance would clarify the chapter addressing sign maintenance and included language that provided criteria for Community Standards staff and addressed sight triangle issues. He stated that the intent was to allow non structural repairs. Vice Mayor Carroll complimented the speakers. He stated that he supported treating the signs on a case by case basis and that he agreed that monument signs did not work in every instance. Commissioner Holmes questioned the damage criteria, which Mr. Perez stated were contained in Section 12.4.4(c),

Maintenance of Signs. Commissioner Holmes stated that the ordinance provided for “any damaged sign”. Mr. Zimmet stated that this section covered maintenance rather than damage. Commissioner Holmes stated that as long as the ordinance provided for case by case application he could support it. Mr. Zimmet stated that he wanted to ensure that the City Commission understood “case by case basis”. He stated that the same Code applied to all properties and that sign content cannot be regulated in any way by the City.

Mayor Brown questioned how the ordinance will impact other non conforming signs. Mr. Perez stated that the Code currently addressed many types of signs, which all have to comply. He stated that the subject ordinance primarily applied to freestanding signs. Mayor Brown stated that staff’s proposal would essentially grandfather pole signs, as long as they did not fall into disrepair, and strengthen existing regulations. Commissioner Holck thanked all of the speakers. She stated that she believed in signs being replaced as needed, however she was torn due to the number of business owners who have already spent the money to bring their signs into conformance. Mayor Brown questioned what drove sign replacement over the past twelve years. Mr. Perez stated that the majority were redeveloping or expanding, and a number of signs were replaced due to damage or vacancies. Commissioner Fenger stated that her concern was that the City Commission should stand for what they set out to do. Commissioner Smith thanked all of the speakers. He stated that he had earlier voted to provide businesses with additional time to come into compliance and that his concern was that to not enforce the deadline would confuse sign owners.

Commissioner Robinson stated that the City Commission needed to make a decision based on the present and that he was not in favor of a deadline date. He stated that the proposed ordinance will provide a compromise for business owners. Commissioner Fenger stated that she was concerned about the message sent to business owners who spent money to come into compliance, as well as setting a precedent that the City Commission was not steadfast. Mayor Brown thanked everyone for attending the meeting. He stated that he voted against the deadline extension and that tonight’s testimony made him rethink this issue. Vice Mayor Carroll stated that he did not support making businesses remove well maintained signs and that he would support the ordinance. Mayor Brown questioned whether there could be an application process for grandfathering of existing signs. Mr. Zimmet questioned the impact on businesses that did not apply for grandfathering within a prescribed period. Mayor Brown stated that his intent was to speed up the process of coming into compliance.

Commissioner Fenger stated that the ordinance was already discussed and denied by two boards. Mayor Brown stated that the two boards did not hear testimony from the public. Commissioner Robinson stated that he attended the Community Development Advisory Board meeting and that they voted in favor of the ordinance.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Carroll, to approve Ordinance No. 2019-26 on first reading and schedule a second reading and public hearing on April 2, 2019.

Vote:

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

Voting Nay: Commissioners Smith, Fenger

Motion carried 5-2.

NOTE: Commissioner Smith left the meeting at 9:07 pm and returned at 9:09 pm.

**Ordinance No. 2019-14 – Future Land Use Map Amendment At 1300 Cove Cay Drive From Recreation/Open Space (R/OS) To Commercial Recreation (CR) - Forward Pinellas Alternative Compromise Recommendation – APPROVED**

On December, 18, 2018, the City Commission approved Ordinance No. 2019-14 on first reading to transmit the

amendment to the Countywide Planning Authority (CPA). Upon being reviewed by Forward Pinellas, in its role as the Pinellas Planning Council during a public hearing dated, February 13, 2019, the board recommended approval of an alternative compromise amendment to the property. This alternative compromise entails the elimination of a land use classification over the area below the mean water line (water feature). It is important to note that Pinellas County no longer has land use designations/classifications over water features on the Countywide Plan Map.

Staff has reviewed the alternative compromise, and adjusted Ordinance No. 2019-14 and Exhibit "C" as to delete any land use over the water feature, approximately 0.81 acres. This will result in a reduction in the acreage of the proposed future land use change and is determined to not be a substantive change to the proposed ordinance. The proposed amendment will change the future land use from Recreation Open/Space (R/OS) to Commercial Recreation (CR) on the approximately 3.82 acres of upland area and excludes the area below the mean water line.

