



AGENDA
City Commission
Tuesday, June 16, 2026
Commission Chambers @ 6:00 p.m.

Page

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

Mayor Woody Brown

A. CEREMONIAL

None

B. CITIZEN COMMENT

C. APPROVAL OF AGENDA/MINUTES

- 1. Approval Of Agenda - Regular Meeting of June 16, 2026
- 2. Approval Of Minutes – Regular Meeting of June 2, 2026 3 - 15
[20260602_Minutes](#)

D. STAFF REPORTS

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

- 3. Community Development Advisory Board (CDAB) 2025 Annual Report 17 - 27
[Agenda Memo #26-165 - Pdf](#)

E. CONSENT DOCKET

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

- 4. Appointment Of Miriah Herring As A Member Of The Planning Board For The Remainder Of A Four-Year Term Which Will Expire In November 2028 29 - 30
[Agenda Memo #26-187 - Pdf](#)
- 5. Approval Of The Termination And Release Of The 4091 Bear Den Drive Property Restrictive Covenant 31 - 32
[Agenda Memo #26-169 - Pdf](#)
- 6. Approval Of The Termination And Release Of Easement For Belcher Road S Ingress And Egress On City Property Intended For Fire Station 42 33 - 34
[Agenda Memo #26-178 - Pdf](#)
- 7. Authorization To Establish A Mutual Aid Agreement With The University Of South Florida On Behalf Of The University Of South Florida Police Department For Voluntary 35

Cooperation And Assistance Including Security At Sporting Events

[Agenda Memo #26-168 - Pdf](#)

8. Approval Of The Real Property License Agreement Between The City Of Largo And Solar Bear LLC 37
[Agenda Memo #26-006 - Pdf](#)

F. PUBLIC HEARINGS

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

9. Ordinance No. 2026-19 - Second Reading - Duke Energy Franchise Agreement 39 - 56
[Agenda Memo #26-132 - Pdf](#)

G. LEGISLATIVE MATTERS

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

10. Ordinance No. 2026-23 - First Reading - Updating And Standardizing The Permitting And Fee Structure For Wastewater Discharge Permits Issued By The Environmental Control Division Of The Environmental Services Department 57 - 73
[Agenda Memo #26-167 - Pdf](#)

H. ITEMS FROM CITY ATTORNEY JOHNSTON, COMMISSIONER SMITH, COMMISSIONER HOLMES, COMMISSIONER DIBRIZZI, COMMISSIONER LAUSER, COMMISSIONER HOLCK, VICE MAYOR JOHNSON, MAYOR BROWN, CITY MANAGER CURP

I. ADJOURNMENT

J. CONTRACTS/AGREEMENTS

To View Agreements:

[Largo - Document Center](#)

Any invocation offered at the start of the City Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the City Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission, and the City Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

**CITY OF LARGO
CITY COMMISSION REGULAR MEETING**

**June 2, 2026
Minutes**

COMMISSION PRESENT: Mayor Brown, Commissioners Smith, Holmes, DiBrizzi, Lauser, Holck, Johnson

COMMISSION ABSENT: None

STAFF PRESENT: City Manager Curp, Asst. City Manager Paluch, Asst. City Manager Semones, City Attorney Johnston, City Clerk Bruner, Community Engagement Admin. Perez, Economic Dev. Mgr. Mitrano, Asst. Comm. Dev. Dir. Tillett, Sr. Project Mgr. Drash, Police Chief Loux, Planner Clark, Asst. Comm. Dev. Dir. Parinello, Planning Mgr. Austin

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

Invocation was given by Chaplain Will Murphy, Largo Fire Rescue, followed by the Pledge of Allegiance.

CEREMONIAL

Pride Month Proclamation

The month of June is designated in many communities across the United States as Pride Month, to both acknowledge the history of prejudice and discrimination toward lesbian, gay, bisexual, transgender, and non-binary individuals and as an opportunity to celebrate the advancements of the LGBTQIA+ rights movement. The City of Largo supports a community in which all residents are treated with dignity and respect. Throughout the world, events and education campaigns are planned during this month to celebrate and raise awareness for this community.

Ms. Bruner read the Proclamation aloud. Ms. Perez stated that Largo has been recognizing Pride Month with a Proclamation since 2019 and it is a meaningful moment for the community each year.

CITIZEN COMMENT

1. Jamie Robinson congratulated the City Commission on the new building. He stated that he was disappointed that the City is not recognizing Pride Month as in previous years and that public recognition matters.
2. Jerry Conrad thanked the City for working on short-term rental regulations. He stated that residents wanted regulations already in place to be enforced. He stated that offenders should be written up every day and asked that the City continue to work on this issue.
3. Norm Bild stated that the Memorial Day event was successful and complimented Special Events Coord. Piehl. He stated that an honor flight will be arriving next Tuesday night at Clearwater-Largo Airport.
4. Clara Murzynski stated that her neighborhood is trying to ward off a problem in that Belleair Development Group is developing an 18-acre site nearby. She stated that the neighborhood is already saturated and drainage is an issue. She urged the City Commission to work with Pinellas County on a development agreement for the site.
5. Matthew Faustini stated that he was glad to see that the agenda was changed and stated his concern that City staff disregarded policy regarding the Pride Month Proclamation.
6. Joanne Marinho stated that agenda items can be tabled rather than voted on. She stated that she was helping a resident get her final inspections to move back into her home after storm damage and complimented staff for going above and beyond.
7. Greg Gardner shared a case from four years ago when the City tried to take a family's home. He suggested that tv monitors be put back up in the Chamber.
8. Allison Rensberger stated that legislation limiting Pride Month activities will not take effect until January 1, 2027. She requested a Pride Flag Raising, Proclamation, and other recognition.
9. Wendy Vernon stated that she represented PFlag Safety Harbor Greater Pinellas. She stated that many in the community were discouraged that the City earlier decided not to recognize Pride Month. She stated that they were glad to see the Proclamation and invited the City to meet regularly with community organizations and work together.
10. Jon Harris Maurer stated that he represented Equality Florida and thanked the City for the Proclamation. He stated that many local governments are dealing with the ramifications of new legislation, however there are numerous exemptions and that Pride is not canceled.

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AGENDA

Approval of the Regular City Commission Meeting agenda of June 2, 2026.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Johnson, to approve the agenda for the Regular Meeting of June 2, 2026.

Vote:

Voting Aye: Commissioners Smith, Holmes, DiBrizzi, Lauser, Holck, Johnson, Mayor Brown

Motion carried 7-0.

MINUTES

Approval of the Regular City Commission Meeting minutes of May 19, 2026 as on file in the City Clerk's Office.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Johnson, to approve the minutes of the Regular Meeting of May 19, 2026.

Voting Aye: Commissioners Smith, Holmes, DiBrizzi, Lauser, Holck, Johnson, Mayor Brown

Motion carried 7-0.

CONSENT DOCKET:

Resolution No. 2458 - Ratifying A Federal Earmark Request Through The Office Of Senator Ashley Moody In An Amount Up To \$4,200,000

This resolution coincides with a federal earmark request in an amount up to \$4,200,000.00 through the office of Congresswoman Anna Paulina Luna for the Starkey Road Flood Mitigation project. This funding request falls under the FEMA Hazard Mitigation Program and will provide 75% of the project costs if approved by Congress. While Senator Moody did not solicit projects for earmark requests, staff requested assistance from her office to help secure this funding in the US Senate.

The project proposes to construct new storm pipe and structures between the Dahlia Place and Gardenia Place roadway cul-de-sacs and regrade the south-flowing tributary ditch to expand the bottom width and recreate a positive ditch bottom gradient for connection to Channel 10. The project is predicted to significantly reduce road flooding and eliminate structure flooding within these areas. The project will also reduce sediments, debris, nutrients, toxic materials, and pathogens carried into connecting channels and waterways and results in critical water quality benefits for Long Bayou.

Because of a two-week submission window for federal earmark submissions, staff was unable to obtain prior Commission approval for this request. Should the Commission choose not to ratify the request, it can be withdrawn.

Resolution No. 2463 Ratifying A Federal Earmark Request Through The Office Congresswoman Anna Paulina Luna In An Amount Up To \$4,200,000

This Resolution ratifies a federal earmark request through the office of Congresswoman Anna Paulina Luna in an amount up to \$4,200,000 for the Starkey Road Flood Mitigation Project. This earmark request falls under the FEMA Hazard Mitigation Program and will provide 75% of the costs of the project if approved by Congress.

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The project proposes to construct new storm pipe and structures between the Dahlia Place and Gardenia Place roadway cul-de-sacs and regrade the south-flowing tributary ditch to expand the bottom width and recreate a positive ditch bottom gradient for connection to Channel 10. The project is predicted to significantly reduce road flooding and eliminate structure flooding within these areas. The project will also reduce sediments, debris, nutrients, toxic materials, and pathogens carried into connecting channels and waterways and will result in critical water quality benefits for Long Bayou.

As Congresswoman Luna invited local governments to submit earmark requests with a two-week submission window, staff was unable to obtain City Commission approval prior to submission. Should the City Commission choose not to ratify the earmark request, it can be withdrawn.

Approval Of The Scope And Fee For Task Order No. 2026-01 For Brookside Neighborhood Flood Abatement And Ditch Rehabilitation Evaluation With Hazen And Sawyer, In Accordance With Professional Services Agreement RFQ No. 24-Q 798, In The Amount Of \$215,985 With An Owner Contingency Of \$3,015 For An Estimated Total of \$219,000

The Engineering Services Department requests City Commission approval for the award of the scope and fee with Hazen and Sawyer, in the amount of \$219,000, for the evaluation phase of the Brookside Neighborhood Flood Abatement and Ditch Rehabilitation project. The project area is located east of Belcher Road, north of East Bay Drive, and south of Allens Creek and consists of approximately 2,025 linear feet of drainage ditch and associated stormwater infrastructure within the Allens Creek Basin Watershed. The Brookside neighborhood experiences recurring roadway flooding and drainage issues during storm events, particularly along Ashbury Drive, Armonk Drive, and Riverside Drive South. In addition, portions of the existing drainage ditch exhibit erosion and slope instability that reduce conveyance efficiency and increase long-term maintenance concerns.

The purpose of the evaluation phase is to assess existing stormwater infrastructure conditions, drainage system performance, ditch conveyance capacity, and bank stability throughout the Brookside neighborhood. The evaluation will include analysis, hydraulic calibration, and updates watershed survey, topographic collection, data modeling neighborhood engagement, and conceptual improvement alternatives for flood mitigation and ditch stabilization.

Potential conceptual improvements include upsizing stormwater pipes and structures, regrading and rehabilitating the existing open-channel ditch, and evaluating slope stabilization alternatives such as gabion basket retaining walls. The results of this evaluation will support future decision making related to potential drainage improvements, maintenance strategies, and future design and permitting efforts.

Task Order	\$ 215,985
Owner's Contingency	\$ 3,015
Total	\$ 219,000

The Scope and Fee documents are included in the Agreements Packet at the end of the agenda.

Approval Of The Scope And Fee For Task Order No. 2026-01 For A WWRF Storm Flooding And Surge Resiliency Study With Land & Water Engineering Science, In Accordance With Professional Services Agreement RFQ No. 24-Q-798, In The Amount Of \$173,808.30

During the 2024 hurricane season, the Wastewater Reclamation Facility (WWRF) experienced significant storm-related impacts, including rain-induced flooding and approximately four to five feet of standing water in areas of the plant adjacent to Cross Bayou Canal due to storm surge. These events helped identify equipment, treatment structures, and site areas that may benefit from resiliency improvements.

In response, the Environmental Services Department developed a multi-phase Capital Improvements Program (CIP) project to evaluate and address these vulnerabilities. The first phase is a WWRF Storm Flooding and Surge Resiliency Study, to be completed by Land & Water Engineering Science. The consultant has expertise in vulnerability assessment, flood resiliency planning, and wastewater infrastructure evaluation.

The study will establish and deliver:

1. Defensible storm surge and sea-level-rise planning thresholds for the WWRF. The study will evaluate areas of the facility vulnerable to storm surge, localized flooding, and long-term sea-level rise. These

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thresholds will help determine the appropriate elevation and protection standard for future resiliency improvements while balancing risk reduction, feasibility, and cost.

2. Recommended adaptation and mitigation strategies. These may include barriers, equipment elevation, relocation of vulnerable assets, floodproofing, building hardening, and operational strategies to reduce downtime after storm events.

3. A final vulnerability assessment report and implementation work plan. These deliverables will include prioritized recommendations, planning-level cost estimates, and grant-readiness materials to support future funding opportunities.

Funding for the construction of resiliency improvements has been programmed in the CIP for Fiscal Years 2027 and 2028. This study will provide the technical basis needed to prioritize those improvements and prepare future scopes of work for design and construction. Copies of the scope and fee documents are included in the Agreements Packet at the end of the agenda.

Award Of Contracts from Request For Proposal No. 26-P-861 For Emergency Debris Monitoring Services To Three Vendors

On April 11, 2026, The Purchasing Division of the Office of Performance and Budget accepted sealed submittals for RFP No. 26-P-861, Emergency Debris Monitoring Services. Three proposals were vetted and ranked by the evaluation committee based on qualifications and experience of the Program Team; Quality Assurance Program; and General Experience.

The selected vendors are as follows:

- *Thompson Consulting Servies, LLC*
- *Tetra Tech, Inc*
- *King Industries Corporation*

The Federal Emergency Management Agency (FEMA) requires municipal governments to have pre-positioned contracts in place for debris collection and monitoring in order to receive State and Federal reimbursement. The purpose of this bid was to diversify the debris monitoring companies available to the City of Largo Public Works Team after an event.

Contracts from RFP No. 26-P-861 are for a five (5) year initial term, with options for renewal in one (1) one-year increments based on the expiration of the initial term by mutual agreement of the parties. Copies of the agreement(s) are included in the Agreements Packet at the end of the agenda.

Authorization To Purchase A Replacement Vehicle For The Environmental Services Department From Tampa Florida Kenworth, In Accordance With Florida Sheriff's Association Contract FSA25-VEH23.0, In The Estimated Amount Of \$374,214 SUMMARY: This item is to request approval from the City Commission for the purchase of a 2027 Kenworth T380 Load King Crane Truck from Florida Sheriff's Association Contract FSA25-VEH23.0 in accordance with the vehicle replacement schedule. The Department of Public Works, Fleet Management Division, consulted with the Environmental Services team members to ensure that the requested replacement was mission-capable, safe, and fit the needs of service for the Environmental Services Department. This vehicle consists of a 2027 Kenworth T380 chassis with a Load King 19-70 Straight Boom Crane Body with a 19-Ton Lift Capacity & 70 ft Boom Length. Please reference the attachments for further information regarding this request.

Authorization To Purchase A Replacement Vehicle For The Environmental Services Department, From United Rentals In Accordance With The Sourcewell Contract # 020923-TER, In The Estimated Amount Of \$169,230

This item is to request approval from the City Commission for the purchase of a 2026 GENIE GTH-1056 Telehandler Forklift from Sourcewell Contract # 020923-TER in accordance with the vehicle replacement schedule. The Department of Public Works, Fleet Management Division, consulted with the Environmental Services team members to ensure that the requested replacement Department. was mission-capable, safe, and fit the needs of service for the Environmental Services This vehicle consists of a 2026 GENIE GTH-1056 Telehandler Forklift, 10,000lbs Lift Cap / 56' Lift Height / 42' Horizontal Reach. Please reference the attachment for further information regarding this request.

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Award Of ITB No. 26-B-858, Yard Waste, Class III Waste, And Construction And Demolition Debris Disposal, To GFL Environmental For A Five (5) Year Period Beginning October 1st, 2026 In The Estimated Annual Amount Of \$1,150,000

This item is for the award of ITB No. 26-B-858 to GFL Environmental effective October 1, 2026 for a Five (5) year period pursuant to the terms and conditions contained in the bid document. We received three (3) qualified bids, however, GFL was the only provider that could accommodate unsorted debris. The amount includes a 3% increase which equals \$1.32 per ton in tipping fees from the previous contracted term. In FY 2025, \$1,079,388.28 was spent on disposal of Yard Waste, Class III and Construction and Demolition Debris. The City of Dunedin and the City of Clearwater are also participants on this bid; however they are responsible for their own disposal costs.

Authorization To Extend Awarded RFP No. 21-P-724, Audit Services, With Carr, Riggs, & Ingram LLC For An Additional Five (5) Year Term For Independent Auditing And Attestation Services Of Fiscal Years Ending September 30, 2026 Through September 30, 2030 In The Total Amount Of \$428,100

Pursuant to the Code of Federal Regulations and Florida Statute Section 218.39, municipalities meeting certain criteria must have an independent audit performed annually. The City fulfills this requirement each year by enlisting the services of an independent auditing agency.

