

**CITY OF LARGO  
CITY COMMISSION REGULAR MEETING**

**May 21, 2019  
Minutes**

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

**COMMISSION ABSENT:** None

**PARTICIPATING STAFF PRESENT:** City Mgr. Schubert, City Attorney Zimmet, City Clerk Bruner, Police Chief Undestad, OPB Mgr. Payne, Mgmt. Analyst Johnson, Principal Planner Parinello, Planning Mgr. Perez, Engineering Services Dir. Woloszynski, Program Engineer Rocke, Comm. Dev. Dir. Stricklin, Housing Mgr. Anderson, Housing Grants Specialist Woodard

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

Invocation was given by Pastor Matthew Trill, Largo Police Department Chaplain, New Testament Baptist Church, followed by the Pledge of Allegiance.

**CEREMONIAL**

Mayor Brown presented a framed photo of Chief Undestad, Commissioner Holmes and Attorney General Moody to Chief Undestad.

**CITIZEN COMMENT**

None

**AGENDA – APPROVED**

Approval of the Regular Commission Meeting agenda of May 21, 2019.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to approve the agenda for the Regular Meeting of May 21, 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 May 7, 2019 as on file in the City Clerk's Office.

Discussion:

None

Motion was made by Commissioner Smith, seconded by Commissioner Holmes, to approve the minutes of the Regular Meeting of May 7, 2019.

Vote:

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

Motion carried 7-0.

Commissioner Holmes requested that agenda memos with multiple funding sources indicate the percentages or dollar amount of each source in the budgetary section.

**CONSENT DOCKET – APPROVED**

**Approval Of Amendment To Pennoni Associates, Inc. Contract And Scope Of Services, RFQ 18-O-621, Design For Rosery Road Complete Streets Improvements, To Add Design For Pinellas County Water Utility Relocation Or Replacement As Part Of A Joint Project Agreement With Pinellas County in the an Amount Not to Exceed \$149,695**

*This proposed amendment to the contract and scope of services with Pennoni Associates, Inc., provides for additional design services for Pinellas County water line relocation as part of a Joint Project Agreement with Pinellas County.*

*The Rosery Road project will reconstruct a segment of Rosery Road from the Pinellas Trail to Missouri Avenue. In addition to improving bicycle and pedestrian levels of service, and safety by modifying the rural section, including: curb, sidewalk, bicycle facilities, intersection improvements, and traffic calming, the project will also replace sanitary sewer and improve storm drainage. On March 20, 2018 the City Commission awarded scope and fee to Pennoni Associates, Inc. to provide engineering services for reconstruction of Rosery Road within the project limits.*

*The County is obligated, as are all public and private utility owners, to move its infrastructure that is in conflict with the City's planned construction, either with its own design consultant/construction contractor prior to the City's commencement of construction, or through an agreement with the City, where the City's design consultant/contractor perform the work.*

*The County elected to enter into a JPA with the City whereby the design phase for the County utility relocation will be added to the scope of services of the City's consultant through an amendment to the existing contract between the City and the consultant. Under the JPA, the County agrees to pay the additional design cost for Pinellas County utility water line relocation or replacement. The estimated design cost for water line relocation or replacement is \$149,695.*

*Under the terms of the JPA, the City will initially pay the engineering design services cost for the County utility work. The City will invoice the County for the cost of engineering design services, upon approval by the County Project Manager, not to exceed \$149,695. The County will pay the City in accordance with the Florida Prompt Payment Act time schedule for construction projects. Upon completion of the entire project, the County will own, control, maintain, and be responsible for all County utility facilities.*

**Authorizing The City Manager To Enter Into A Joint Project Agreement (JPA) Between Pinellas County And The City Of Largo For The Relocation Of County Utilities For the Rosery Road Phase 1 Community Streets Improvements Project in the Amount not to Exceed \$157,179.75**

*The Joint Project Agreement (JPA) between Pinellas County and the City of Largo is for design services for relocation or replacement of water mains that are in conflict with the planned construction of a new subsurface storm drainage system and replacement of a sanitary sewer main as part of the Rosery Road Phase 1 Community Streets Improvements project.*

*The Rosery Road project will reconstruct a segment of Rosery Road from the Pinellas Trail to Missouri Avenue.*