If approved by the City Commission, this amendment will be returned to the CPA for a public hearing on April 9, 2019. Thereafter, the amendment will be presented to the City Commission for second and final reading. If approved by the City Commission, staff anticipates the amendment to be completed by June 2019.

Ms. Bruner read Ordinance No. 2019-14 by title only.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Carroll, to approve the alternative compromise proposed by Forward Pinellas of Ordinance No. 2019-14 and transmit the amendment to the Countywide Planning Authority (CPA) and schedule a second reading after review by the CPA.

Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-41 - First Reading - Authorization To Purchase Excess Workers' Compensation Coverage With Preferred Governmental Insurance Trust Through Wallace, Welch & Willingham For The Period From April 1, 2019 Through March 31, 2021 - APPROVED**

To supplement the City of Largo's self-insured workers' compensation program, excess workers' compensation coverage is purchased annually in order to shield the City from the expense of larger claims. The City's current excess workers' compensation program through Preferred Governmental Insurance Trust (PGIT) provides coverage for each specific workers' compensation claim in which loss payments exceed a \$500,000 Self-Insured Retention (SIR) for an annual premium of \$223,793.

Our broker, Wallace, Welch and Willingham Insurance Agency (WWW), solicited bids for the City's excess workers' compensation insurance program for the policy period from April 1, 2019 through March 31, 2020. The attached Market Survey lists insurance companies approached for bids. The Risk Committee considered programs in light of the premiums and SIR levels. PGIT proposed renewal of the City's current program with a \$500,000 SIR for the premium of \$229,236. This represents a flat renewal, with a 2.5% increase in premium to match the 2.5% increase in the City's payroll.

PGIT indicated that they would offer a renewal of this contract for a second year at the same rate. In consideration of this information, staff recommends a two year agreement of the excess workers' compensation

policy with Preferred Governmental Insurance Trust to maintain the current rates. Since this is a 2-year award, the award is being adopted by ordinance.

Darren Scott represented Wallace, Welch and Willingham Insurance Agency.

Ms. Bruner read Ordinance No. 2019-41 by title only.

Questions:

Commissioner Holmes questioned the aggregate stop loss. Mr. Scott stated that there was no aggregate.

Motion was made by Commissioner Holmes, seconded by Commissioner Holck, to approve Ordinance No. 2019-41 on first reading and schedule a second reading and public hearing on April 2, 2019.

Vote:

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

Motion carried 7-0.

**Authorization To Purchase Property Insurance through Wallace, Welch And Willingham For The Policy Period From April 1, 2019 Through March 31, 2020 – APPROVED**

The City paid \$596,663 for the current property insurance program (April 1, 2018-March 31, 2019) with total policy limits of \$35,000,000 per occurrence for named perils coverage. Sub-limits of \$35,000,000 per occurrence for named windstorms (includes hurricanes) and \$10,000,000 for flood apply. Named perils coverage includes, but is not limited to, damage to property and contents caused by unnamed windstorms (tornadoes), fire, lightning, explosion, and vandalism. The premium of \$596,663 for the expiring insurance program is based on a Total Insured Value (TIV) of scheduled City buildings and property in the amount of \$199,774,700. The City of Largo contracted with CBIZ Valuation Group, to update the property valuations for scheduled City buildings and property. The 2019 TIV is \$227,341,500.

Wallace, Welch and Willingham Insurance Agency solicited bids for the City's property insurance program for the policy period from April 1, 2019 through March 31, 2020. The rise in insurance rates reflects the market increase due to recent catastrophes worldwide in addition to the City's increased TIV. The City can purchase coverage with the same policy limit of \$35,000,000 for named perils and four options for named windstorm and flood sub-limits as shown below. The Risk Committee reviewed the attached Market Summary with Wallace, Welch and Willingham and presents the following options for direction from the City Commission:

Wind Sub-limit	\$15,000,000.00	\$15,000,000.00	\$20,000,000.00	\$35,000,000.00
Flood Sub-limit	\$5,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Rate	0.264	0.278	0.300	0.322
Premium	\$601,300.00	\$631,300.00	\$681,300.00	\$731,000.00

The Risk Committee recommends maintaining the current coverage at the increased premium.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Carroll, to approve authorization to purchase property insurance through Wallace, Welch and Willingham for the policy period from April 1, 2019 through March 31, 2020 with a \$35,000,000 limit per occurrence for named perils coverage and sublimits of

\$35,000,000 for named windstorm and \$10,000,000 for flood.

Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-36 – First Reading - Amending The FY 2019 Adopted Budget By Appropriating Revenues In The Amount of \$500,000 And Expenditures In The Amount of \$570,000 Within The Police General Fund and Trust Fund Budgets - APPROVED**

Ordinance No. 2019-36 is amending the FY 2019 Police Department budget by appropriating revenues in the amount of \$500,000 and expenditures in the amount of \$570,000 for reimbursable police overtime, office space reconfiguration, and vehicles.

The Largo Police Department provides services to private facilities within the City who contract for police services at a reimbursement rate equivalent to the cost incurred by the City. The Police Department has entered into contracts for service that have resulted in an increase in both expenditures and revenues related to the reimbursable overtime. This budget amendment will cover the anticipated revenues and expenditures associated with the new contracts.

This budget amendment also appropriates funds from the Police Department trust funds for the reconfiguration of office space for the Problem Oriented Policing (POP) unit to better serve their operations. Finally, this budget amendment includes an appropriation for the replacement of undercover police vehicles. Both of these expenditures will be funded with fund balance from the trust funds.

Ms. Bruner read Ordinance No. 2019-36 by title only.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to approve Ordinance No. 2019-36 on first reading and schedule a second reading and public hearing on April 2, 2019.

Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-38 – First Reading - Amending The FY 2019 Budget By Transferring Existing Appropriations In The Amount Of \$6,042,000 And Appropriating \$993,000 From Wastewater Fund Balance To The Transportation Capital Projects Fund For The Rosery Road Mobility Project - APPROVED**

This budget amendment establishes a Transportation Capital Projects Fund and appropriates \$7,035,000 to the Transportation Capital Projects Fund to support the Rosery Road mobility project.

The City of Largo manages numerous capital road projects each fiscal year. These projects often draw from multiple funding sources to address the specific needs of the project. The Rosery Road project represents one of the City's large Community Streets projects that involves funding of over \$7,000,000 from multiple funds. The project scope and timeline will likely span multiple fiscal years.

To simplify the administrative process for managing an ongoing capital project with multiple funding sources, this ordinance transfers the \$6,042,000 for the Rosery Rd project from the County Gas Tax, Transportation Impact Fee, Local Option Sales Tax, Tree, and Stormwater Funds and appropriates \$993,000 from Wastewater Fund balance into a single capital projects fund. The wastewater fund appropriation was planned but not budgeted because enterprise fund capital is not appropriated. This practice is in line with Generally Accepted Accounting Practices.

Ms. Bruner read Ordinance No. 2019-38 by title only.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Smith, to approve Ordinance No. 2019-38 on first reading and schedule a second reading and public hearing on April 2, 2019.

Vote:

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

Motion carried 7-0.

#### **City Manager Henry Schubert Annual Evaluation And Salary Increase – APPROVED**

The employment agreement with City Manager Schubert provides that his performance and compensation will be reviewed annually. All members of the Largo City Commission have had an opportunity to complete their performance review of the City Manager. City Manager Schubert received an overall score of 2.89 on a 3.0 scale. 3.0 represents Exceeds Expectations, 2.0 represents Meets Expectations, and 1.0 represents Needs Improvement.

A pay increase is funded in the FY 2019 Budget for non-represented employees in the amount of 3% of total wages. I recommending that City Manager Schubert receive a salary adjustment for the year beginning April 1, 2019 equal to the pay increase that is adopted for non-represented employees in the FY 2019 Budget.

	<u>Current Salary</u>	<u>New Salary</u>
Hourly	\$81.61	\$84.06
Salary	\$169,748.80	\$174,844.80
Expense Allowance	\$1,800.00	\$1,800.00
Auto Allowance	\$4,800.00	\$4,800.00
Retirement (12% of salary)	\$20,369.86	\$20,981.38
<b>Total</b>	<b>\$196,718.66</b>	<b>\$202,426.18</b>

Questions:

Commissioner Fenger stated that in the future she would like to hear the City Manager’s self evaluation and annual accomplishments as part of the evaluation process.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Carroll, to approve a salary increase equal to the pay raise that is approved for non-represented employees in the FY 2019 Budget for City Manager Henry Schubert, effective April 1, 2019.