In FY 2021 the City issued RFP No. 21-P-724 to solicit proposals for independent audit services for a five (5) year term with the option to renew for an additional five (5) years, subject to the mutual satisfaction of both parties. The audit services contract was awarded to Carr, Riggs, & Ingram LLC (CRI) covering fiscal years ending September 30, 2021 through September 30, 2025. One Amendment to the contract was adopted in FY 2022 for a one-year cost increase to support additional work required the year the City implemented the Workday ERP. The City has been satisfied with the services received, communications and audits performed by CRI over the term of this contract as well as previous contracts. CRI was awarded the previous RFP as well and have been the City's audit firm since FY 2012.

An extension agreement was presented by CRI to the City of Largo Audit Committee at the April 7, 2026 meeting for consideration. The Audit Committee discussed the contract and pricing schedule and recommends extending the contract for the five (5) year term to include the audit of FY 2026 through FY 2030.

The City requested an additional audit service for the renewal to include audit and attestation services over the Belleair Fire District expenditures pursuant to the new interlocal agreement in place. The increase from the current contractual amount for the first year, as well as for all future years is 4% annually, which is reasonable. The annual audit also ensures that the City meets the federal and state single audit requirements, Community Redevelopment Agency financial report review and Pinellas County Fire and EMS Attestations. A copy of the agreement is included in the Agreements Packet at the end of the agenda.

Award Of RFP No. 26-P-859, Banking Services, to Bank United, N.A. For A Period Of Five (5) Years

The City of Largo has maintained operating and merchant bank account services since 2006 with Regions Bank. RFPs for these services were issued in 2006, 2011 and 2017, which were awarded to Regions. In 2022, the City of Largo extended the contract as allowed with Regions Bank through July of 2026. An RFP was issued in FY 2026 seeking a 5-year contract with an option of a possible 5-year extension. A total of 5 proposals met the RFP requirements and were evaluated by a staff committee consisting of the Finance Director, Assistant Finance Director and Senior Accountant.

These proposals included:

- Regions Bank*
- United N.A*
- JP Morgan Chase*
- Valley National Bank and*
- TD Bank*

Cost and interest earnings are a major factor in the recommendation of award but are not the only element. The City requires the bank selected for daily operating activities to have several minimum qualifications, including having a local presence within 5 miles of Largo boundaries. It was also indicated in the RFP that interest and earnings credit rates that are pegged to an external source, like the federal funds rate, is preferable. The current rate the City is receiving on operating account balances is 80% of the lower target federal funds rate (currently paying 2.8%). The City provided monthly transaction and average balance information in the

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RFP seeking comparative information. Net annual interest earnings ranged from an estimated \$182,000 to \$280,000 in the five (5) proposals received.

The proposal from Bank United, N.A. was ranked as the number one choice by all evaluators on the basis of services available, meeting all of the City's requirements, the completeness of the proposal and offering one of the best earnings credits (80% of the effective federal funds rate) and interest rates (90% of the effective federal funds rate). The estimated annual net interest earnings using these rates is \$247,000. The City has an existing liquidity account relationship with Bank United, N.A. and has for several years. The transition of moving operating account transactions over will take place during the summer of 2026. A copy of the agreement is included in the Agreements Packet at the end of the agenda.

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

Vote:

Voting Aye: Commissioners Smith, Holmes, DiBrizzi, Lauser, Holck, Johnson, Mayor Brown

Motion carried 7-0.

ITEMS REMOVED FROM THE CONSENT DOCKET:

None

PUBLIC HEARINGS

Ordinance No. 2025-07 - Second Reading - Proposed Revisions To The Code Of Ordinances To Establish The West Bay Drive Downtown Entertainment District

CHANGES SINCE FIRST READING:

No changes since First Reading.

PREVIOUS CITY ACTION:

Presented to the Community Redevelopment Agency Advisory Board (CRAAB) for feedback on June 24, 2024.

Presented to the City Commission at a Work Session for feedback on July 9, 2024, where the City Commission recommended the expansion of the originally proposed district boundaries.

Approved by the City Commission at First Reading on February 18, 2025, by a vote of 7-0.

BACKGROUND FROM FIRST READING:

The recent addition of new office spaces, housing options, and local businesses has progressed the City towards its goal of growing a vibrant, interconnected community in Downtown Largo. To build on this momentum, the City developed plans for an entertainment district along West Bay Drive. This district aims to create a dynamic destination for dining, shopping, and entertainment while enhancing the area with live music, outdoor markets, and additional social gathering spaces.

An entertainment district is an area designated by the City with specific regulations for businesses that serve food and beverages, often featuring live entertainment. These regulations include sound-level limits for commercial establishments and allow visitors to purchase alcohol and enjoy it in outdoor plazas, parks, and while visiting shops within the district.

On June 24, 2024, the Long-Range Planning Team introduced the concept of an entertainment district and sought feedback from the Community Redevelopment Agency Advisory Board (CRAAB) on potential design elements for a district in Downtown Largo. Topics discussed included hours of consumption/operation, standard cup specifications for alcoholic beverages, locational restrictions, limits, and noise regulations within the potential district. The recommendations from the CRAAB were proposed to the City Commission at a Work Session on July 9, 2024, where the City Commission recommended the expansion of the originally proposed district boundaries. With this expansion, staff conducted community engagement from August to September 2024 through in-person events, a door hangar survey and walk and

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talk conversations with businesses. Feedback from the community engagement efforts was utilized to inform the proposed ordinance created to establish the West Bay Drive Downtown Entertainment District.

Since the first reading on February 18, 2025, staff have worked on the implementation plan and standard operating procedures (SOPs) for the Entertainment District. The details of the SOP will be included in the presentation.

Ms. Bruner read Ordinance No. 2025-07 by title only.

Public Hearing:

1. Greg Gardner stated that downtown is not a destination, there are no community spaces, and the existing retailers will fail in twenty-four months. He stated that his job is to protect elders.
2. Matt Faustini stated that redeveloping a downtown is possible and that staff should have a lot of flexibility.

Questions:

Commissioner DiBrizzi stated that a Solid Waste cleanup plan is needed and questioned the number of alcohol service establishments currently in the zone, which Mr. Mitrano stated is three. Commissioner DiBrizzi stated he supported the ordinance; however, the hours seemed way too early in the morning. He stated his concern that nothing has been heard about this since first reading over a year ago and that the City Commission should have been provided with the results of the community engagement. He stated that he also wanted to know what the safety plan was. He suggested conditions on the ordinance. Commissioner Smith stated that staff needed flexibility on this issue. He suggested re addressing the hours issue later if the need arises. He stated his support for the ordinance. Vice Mayor Johnson stated his concern about extended hours on Thursday nights. Mr. Tillett stated that the hours of operation and the majority of noise will be with special events, rather than regular business hours. Vice Mayor Johnson stated that he would prefer to start with Friday nights. He stated his support for the district. Mayor Brown stated that he agreed that if there are issues, they should be brought to the City Commission quickly for action. He stated that he believed it is smart to have a smaller footprint, including the existing businesses that serve alcohol, with the ability to expand. Commissioner Holmes stated that there is a way to address these issues, suggesting that Pinellas County widen 8th Avenue so that West Bay Drive can be made pedestrian friendly with one lane each way. Commissioner Holck stated her support for the ordinance and thanked staff for the presentation. Commissioner DiBrizzi stated that he was comfortable with the City pivoting if needed. Mr. Curp stated that the ordinance gave Administration the ability to move quickly and that the issues identified can be regulated.

Motion was made by Commissioner Holmes, seconded by Commissioner Holck, to adopt Ordinance No. 2025-07 on second and final reading.

Vote:

Voting Aye: Commissioners Smith, Holmes, DiBrizzi, Lauser, Holck, Johnson, Mayor Brown

Motion carried 7-0.

Ordinance No. 2026-21 - Second Reading - Authorizing The Borrowing Of Money From The Florida Department Of Environmental Protection State Revolving Loan Program And Submission Of Loan Application

FIRST READING BACKGROUND:

As required by the City Charter, the Largo City Commission must approve any debt issuance by ordinance. The City of Largo has received a Supplemental Appropriation for Hurricanes Helene and Milton and Hawaii Wildfires (SAHM) in the amount of \$19,166,503 as a forgivable loan through the State Revolving Fund (SRF) Program, administered by the Florida Department of Environmental Protection (FDEP). The City's new SRF FDEP Project number is WW520J and includes both the WWRF Non-Surface Water Effluent Disposal Project and the Lift Station 25 Clean Water Act No. 1 Priority Lift Station Service Area Inflow & Infiltration Abatement project. Funding will prioritize the WWRF Non-Surface Water Effluent Disposal Project, with any additional funding going to the Inflow & Infiltration Abatement project.

CHANGES FROM FIRST READING:

No changes from first reading.

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PREVIOUS CITY ACTION(S):
Approved by City Commission, May 5, 2026 (7-0)

A copy of the borrowing agreement is included in the Agreements Packet at the end of the agenda.

Ms. Bruner read Ordinance No. 2026-21 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Lauser, to adopt Ordinance No. 2026-21 on second and final reading.

Vote:

Voting Aye: Commissioners Smith, Holmes, DiBrizzi, Lauser, Holck, Johnson, Mayor Brown

Motion carried 7-0.

LEGISLATIVE MATTERS

Award Of RFP No. 26-860, Police Operational Evaluation, To PFM Consulting Group In The Amount Of \$125,000 For FY 2026 And \$71,625 For FY 2027 For A Total Amount Of \$196,675

Purpose / Overview

The purpose of this agenda item is to request City Commission approval of a professional services agreement with PFM Group Consulting (PFMGC) for the completion of a comprehensive operational evaluation of the Largo Police Department (LPD) in the amount of \$196,675. The evaluation is intended to provide the City with a data-informed, long-range strategy for police operations, staffing, organizational structure, deployment, technology modernization, and fiscal sustainability.

The proposed engagement will occur in four phases over approximately 7-9 months and is designed to align operational recommendations with the City's Vision 2030 goals and long-term public safety expectations.

Background & Context

The City initiated the Police Operational Evaluation as a strategic initiative sponsored by the City Manager in partnership with the Police Chief to evaluate and plan for the future of police services in Largo. The evaluation is intended to address several longstanding and emerging operational challenges, including chronic staffing pressures, increasing service demands, workload equity concerns, recruitment and retention challenges, growing reliance on overtime, and the need for technology modernization and operational optimization.

As Largo continues to grow and service expectations evolve, the City must ensure that police operations, organizational structure, and technology investments are aligned with community needs and long-term fiscal sustainability. The evaluation is also intended to establish a strategic operational roadmap that will support the transition to new leadership within the Police Department, with the anticipated onboarding of a new Police Chief in Fall 2026.

The project was intentionally structured as more than a traditional staffing study. PFMGC's proposal emphasizes a workload-based and demand-driven methodology that evaluates how officers and professional staff actually spend their time and how resources can be aligned to operational demand, rather than relying solely on generalized staffing ratios or national averages.

The evaluation scope includes ten interconnected operational focus areas:

- Benchmarking and continuous improvement
- Team member well-being and retention
- Performance measurement and accountability
- Organizational structure
- Fiscal sustainability and workforce planning

- Alternative response models
- Patrol zone optimization
- Shift scheduling and resource allocation
- Workload equity and staffing needs
- Technology and operational modernization

The operational evaluation is designed to result in actionable recommendations, long-range staffing and financial planning tools, benchmarking dashboards, and implementation guidance that can be sustained internally after completion of the engagement.

Discussion

PFM Group Consulting was selected following a competitive evaluation process based on the firm's demonstrated experience, technical expertise, and comprehensive understanding of the City's operational goals. The firm has completed similar operational, staffing, and organizational assessments for police departments and public safety agencies of comparable and larger size throughout Florida and nationally. Staff determined that PFMGC provided the most comprehensive and analytically rigorous proposal received in response to the City's solicitation, particularly in the areas of workload-based staffing analysis, performance management, organizational structure, fiscal sustainability, and operational modernization. Additionally, a key member of the project team is Dr. Jeremy Wilson, a nationally recognized expert in police staffing methodology and co-author of the U.S. Department of Justice COPS Office and IACP-supported publication, *A Performance-Based Approach to Police Staffing*, which is widely regarded as a leading framework for modern, data-informed police staffing analysis. *A Performance-Based Approach to Police Staffing*

PFMGC proposes a total lump-sum fee of \$196,675 for the engagement, inclusive of all professional services, travel, stakeholder engagement, analytical tools, presentations, and final deliverables.

The project will be completed in four phases:

1. Project Launch & Data Collection
2. Operational Assessment & Analysis
3. Findings & Recommendations Development
4. Final Reporting & Presentation

Staff proposes funding the project across two fiscal years to align with the project timeline and deliverables:

- FY 2026: Phases 1 and 2 — \$125,000
- FY 2027: Phases 3 and 4 — \$71,675

The FY 2026 adopted budget included \$100,000 for the operational evaluation. The additional \$25,000 necessary to complete Phases 1 and 2 is anticipated to be absorbed within the City Administration budget through existing appropriations and expenditure savings.

Structuring the project across two fiscal years also allows the final recommendations and implementation roadmap to coincide with anticipated leadership transition planning within the Police Department and support strategic onboarding and direction-setting for a new Police Chief anticipated to begin in Fall 2026. The proposed timeline also ensures that the City receives operational and analytical findings during FY early engagement, detailed analysis, and thoughtful development of long-term recommendations.

Fiscal Impact

The total contract amount is \$196,675.

- \$125,000 will be funded in FY 2026 for Phases 1 and 2, with \$100,000 currently budgeted and the remaining \$25,000 anticipated to be absorbed within the City Administration budget.
- \$71,675 will be proposed as part of the FY 2027 budget process for completion of Phases 3 and 4.

Implementation costs associated with future recommendations are not included in this contract and will be evaluated separately through future budget discussions and City Commission consideration.

Recommendation

Minutes
June 2, 2026

Approve the professional services agreement with PFM Group Consulting in the amount of \$196,675 for the completion of the Largo Police Department Operational Evaluation and authorize the City Manager to execute the agreement and associated documents.

Public Input:

1. Greg Gardner stated his concern for revenue reductions and that there is no oversight.

Questions:

Mayor Brown asked about the last such evaluation, which Chief Loux estimated 25 years ago. Mayor Brown stated his support for the project.

Motion was made by Commissioner Holmes, seconded by Commissioner DiBrizzi, to approve award of RFP No. 26-P-860, Police Operational Evaluation, to PFM Consulting Group in the amount of \$125,000 for FY 2026 and \$71,625 for FY 2027 for a total amount of \$196,675.

Questions:

Commissioner Smith questioned whether there has been input from the union. Chief Loux stated that the union was appraised of it and that members will be meeting with the evaluators.

Vote:

Voting Aye: Commissioners Smith, Holmes, DiBrizzi, Lauser, Holck, Johnson, Mayor Brown

Motion carried 7-0.

Ordinance No. 2026-06 – First Reading – Amending Several Sections Of The Comprehensive Development Code To Establish Requirements, Definitions, And Formal Procedures For The Review Of Temporary Emergency Housing

Purpose/Overview:

The proposed amendment to the Comprehensive Development Code (CDC), Ordinance No. 2026-06, seeks to formalize standards and procedures relating to the regulation of temporary emergency housing uses following a natural disaster.

Background/Context:

During the 2024 storm season, Hurricanes Debby, Helene, and Milton significantly impacted the City of Largo and other areas of Pinellas County. In preparation and in response to these events, several community organizations sought to provide temporary housing accommodation for individuals displaced by the storms or for workers or volunteers aiding with disaster recovery.

Upon receiving requests to establish temporary emergency housing on several properties within the City of Largo, staff reviewed the Comprehensive Development Code (CDC) and Code of Ordinances (COO) to determine applicable review processes. Finding that neither the CDC nor COO provided direct guidance on how to evaluate these use types, staff consulted with the City Attorney's Office.

Legal staff identified that a 2015 City resolution opted into a Pinellas County ordinance (Exhibit B), which outlines procedures for reviewing several forms of temporary emergency housing uses in the event of a declared housing emergency. However, upon reviewing previous emergency declarations, staff were unable to identify an instance in which a housing emergency had been declared. Consequently, in situations without such declarations, the City lacks a formal process for the review of emergency housing proposals. Recognizing that the period immediately following a natural disaster can often feel disorganized and overwhelming, City staff explored ways existing processes and regulations could be improved to streamline the review of proposed temporary emergency uses, such as housing sites, while continuing to protect public health, safety, and welfare.

To help inform the proposed Comprehensive Development Code (CDC) amendment, staff analyzed what worked well during previous emergency response efforts and identified areas where updates may be

Minutes
June 2, 2026

beneficial based on community feedback and best practices recommended by the Florida Department of Emergency Management (FDEM) and Federal Emergency Management Agency (FEMA).

Staff also reviewed the existing Pinellas County ordinance to which proposed temporary emergency housing sites have previously been subject, as well as regulations adopted by other communities throughout the Tampa Bay area. Using this research, staff prepared preliminary recommendations and presented them to the City Commission during a Work Session held on September 9, 2025.