*This project will improve bicycle and pedestrian levels of service, and safety, by modifying the rural section, including: curb, sidewalk, bicycle facilities, intersection improvements, and traffic calming, and will replace sanitary sewer and improve storm drainage. On March 20, 2018 the City Commission awarded scope and fee to Pennoni Associates, Inc. to provide engineering services for reconstruction of Rosery Road within the project limits.*

*The County is obligated, as are all public and private utility owners, to move its infrastructure, either with its own design consultant/construction contractor prior to the City's commencement of construction, or through an agreement with the City, where the City's design consultant/contractor perform the work. This JPA allows the County to enter into an agreement with the City whereby the design phase for the County utility relocation will be added to the scope of services of the City's consultant through an amendment to the existing contract between the City and the consultant. Under the agreement, the County agrees to pay the additional design cost for Pinellas County utility water line relocation or replacement. The estimated design cost for water line relocation or replacement is \$149,695. The County will pay an additional five percent (5%) of the design cost, not to exceed \$7,484.75, for City administration of the County utility work.*

*The JPA has the following requirements:*

- The City will initially pay the engineering design services cost for the County utility work.*
- The City will invoice the County for the cost of engineering design services and City administration for County utility work, upon approval of the County Project Manager, not to exceed \$157,179.75.*
- The County will pay the City in accordance with the Florida Prompt Payment Act time schedule for construction projects.*
- Upon completion of the entire project, the County will own, control, maintain and be responsible for all County utility facilities.*

**Authorization To Purchase Additional Surveying Services From Southeastern Surveying And Mapping Corporation Under RFQ No. 14-Q-479 In The Estimated Amount Of \$80,000**

*The City maintains a pool of qualified consultants under the terms of a Professional Services Agreement (PSA) to provide various services to the City. PSA's are entered into a specific discipline of professional work following a qualification-based selection process which meets the requirements of the Consultant Competitive Negotiation Act (CCNA).*

*Southeastern Surveying and Mapping Corporation is an approved, qualified consultant under the terms of RFQ No. 14-Q-479, PSA for General Engineering Professional Services. The agreement with Southeastern Surveying was executed in January 2015 for a three year term and was extended in January 2018 for an additional two years. The City contracts with Southeastern Surveying to provide topographic surveys for various infrastructure projects and plat reviews.*

*For this fiscal year, various surveying purchase orders have been issued to this consultant for an aggregate amount of \$45,889. The next negotiated scope and fee will put us over the \$50,000 City Commission threshold for a single vendor during a fiscal year.*

*Staff is requesting authorization to increase the expenditure threshold for surveying services from Southeastern Surveying under the PSA by an additional \$80,000. The department has adequate funds available for professional services.*

**Authorization To Use Life Scan Wellness Centers To Provide Required Annual Firefighter Medical Evaluations, Fitness Evaluations, And Air Mask-Fit Testing For Fire Department Personnel In The Estimated Amount Of \$79,200**

*In accordance with the National Fire Protection Association's (NFPA) standard 1582 (Standard on Comprehensive Occupational Medical Programs for Fire Departments), organizations shall maintain an annual*

*medical and fitness evaluation program for their personnel. In addition, fire departments shall provide a respirator protection program including a medical evaluation and air-mask fit test per the Occupational Safety & Health Administration (OSHA: 29 CFR 1910.134). In 2007, Largo Fire Rescue consolidated these evaluations into one process to achieve greater efficiencies and cost savings. Since that time, the consolidated process has proven to be successful at achieving all objectives.*

*This year's exams will include Coronary Computed Topography Angiograph (CTA) exams (described below), TB tests, and additional blood testing of heavy metals for our Hazardous Materials (HAZMAT) team members. For those members not receiving a CTA or chest x-ray this year, a routine test for tuberculosis will be utilized. Testing for TB is best practice for healthcare workers and recommended by the Florida Department of Health, and Centers for Disease Control (CDC). Lastly, all HAZMAT team members receive additional blood tests to ensure no byproducts of hazardous materials are in their blood stream (e.g. heavy metals). Pinellas County Fire/EMS Administration reimburses the city for this test under the current inter-local HAZMAT agreement with Pinellas County.*