None

Vote:

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

Motion carried 7-0

### **STAFF REPORTS**

None

Mayor Brown recessed the City Commission meeting and convened the Community Redevelopment Agency meeting.

### **COMMUNITY REDEVELOPMENT AGENCY (CRA)**

#### **Approval of the Community Redevelopment Agency Annual Report for Fiscal Year 2017-2018 – APPROVED**

On an annual basis, the Community Redevelopment Agency (CRA) receives and approves an Annual Report for the previous fiscal year based upon the City of Largo Comprehensive Annual Financial Report (“Annual Report”). This action is required in order to fulfill statutory reporting requirements for the CRA. Section 163.356, Florida Statutes, requires the preparation of an Annual Report that includes a complete financial statement for the fiscal year setting forth assets, liabilities, income and operating expenses for the year. The CRA is required to file a copy of the Annual Report with the City of Largo and the Auditor General and make the report available for public inspection. A copy of this report is attached. In addition, a copy of the financial audit, contained in the Annual Report, must be provided to each taxing authority (Pinellas County), pursuant to Section 163.387(8), Florida Statutes.

The Fiscal Year 2017-2018 Annual Report, similar to past reports, provides an overview of demographics within the City's two Redevelopment Districts; a summary of the redevelopment activities over the past fiscal year; and notable private and public investments that have taken place. A draft Annual Report was provided to the Community Redevelopment Agency Advisory Board (CRAAB) and staff presented the draft at the February 25, 2019 CRAAB meeting.

Upon approval of the document by the CRA, the Annual Report will be filed with the Largo City Clerk and with the Auditor General, and will be made available for public inspection as required by Section 163.356(3)(c), Florida Statutes. Copies of the Annual Report will also be sent to the Pinellas County Board of County Commissioners and the required County Department for public inspection, as well as the Pinellas County Legislative Delegation. The Annual Report and reports from previous fiscal years are available for viewing on the Community Redevelopment Agency page at [www.largo.com/redevelopment](http://www.largo.com/redevelopment).

Questions:

Vice Mayor Carroll requested that copies of the report be provided to the Suncoast League of Cities and Commissioner Robinson asked that copies also be provided to the Florida Leagues of Cities. He further requested that the report be distributed electronically to the entire Legislature.

Motion was made by Commissioner Fenger, seconded by Commissioner Holck, to approve the Community Redevelopment Agency Annual Report for Fiscal Year 2017-2018.

Vote:

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

Motion carried 7-0

Mayor Brown adjourned the Community Redevelopment Agency meeting and reconvened the City Commission meeting.

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

Commissioner Smith stated that at the last Forward Pinellas meeting, the City's request for funding for Special Area Plan for US 19/East Bay Drive area was approved. He requested that the minutes of tonight's meeting be provided to the Planning Board and Community Development Advisory Board. He congratulated Mr. Schubert.

Commissioner Fenger thanked Commissioner Robinson for having the students included in the meeting and congratulated the Employees of the Quarter. She thanked tonight's speakers for attending the meeting.

Commissioner Holck thanked the students for attending the meeting.

Vice Mayor Carroll stated that he would like Sheriff Gualtieri to present the Marjorie Stoneman Douglas Report to the City Commission.

Commissioner Robinson congratulated the students on their work.

Mr. Schubert thanked the City Commission for their positive evaluation.

**SUMMARY OF ACTION ITEMS**

1. Request by Commissioner Smith that staff keep the City Commission informed of the progress of the mixed recyclables bid.
2. Request by Commissioner Fenger that in the future the City Manager's self evaluation and annual accomplishments be included as part of the evaluation process.
3. Request by Vice Mayor Carroll that copies of the CRA Annual Report be provided to the Suncoast and Florida Leagues of Cities.
4. Request by Commissioner Robinson that the CRA Annual Report be distributed electronically to the entire Florida Legislature.
5. Request by Commissioner Smith that the minutes of tonight's meeting, with the sign discussion highlighted, be provided to the Planning Board and Community Development Advisory Board
6. Request by Vice Mayor Carroll that Sheriff Gualtieri be invited to a Work Session to present the Marjorie Stoneman Douglas High School Report.

**ADJOURNMENT**

The meeting adjourned at 9:39 pm.

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Diane L. Bruner, CMC, City Clerk