Discussion/Analysis:

To provide reasonable flexibility for displaced residents seeking to regain permanent housing following a natural disaster, staff are proposing the subject CDC amendment which would:

- Expand the applicability of the temporary events section to extend to temporary uses, such as emergency housing.
- Create a new subsection in CDC Chapter 16 to establish general standards, time limits, locational restrictions, and site design regulations for various forms of temporary emergency housing.
- Introduce definitions for terms associated with emergency housing in addition to temporary uses and structures.

Staff have provided the proposed ordinance to and met with several organizations who have previously served as a tremendous resource for the community in times of need. To further strengthen partnerships between the City of Largo and these groups, staff also shared that concept plans for temporary emergency uses could be pre-approved prior to natural disasters to allow for a more proactive approach and encourage efficiency.

Recommendation:

The City of Largo Planning Board reviewed the subject amendment on May 7, 2026, and recommended approval of the ordinance by a vote of 6–0. Pursuant to a recommendation discussed at the meeting, staff revised the terminology in Subsection 16.6.4, changing “site plan” to “concept plan.” Ultimately, staff recommend approval of the proposed ordinance, finding it consistent with the goals, objectives, and policies outlined in the Comprehensive Plan.

Ms. Bruner read Ordinance No. 2026-06 by title only.

Public Input:

1. Don Brinson thanked Ms. Clark for her work on the ordinance. He stated that his group made recommendations on the ordinance.
2. Christie Altamirano stated that they are grateful for the City’s cooperation after Hurricane Helene. She stated that they received cooperation from the City on many levels, as well as assistance with the permitting process.

Questions:

Commissioner Lauser complimented staff for their work. Mayor Brown questioned whether the ordinance applied to volunteer accommodation and fires, to which Ms. Clark stated that it did. Commissioner DiBrizzi stated that he wanted to make sure the City stays out of the way, since the City will need people to come in and help after an emergency. Ms. Parinello stated that staff are open to reviewing concept plans in advance and they do not need to be done by a professional. Ms. Johnston stated that organizations typically had their concept plans preset. Mayor Brown thanked staff for working with the community organizations. He asked whether there are restrictions on where the units are. Ms. Clark stated that the units would have to be scaled to the number of residential dwelling units on a property.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Johnson, to approve Ordinance No. 2026-06 on first reading and schedule a second reading and public hearing on July 7, 2026.

Vote:

Voting Aye: Commissioners Smith, Holmes, DiBrizzi, Lauser, Holck, Johnson, Mayor Brown

Motion carried 7-0.

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Ordinance No. 2026-15 – First Reading – Amending Several Sections Of The Comprehensive Development Code To Comply With Section 397.487, Florida Statutes Regarding Certified Recovery Residences

Purpose/Overview:

The proposed amendment to the Comprehensive Development Code (CDC), Ordinance No. 2026-15, establishes procedures for the review and approval of certified recovery residences in accordance with Section 397.487, Florida Statutes. The amendment also establishes an administrative review process for applicants requesting reasonable accommodation from provisions of the CDC that could otherwise hinder the establishment of recovery residences.

Background/Context:

In 2025, Section 397.487, Florida Statutes, was amended to require municipalities to adopt an ordinance establishing procedures for the review and approval of certified recovery residences within their jurisdiction.

Certified recovery residences are defined in Section 397.311, Florida Statutes, as facilities that provide drug- and alcohol-free living accommodations, maintain a valid certificate of compliance, and are managed by a certified recovery residence administrator. Recovery residences may be categorized into several levels depending on the intensity of care provided.

The updated statute also requires municipalities to establish a written process for requesting reasonable accommodation from local land use regulations that could prohibit the establishment of recovery residences. If an applicant seeks such accommodation, the City must confirm receipt of a complete application and approve, approve with conditions, or deny the request. If a request is denied, the City must provide specific, objective, evidence-based reasons for the denial and identify any deficiencies or actions necessary for reconsideration. If confirmation of receipt is not issued within 60 days of receiving a complete application, the request is deemed approved unless the parties agree in writing to a reasonable extension of time.

Discussion/Analysis:

To address these statutory requirements, staff are proposing amendments to several sections of the City of Largo Comprehensive Development Code. Section 15.2 would be expanded to formally categorize certified recovery residences as residential care facilities and to establish a process for applicants seeking reasonable accommodation from applicable CDC standards. Section 6.2 would be amended to create several levels of certified recovery residence uses based on the number of residents served. These uses are proposed to be permitted within the same Future Land Use Map classifications as assisted living facilities of comparable size. Lastly, Section 20.1.C would be amended to add a definition for certified recovery residences and to update the definition of community residential homes to better align with applicable Florida Statutes.

Recommendation:

The City of Largo Planning Board reviewed the subject amendment on May 7, 2026, and recommended approval of the ordinance by a vote of 6–0. It should be noted that since Planning Board, staff have updated "Exhibit A" to reflect changes made through several recently passed ordinances. Additionally, staff corrected where certified recovery residences serving over 14 clients are permitted to ensure consistency with where assisted living facilities are permitted. Ultimately, staff recommend approval of the proposed ordinance, finding it consistent with the goals, objectives, and policies outlined in the Comprehensive Plan.

Ms. Bruner read Ordinance No. 2026-15 by title only.

Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Holck, to approve Ordinance No. 2026-15 on first reading and schedule a second reading and public hearing on August 4, 2026.

Vote:

Voting Aye: Commissioners Smith, Holmes, DiBrizzi, Lauser, Holck, Johnson, Mayor Brown

Motion carried 7-0.

Minutes
June 2, 2026

STAFF REPORTS

None

ITEMS FROM CITY ATTORNEY, CITY COMMISSION, CITY MANAGER

Commissioner Holmes suggested allowing school children to paint utility poles and asked that staff look into it.

Commissioner DiBrizzi stated his concern that events last weekend on Clearwater Beach could happen in Largo Central Park. Mr. Curp stated that the City has a very active intelligence unit. He further stated that Largo Police assisted the Clearwater Police Department last weekend. Commissioner DiBrizzi complimented today's event.

Commissioner Lauser also complimented the ribbon cutting event. He stated that he agreed with Commissioner Holmes' suggestion regarding utility poles.

Commissioner Holck complimented today's event. She requested that staff look into updating the City Hall address on Google.

Vice Mayor Johnson thanked staff for today's ribbon cutting event and also thanked tonight's speakers.

Commissioner Smith thanked the City Commission for their support over the years. He stated that he was initially unhappy with the lack of a Pride Month Proclamation on the agenda and that he was truly disappointed in the state. He stated that he wanted the City to find a way to work with Equality Florida.

Mayor Brown thanked the team responsible for today's event, as well as all attendees.

Mr. Curp thanked the City Commission and community for providing this facility for Largo team members to serve the public. He stated that the City is prohibited from sponsoring events, however the City is not prohibited from hosting events. He stated that Strachan's Ice Cream will be open on Friday. He stated that Police Chief Loux has announced his retirement at the end of the year and the search for a new Chief has begun. He stated that they have received this year's property tax value and the City's property tax value, which increased by 4.05%, with downtown at 8% growth. He stated that the state has passed legislation that could limit the City's ability to generate property tax revenue. He stated that the first phase will cost \$6.5 million in lost revenue and will peak at \$9.5 million. He stated that the City can educate the public about ballot measures but cannot advocate.

SUMMARY OF ACTION ITEMS

1. Request by Commissioner Holmes that staff look into the feasibility of having utility poles painted with murals.
2. Request by Commissioner Holck that have the City Hall address updated in Google Maps.

The meeting adjourned at 8:23 pm.

Diane L. Bruner, CMC, City Clerk

City Commission AGENDA ITEM REPORT



Meeting: City Commission - 16 Jun 2026
Presenter: Bret Shortridge , Community Development
Staff Contact: Kimberly Mejia, Planner II Ext. 1640 kmejia@largo.com

TITLE

Community Development Advisory Board (CDAB) 2025 Annual Report

SUMMARY:

SUMMARY:

The Community Development Advisory Board (CDAB) 2025 Annual Report is prepared each year to highlight the work of its members in previous years and the proposed work plan for the current year.

Throughout the 2025 calendar year, CDAB provided recommendations on various community development-related priorities of the City through presentations, reports, and updates from various Community Development Department Divisions as well as other City departments.

BACKGROUND:

The annual report covers activities throughout the 2025 calendar year as they related to Community Development plans, policies, initiatives, and the City's Strategic Plan, but not limited to:

- The FY 2025-2028 State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan
- Approval of Funding Recommendations for FY 2025-2026 Community Development Block Grant (CDBG) Subrecipient Public Services
- Clearwater-Largo Road Multimodal Improvements CIP project update
- Forward Pinellas East Bay Drive/Roosevelt Boulevard Multimodal Corridor Study
- Comprehensive Development Code Amendment for the West Bay Drive and Clearwater-Largo Road CRDs (Ordinance No. 2026-07)
- Comprehensive Development Code Amendment for the Implementation of Target Employment Center Overlays (Ordinance No. 2026-03)

The attached 2025 Annual Report also includes a proposed work plan for 2026.

RECOMMENDATION: For informational purpose only.

CONSISTENT WITH:

Strategic Plan

POTENTIAL MOTION / DIRECTION REQUESTED:

FOR INFORMATIONAL PURPOSES ONLY.

ATTACHMENTS:

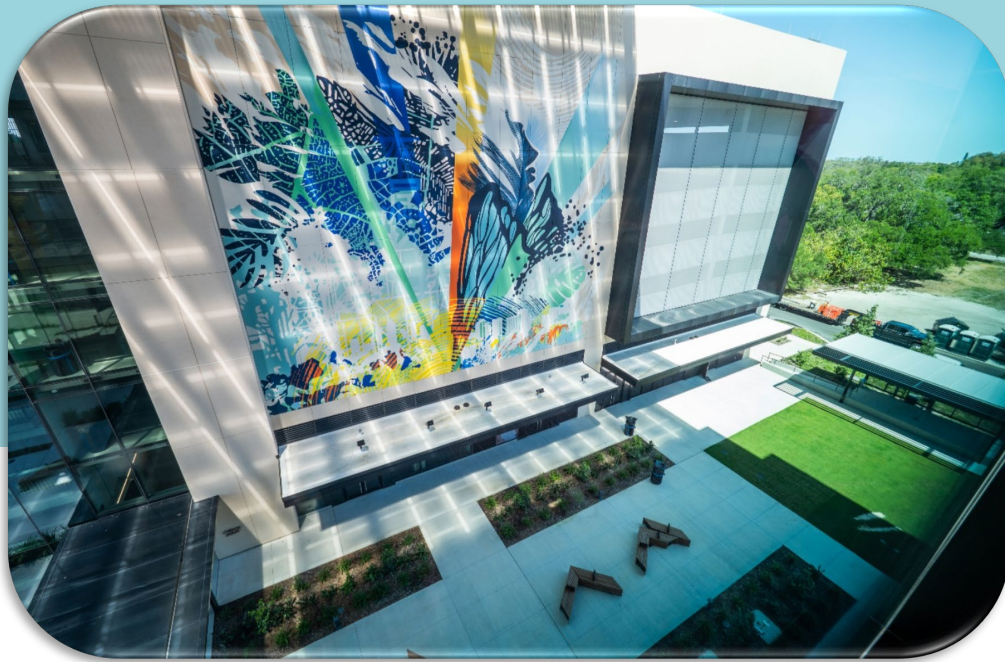
[CDAB Annual Report 2025](#)



Community Development Advisory Board
Largo.com/CDAB

Community Development Advisory Board (CDAB) Annual Report

2025



Prepared By:

Kimberly Mejia, Planner II and

Sheera Greene, Housing Grants Specialist



CDAB 2025 Annual Report



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CDAB 2025 Annual Report

Who We Are

The Community Development Advisory Board (“CDAB”) provides recommendations to the City Commission on programs, projects, and initiatives of the Community Development Department. Many of the goals of the Department are reflected in the Comprehensive Development Code (“CDC”), the Vision 2030 Strategic Plan, and the Comprehensive Plan: Forwarding Our Future 2040. These goals are achieved through a variety of procedures; CDAB plays an integral role in providing feedback, supporting staff and the City Commission, and driving formal recommendations for the implementation. CDAB, along with City staff members, have prepared the following Annual Report for the City Commission to highlight the Board's contributions over the past year and to identify a work plan for the upcoming year.

In addition to these primary advisory functions, CDAB also serves as the Community Redevelopment Agency Advisory Board (“CRAAB”), advising and making recommendations to the Community Redevelopment Agency (“CRA”), along with four additional representatives from the City's Community Redevelopment Districts (“CRDs”). CRAAB provides feedback and guidance for the following: ongoing activities and programs in both the Clearwater-Largo Road CRD and the West Bay Drive CRD, incentive applications received by the Community Development Department concerning the CRDs, and the West Bay Drive CRD Annual Report. CRAAB meetings are held on a quarterly basis in conjunction with the monthly CDAB meetings

Meet the 2025 CDAB and CRAAB Members

Beverly Gatewood
Eddie Dickey, Board Chair
Laenice Scott
Kathleen Pabst Robshaw
Ginny Nelson
Pakita Leone
Thomas McGuire, Co-chair
Bret Shortridge
Chris Johnson, Commission Liaison
Darleen Sheets
Stacey Shaffer
Kylie Evanz
David Brenna



CDAB 2025 Annual Report

Summary of Duties

- Provides citizen input for housing and community development programs regarding the use of Community Development Block Grant (CDBG), HOME Investment Partnership, and State Housing Initiatives Partnership (SHIP) funds.
- Advises the Mayor and City Commission on the scope or funding for Capital Improvement Program (CIP) projects and the annual budget items that are Community Development Department responsibilities.
- Makes recommendations to the Mayor and City Commission regarding the establishment and implementation of plans, programs, and initiatives, including special projects and studies to ensure consistency with the Vision 2030 Strategic Plan, Forwarding Our Future 2040 Comprehensive Plan, Special Area Plans (SAP), and the Sustainability and Resiliency Action Plan (SRAP).
- Engage the community to build consensus and disseminate information regarding the City's planning programs.
- Participates, when necessary, in joint meetings with the City Commission, Affiliate Boards, and other Advisory Boards on special topics.
- In an advisory capacity, provides guidance and recommendations to the Community Development Department and the Mayor and City Commission on matters related to each Division, including:
 - Administration
 - Building
 - Community Standards
 - Economic Development
 - Housing
 - Planning and Development Service

Community Development Commission Liaison:

- Commissioner Chris Johnson

Community Development Department Staff:

- Cheryl Reed - Director
- Robert Klute Assistant Director
- Christopher Tillet - Assistant Director
- Alicia Parinello - Planning Manager
- Arrow Woodard - Housing Manager
- Chase Bergeron - Community Standards Manager
- Robert Hatton - Building Official
- Kimberly Mejia - Planner II, Board Liaison
- Sheera Greene - Housing Grant Specialist. Board Liaison
- Kae Okon - Board Support Specialist

CDAB 2025 Annual Report

Presentation Topics

Sustainability



- 1.1 The FY 2025-2028 State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan
- 1.2 Approval of Funding Recommendations for FY 2025-2026 Community Development Block Grant (CDBG) Subrecipient Public Services

Public Health and Safety



- 2.1 Clearwater-Largo Road Multimodal Improvements CIP project update
- 2.2 Forward Pinellas East Bay Drive/Roosevelt Boulevard Multimodal Corridor Study

Community Pride



- 3.1 Comprehensive Development Code Amendment (CDCA) for the West Bay Drive and Clearwater-Largo Road CRDs (Ordinance No. 2026-07)
- 3.2 Comprehensive Development Code Amendment (CDCA) for the Implementation of Target Employment Center Overlays (Ordinance No. 2026-03)

An outline with presentation topics to CDAB is organized by Strategic Plan focus areas, goals, objectives, and implementation initiatives. Expanded commentary and CDAB recommendations follow.



Sustainability

1.1 The FY 2025-2028 State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan

The Housing Division secured funding for Fiscal Year (FY) 2025-2028 State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (LHAP), which defines program criteria for the next three years. CDAB



reviewed key updates including revised first-time homebuyer definitions, streamlined mobile home rehabilitation grants, extended home replacement payback terms to 30 years, increased developer fees to 15% for regional alignment, and expanded rental assistance to \$15,000 to reflect current market rates. The plan was approved by the City Commission on March 18, 2025, transmitted to the Florida Housing Finance Corporation (FHFC) by May 2, 2025, and funding was successfully secured for the July 1, 2025 cycle, upon CDAB's recommendation.