*As mentioned above, the department is providing Coronary Computed Topography Angiograph examinations (CTA) on a voluntary basis for those fire department members who are greater in age (usually older than 40) or who have a documented cardiac history. While this test includes a chest x-ray and looks for lung abnormalities, it also identifies the build-up of plaque in an individual's heart and looks for other cardiac abnormalities. The selection of members rotates yearly to ensure that all who are interested in the test are afforded the opportunity to go. According to the United States Fire Administration (USFA), cardiac issues are a leading cause of on-duty firefighter deaths.*

*An annual market survey was conducted in January 2019, to determine what local healthcare providers, if any, were able to provide comprehensive evaluations to include the requirements of NFPA 1582 (medical evaluation and fitness evaluation), ultrasound evaluations, and OSHA 1910.134 (medical evaluation and air-mask fit test) at one location, during one visit, and in close proximity to the City of Largo. Life Scan Wellness Center is the only vendor capable of providing these services and allows the department to send firefighters to their annual physicals while on duty, which reduces overtime expenditures that would be incurred by sending employees while not on shift.*

*This year physicals include the additional costs associated with Mumps, Measles, and Rubella (MMR) screening. Due to recent Measles outbreaks and our clinicians' exposure, the Department wants to assure the safety of its employees by confirming immunization as recommended by the Center for Disease Control (CDC).*

*Pinellas County Fire & EMS Administration will reimburse the City of Largo for HAZMAT personnel physicals in the amount of \$7,600.*

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**

**Resolution No. 2238 – Adopting the FY 2020 – FY 2024 City of Largo Capital Improvements Program - APPROVED**

The purpose of this resolution is to adopt a Capital Improvements Program (CIP) for the five-year period beginning October 1, 2019 in accordance with the requirements of City Charter. The City Commission is required to adopt a CIP no later than June 1, 2019. The CIP neither appropriates funds nor authorizes projects; it is a planning document for significant capital and operating projects defined as those costing at least \$100,000. The long-range financial plan section shows projected revenues including tax rate/fee increases along with projected expenditures for a five-year period. These projections help to identify oncoming trends that enable the creation of long-range financial strategies.

As discussed at the April 16 and May 14, 2019 City Commission Work Sessions, this Proposed CIP has not changed from the April 16, 2019 presentation. The Finance Advisory Board provided discussion and feedback for the City Commission and presented those findings at the May 14, 2019 Work Session. No further changes were requested by the City Commission. Final FY 2020 CIP Projects will be appropriated with the adoption of the annual budget in September 2019.

Ms. Bruner read Resolution No. 2238 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Smith, to approve Resolution No. 2238.

Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-43 – Second Reading – Amending the Comprehensive Development Code To Amend Floodplain Management Regulations - ADOPTED**

The Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of the City of Largo and such areas may be subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare. The City of Largo was accepted for participation in the National Flood Insurance Program on May 28, 1971 and the City Commission desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Parts 59 and 60, necessary for such participation.

The Florida Division of Emergency Management reviewed Ordinance No. 2017-21 and identified corrections necessary to maintain consistency with the National Flood Insurance Program and the Florida Building Code. Chapter 553, Florida Statutes, was adopted by the Legislature to provide a mechanism for the uniform adoption, updating, amendment, interpretation and enforcement of a state building code, called the Florida Building Code. Chapter 553, Florida Statutes, allows for local technical amendments to the Florida Building Code that provide for more stringent requirements in the Code and allows adoption of local administrative and local technical amendments to the Florida Building Code to implement the National Flood Insurance Program and incentives. The City Commission previously adopted a provision to require accumulation of costs of improvement and repairs of buildings, based on issued building permits, over a five (5) year period for buildings and structures in flood hazard areas prior to July 1, 2010 and, pursuant to Section 553.73(5), F.S., is formatting that requirement to coordinate with the Florida Building Code.

The proposed ordinance is adopting the requirement for the foundations of dwellings in flood hazard areas to be designed by registered professional engineers or architects and for the purpose of participating in the National Flood Insurance Program's Community Rating System and pursuant to section 553.73(5), F.S., is formatting that requirement to coordinate with the Florida Building Code.

Chapter 8: General Development Standards & Impact Fees will be amended to identify how maximum residential height is determined.

Chapter 11: Stormwater & Floodplain Management Standards will be amended to clarify various provisions that govern floodplain management.

Chapter 15: Supplemental Standards will be amended to modify floodplain permitting procedures for mobile home developments.

Chapter 18: Construction Standards & Property Maintenance will be amended to implement local technical amendments to the Florida Building Code.