1.2 Approval of Funding Recommendations for FY 2025-2026 Community Development Block Grant (CDBG) Subrecipient Public Services

The Housing Division recommends allocating federal Community Development Block Grant (CDBG) funds of approximately \$101,000 across five agencies serving low and moderate income residents. Funded programs include senior chore services through the Area Agency on Aging (\$25,000), senior companionship programming through Seniors in Service of Tampa Bay, Inc. (\$11,000), a food pantry at the YMCA Ridgecrest location via Feeding Tampa Bay (\$10,000), homeless shelter case management at Pinellas Hope (\$30,000, increased due to high resident utilization), and substance use recovery support at Westcare Gulfcoast Florida, Inc., A Turning Point (\$25,000). Funding levels reflect a modest decrease from the prior year due to a lower CDBG grant allocation. Gulfcoast Legal Services was not renewed due to consistently low expenditure of awarded funds, and homebuyer education and housing counseling services were transitioned from CDBG to State Housing Initiatives Partnership (SHIP) funding at \$6,000 per agency. Following CDAB's review, this recommendation was incorporated into the City's Annual Action Plan for submission to the Department of Housing and Urban Development (HUD).



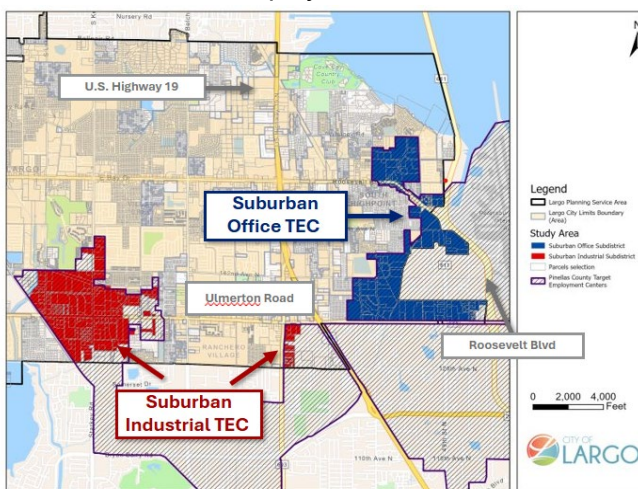
Community Pride

3.1 CDCA for the West Bay Drive and Clearwater-Largo Road CRDs (Ordinance No. 2026-07)

On July 1, 2025, the City Commission unanimously approved updates to the Clearwater-Largo Road Community Redevelopment District (CLR-CRD) Plan and the West Bay Drive Community Redevelopment District (WBD-CRD) Plan, modernizing density and intensity standards and providing recommendations to support a more active and interconnected downtown. The CLR-CRD Plan also expanded its district boundaries to promote further growth. To implement the updated plans, staff drafted amendments to the Comprehensive Development Code (CDC) to align development standards with each plan's vision, introducing bonus incentives for attainable housing, placemaking, and pedestrian mobility. The CDC updates also aim to streamline the development review process by consolidating redundant standards, incorporating CRD development standards into the CDC, and reducing overlap with the Downtown Multimodal Activity Center (DMAC) standards. CDAB provided valuable feedback and recommended approval. If adopted, the CDC amendments are expected to take effect by July 2026.

3.2 CDCA for Implementation of Target Employment Center Overlays (Ordinance No. 2026-03)

In 2023, Forward Pinellas completed an update to the Target Employment & Industrial Lands Study (TEILS), driven by workforce and economic shifts following the COVID-19 pandemic. The study found that existing land use policies had not adequately adapted to evolving employer demands for a greater mix of uses, including residential, retail, and commercial near employment centers. In response, Forward Pinellas adopted a series of Target Employment Center (TEC) overlays tailored to various employment typologies, two of which apply to Largo: TEC - Suburban Industrial, associated with manufacturing and heavy industry, and TEC - Suburban Office, associated with office parks that could support greater density and mixed uses over time. City staff, in collaboration with Forward Pinellas and Kimley-Horn Associates, drafted CDC updates to incorporate the flexibility and bonus incentives called for under the TEILS study and TEC overlays. CDAB provided valuable feedback and recommended approval of the CDCA Amendment, which took effect in April 2026.



Target Employment Centers (TEC) Project Area Map

CDAB 2025 Annual Report

2026 Work Plan

In the upcoming year, CDAB will provide counsel to the Community Development Department projects and programs. These projects and programs will include, but are not limited to:

1. Community Standards

- a. Short Term Vacation Rentals

2. Housing

- a. CDBG Funding Recommendations
- b. CDBG Action Plan
- c. Consolidated Annual Performance & Evaluation Report (CAPER)
- d. Senior Housing Density Bonus

3. Economic Development

- a. Citywide Project Update
- b. Clearwater Largo Road CRD Update
- c. West Bay Drive CRD Plan Update
- d. Entertainment District Update

4. Planning and Development Services

- a. Emergency/Temporary Uses
- b. Certified Recovery Residences

5. Administration

6. Building

CDAB 2025 Annual Report

In memory of



Eddie Lee Dickey

June 12, 1949 - June 8, 2025

Mr. Dickey served as a member of the City of Largo's Community Development Advisory Board for four years, from March of 2021 to June of 2025. He served as the Chairman for that board from January to June of 2025. He was also a U.S. Army Veteran.

Thank you for your service to the nation, to the city, and to your community.



City Commission
AGENDA ITEM REPORT



Meeting: City Commission - 16 Jun 2026
Presenter: Diane Bruner, Administration
Staff Contact: Courtney Fogarty, Deputy City Clerk Ext. x7002 cfogarty@largo.com

TITLE

Appointment Of Miriah Herring As A Member Of The Planning Board For The Remainder Of A Four-Year Term Which Will Expire In November 2028

SUMMARY:

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.

Ms. Miriah Herring is being recommended for appointment by Mayor Woody Brown to serve the remainder of a four-year term which will expire in November 2028.

POTENTIAL MOTION / DIRECTION REQUESTED:

I MOVE TO APPROVE/DISAPPROVE THE APPOINTMENT OF MIRIAH HERRING AS A MEMBER OF THE PLANNING BOARD FOR THE REMAINDER OF A FOUR-YEAR TERM WHICH WILL EXPIRE IN NOVEMBER 2028.

ATTACHMENTS:

[Board Application - Miriah Herring](#)

Agenda Item #4.



BOARD APPLICATION

Received Date: August 25, 2025

Primary Application Type: Community Development Advisory Board

Other boards of interest: Planning Board, Community Redevelopment Agency Advisory Board

Name: Miriah Herring

Are you currently a Largo resident?: Yes **How long have you lived in the City of Largo?:** 10 + years

Employment Status: Employed

Have you attended Largo Citizens Academy and if so, what year?: no

Education Level Completed: Bachelor's **Major Areas of Study:** Architecture Design

Reason for Applying: Interest in my community.

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended: I am a licensed general contracotr. I built my office in City of Largo in 2022. My license # is 1522264.

Organization or Commissioner sponsoring nomination (if applicable): na

Other Experience or skills that may be valuable to the Board: I live in City of Largo with my husband, 3 children, 1 dog, and 1 cat. I think I have some different perspectives with my home and business in the city :)

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

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

I understand the duties and responsibilities of the board I am applying for.

True

miriah herring

August 25, 2025

City Commission
AGENDA ITEM REPORT



Meeting: City Commission - 16 Jun 2026
Presenter: Jerald Woloszynski, P.E., Engineering Services
Staff Contact: Jerald Woloszynski, Director Ext. 4400 jwoloszy@largo.com

TITLE

Approval Of The Termination And Release Of The 4091 Bear Den Drive Property Restrictive Covenant

SUMMARY:

The purpose of this memorandum is to request approval for the termination and release of the restrictive land covenant that designated Manufacturing as the sole land use for the property located at 4091 Bear Den Drive (formerly AMTC Drive). This property is one of the six parcels currently being purchased to relocate Fire Station 42. Eliminating this sole use covenant will allow the fire station to be constructed as Emergency Response/Public Safety Services, an allowable use, under the current Commercial General land use classification.

On June 18, 1999, Applied Media Technologies Corporation entered into a Declaration of Restrictive Covenant agreement with the City of Largo establishing the permanent Manufacturing land use restriction.

A copy of the Termination and Release Declaration document is included in the Agreements Packet at the end of the agenda.

CITY ATTORNEY REVIEWED:

Yes

CONSISTENT WITH:

Comprehensive Plan

POTENTIAL MOTION / DIRECTION REQUESTED:

I MOVE TO APPROVE/DISAPPROVE THE TERMINATION AND RELEASE OF THE 4091 BEAR DEN DRIVE PROPERTY RESTRICTIVE COVENANT.

ATTACHMENTS:

[FS 42 Site Parcel Sketch](#)



MAP LEGEND:

COMMISSION AGENDA EXHIBIT DESCRIPTION:

Request for Termination of Restrictive Covenant

Engineering Services Director Jerald Woloszynski, P.E.	PUBLICATION DATE: June 2, 2026	EXHIBIT: B
Assistant Director Rafal Cieslak, P.E.	MAP SCALE: N.T.S.	

City Commission AGENDA ITEM REPORT



Meeting: City Commission - 16 Jun 2026
Presenter: Jerald Woloszynski, P.E., Engineering Services
Staff Contact: Jerald Woloszynski, Director Ext. 4400 jwoloszy@largo.com

TITLE

Approval Of The Termination And Release Of Easement For Belcher Road S Ingress And Egress On City Property Intended For Fire Station 42

SUMMARY:

The purpose of this memorandum is to request approval for the termination and release of an easement that provides access to Belcher Road S. This easement is internal to the six parcels currently being purchased to relocate Fire Station 42. After closing on the six parcels, this easement will become unnecessary. The document will be recorded following the closing that is estimated for mid-July 2026.

Background: On January 23, 1978, Atlantic Bank of Largo granted a Belcher Road S. ingress and egress easement to two adjacent property owners.

A copy of the Termination and Release of Easement document is included in the Agreements Packet at the end of the agenda.

CITY ATTORNEY REVIEWED:

Yes

CONSISTENT WITH:

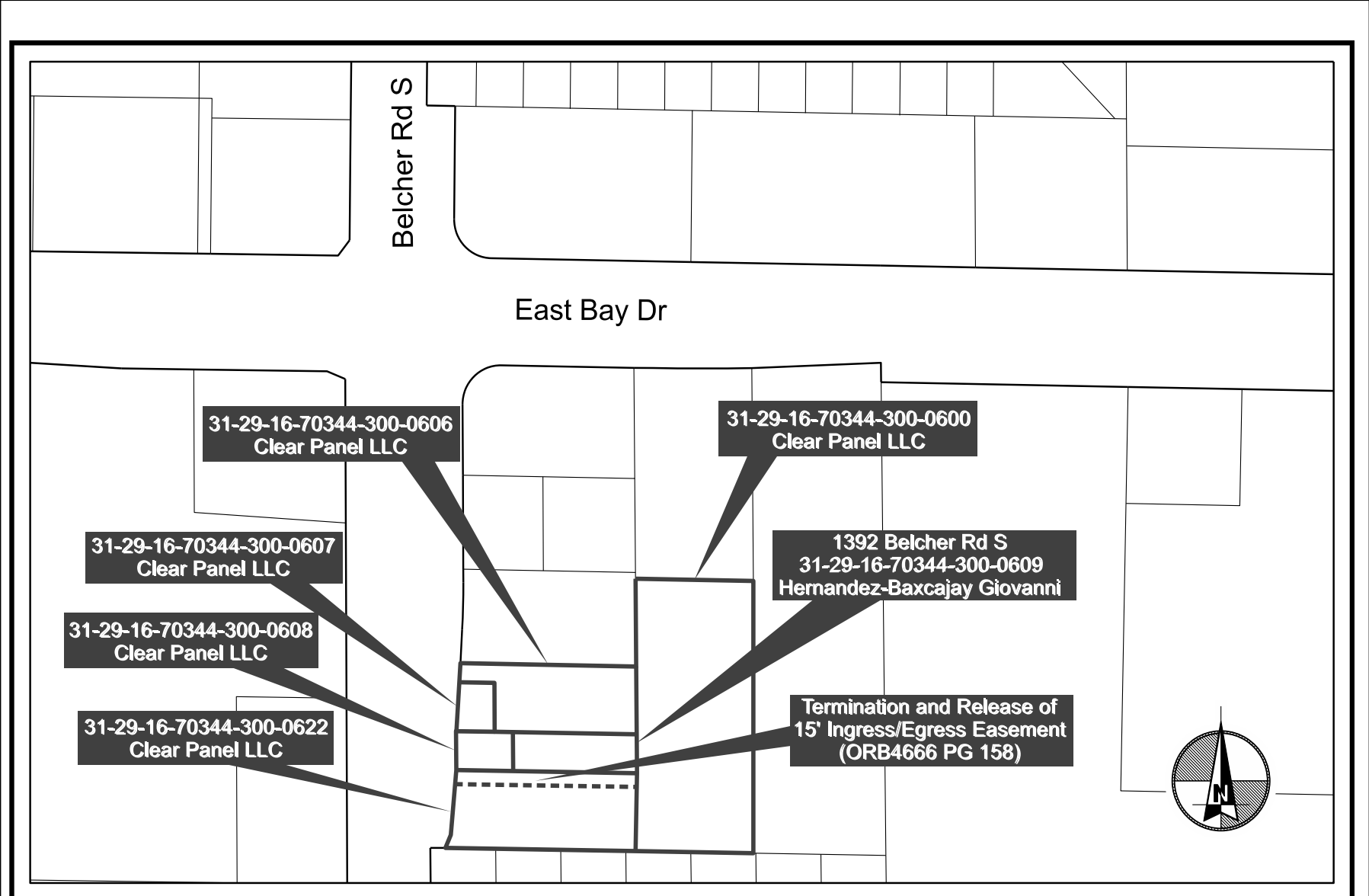
Comprehensive Plan

POTENTIAL MOTION / DIRECTION REQUESTED:

I MOVE TO APPROVE/DISAPPROVE THE TERMINATION AND RELEASE OF EASEMENT FOR BELCHER ROAD S INGRESS AND EGRESS ON CITY PROPERTY INTENDED FOR FIRE STATION 42.

ATTACHMENTS:

[Termination and Release of Easement Sketch](#)



MAP LEGEND:

COMMISSION AGENDA EXHIBIT DESCRIPTION:

**Termination and Release of Easement
on Property Intended for Fire Station 42**

<small>Engineering Services Director</small> Jerald Woloszynski, P.E.	<small>PUBLICATION DATE:</small> June 5, 2025	<small>EXHIBIT:</small> C
<small>Assistant Director</small> Rafal Cieslak, P.E.	<small>MAP SCALE:</small> N.T.S.	

City Commission
AGENDA ITEM REPORT



Meeting: City Commission - 16 Jun 2026
Presenter: Major Paul Amodeo, Police
Staff Contact: Paul Amodeo, Lieutenant
Ext. 727-586-7348 pamodeo@largo.com

TITLE

Authorization To Establish A Mutual Aid Agreement With The University Of South Florida On Behalf Of The University Of South Florida Police Department For Voluntary Cooperation And Assistance Including Security At Sporting Events

SUMMARY:

The Police Department is requesting authorization to enter into a Mutual Aid Agreement with the University of South Florida, on behalf of the University of South Florida Police Department. The Mutual Aid Agreement extends mutual aid in the form of law enforcement services and resources to adequately respond to assistance in dealing with security and crowd control at events such as sporting, concerts, etc. which include handling any violations of Florida Statutes that occur at such events.

Staff recommends approval of this Mutual Aid Agreement, which will be renewed on a yearly basis. A copy of the agreement is included in the Agreements Packet at the end of the agenda.

CONSISTENT WITH:

Consent Order

POTENTIAL MOTION / DIRECTION REQUESTED:

I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO ESTABLISH A MUTUAL AID AGREEMENT WITH THE UNIVERSITY OF SOUTH FLORIDA ON BEHALF OF THE UNIVERSITY OF SOUTH FLORIDA POLICE DEPARTMENT FOR VOLUNTARY COOPERATION AND ASSISTANCE INCLUDING SECURITY AT SPORTING EVENTS.

City Commission AGENDA ITEM REPORT



Meeting: City Commission - 16 Jun 2026
Presenter: Charles Stanton, Community Development
Staff Contact: Charles Stanton, Horizon Operations Manager Ext. 7360 cstanton@largo.com

TITLE

Approval Of The Real Property License Agreement Between The City Of Largo And Solar Bear LLC

SUMMARY:

City staff seek City Commission approval of the real property license agreement between the City of Largo and Solar Bear LLC. The license would take effect subsequent to the property closing of the five Clear Panel LLC parcels needed to relocate Fire Station 42. It would allow Solar Bear LLC to occupy the property and serve as the caretaker during the Fire Station 42 design and development review phase. The license will expire on September 30, 2027 and allow the fire station construction phase to begin in Fiscal Year 2028, subject to City Commission approval.

The benefits of using a license instead of a lease is the City can enter the property or allow others to use it during the license period. This will be essential during the design phase of Fire Station 42.

A copy of the real property license agreement is included in the Agreements Packet at the end of the agenda.

CITY ATTORNEY REVIEWED:

Yes

CONSISTENT WITH:

Strategic Plan

POTENTIAL MOTION / DIRECTION REQUESTED:

I MOVE TO APPROVE/DISAPPROVE THE REAL PROPERTY LICENSE AGREEMENT BETWEEN THE CITY OF LARGO AND SOLAR BEAR LLC.

City Commission
AGENDA ITEM REPORT



Meeting: City Commission - 16 Jun 2026
Presenter: Sarah L. Johnston, Administration
Staff Contact: Sarah L. Johnston, City Attorney Ext. 6702 sjohnston@bmlaw.com

TITLE

Ordinance No. 2026-19 - Second Reading - Duke Energy Franchise Agreement

SUMMARY:

Background

Ordinance No. 2026-19 replaces the City's 1996 Duke Energy Franchise Agreement. Duke Energy and the City of Largo have negotiated a 30-year franchise agreement authorizing Duke Energy to place, operate and maintain its electric transmission facilities in the City's rights-of-way pursuant to terms and conditions acceptable to both parties.

CHANGES FROM FIRST READING:

No changes from first reading.

PREVIOUS CITY ACTION(S):

Approved by the City Commission, May 19, 2026, 5-0 (Brown and Lauser Absent)

CITY ATTORNEY REVIEWED:

Yes

CONSISTENT WITH:

Strategic Plan

POTENTIAL MOTION / DIRECTION REQUESTED:

I MOVE TO ADOPT/DENY ORDINANCE NO. 2026-19 ON SECOND AND FINAL READING.

ATTACHMENTS:

[Ordinance No. 2026-19](#)
[Business Impact Estimate](#)

ORDINANCE # 2026-19

AN ORDINANCE GRANTING TO DUKE ENERGY FLORIDA, LLC d/b/a DUKE ENERGY, AN ELECTRIC UTILITY RIGHTS OF WAY UTILIZATION FRANCHISE; PRESCRIBING THE TERMS AND CONDITIONS RELATED TO THE OCCUPANCY OF MUNICIPAL STREETS AND RIGHTS OF WAY IN THE CITY OF LARGO, FLORIDA, FOR THE PURPOSE OF PROVIDING ELECTRIC SERVICE; PROVIDING FOR SEVERABILITY OF PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF LARGO, FLORIDA:

SECTION 1 – Findings

(A) The City of Largo, Florida (“City” or “Grantor”) deems it necessary, desirable and in the interest of its citizens to establish by ordinance a rights of way utilization franchise (sometimes referred to herein as the “Franchise”) granting Duke Energy Florida, LLC d/b/a Duke Energy (“Company” or “Grantee”) permission to occupy the Rights of Way in the City for the purpose of providing electric services.

(B) The Grantee is willing to facilitate the installation and operation of its electric facilities under a franchise from Grantor.

SECTION 2 - Short Title

This Ordinance shall be known and may be cited as the “Duke Energy Rights of Way Utilization Franchise.”

SECTION 3 – Definitions

For the purposes of this Ordinance, the following terms, phrases, words, and their derivatives shall have the meaning given herein. When not inconsistent with the context, words in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word “shall” is always mandatory and not merely permissive.

(A) “Adversely Affected” – For the Company, a loss of one percent (1%) of Base Revenues within the corporate City limits due to Retail Wheeling. For the City, a loss of one percent (1%) of Franchise Fees due to Retail Wheeling.

(B) “Base Revenues” – All of Company’s revenues from the retail sale of electricity, net of customer credits, to residential, commercial and industrial customers and City sponsored street lighting, all within the corporate limits of the City.

Agenda Item #9.

(C) “Electric Energy Provider” – Every legal entity or association of any kind (including their lessees, trustees or receivers), including any unit of state, federal or local government (including City herein), which owns, maintains, or operates an electric generation, transmission, or distribution system or facilities, or which otherwise provides, arranges for, or supplies electricity or electric energy to the public, or which supplies electricity to itself utilizing Company’s distribution or other facilities. Without limitation of the foregoing, “Electric Energy Provider” shall also include every Electric Utility, electric power marketer or electric power aggregator. It shall also include every entity providing such services as metering, customer billing, payment collection and processing, and customer information and data processing on behalf of an Electric Energy Provider. Any references to “Electric Energy Provider” herein shall not apply within the context of an Electric Energy Provider’s provision of gas service.

(D) “Electric Utility” – Shall have the meaning set out in Section 366.02(4), *Florida Statutes* (2023), and shall also include every electric “Public Utility” as defined in Section 366.02(8), *Florida Statutes* (2023). “Electric Utility” shall further include every investor owned, municipally or governmentally owned, or cooperatively owned electric utility (including their lessees, trustees or receivers), which owns, maintains, or operates an electric generation, transmission, or distribution system in any State or County. Any references to “Electric Energy Provider” herein shall not apply within the context of an Electric Energy Provider’s provision of gas service.

(E) “Electric Utility System” – An electric power system installed and operated in the Franchise Area in accordance with the provisions of the Florida Public Service Commission establishing technical standards, service areas, tariffs and operating standards, which shall include, but not be limited to, electric light, heat, power and energy facilities, and a generation, transmission, and distribution system, with such extensions thereof and additions hereto as shall hereafter be made.

(F) “Franchise Area” – That area for which Company provides electric utility service within the corporate City limits of the City, as such corporate limits may be amended from time to time.

(G) “Franchise Fees” – Shall have the meaning set forth in Section 6 of this Ordinance.

(H) “Facilities” – Conduits, cables, poles, wires, street lighting, supports and such other structures, appurtenances or accessories as may be reasonably necessary for the construction, maintenance and operation of its Electric Utility System for electric generation, transmission and distribution, including information, telecommunication, and video transmission used solely for the provision of electric service.

(I) “Ordinance” – This ordinance.

(J) “Person” – Any person, firm, partnership, association, corporation, company or organization of any kind.

(K) “Public Service Commission” – The Florida Public Service Commission.

(L) “Rights of Way” – All of the public streets, alleys, highways, waterways, easements, bridges, sidewalks and parks (only as it relates to Grantee’s Facilities currently located within such parks as of the Effective Date of this Ordinance), and any other public ways owned by the City, as they now exist or may be hereafter constructed, opened, laid out or extended within the present limits of the City, or in such territory as may hereafter be added, consolidated or annexed to the City. It is understood that there are within the Franchise Area certain rights of ways, streets and easements which the City does not have the sole and unqualified right to authorize the Company to use, because of reservations in favor of the dedicators or because of legal impediments. Therefore, in making any grant hereunder the City does not warrant or represent as to any particular street or portion of a street or easement that it has the sole and unqualified right to authorize the Company to install or maintain portions of its Elective Utility System therein; provided that City shall work with Company in good faith and to the extent reasonably practical to resolve any issues arising out of the City’s possession of a qualified right to authorize Company to use a street or easement.

(M) “Retail Wheeling” – A customer/supplier arrangement whereby an Electric Energy Provider utilizes transmission and/or distribution facilities of Company to make energy sales directly to an end use customer located within the Franchise Area.

SECTION 4 - Grant of Authority

(A) This grant of authority is limited to the provision by Company to have, maintain, or place its Facilities within the Rights of Way for its Electric Utility System. Accordingly, the City hereby grants to the Company, its successors and assigns the non-exclusive right, authority, and franchise to lay, erect, construct, maintain, repair and operate its Facilities in, under, upon, over and across the present and future Rights of Way (subject to any applicable prior written approvals described in this Section 4(A) below relating to Public Places), as they now exist or may be hereafter constructed, opened, laid out or extended within the present and future limits of the City, provided that all portions of the same shall conform to accepted industry standards, including but not limited to, the National Electrical Safety Code. Notwithstanding the foregoing, Company shall obtain City’s prior written approval for the installation of new Facilities in parks and other public places owned by the City which are not public streets, alleys, highways, waterways, easements, bridges, sidewalks, or ways (the “Public Places”), provided that this term shall not be construed to require Company to obtain approval to maintain, repair and operate existing Facilities in parks or Public Places. Nothing in this Ordinance shall require Grantee to remove, de-energize, or cease using any poles, wires, or other things or Facilities identified hereinabove that were in place under City of Largo Ordinance No. 96-36 or previous ordinances or permits issued prior to the Effective Date (as defined in Section 5) of this Ordinance, regardless of whether such poles, wires or other Facilities are located outside “Rights of Way” as defined herein. Nor shall anything in this Ordinance prohibit Company from performing upgrades, replacements, maintenance or servicing of such poles, wires, or other Facilities after the Effective Date of this Ordinance. Rather, all such preexisting poles, wires, or other Facilities shall be authorized under this Ordinance. Because this Franchise is intended to grant Company the non-exclusive right to place its Facilities within the Rights of Way, the Company shall not be required to apply for, obtain, or pay for permits to construct, operate, maintain, or remove its Facilities within the Rights of Way. Subject to Section 9 of this Ordinance, the construction or installation of Facilities after the effective date of this Ordinance by or on behalf of the Company shall comply with such reasonable regulations, by

ordinance or otherwise, as are not in conflict with the laws of the State of Florida or the lawful regulations of any state agency possessing the power to regulate the activities of the Company, and as do not conflict with or otherwise interfere with the benefits conferred on the Company hereunder. This provision shall not apply to vegetation maintenance or any other form of maintenance.

(B) Annexation or Contraction. City represents that as of the date of the adoption of this Ordinance, it has provided Company with accurate information for all residential, commercial and industrial customers and City sponsored street lighting that are within the Franchise Area. Company shall be responsible for remitting the Franchise Fee only to service and billing addresses identified as being within the Franchise Area as of the date of this Ordinance until such time as City provides Company with a Supplemental Report or an update in conjunction with an annexation event as described below. However, City and Company agree that the Franchise Area is subject to expansion or reduction by annexation and contraction of municipal boundaries. If City approves any Franchise Area expansion or reduction by annexation or contraction, City shall provide written notice to Company's Annexation Coordinator, at the address provided below, within sixty (60) days of such approval, and this Franchise shall automatically extend to include any such annexed areas. Nothing herein shall be construed as preventing City from providing supplemental written notice to Company's Annexation Coordinator at any time in the event that City determines that its original notification was incomplete, in which case this Franchise shall be automatically extended to include such annexed areas upon Company's receipt of such supplemental notice.

Additionally, within sixty (60) days of any such annexation or contraction, City shall provide to Company an updated list containing the new or removed street names, known street name aliases, street addresses, street address number ranges, applicable directional and zip codes associated with each street name, all zip codes assigned to geographic areas located within the City (including zip codes assigned to post office boxes), and all post office box number ranges and the city names and zip codes associated therewith. For a range of address numbers located within City which consists only of odd or even street numbers, the list must specify whether the street numbers in the range are odd or even. Subject to the first paragraph, Company shall be responsible for remitting the Franchise Fee only to service and billing addresses identified as being within the Franchise Area contained in a list which includes all the required elements in this subsection.

The lists shall be provided by email; except that if a list is available on another medium, the City shall, upon request, furnish the list on such medium in addition to, or in lieu of, the emailed list. The municipality shall be responsible for updating the lists as changes occur and for furnishing this information to the Company.

All notices of annexation or contraction and address listings shall be addressed to the Annexation Coordinator as follows, with the address subject to change:

Duke Energy
Tax Team DT02-V
9642 David Taylor Drive
Charlotte NC 28262
And by email to: TaxTeam@duke-energy.com

Company must revise its payments due to any annexation or contraction or Supplemental Report within a reasonable time after Company has received such notice and updated list from City, but no later than sixty (60) days after receipt of notice and the list. City understands and affirmatively acknowledges that the Company will exclusively rely upon the City to provide timely and accurate information to the Company regarding any such annexations or contractions or via a Supplemental Report, and that failure to do so will impair, inhibit, and/or preclude the Company's ability to revise any payments due to the City that are impacted by such annexations or contractions or any Supplemental Report. Further, City acknowledges that if such information is not timely furnished to Company as required herein, any related obligation to collect payments from those service addresses related to any such annexation, contraction, or Supplemental Report shall be suspended during the period of delay.

(C) Use of the Rights of Way. During the term of the Franchise granted herein, Company shall be the sole Electric Utility allowed to use and occupy the Rights of Way for the provision of electric energy service; provided, however, the Company's right to use and occupy Rights of Way for the purposes set forth herein shall be non-exclusive as to entities not engaged in the provision of electric energy service within the Franchise Area, and the City reserves the right to grant the right to utilize the Rights of Way to any person at any time during the period of this Franchise so long as such grant does not create an unsafe condition or unreasonably conflict with the rights granted to Company herein. In addition to any other rights and/or remedies Company may have under this Ordinance or at law or in equity, should City permit an Electric Utility other than Company to use and occupy the Rights of Way for the provision of electric energy service, City agrees that Company shall be entitled to seek injunctive relief.

SECTION 5 - Notice of Acceptance and Term of Franchise

(A) This Ordinance shall become effective upon being legally passed and adopted ("Effective Date") by the City Commission; and it is further agreed that Grantee shall accept this Franchise as of the date of the passage and adoption by the City Commission and shall signify its acceptance in writing within thirty (30) days after the City Commission's approval at second and final reading of this Ordinance by filing its written acceptance with the City Clerk. If Grantee fails to accept this Franchise within thirty (30) days of its date of passage and adoption, then this Ordinance shall be null and void, and of no force and effect of any kind.

(B) Commencing on the Effective Date, the term of the Franchise granted herein shall be for a period of thirty (30) years.

(C) If the Franchise granted by this Ordinance expires without the parties entering a new franchise agreement, then the Company will continue to pay to the City Franchise Fees, as provided in this Ordinance, during the period of such negotiations, provided that City is actively engaged in good faith negotiations toward the execution of a new franchise agreement.

SECTION 6 - Payment to City

(A) Effective the first day of the second month beginning after the Effective Date of this Ordinance, City shall be entitled to receive from Company a monthly franchise amount that will equal six percent (6%) of Company's Base Revenues (the "Franchise Fee") for the preceding

month, which amount shall be the total compensation due City for any and all rights, authority and privileges granted by this Franchise, including compensation for any required permits, parking fees, or any other fee or cost related to the rights granted hereunder. Any Franchise Fees that will be paid to the City will be collected by the Company from Company's customers in the Franchise Area and paid to the City in the manner described herein. The City expressly acknowledges that no additional or other amounts shall be due or remitted by Company for the exercise of its rights granted hereunder. This Ordinance shall have no impact on the Company's obligation to collect and remit applicable utility taxes.

Payment shall be made to City for each month no later than the twentieth (20th) day of the following month. The monthly payment shall be made by wire transfer. Any monthly payment or any portion thereof made twenty (20) days or more after the due date without good cause shall be subject to interest at the rate of ten percent (10%) per annum until paid in full.

(B) Only amounts reasonably disputed in good faith shall be allowed to be withheld by Company, and any such amount shall not accrue any interest during the pendency of any such dispute. Once the dispute is resolved, the portion of the disputed amount owed to the City shall be paid by the Company within twenty (20) days. Any payment made after the twentieth (20th) day shall be subject to interest at the rate of ten percent (10%) per annum.

(C) The City acknowledges that all classifications and categories of retail customers of Company shall be subject to the payment of the Franchise Fee due hereunder.

SECTION 7 - Favored Nations

(A) In the event Grantee shall hereafter accept an electric utility franchise ordinance from any municipality or county providing for the payment of a franchise fee in excess of that provided for in Section 6 above, Grantee shall notify Grantor in writing within sixty (60) days of the date on which the Grantee's acceptance of such an electric utility franchise ordinance, and Grantor reserves the right to amend this Franchise to increase the Franchise Fee payable under this Ordinance to no more than the greater franchise fee that Grantee has agreed to pay to such other municipality. Grantee's obligation to pay such greater franchise fee to Grantor shall apply prospectively beginning with the next monthly Franchise Fee payment following Grantor's acceptance of such an electric utility franchise ordinance. Grantee's failure to notify Grantor of such additional payments does not limit Grantor's right to amend this ordinance to require such additional franchise fees be paid retroactively to the date Grantee was required to provide notice.

(B) It is the intent and agreement of Grantor and Grantee that should applicable laws change to expressly prohibit Company from being the sole Electric Utility allowed to use and occupy the Rights of Way, Grantee shall not be required to pay Grantor a franchise fee under Section 6 of a percentage greater than that paid to Grantor by any other Electric Utility or Electric Energy Provider utilizing Grantor's Rights of Way on such Electric Utility's or Electric Energy Provider's revenues attributable to services that are the same or substantially the same as those performed by Grantee. It is further the intent and agreement of Grantor and Grantee that Grantee should not be placed at a competitive disadvantage by the payments required by Section 6 of this Ordinance in the event other Electric Utilities or Electric Energy Providers provide services in competition with Grantee without utilizing Grantor's Rights of Way.