Chapter 20: Definitions & Acronyms will be amended to modify definitions for terms relating to floodplain management.

Ms. Bruner read Ordinance No. 2019-43 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Carroll, to adopt Ordinance No. 2019-43 on second and final reading.

Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-59 – Second Reading – Vacating A Five Foot Wide Portion Of A Ten Foot Wide Drainage And Utility Easement Located At 990 8th Avenue NE - ADOPTED**

The purpose of this memorandum is to request approval for the partial vacation of a public drainage and utility easement that the City of Largo has over, under, through, and across a portion of a residential property located at 990 8th Avenue NE. The property owners, Robert and Helen Lents, have requested that the City approve the vacation of a five foot wide segment within a ten foot wide drainage and utility easement. An existing in-ground pool currently encroaches into the easement area that is requested to be vacated.

The vacation is being processed in accordance with Section 4.10 Level V, Vacation or Dedication of Right-of-Way or Easements, of the City Comprehensive Development Code (CDC). The applicants are requesting the partial vacation of the ten foot wide drainage and utility easement along the northern boundary of their property.

The proposed vacation of easement meets the appropriate standards of the CDC and has been reviewed with no objections by City Departments including the Public Works Department and the Engineering Services Department. City staff has determined that the portion of easement to be vacated is no longer necessary for public purposes. Outside utility agencies have been notified, including but not limited to: Pinellas County Utilities, Duke Energy, TECO Peoples Gas, Wide Open West, Verizon, Clearwater Gas System, Bright House Networks and Level 3 Communications, all of which provided no objections.

Ms. Bruner read Ordinance No. 2019-59 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Smith, seconded by Commissioner Fenger, to adopt Ordinance No. 2019-59 on second and final reading.

Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-60 – First Reading – Amending The Pay Plan To Create A Construction Manager Position; Amending The Engineering Services Department Budget By Removing A Program Engineer Position and Creating A Construction Manager Position - ADOPTED**

This budget amendment is requesting creation of a Construction Manager (OM Range XVIII) position and removal of one full-time-equivalent (1 FTE) vacant Program Engineer (OM Range XVIII) position. The Current Program Engineer class title has three separate tracks including Planning and Design, Permitting and Regulatory Compliance, and Construction Management.

The current construction activity throughout the City includes several large and small Capital Improvement Projects, multiple large scale commercial and residential development orders, significant Inflow and Infiltration (I&I) and Annual Procurement Agreement (APA) projects. The amount of work is projected to continue at this level for the next 3 to 5 years based on the current economy.

The Construction Manager position has been solicited seven times and has been extremely challenging to fill given the high amount of commercial construction activity across the United States. Reevaluation of this position's essential duties and responsibilities as well as minimum qualifications has been completed in order to open up the recruitment pool.

The Construction Manager position currently exists under the Program Engineer class title and shares the same essential duties and responsibilities and minimum qualifications as the Planning and Design and Permitting and Regulatory Compliance positions. Staff is recommending the following changes to the minimum qualifications:

- Change the required Professional Engineering license to preferred
- Increase the number of relevant years experience from (4) four years to (6) six years
- Increase the number of supervisory years experience from (2) two years to (3) three years

This change will allow the pool to open up to more candidates who have valuable construction experience, but do not have a Professional Engineering license to apply for this position.

The current position is vacant and will remain vacant until the Construction Manager position is filled. There is no financial impact from this amendment.

Ms. Bruner read Ordinance No. 2019-60 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Smith, to adopt Ordinance No. 2019-60 on second and final reading.

Vote:

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

Motion carried 7-0.

### **LEGISLATIVE MATTERS**

#### **Ordinance No. 2019-35 – First Reading – Amending Chapter 16, Section 16-40 Of The City Of Largo Code Of Ordinances To Establish Twenty-Five Miles Per Hour Maximum Speed Limit Zones – DISAPPROVED**

The purpose of this memorandum is to request City Commission approval of proposed modifications to the City of Largo Code of Ordinances, Chapter 16, Section 16-40, establishing 25 miles per hour (mph) speed limit zones for residential streets.