(C) In the event applicable laws change to expressly prohibit Company from being the sole Electric Utility allowed to use and occupy the Rights of Way, and if Grantor imposes a lesser fee, no fee, or is unable to impose a fee on another Electric Utility or Electric Energy Provider providing or seeking to provide services in competition with Grantee to customers within Grantor's municipal boundaries, if the Electric Utility or Electric Utility Provider utilized the Rights of Way, Grantee's Franchise Fee under Section 6 for such services shall be automatically reduced to the lesser fee charged the other Electric Utility or Electric Energy Provider (or to zero (0), if no fee is charged such other Electric Utility or Electric Energy Provider).

SECTION 8 – Rates and Services Provided

The rates to be charges and services provided by the Grantee for electric service within the corporate limits of Grantor during the term of this franchise shall be as provided in the Grantee's tariffs now or hereafter approved by the Florida Public Service Commission, or such agency of the State of Florida as may have proper jurisdiction over such rates and charges of Grantee.

SECTION 9 - Grantor Rights

(A) The right is hereby reserved to the City to adopt such regulations as it shall find necessary in the exercise of its police power, provided that such regulations, by ordinance or otherwise, shall be reasonable, shall not be in conflict with the laws of the State of Florida or the lawful regulations of any state agency possessing the power to regulate the activities of the Company, and shall not conflict with or otherwise interfere with the benefits conferred on the Company hereunder. The rights and privileges granted to the Grantee hereunder shall at all times be subordinate and inferior to the rights of the public in and to the ordinary use of the Grantor's Right of Way and nothing herein shall be deemed a surrender by Grantor of its right and power to use and/or relocate the use of its Rights of Way. Furthermore, nothing in this Ordinance shall compel the City to own or maintain property or its Rights of Way any longer than deemed necessary solely in the judgement of the City. In the event of a conflict between this Ordinance and any other ordinance or regulation adopted by the City or actions (or inactions) of the City relating to Company's rights to perform work in and/or occupancy of the Rights of Way as permitted hereunder, the rights under this Ordinance shall govern and control. In the event of such conflict, the City and Company agree to work together in good faith to address and resolve such conflict; provided, however, that Company shall be permitted to continue to exercise the rights granted herein during the resolution of any conflict.

SECTION 10 - Work in Rights of Way

(A) The Company is hereby granted the right, authority and privilege to perform all necessary or incidental work and excavations in the Rights of Way related to its Facilities and necessary to carrying out such rights and obligations as permitted hereunder. The Company shall have the right to fasten, stretch and lay along the lines of said poles, conduits, pipes and cables necessary for transmitting and conveying the electric current to be used in the Company's business, together with all the rights and privileges necessary or convenient for the full use including the right, subject to restrictions set forth in this Ordinance, to trim, cut, remove and keep clear all trees and limbs near or along Company's Facilities that may in any way endanger the proper operation or access of same. Company represents that its tree trimming procedures meet or exceed the

standards promulgated in ANSI A300 and that its standards will continue to meet or exceed those standards unless ordered to modify its standards by the Florida Public Service Commission or other authority to which Company's operations are subject. The Company shall work with the City to promptly address City requests for removal of debris in the Rights of Way resulting from the trimming, cutting, and removal of all trees, limbs and other vegetation during the Company's regularly scheduled maintenance of its Facilities. Moreover, the Company shall have the right to construct, erect, operate and maintain within the City an electric system consisting of its Facilities for carrying on the Company's business; provided that, in accomplishing these purposes, the streets of said City shall not be unnecessarily obstructed for an unreasonable amount of time and work in connection therewith shall be done and carried on in conformity with such reasonable rules, standards, regulations and local ordinances with reference thereto as may be adopted by the City for the protection of the public and which are not in conflict with or otherwise unreasonably interfere with the benefits conferred on the Company hereunder.

(B) The Company will notify the City of Significant Projects within City ROW to confirm that its designs will not unreasonably interfere with the convenient, safe and continuous use of the public road system in accordance with Florida Statute 337.401 and, upon request of the City, will provide construction plans and design specifications to assure compliance with the NESC safety and design guidelines. The Company will give the City a minimum of two (2) weeks advance notice of such Significant Projects. Significant Projects for the purposes of this section shall mean the replacement of Facilities spanning one or more blocks in residential areas or relocation of Facilities due to road widening within the City. This is not to be construed to grant or imply authority upon the City to regulate the design, construction or maintenance of Company's Facilities. Notice will not be provided for emergency or maintenance activities.

(C) To the extent practical and reasonable, Company shall locate new facilities and relocated facilities in a manner that minimizes interference with traffic on said public Rights of Way. In such cases where the Facilities of Company unreasonably conflict with authorized street widening and improvements, Company shall relocate said Facilities in accordance with Florida Statute 337.403 as it exists now and as may be amended from time to time and any other applicable laws of the State of Florida or regulation by a state agency having the right to regulate Company. Upon Company's request, City shall grant such additional time to Company as may be reasonably necessary to accomplish relocation of Facilities considering the extent and complexity of the work required. =

(D) Whenever Company shall cause any opening, excavation, or alteration to be made in Right of Way in the construction, operation, or maintenance of any of its Facilities, Company shall cause such portions of the Right of Way to be restored to the same condition in which it found them as nearly as reasonably practicable. Additionally, if Company shall fail to restore (or commence to restore) the area to its approximate former condition within a reasonable period of time, but no less than thirty days after written notification by the City, the City may proceed to restore such Right of Way as early as reasonably practicable to its original condition, and the City shall submit a statement of the reasonable costs for this restoration to Company. Company shall pay the City for such reasonable costs within thirty days.

(E) Notwithstanding anything herein to the contrary, Company shall be responsible for physical damage to the Rights of Way or any infrastructure or facilities of the City located thereon to the extent caused by Company.

(F) Any request to underground electric utility facilities shall be submitted to Grantee, assessed for eligibility and determination of applicable terms, and performed in accordance with applicable public tariff sections as approved by the Florida Public Service Commission or other state agency as may have jurisdiction under the general laws of the State of Florida governing such underground work. Costs associated with such underground work shall be estimated and applied in accordance with the Grantee's standard public tariff as approved by the Florida Public Service Commission or other state agency as may have jurisdiction under the general laws of the State of Florida. In the event of a conflict between the City of Largo Code of Ordinances and the Grantee's tariffs approved by the Florida Public Service Commission, the tariff should control.

SECTION 11 – Joint Users

City and Company will work to reasonably assist each other in areas of joint user transfers, and adjustments/removal of joint user facilities. It is understood that the responsibility of these activities generally belongs to the joint use owner and that Company is required to allow joint use attachments.

SECTION 12 - Indemnification

(A) The acceptance of this Franchise by Company shall be deemed an agreement on the part of Company to indemnify defend and hold harmless the City, its officers, public officials, employees and agents (“Releasees”) from and against any and all direct damages, claims, expenses, reasonable attorneys’ fees (including appellate fees) and costs incurred by the City arising out of the death of or bodily injury to any person, or the destruction of or damage to any property and caused by the negligence or willful misconduct of Company, its contractors and agents in the construction, repair, operation, or maintenance of its Facilities hereunder. Company shall not be required to indemnify and hold harmless Releasees for any damages, claims, expenses, reasonable attorneys’ fees and costs arising out of or resulting from the negligence or willful misconduct of City, its employees, contractors and/or agents. In no event shall either the Company or the City be liable to the other for any consequential, incidental, punitive, exemplary, multiple, or indirect damages, lost profits or other business interruption damages, by statute, in tort (including negligence or strict liability), in contract, or under any indemnity provision or otherwise.

(B) Company shall maintain throughout the term of this Franchise sufficient financial resources to provide self-insurance insuring City and Company with regard to all damages set forth in Section 11 (A) in the minimum amounts of:

- (i) \$1,000,000 for bodily injury or death to a person;
\$3,000,000 for bodily injury or death resulting from any one accident;
- (ii) \$500,000 for property damage resulting from any one accident; and
- (iii) \$1,000,000 for all other types of liability.

(C) City acknowledges that Company provides its own liability insurance (self-insured).

SECTION 13 - Records and Reports

(A) Company Rules and Regulations. The following documents shall be available to City upon City's reasonable request: copies of rules, regulations, and procedures adopted by Company that relate to Company's use of the Rights of Way.

(B) Accounting. Company shall use the system of accounts and the form of books, accounts, records, and memoranda prescribed by the Florida Public Service Commission or such other applicable governing agency having jurisdiction over Company, as determined by Company. Should the Florida Public Service Commission cease to exist, the Company will use an industry standard system of accounts and forms of books and accounts and memoranda.

(C) Reports. Company will submit monthly a statement of its estimated Base Revenues for the period on which such payment is based. The acceptance of any statement or payment shall not estop the City from asserting that the amount paid is not the amount due, or from recovering any deficit by any lawful proceeding, including interest to be applied at the rate set forth in Section 6 (A).

(D) Records and Audit. Company shall supply information that City or its representatives may from time to time reasonably request relative to the calculation of Franchise Fees for the immediately prior five (5) years, subject to the Company's obligation to keep certain records confidential. Company shall provide such information either in its native format or some other format that is searchable and accessible by the City. City may require an audit of Company's books related to this Ordinance upon prior written notice and during Company's normal business hours not more than once every five (5) years and then only for the preceding five (5) years. Company will reimburse City's audit costs if the audit identifies errors in Company's Franchise Base Revenues of five percent (5%) or more for the period audited. If an underpayment of Franchise Fees has occurred due to the Company's error, interest will be calculated at the rate of ten percent (10%) per annum. Both the underpayment and interest shall be paid within ninety (90) days from completion of the audit. Subject to the foregoing provisions of this Section 13(D), any audit of the calculation of Franchise Fees shall be completed in accordance with the procedures, rights, conditions, and limitations applicable to the audit of certain public service taxes as set forth in Section 166.234 Florida Statutes, as it exists at the time of the audit, notwithstanding that such statute governs audits of certain public service taxes rather than franchise fees.

(F) Customer Report. In addition to City's obligations in Section 4 (B), within ninety (90) days of the Effective Date of this Ordinance, City shall provide to Company a report in a format acceptable to Company setting forth a list containing the new or removed street names from the last time a comparable report was provided to Company, known street name aliases, street addresses, street address number ranges, and applicable directional and zip codes associated with each street name. City shall annually thereafter provide a report identifying any changes to the address listing provided the previous year. For a range of street address numbers located within City which consists only of odd or even street numbers, the list must specify whether the street numbers in the range are odd or even.

SECTION 13 - Retail Wheeling

In the event the appropriate governmental authorities authorize Retail Wheeling, then either party, if Adversely Affected thereby, may reopen this ordinance upon thirty (30) days written notice to the other for the sole purpose of addressing the Franchise Fee payments between Company and the City. If the parties are unable to agree within ninety (90) days of reopening, either party may declare an impasse and may file an action in the Sixth Judicial Circuit Court in and for Pinellas County, Florida for declaratory relief as to the proper Franchise Fee in light of Retail Wheeling.

SECTION 14 – Severability

Should any section or provision of this Ordinance or any portion thereof, the deletion of which would not adversely affect the receipt of any material benefits or, substantially increase the burden of any party hereunder, be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder, as a whole or any part thereof, other than the part declared to be invalid. In the event of any such partial invalidity, City and Company shall meet and negotiate in good faith to obtain a replacement provision that is in compliance with the judicial authority's decision.

SECTION 15 – Renewable Energy and Net Metering

Nothing contained in this Ordinance shall be construed as prohibiting or impeding the residents, businesses, and inhabitants within the incorporated area of the City from installing and using renewable energy systems provided the renewable energy systems referred to are otherwise permitted by Florida law.

The City may, if permitted by law, (i) generate electric capacity and/or energy at any facility owned by the City for storage or utilization at that facility or other City-owned facilities, operations or equipment; (ii) use renewable energy sources to generate electric capacity and/or energy for use in demonstration projects or at City's facilities, operations or its equipment in compliance with applicable rules and regulations controlling such transactions; and (iii) sell electric capacity and/or energy to Company or other wholesale purchase in compliance with applicable rules and regulations controlling such transactions.

In the event that applicable laws, rules, and regulations change in such manner as to allow Company to net any excess electric energy generated by City and transferred to Company against the total of all energy purchased by City from Company at any of City's facilities, then Company shall create a net bill for City.

SECTION 16 - Governing Law and Venue

(A) This Ordinance shall be construed and interpreted according to the laws of the State of Florida.

(B) In the event that any legal proceeding is brought to enforce the terms of this Ordinance, the same shall be brought solely and exclusively in the appropriate state court in

Pinellas County, Florida, or, if a federal claim, in the U.S. District Court in and for the Middle District of Florida, Tampa Division.

SECTION 17 – Merger

This Ordinance is the full, complete and entire understanding and agreements of the parties as to its subject matter, and the written terms supersede all prior contemporaneous representations, discussions, negotiations, understanding and agreements relating to the subject matter of this agreement. The parties shall not be bound or liable for any statement, prior negotiations, correspondence, representation, promise, draft agreements, inducements, or other understanding of any kind or nature not set forth or provided herein.

SECTION 18 – Notices

Except in exigent circumstances, all notices by either City or Company to the other shall be made by depositing such notice in the United States Mail, Certified Mail return receipt requested, or by recognized commercial delivery with delivery receipt requested (e.g., FedEx, UPS or DHL). Any such notice shall be deemed to have been given when received by the recipient based on the delivery receipt. All notices shall be addressed as follows:

To City:
City Manager
400 West Bay Drive
Largo, FL 33770
Phone: (727) 586-7454

To Company:
Duke Energy
Government & Community Relations Dept.
299 1st Avenue North – FL163
St. Petersburg, FL 33701
Phone: (727) 820-5141

SECTION 19 - Non-Waiver Provision

The failure of either party to insist in any one or more instances upon the strict performance of anyone or more of the terms or provisions of this Ordinance shall not be construed as a waiver or relinquishment for the future of any such term or provision, and the same shall continue in full force and effect. No waiver or relinquishment shall be deemed to have been made by either party unless said waiver or relinquishment is in writing and signed by the parties.

SECTION 20 - Repealer and Superseding Provision

This Ordinance shall supersede, as to the rights, privileges, and obligations between City and Company, all ordinances and parts of ordinances in conflict with the terms of this Ordinance. Ordinance No. 96-36 and any amendments thereto, are hereby deemed null and void and/or repealed upon the effective date of this Ordinance and none of the provisions of such repealed Ordinance No. 96-36 and any amendments thereto shall have any further force and effect except that the indemnification clause under Ordinance No. 96-36 shall remain in force and effect only for so long as such claims made under such indemnification clause continue.

SECTION 21 - Dispute Resolution

The parties to this Ordinance agree that it is in each of their respective best interests to avoid costly litigation as a means of resolving disputes which may arise hereunder. Accordingly, the parties agree that prior to pursuing their available legal remedies they will meet in an attempt to resolve any differences. If such informal effort is unsuccessful, then the Parties may exercise any of their available legal remedies.

FIRST READING AND PUBLIC HEARING: _____2026.

SECOND READING, ADOPTION, AND PUBLIC HEARING: _____2026.

ATTEST:

Diane L. Bruner, City Clerk

Louis (Woody) L. Brown, Mayor

Reviewed and Approved:



Sarah Johnston, City Attorney

Acknowledged, accepted and agreed to:

Melissa Seixas, State President
Duke Energy Florida, LLC

City of Largo Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

Ordinance No. 2026-19 - First Reading - Duke Energy Franchise Agreement

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes.

Question 1. Does the proposed ordinance meet one or more of the exceptions listed below? If so, then please check the applicable exception below and move to Question 2. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by section 166.041(4), Florida Statutes, for the proposed ordinance. If there is no applicable exception, proceed with completing the business impact estimate at Question 3.

- The proposed ordinance is required for compliance with federal or state law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any federal, state, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The proposed ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Development orders and development permits, as those terms are defined in section 163.3164, Florida Statutes, and development agreements, as authorized by the Florida Local Government Development Agreement Act under sections 163.3220-163.3243, Florida Statutes;
 - b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the City;
 - c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

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Question 2. Based on the exception you selected above and in accordance with the provisions of the controlling law, please provide an explanation below of why the ordinance meets the exception(s).

Florida Statutes § 337.401 grants the City the authority to authorize the placement and maintenance, by a public electric utility, of electric transmission facilities in the City's rights-of-way.

Duke Energy and the City of Largo have negotiated a 30 year franchise agreement authorizing Duke Energy to place, operate and maintain its electric transmission facilities in the City's rights of-way pursuant to terms and conditions acceptable to both parties. Included in the agreement is a 6% franchise fee that Duke would pay to the City of Largo.

Question 3. If there is no applicable exception, proceed with completing the below Business Impact Estimate. In accordance, the City hereby publishes the following information:

A. Summary of the proposed ordinance (must include a statement of the public purpose to be served by the proposed ordinance, such as serving the public health, safety, morals and welfare of the City):

N/A

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B. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, including the following, if any:

(1) An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted;

N/A

(2) Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible; and

N/A

(3) An estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.

N/A

(4) Any other direct economic impacts of the proposed ordinance on private, for-profit businesses in the City that are not covered by (1), (2), or (3):

N/A

C. Good faith estimate of the number of businesses likely to be impacted by the ordinance:

N/A

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D. Additional information the governing body deems useful (what steps did the City take to answer A, B, and C?):

N/A

Reviewed and Approved:



City Attorney's Office

City Commission AGENDA ITEM REPORT



Meeting: City Commission - 16 Jun 2026
Presenter: Kevin Miller, Environmental Services
Staff Contact: Kevin Miller, Environmental Manager Ext. 3061 kmiller@largo.com

TITLE

Ordinance No. 2026-23 - First Reading - Updating And Standardizing The Permitting And Fee Structure For Wastewater Discharge Permits Issued By The Environmental Control Division Of The Environmental Services Department

SUMMARY:

Purpose/Overview

The proposed ordinance updates and standardizes the permitting and fee structure for wastewater discharge permits administered by the Environmental Control Division of the Environmental Services Department. The revisions are intended to modernize the City's permitting and billing processes, improve administrative efficiency, enhance compliance monitoring, and establish a consistent annual renewal cycle for regulated permits.

Background/Context

In 2022, Environmental Services initiated efforts to transition away from the outdated EC Track permitting and billing system. As part of that initiative, the Department originally planned to coordinate with Pinellas County Utilities to integrate Environmental Control Division permit fees into utility water bills. This approach was intended to improve collection efforts and reduce delinquent permit accounts by linking permit compliance to utility service billing. Accordingly, the Sewer Use Ordinance was structured to reflect this proposed process, including provisions for bi-monthly billing consistent with the Pinellas County Utilities billing cycle.

As the EC Track system became increasingly unserviceable and ultimately reached end-of-life status, implementation of the County integration experienced repeated delays and lacked a defined timeline for completion. In order to maintain continuity of operations, Environmental services redirected previously allocated funding for Pinellas County Utilities toward implementation of the City's Licensing and Permitting platform (LCAP) utilizing Tyler Technologies software. The new system went live in April 2026.

Following the implementation of LCAP, staff conducted a broader review of the Department's existing permitting and billing structure. The current system contains multiple billing schedules and renewal cycles that create administrative inefficiencies and customer confusion. Commercial Users (CU) are currently billed in batches semiannually, while Privately Owned Collection and Transmission System (POCTS) permits operate on staggered two-year permit cycles with annual permits issued at varying times throughout the year. Facilities that hold multiple permit types are unable to consolidate payments into a single billing cycle under the current structure.

The proposed ordinance revisions establish a standardized annual billing cycle aligned with the City's Business Tax Receipt (BTR) cycle of October 1 through September 30. The proposed changes are intended to streamline billing administration, improve payment tracking and reconciliation, reduce delinquent accounts, and provide a more predictable and understandable renewal process for permit holders. In addition, the ordinance revisions update existing code language that was originally drafted to support the previously contemplated bi-monthly utility billing integration with Pinellas County Utilities, ensuring the Sewer Use Ordinance accurately reflects the City's current permitting and billing structure under the LCAP system.

Discussion/Analysis

Implementation of the City's LCAP permitting platform provides an opportunity to modernize and standardize Environmental Services permitting operations. Aligning permit renewals with the annual BTR would allow businesses to coordinate required payments through a singular annual process while improving the City's ability to monitor permit compliance and reduce administrative burden.

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The proposed ordinance revisions include updates to the Sewer Use Ordinance fee structure and associated fee tables to support the transition to the new billing framework. The ordinance also establishes a one-time Billing Transitional Period from April 1, 2026, through September 30, 2026, to align existing permits with the new annual renewal cycle.

During the transitional period, permit fees would be prorated as follows:

- Permits issued or renewed between April 1 and June 30, 2026: 50% of the annual permit fee
- Permits issued or renewed between July 1 and September 30, 2026: 25% of the annual permit fee

Beginning October 1, 2026, all permits governed by the ordinance would renew annually at the full applicable fee amount unless otherwise specified.

The Finance Department, Building Department, Community Development Department, and Information Technology Department have reviewed the proposed changes and support the recommended approach. Environmental Services also intends to conduct public outreach and stakeholder education efforts prior to implementation to assist businesses with understanding the revised process and renewal requirements.

CITY ATTORNEY REVIEWED:

Yes

CONSISTENT WITH:

Strategic Plan

POTENTIAL MOTION / DIRECTION REQUESTED:

I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. 2026-23 ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARONG ON JULY 21, 2026.

ATTACHMENTS:

[Ordinance No. 2026-23](#)

[Business Impact Estimate](#)

ORDINANCE NO. 2026-23

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA, AMENDING CHAPTER 23 OF THE LARGO CITY CODE BY REVISING PROVISIONS RELATED TO ENVIRONMENTAL SERVICES PERMITTING AND FEE STRUCTURES; SPECIFICALLY AMENDING ARTICLE II, DIVISION 5, SECTIONS 136, 137, 139, AND ARTICLE IV SECTION 188, TO UPDATE AND STANDARDIZE BILLING PRACTICES FOR COMMERCIAL WASTEWATER DISCHARGE PERMITS (CWDP) AND PRIVATELY OWNED COLLECTION AND TRANSMISSION SYSTEM (POCTS); REMOVING OUTDATED AND INCONSISTENT BILLING LANGUAGE ASSOCIATED WITH PRIOR SYSTEMS AND UNIMPLEMENTED UTILITY BILLING INTEGRATION; ESTABLISHING A UNIFORM ANNUAL BILLING CYCLE ALIGNED WITH THE CITY'S BUSINESS TAX RECEIPT (BTR) PERIOD (OCTOBER 1 THROUGH SEPTEMBER 30); PROVIDING FOR PRORATED PERMIT FEES FOR NEW USERS PERMITTED DURING THE BILLING CYCLE; CLARIFYING THAT ALL FEES ARE REGULATORY IN NATURE AND NOT SUBJECT TO EXEMPTIONS OR REDUCTIONS; UPDATING PERMIT DURATION, RENEWAL, AND ADMINISTRATIVE PROVISIONS TO IMPROVE CONSISTENCY, ENFORCEABILITY, AND OPERATIONAL EFFICENCY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Largo ("City") maintains an environmental services program responsible for regulating wastewater discharges, including commercial wastewater discharge permits ("CWDP") and privately owned collection and transmission systems ("POCTS"); and

WHEREAS, the City previously utilized an outdated permitting and billing system and anticipated integration of permit fees with external utility billing, which was ultimately not implemented; and

WHEREAS, certain provisions of Chapter 23 of the City Code currently reflect outdated, inconsistent, or unimplemented billing practices, including references to billing structures that are no longer operationally feasible; and

WHEREAS, the City has transitioned to a modern licensing and permitting system to improve operational efficiency, tracking, and administration of permits and fees; and

WHEREAS, the current billing structures for CWDP and POCTS programs are inconsistent, with differing billing cycles and renewal schedules that create administrative inefficiencies and confusion for both staff and customers; and

WHEREAS, the City Commission finds that establishing a uniform, annual billing cycle aligned with the City’s business tax receipt (“BTR”) period of October 1 through September 30 will improve clarity, efficiency, compliance, and revenue collection; and

WHEREAS, the City Commission further finds that implementing prorated permit fees for newly issued permits during the permit year is necessary to ensure fairness and administrative flexibility; and

WHEREAS, the fees imposed under these programs are regulatory in nature and are intended to recover the costs of administering and enforcing the environmental services program; and

WHEREAS, the City Commission finds that such regulatory fees should not be subject to exemptions, waivers, or reductions otherwise applicable to business tax receipts or other provisions of the City Code; and

WHEREAS, the proposed amendments to Chapter 23 are necessary to update permit duration, renewal procedures, fee structures, and enforcement provisions to ensure consistency, clarity, and effective program administration; and

WHEREAS, the City Commission finds that adoption of these amendments serves the public health, safety, and welfare by improving regulation of wastewater discharges and protecting the City’s sanitary sewer system.

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

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

SECTION 2. That Section 23-136 of the Largo City Code is amended as follows:

Sec. 23-136. Commercial wastewater discharge permit required.

- (a) Permit required. To ensure compliance with this Division 5, Article II, no commercial laundry, commercial vehicle wash or garage facility, or a food service facility shall discharge process wastewater into the WWTF without first obtaining a commercial wastewater discharge permit (CWDP) from the city, except that a commercial user which has filed a timely application pursuant to this division may continue to discharge until such time as the application has been processed by the city and a permit is issued. If a permit is ultimately denied, the commercial user shall cease discharging into the WWTF.
- (b) Users requiring a CWDP shall be subject to all provisions of this Division 5, Article II and all other applicable federal, state, and local laws and regulations. Users subject to a CWDP shall abide by the terms and conditions of the permit. User charges and fees established by

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the city shall be paid by the user. All rates and fees are established in Table 23-136—Commercial Wastewater Discharge Rates and Fees. All applicable user permit fees shall be assessed and collected in accordance with the annual billing cycle established by the Control Authority and aligned with the City’s Business Tax Receipt (BTR) cycle.

- (c) The city shall approve, deny, or approve with special conditions, all applications for such authorization within 30 days of receipt of a complete application.
- (d) Each CWDP approved by the city shall be effective for a period of one year, ~~and may include special conditions as required by the city.~~ and shall be aligned with the City’s Business Tax Receipt (BTR) cycle (October 1 through September 30), unless otherwise established by the Control Authority for transition purposes, and may include special conditions as required by the City.
- (e) The CWDP required by the city shall be in addition to any other permits, registrations, or occupational licenses which may be required by federal, state, or local agencies having lawful jurisdiction.
- (f) Exemptions. Notwithstanding any provision of the City Code to the contrary, no exemptions, waivers, or reductions in fees shall apply to Commercial Wastewater Discharge Permit (CWDP) application fees, permit fees, or any other charges established under this Division. This includes, but is not limited to, exemptions applicable to Business Tax Receipts (BTRs) for veterans, spouses of veterans, active or former members of the United States Armed Forces, low-income individuals, or any other category established by law or ordinance.

Table 23-136—Commercial Wastewater Discharge Rates and Fees

RATE OR FEE TYPE*	AMOUNT	BILLING BASIS
Pre-permit inspection fee. (First and second pre-permit inspection included in initial permit application fee)	\$0	NA
Third pre-permit inspection fee, if needed due to failure of applicant to correct deficiencies	\$250	Per Inspection
Fourth and each subsequent pre-permit inspection fee, if needed due to failure of applicant to correct deficiencies	\$500	Per Inspection
CWDP Application Fee—Initial	\$100	Per device
CWDP Application Fee—Renewal	\$100	Per device Billed annually Billed bi-monthly
CWD Annual Permit Fee <u>Failure to Renew CWDP</u>	\$100	Per device Billed bi-monthly
Variance Fee	\$280	Per variance determination
Administrative Order fee	\$50	Per violation
Failure to maintain documentation of CWD device or proof of maintenance or service ¹	\$75	Per violation
Failure to pump CWD device as required	\$350	Per violation

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Failure to repair CWD device within five business days of discovery or notification	\$500	Per violation, Per notification
Failure to install or replace CWD device as required	\$500	Per violation, Per notification
Return site visits to review corrections of deficiencies noted during inspections	\$50.00 per hour (or current hourly rate for city staff members)	One hour minimum, billed by the hour
Investigate violations of local, state, or federal rules or regulations	\$50.00 per hour (or current hourly rate for city staff members)	One hour minimum, billed by the hour
Failure to provide access to CWD device during inspection (either scheduled or unannounced)	\$100	Per violation/per inspection
Analytical fees incurred by the city for analysis of samples on behalf of the permittee	Actual Costs	Per sample collected
Other fees as the city may deem necessary to carry out the commercial wastewater discharge program	As determined by the department director	As determined by the department director

*Rates and fees applicable to all commercial wastewater discharge program devices, including grease traps, grease interceptors, laundry waste interceptors (lint traps) and oil/water separators. Such rates and fees shall be in addition to any fines or penalties imposed by any enforcement actions.

*All Commercial Wastewater Discharge Permit (CWDP) fees shall be assessed on an annual basis and invoiced in alignment with the City's Business Tax Receipt (BTR) cycle (October 1 through September 30). The Control Authority may establish prorated fees or adjusted billing periods as necessary during implementation of this alignment.

¹ Each instance in which the permittee fails to produce documentation upon request or fails to document the pump out/cleaning of a device shall constitute a separate violation.

SECTION 3. That Section 23-137 of the Largo City Code is amended as follows:

Sec. 23-137. Commercial wastewater discharge user permit application.

- (a) All commercial laundry, commercial vehicle washing or garage facilities, or food service facilities required to install a grease trap, grease interceptor, oil water separator or laundry waste interceptor (lint trap) pursuant to the Florida Building Code and that are located within the city's sanitary sewer service area must apply on a form provided by the city. Each application shall include the following information:
 - (1) Name of applicant. If the applicant is a partnership, corporation, or other business entity, the name of the individual who can legally act on behalf of the organization, must be provided.

- (2) Facility's address and phone number, including information for person(s) who may be contacted at times other than regular business hours.
- (3) Number of employees, number and times of shifts, and hours and days of operations.
- (4) A description of the activities, facilities, and processes on the premises.
- (5) A drawing of sufficient detail to show the location of all fixtures that introduce fats, oils, grease or other prohibited materials into the sewer system, and all sewers, floor drains, sewer connections and grease/solids interceptors and appurtenances.
- (6) The applicant must submit a copy of any other permits, registrations, or occupational licenses which may be required by federal, state, or local agencies having lawful jurisdiction.
- (7) A signed statement that the information provided is accurate, and that the applicant agrees to abide by the regulations contained in this article, as well as all applicable federal, state, and local regulations governing their activities.
- (8) Any other information as determined by the city to be necessary to evaluate the permit application.

(b) Billing Transition Period. To facilitate implementation of the revised permitting and billing cycle, the City hereby establishes a one-time Billing Transitional Period.

(1) Transitional Period Defined.

The Billing Transitional Period shall commence on April 1, 2026, and conclude on September 30, 2026. This period is intended solely to align all permits with the City's standardized annual billing cycle of October 1 through September 30.

(2) Prorated Fees.

Notwithstanding any provision of this ordinance to the contrary, permit fees issued or renewed during the Billing Transitional Period shall be assessed on a prorated basis, reflecting the remaining portion of the fiscal year. Proration shall be applied as follows:

<u>Time Period</u>	<u>Percentage of Annual Permit Fee</u>
<u>Between April 1 and June 30</u>	<u>50%</u>
<u>Between July 1 and September 30</u>	<u>25%</u>

(3) Limitation of Application.

The prorated fee structure established in this section shall apply only during the Billing Transitional Period and shall not be applied in subsequent years.

(4) Standardized Renewal Cycle.

Effective October 1, 2026, all permits governed by this ordinance shall renew annually on October 1 at one hundred percent (100%) of the applicable fee, unless otherwise specified herein.

(5) Administrative Authority.

The Director of Environmental Services, or designee, is authorized to implement administrative procedures necessary to carry out the intent of this section, including

adjustments required to ensure equitable alignment of existing permits into the new billing cycle.

- (c) Term of issuance; Proration of fees. No Commercial Wastewater Discharge Permit (CWDP) shall be issued for a period of less than three months, except as otherwise determined by the Control Authority for operational or compliance purposes. The Control Authority may, at its discretion, issue a temporary, conditional, or provisional permit for a period of less than three months, as deemed appropriate to the circumstances.

For each newly permitted facility issued a CWDP during the permit year, which is not the renewal of an existing permit, a prorated portion of the annual permit fee shall be assessed based on the date of issuance, in accordance with the following schedule:

<u>Time Period</u>	<u>Percentage of Annual Permit Fee</u>
<u>Between October 1 and December 31</u>	<u>100%</u>
<u>Between January 1 and March 31</u>	<u>75%</u>
<u>Between April 1 and June 30</u>	<u>50%</u>
<u>Between July 1 and September 30</u>	<u>100% of the annual permit fee for the upcoming permit year</u>

*This proration structure shall not apply to permits issued for a duration of one week or less, if such permits are authorized by the Control Authority.

SECTION 4. That Section 23-139 of the Largo City Code is amended as follows:

Sec. 23-139. Commercial wastewater discharge user permit renewal.