On March 13, 2018, staff provided the City Commission with an update on a request to evaluate reducing the speed limit to 25 mph throughout residential areas of the City. The evaluation was conducted according to Florida Statute 316.189 which states, "The maximum speed within any municipality is 30 miles per hour. With respect to residence districts, a municipality may set a maximum speed limit of 20 or 25 miles per hour on local streets and highways after an investigation determines that such a limit is reasonable. It shall not be necessary to conduct a separate investigation for each residence district."

Based on the data collected during the evaluation and the Florida Statutes and FDOT guidelines, it was deemed reasonable to reduce the existing residential 30 mph maximum speed limit to 25 mph.

There are a total of 696 streets that are candidates for the speed limit reduction. The cost for the new signs is approximately \$36,000 and the date for the ordinance to take effect is September 16, 2019. This will allow the time needed for the procurement and installation of the new signs.

Prior to the effective date, City staff will make use of all available resources for public education and outreach.

Staff was directed to provide information for the process to lower the maximum speed limit on individual streets where speeding problems have been identified. A process currently exists with the City's Traffic and Transportation Committee, chaired by the Engineering Services Department, to evaluate speeding issues that have been received from citizens or identified by staff. The process includes a speed study and citizen participation, which can result in the installation of traffic calming devices. It is possible that this process could be expanded to include a reduction in maximum speed limit as a solution.

Ms. Bruner read Ordinance No. 2019-35 by title only.

Public Input:

1. Georgia Wildrick stated that Vancouver Drive and Edmonton Drive were used as cut through streets and asked that the speed be reduced by installing speed bumps. She stated that there are many children and school buses.
2. Mike Hoffman stated that he supported reducing the speed limit to 25 miles per hour. He stated that he has spoken to the City Commission on this topic before. He stated that speed limit signs will help but speed tables are the answer.
3. Lyle Haggerty stated that he lived by the marina and that drivers going to and coming from the marina did not slow down. He stated that he supported reducing the speed limit to 25 miles per hour.
4. Matilda Hoffman stated that she was 11 years old and that she and her friends liked to go to the two parks



near the neighborhood, however there were no sidewalks and it was dangerous for them to get there.

5. JB Butler stated that Largo has had speeding problems for a long time, which can be worked out by finding solutions for individual neighborhoods. He suggested another Work Session discussion and involving residents in the process.

6. Geoff Moakley stated that the Police Chief has stated publicly that reducing the speed limit would not be of benefit. He recommended the current 30 miles per hour speed limit. He questioned the data used to determine the proposed 25 miles per hour speed limit.

#### Questions:

Commissioner Holmes questioned whether specific streets could have reduced speed without applying the reduction to the entire City. Mr. Woloszynski stated that the citywide speed study could be applied to individual neighborhoods. Commissioner Smith stated that he supported the ordinance. He requested that any Work Session discussion include the number of residents who have asked for reduced speed in their neighborhoods. He also requested that outreach and education efforts be made. Vice Mayor Carroll stated that reducing speed and adding signs will not keep the community safer, as there were not a lot of enforcement opportunities on residential streets. Commissioner Holmes questioned Chief Undestad's position. Chief Undestad stated that the data did not show a significant speed issue in the City. He stated that signs will not be an appropriate way to slow traffic. Commissioner Holmes questioned the number of citizen complaints received regarding speeding, to which Chief Undestad stated that he did not have the number, however staff used the calls to determine the problem streets and whether enforcement activities are warranted. Mayor Brown questioned the percentage of calls that justified enforcement measures. Chief Undestad stated that 127 roads were studied and that 14.96 of them were not in compliance. Mayor Brown stated that he did not believe putting 25 miles per hour speed limit signs on all City roads was the best option. He stated that the City has installed speed tables in some neighborhoods and that he would like to know their effectiveness. He requested speed studies be performed on these roads.

Commissioner Holck stated that she wanted to make sure that some type of speed calming is pursued if the speed limit is not changed. Commissioner Fenger stated that data did not support reducing the speed limit to 25 miles per hour and that she did not support the ordinance. Commissioner Robinson questioned whether the ordinance applied to all local streets, to which Mr. Zimmet stated that it did. Mr. Zimmet stated that a speed study is required by law in order to reduce speed limits, however traffic calming would not be governed by state statutes. Mr. Schubert stated that staff would adjust the City's traffic calming policy to include reduced speed limits. Mr. Zimmet stated that this would be brought to the City Commission in an ordinance. Commissioner Robinson stated that a process was needed to address speed issues. Commissioner Holmes stated that reducing speed citywide would create jurisdiction issues. He requested a custom ordinance be created to address specific issues. Mr. Schubert stated that speed limit change requests could be brought to the City Commission quarterly, rather than bringing numerous individual requests forward. Commissioner Robinson stated that he wanted to make sure that outreach is done so that residents know that traffic calming options are available to them.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to disapprove Ordinance No. 2019-35 on first reading.