- (a) ~~An application for permit renewal shall be submitted at least 60 days prior to the expiration date of the existing permit by each applicant wishing to continue discharging grease and other solid wastes from facilities located in the city's sanitary sewer service area.~~ An application for permit renewal shall be submitted in accordance with deadlines established by the Control Authority to ensure continuous compliance within the City's Business Tax Receipt (BTR) cycle (October 1 through September 30). The Control Authority may establish prorated or transitional renewal requirements as necessary to implement this alignment.
- (b) Operating an establishment discharging grease and other prohibited wastes within the city's sanitary sewer service area without a permit is a violation of this article.
- (c) Food service establishments, commercial vehicle car washes/garages or commercial laundries operating without a current permit will be subject to permit fees for the amount specified in Table 23-136—Commercial Wastewater Discharge Rates and Fees.

SECTION 5. That Section 23-188 of the Largo City Code is amended as follows:

Sec. 23-188. Requirements—Permit application; fees.

- (a) *Privately owned collection and transmission system operating permit.* No person shall operate, permit, cause, allow, let, or suffer the operation of a privately owned collection and transmission system, or any facility, which will be reasonably expected to cause, or contribute to air, ground, or water pollution, without a valid operating permit issued by the control

authority, or be in violation of any condition, limitation, or restriction which is part of a valid operating permit.

- (b) *Permit application.* All owners of new and existing privately owned collection and transmission systems discharging to the city's sanitary sewer system shall complete and file, with the control authority, an operating permit application in the form prescribed by the city. An incomplete or inaccurate application will not be processed and will be returned to the applicant for revision.
- (1) Owners of existing privately owned collection and transmission systems, which are discharging wastewater into the city's WWRF and which wish to continue such discharges as of the promulgation date of the ordinance from which this article is derived, shall apply to the control authority for a privately owned collection and transmission system operating permit within 30 days of notification by the control authority.
 - (2) Owners of new privately owned collection and transmission systems intended to commence discharge of wastewater into the city's WWRF after the promulgation date of this article, shall apply to the control authority for a privately owned collection and transmission system operating permit at least 60 days prior to the date upon which any discharge to the city's sanitary sewer system will commence.
 - (3) The application for a privately owned collection and transmission system operating permit shall be complete and must contain the following elements in the format specified by the control authority:
 - a. The system owner's, local ~~contact's~~ contacts, and system operator's name, mailing address, email address, and telephone number, and the physical location of the permitted system (if different from the owner's address).
 - b. A map depicting all pump stations, sewer pipes, sewer service areas, sewer subsystems, and/or manholes within the privately owned collection and transmission system.
 - c. The total length, expressed in linear feet, of gravity and/or pressure force mains. Measurements shall include pipe diameter and material (i.e., 100 feet of 4-inch PVC pipe).
 - d. Number and type of all individual service connections to the privately owned collection and transmission system.
 - e. Detailed operation and maintenance (O&M) procedures which shall include, but are not limited to:
 1. Preventative maintenance procedure pursuant to section 23-192(a).
 2. Spill containment and control procedures.
 3. Emergency response plan.
 4. A line jet cleaning program.
 5. A sanitary sewer overflow stabilization and remediation program.
 - (4) For purposes of compliance, a summary of all I&I evaluations and/or rehabilitative work performed between January 1, 1997, and the effective date of the ordinance from which this article is derived shall be submitted to the control authority in conjunction with the initial privately owned collection and transmission system operating permit application. The contents shall include:
 - a. A detailed outline evaluating rehabilitative work performed.
 - b. The I&I reduction results obtained as a result of the rehabilitative work.

- (5) Any other information as determined by the control authority to be necessary to evaluate the permit application.
- (c) ~~Permit duration and renewal. Permits shall be issued for a specified period not to exceed two years. The owner of the privately owned collection and transmission system shall submit a permit renewal application, pursuant to the provisions set forth in subsection (b) of this section, within a minimum of 60 days prior to the expiration of the existing permit. Permits shall be effective for a period of one year. Permits shall be aligned with the City's Business Tax Receipt (BTR) cycle (October 1 through September 30). The owner of the privately owned collection and transmission system shall submit a permit renewal application pursuant to subsection (b) of this section, in accordance with deadlines established by the Control Authority to maintain continuous compliance. The Control Authority may establish prorated or transitional permit terms as necessary to implement this alignment.~~
- (d) *Permit fee rate.* Permit fees are established to offset the administrative cost of implementing and maintaining this article and remain subject to revision upon approval by the city commission. ~~Permit fees are due annually and shall be submitted as invoiced by the control authority. The initial permit fee shall be paid with the submittal of the privately owned collection and transmission system operating permit application. Permit fees shall be assessed on an annual basis in alignment with the City's Business Tax Receipt (BTR) cycle (October 1 through September 30) and shall be submitted as invoiced by the Control Authority. The initial permit fee shall be paid at the time of the application, with subsequent renewals billed in accordance with the annual BTR cycle. Prorated fees may be applied during the transition period as determined by the Control Authority.~~ For those privately owned collection and transmission systems located within the city's sanitary sewer district but outside the city limits, an additional 25 percent surcharge fee shall be charged. The permit fees shall be assessed as follows:
- (1) Two hundred dollars per privately owned collection and transmission system.
 - (2) Two hundred dollars additional fee for collection and transmission systems with one or more pump station.
 - (3) Privately owned collection and transmission systems with lift stations serving more than one building shall be charged \$200.00 for the lift stations and \$200.00 for the private collection system.
 - (4) Fees and charges imposed under this Division are regulatory in nature and shall not be considered as taxes or business tax receipts. Accordingly, any exemptions, waivers, or reductions provided under other sections of the City Code, including those applicable to Business Tax Receipts (BTRs), shall not apply to fees or related charges in this section. All permittees are required to pay applicable fees in full, without exception.
- (e) *Billing Transitional Period.* To facilitate implementation of the revised permitting and billing cycle, the City hereby establishes a one-time Billing Transitional Period.
- (1) Transitional Period Defined.
The Billing Transitional Period shall commence on April 1, 2026, and conclude on September 30, 2026. This period is intended solely to align all permits with the City's standardized annual billing cycle of October 1 through September 30.
- (2) Prorated Fees.
Notwithstanding any provision of this ordinance to the contrary, permit fees issued or renewed during the Billing Transitional Period shall be assessed on a prorated basis, reflecting the remaining portion of the fiscal year. Proration shall be applied as follows:

<u>Time Period</u>	<u>Percentage of Annual Permit Fee</u>
<u>Between April 1 and June 30</u>	<u>50%</u>
<u>Between July 1 and September 30</u>	<u>25%</u>

(3) Limitation of Application.

The prorated fee structure established in this section shall apply only during the Billing Transitional Period and shall not be applied in subsequent years.

(4) Standardized Renewal Cycle.

Effective October 1, 2026, all permits governed by this ordinance shall renew annually on October 1 at one hundred percent (100%) of the applicable fee, unless otherwise specified herein.

(5) Administrative Authority.

The Director of Environmental Services, or designee, is authorized to implement administrative procedures necessary to carry out the intent of this section, including adjustments required to ensure equitable alignment of existing permits into the new billing cycle.

- (f) Term of issuance; Proration of fees. After the Billing Transitional Period described above has commenced, no privately owned collection and transmission system operating permit shall be issued for a period of less than three months, except as otherwise determined by the Control Authority for operational or compliance purposes. The Control Authority may, at its discretion, issue a temporary, conditional, or provisional permit for a period of less than three months, as deemed appropriate to the circumstances.

For each newly permitted facility issued an operating permit during the permit year, which is not the renewal of an existing permit, a prorated portion of the annual permit fee shall be assessed based on the date of issuance, in accordance with the following schedule:

<u>Time Period</u>	<u>Percentage of Annual Permit Fee</u>
<u>Between October 1 and December 31</u>	<u>100%</u>
<u>Between January 1 and March 31</u>	<u>75%</u>
<u>Between April 1 and June 30</u>	<u>50%</u>
<u>Between July 1 and September 30</u>	<u>100% of the annual permit fee for the upcoming permit year</u>

*This proration structure shall not apply to permits issued for a duration of one week or less, if such permits are authorized by the Control Authority.

(ge) Additional fees.

- (1) Fees for additional monitoring and ~~reinspections~~ reinspection in response to deficiencies noted in routine control authority inspections include charges of \$25.00 per employee hour.
- (2) Annual inspections requiring more than four employee hours to complete due to the size of the sanitary sewer system, shall result in fees of \$25.00 per employee hour after the initial four employee hour period.
- (3) All costs incurred by the control authority for materials needed to conduct routine or additional monitoring shall be charged to the collection and transmission system owner.
- (4) System owners shall be subject to reimburse the city for costs associated with enforcement actions taken against the city by regulatory agencies for violations caused in whole or in part by privately owned collection and transmission systems.

- (f) *Limitation on permit transfer.* Permits may be reassigned or transferred to a new owner and/or operator with prior approval of the control authority:
 - (1) The permittee must give the control authority a minimum of 30 ~~days~~ days' advance written notice.
 - (2) The notice must include a written certification by the new owner which:
 - a. States the new owner acknowledges full responsibility for complying with the existing permit.
 - b. Identifies the specific date on which the transfer is to occur.
 - c. The new owner will provide a signed and sealed certification from a licensed professional engineer that the existing collection system capacity is sufficient for any additional flows anticipated with the new occupancy.

SECTION 6. That this ordinance shall take effect immediately upon its final passage and adoption.

SECTION 7. That it is the intention of the Largo City Commission that each provision hereof be considered severable, and, if any section, subsection, sentence, clause, or provision of this ordinance is held invalid, the remainder of the ordinance shall not be affected.

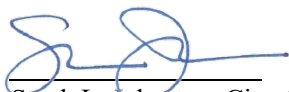
APPROVED ON FIRST READING _____

PASSED AND ADOPTED ON
SECOND AND FINAL READING _____

CITY OF LARGO, FLORIDA

Louis ("Woody") L. Brown, Mayor

REVIEWED AND APPROVED:



Sarah L. Johnston, City Attorney

ATTEST:

Diane Bruner, City Clerk

City of Largo Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

An Ordinance of the City of Largo, Florida, Amending Chapter 23 of the City Code of Ordinances to Update and Standardize Environmental Services Permitting and Fee Structures; Establishing a Uniform Annual Billing Cycle for Commercial Wastewater Discharge Permits (CWDP) and Privately Owned Collection and Transmission System (POCTS); Providing for Prorated Fees During a Transitional Period' and Providing for Severability and an Effective Date.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes.

Question 1. Does the proposed ordinance meet one or more of the exceptions listed below? If so, then please check the applicable exception below and move to Question 2. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by section 166.041(4), Florida Statutes, for the proposed ordinance. If there is no applicable exception, proceed with completing the business impact estimate at Question 3.

- The proposed ordinance is required for compliance with federal or state law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any federal, state, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The proposed ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Development orders and development permits, as those terms are defined in section 163.3164, Florida Statutes, and development agreements, as authorized by the Florida Local Government Development Agreement Act under sections 163.3220-163.3243, Florida Statutes;
 - b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the City;
 - c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

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- d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

Question 2. Based on the exception you selected above and in accordance with the provisions of the controlling law, please provide an explanation below of why the ordinance meets the exception(s).

N/A

Question 3. If there is no applicable exception, proceed with completing the below Business Impact Estimate. In accordance, the City hereby publishes the following information:

A. Summary of the proposed ordinance (must include a statement of the public purpose to be served by the proposed ordinance, such as serving the public health, safety, morals and welfare of the City):

The proposed ordinance amends Chapter 23 of the City of Largo Code of Ordinances to update and standardize permitting, billing, and fee structures for the Environmental Services programs governing Commercial Wastewater Discharge Permits (CWDP) and Privately Owned Collection and Transmission System (POCTS). The ordinance removes outdated and unimplemented billing provisions, including references to prior systems and anticipated utility billing integration, and implements a uniform annual billing cycle aligned with the City's Business Tax Receipt (BTR) period of October 1 through September 30.

The ordinance also establishes a one-time billing transitional period from April 1, 2026, through September 30, 2026, during which permit fees will be prorated to facilitate alignment with the new annual cycle. Beginning October 1, 2026, all applicable permits will renew annually at the full established fee. Additional updates clarify permit duration, renewal procedures, administrative authority, and confirm that all fees are regulatory in nature and not subject to exemptions or reductions otherwise provided in the City Code.

The public purpose of this ordinance is to promote the health, safety, and welfare by improving the regulation and oversight of wastewater discharges, ensuring the protection and integrity of the City's sanitary sewer system, and enhancing compliance with environmental standards. The ordinance further serves the public interest by increasing administrative efficiency, reducing billing inconsistencies and customer confusion, improving fee collection, and supporting the City's ability to effectively manage and enforce its Environmental Control Division.

B. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, including the following, if any:

(1) An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted;

The proposed ordinance is not expected to impose significant new direct compliance costs on private, for-profit businesses. Businesses currently subject to Commercial Wastewater Discharge Permits (CWDP) and/or Privately Owned Collection and Transmission System (POCTS) permits are already required to obtain permits and pay associated regulatory fees.

Any minor compliance costs are expected to be administrative in nature, such as internal adjustments to account for the new annual billing cycle (October 1 through September 30), updating accounting practices, and aligning payment schedules.

During the one-time Billing Transitional Period (April 1, 2026, through September 30, 2026), businesses may experience prorated permit fees; however, these are proportional adjustments rather than new or increased costs.

(2) Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible; and

The proposed ordinance does not create any new charges or fees. All fees associated with CWDP and POCTS permits are existing regulatory fees already adopted by the City.

The ordinance standardizes the timing and administration of these fees by implementing a uniform annual billing cycle and establishing prorated fees during the transition period. While the structure and timing of these payments will change, the ordinance does not increase fee amounts or introduce new financial obligations beyond those already required for permit holders.

(3) An estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.

The City may incur minor administrative costs associated with implementing the updated billing structure, including system configuration within the new permitting platform, staff training, customer outreach, and public education efforts. These costs are expected to be absorbed within existing departmental budgets and resources.

No new regulatory programs are created by this ordinance. Therefore, no new revenue sources are introduced. The ordinance is expected to improve the consistency and timing of existing revenue collection by reducing delinquencies, minimizing billing errors, and aligning permit cycles. Overall, revenues are expected to remain stable, with potential modest increases attributable to improved compliance and collection efficiency rather than fee increases.

(4) Any other direct economic impacts of the proposed ordinance on private, for-profit businesses in the City that are not covered by (1), (2), or (3):

The ordinance is expected to have a positive operational impact on businesses by simplifying and standardizing billing and renewal processes. Aligning Environmental Services permits with the City's Business Tax Receipt (BTR) cycle allows businesses to consolidate payments into a single, predictable annual timeframe, improving financial planning and reducing administrative complexity.

Additionally, increased clarity in billing and renewal requirements may reduce the likelihood of missed payments, late fees, or enforcement actions. The improved transparency and consistency are expected to benefit businesses by making regulatory obligations easier to understand and manage.

No direct adverse economic impacts to private, for-profit businesses are anticipated beyond minor administrative adjustments associated with the transition to the new billing structure.

C. Good faith estimate of the number of businesses likely to be impacted by the ordinance:

Based on current Environmental Services records, it is estimated that approximately 150 to 250 private, for-profit businesses within the City of Largo will be directly impacted by the proposed ordinance. This estimate includes businesses that are currently permitted under the Commercial Wastewater Discharge Permit (CWDP) program, as well as entities operating Privately Owned Collection and Transmission Systems (POCTS). The Range reflects normal fluctuations in permitting activity, including new business establishments, closures, and changes in permit status.

All impacted businesses are already subject to existing permitting requirements, and therefore, the ordinance will primarily affect the timing and administration of billing rather than expanding the number of regulated entities.

D. Additional information the governing body deems useful (what steps did the City take to answer A, B, and C?):

In developing the Business Impact Estimate, the City relied on a combination of internal data, interdepartmental coordination, and programmatic review. Environmental Services staff conducted an evaluation of existing permit records for Commercial Wastewater Discharge Permits (CWDP) and Privately Owned Collection and Transmission System (POCTS) to estimate the number and type of businesses currently subject to regulation. Historical billing data and account records were also reviewed to assess typical payment amounts, billing frequency, and patterns of compliance.

Staff further analyzed the operational differences between the current and proposed billing structures to identify any potential changes in financial obligations or administrative requirements for businesses. This included reviewing the transition from multiple billing cycles to a single annual cycle aligned with the Business Tax Receipt (BTR) period, as well as the implementation of prorated fees during the defined transition period.

Environmental Services staff also coordinated with the Finance Department, Community Development Department, and Information Technology staff to evaluate system capabilities, administrative costs, and anticipated efficiencies associated with the implementation of the new Licensing and Permitting platform. These discussions helped inform estimates related to regulatory costs, revenue impacts, and process improvements.

Finally, the City considered customer service experience, including common sources of confusion, billing disputes, and delinquency issues under the existing system, to assess the likely operational and economic effects on businesses. Based on this comprehensive review, the City determined that the proposed ordinance will not impose new fees and will have minimal direct economic impact, while providing improved clarity, consistency, and administrative efficiency for both businesses and the City.

Reviewed and Approved:



City Attorney's Office