#### Vote:

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

Motion carried 7-0.

**Ordinance No. 2019-66 – First Reading - An Annexation Of Two (2) Properties Located At 10125 Ulmerton Road, With Land Use Designation Of Commercial General - APPROVED**

City Commission approval is requested for Ordinance 2019-66, a voluntary annexation of two properties with a total land area of 3.93 acres (mol). The properties, if annexed into the City, will have a land use designation of Commercial General. The 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 May 7, 2019, for review and comment. The City has not received any objections. All City departments reviewed these annexations and indicated services can be provided to the properties.

Incentives that were provided to the property owners through an annexation agreement include a combined \$10,000 that can be used for the redevelopment of the properties. This money can be used towards the following items:

- Improvements to the stormwater retention and treatment system
- Drainage improvements
- Landscaping and signage
- Building and engineering permit fees, site plan review fees and certificate of occupancy fees

Total taxable value is \$2,400,000

Ms. Bruner read Ordinance No. 2019-66 by title only.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Carroll, to approve Ordinance No. 2019-66 on first reading and schedule a second reading and public hearing on June 4, 2019.

Vote:

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

Motion carried 7-0.

### **Approval Of The Appointment Of Margaret Paluch As Assistant City Manager – APPROVED**

Article 3, Section 3.03 of the City Charter provides that "The city manager shall appoint assistant city managers, subject to the approval of the city commission." The Assistant City Manager position has been vacant since the resignation of Michael Staffopoulos effective January 11, 2019.

I am proud to recommend the appointment of Margaret Paluch as Assistant City Manager. Ms. Paluch was selected after a nation-wide search conducted by executive recruiter GovHR USA and a selection process that included all of the members of the City's Executive Leadership Team (ELT), which is comprised of the City's department directors. The ELT was unanimous in their recommendation of Ms. Paluch. Ms. Paluch received her MPA from Suffolk University in Boston and was most recently the city manager for the City of Alamogordo, New Mexico. Alamogordo has 375 employees, an annual budget of \$85 million, and a population of 31,200. She served as city manager for almost three years and has a total of 15 years local government experience. Her resume was forwarded to the City Commission previously.

She has the requisite education and experience for the Assistant City Manager position. More importantly, she is the right fit for our City organization and community. She is committed to promoting our mission, vision, and values and achieving our strategic goals. She will be a tremendous asset as we continue to instill a high performance organization culture in our workforce. She will be a great partner in our quest to be the Community of Choice in Tampa Bay.

Ms. Paluch will attend the May 21 City Commission meeting. She is expected to begin her employment on June 26.

Questions:

Ms. Paluch stated that she has been in town for the past few days and that she and her husband were really looking forward to living in the area. Mayor Brown welcomed her and complimented staff on the selection process.

Motion was made by Commissioner Robinson, seconded by Commissioner Holck, to approve the appointment of Margaret Paluch as Assistant City Manager.

Vote:

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

Motion carried 7-0.

### **STAFF REPORTS**

#### **FY 2019-2020 Community Development Block Grant (CDBG) Action Plan Staff Report – PRESENTATION GIVEN**

The Community Development Department is in the final stages of completing the FY 2019-2020 Community Development Block Grant (CDBG) Action Plan. This annual plan is submitted to the US Department of Housing and Urban Development (HUD) in order to receive the City's annual CDBG allocation. The Action Plan outlines how CDBG, Home Investment Partnership (HOME), Pinellas County Housing Trust Fund (HTF) and State Housing Initiatives Partnership (SHIP) funds will be utilized to address the housing and community development needs in Largo. The Action Plan also includes the General Fund match for the Behavioral Health Navigator position that is partially funded with CDBG as well.

The draft CDBG Action Plan was published on April 19, 2019 for the required thirty-day public comment period. Once the comment period has passed and once final grant allocations amounts are received, the plan will be brought to the City Commission for adoption. The adoption hearing is currently scheduled to be held on July 2, 2019. Upon adoption, the Action Plan will be submitted to HUD for final approval.

At the time the draft was published, the final grant allocations for CDBG, HOME and SHIP had not been released. Since publication of the draft Action Plan, the City has received the following updates on funding allocations:

**CDBG:** The allocation was announced. The City will receive \$537,167, which is \$3,785 more than the current year grant.

**HOME:** The City receives a portion of Pinellas County's allocation. HUD has released the HOME allocations for Pinellas County, but has not released the population percentage that determines the City's portion of those funds. Based on the current year's percentage, the City is estimated to receive \$272,748, which is a decrease of \$17,673 from the current year's grant.

**SHIP:** The State recently adopted the FY 2019-2020 budget. The Governor and State Senate had recommended full funding of the Housing Trust Fund, which is used to fund the SHIP program. This would have resulted in an allocation of approximately \$1 million to the City for affordable housing. The State House of Representatives had recommended allocating all funds to hurricane impacted counties and zero funding for other jurisdictions (including the City of Largo). The adopted budget kept the funding levels similar to the current year funding levels for non-hurricane impacted jurisdictions. The City has not received its final allocation, but expects

approximately \$113,000 in SHIP grant funding similar to this year's allocation.

**HTF:** No new grant funding is expected.

The Action Plan also includes estimates for program income and unexpended rollover funds from the current year.

Estimated expenditures in the draft Action Plan include:

Affordable Housing Development: \$578,871

Downpayment Assistance: \$292,100

Housing Rehabilitation: \$901,979

Slum & Blight Removal: \$25,000

Subrecipient Public Services: \$122,210 (second year of two-year funding cycle for subrecipients – anticipating a 3% reduction in funding based on CDBG caps on public services) Subrecipient Capital Projects: Five projects totaling \$55,625

- Catholic Charities – Pinellas Hope – Client Computer Lab Floor Replacement - \$10,000
- Westcare - A Turning Point - Emergency Generator - \$11,000 of the total \$84,000 project cost (St. Petersburg is the primary funder)
- CASA – Hard Wiring Office Space for Technology/Phones for Community Partners - \$10,000
- Directions for Living – Largo Children & Families Center – Air Conditioner Replacement/Entry Floor Replacement - \$11,625
- Ready for Life – Skill Center – Energy Improvements & Bike Rack Installation - \$13,000

The draft Action Plan was brought to the Community Development Advisory Board on April 29, 2019, at which time the Advisory Board recommended approval of the plan. The draft Action Plan that was provided to the Advisory Board and published for the thirty-day public comment period is attached. Please note that any of the above mentioned updates on funding levels have not yet been incorporated into the draft plan, but will be updated prior to City Commission adoption of the Action Plan.

Discussion:

Vice Mayor Carroll asked whether the plan should be sent to legislators individually, which Mayor Brown stated could be done digitally.

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

Commissioner Holck welcomed Ms. Paluch and thanked tonight's speakers, as well as Engineering staff for their work on the speed limit proposal. She congratulated Vice Mayor Carroll and Commissioner Robinson for their appointments as President and Second Vice President of the Suncoast League of Cities.

Vice Mayor Carroll thanked the City Commission for their support of his serving as President of the Suncoast League of Cities. He stated that there will be a Memorial Day Ceremony in Largo Central Park on Monday at 7:00 pm.

Commissioner Robinson thanked Senator Brandes for holding office hours at City Hall. He congratulated Vice Mayor Carroll on his appointment as Suncoast League President and also congratulated the City's Home Rule Heroes.

Mayor Brown stated that it was great to see members of the Youth Leadership Council at the Suncoast League banquet.

**SUMMARY OF ACTION ITEMS**

1. Request by Commissioner Holmes that agenda memos with multiple funding sources indicate the percentages of each source in the budgetary section.
2. Request by Commissioner Smith that any work session discussion on traffic calming include the number of residents who have requested a speed reduction in their neighborhoods.
3. Request by Commissioner Smith that a speed reduction program include an education component.
4. Request by Mayor Brown that speed studies be performed in those neighborhoods where the City installed speed tables.
5. Request by Vice Mayor Carroll that tonight's speakers be notified of when traffic calming will be scheduled for a Work Session.

**ADJOURNMENT**

The meeting adjourned at 7:19 pm.

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Diane L. Bruner, CMC, City Clerk