The Week in Perspective
City Manager's Report

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Report No. 707
October 27 - November 2, 2006

Administrative Issues

A-1. Neighborhood Integrity Program Inspection Team - Key Largo Communities

Building Official Sizemore reports that a follow-up Neighborhood Integrity Program Inspection Team (NIP-IT) inspection was made at 1760 Clearwater-Largo Road on Friday, October 27. The property is owned by Key Largo Communities. While many of the minor Code Enforcement issues have been resolved, the more serious and dangerous violations remain. The follow-up inspection identified that workers employed by Key Largo Communities continue to work illegally at this location by performing work without first obtaining permits from the City of Largo, and performing work without using licensed contractors, such as the installation of approximately sixty (60) individual water meters during the past few weeks. The City has requested Progress Energy to remove thirteen electrical service meters to ensure that the units previously posted as uninhabitable are not leased. The Code Enforcement Board has been designated as the Hearing Examiner, pursuant to City Commission action, to hear the appeal by Key Largo Communities of the Building Official's decision to designate thirteen structures as unsafe. The findings of the Code Enforcement Board will be brought back to the City Commission for a formal determination. The Code Enforcement Board meeting is set for Thursday, November 16, 2006, at 1:30 p.m. and will be held in Commission Chambers.

A-2. Survey - County Government, Charter Amendments and Penny for Pinellas

Assistant to the City Manager Davis reports results of a survey conducted by The Tarrance Group, Inc. that was shared with the City of Largo. The Tarrance Group, Inc., a national survey research firm, conducted a telephone survey on September 20 and 21, 2006. The survey asked Pinellas County residents questions regarding trust levels of government, rating county services and how they would vote on various components of the Charter Amendments and the Penny for Pinellas referendum.

The sample size of the survey is not indicated on the report; however, 66% of the respondents live within a city limit, 53% of the respondents are between the ages of 45 and 69 years of age, 50% of respondents have at least some college, and 51% are retired.

Of the respondents, 65% rated Pinellas County Government growth management services at a 5 or better on a scale of 0 – 10, with 10 being the highest. The largest percentage of respondents (46%) trust the County versus the State or Municipalities to deal with growth management policies. The highest percentage of respondents (46%) ranked the St. Petersburg Times as the source they rely on most to obtain honest and accurate information on the ballot initiatives and referendums on the upcoming November ballot.

Below is the results of how respondents would vote on several of the Charter Amendments and the Penny for Pinellas referendum if they would vote on that day the survey was conducted.

Item	Favorable	Undecided	Against
Charter Amendment 4	37%	17%	46%
Charter Amendment 5	35%	10%	55%
Charter Amendment 6	42%	14%	44%
Charter Amendment 7	40%	9%	51%
Penny for Pinellas	63%	2%	35%

A-3. Eagle Lake Park

Community Development Director Staffopoulos reports that Pinellas County has submitted conceptual site plans for Eagle Lake Park to the City for Design Review Committee (DRC) review. The passive park will be constructed on the Taylor property, located south of Belleair Road, west of Keene Road, and north of McMullen Road. A primary issue of concern raised by the DRC is a request for a pedestrian access at the south end of the park onto Rosery Road. Pinellas County has been reluctant to include a pedestrian access at this location, citing potential parking issues along Rosery Road that would negatively impact the residences along that road. It is the City's position, however, that parking in a residential neighborhood is an enforcement issue, and as such, can be handled through enforcement efforts is issues arise. The Police Department has also requested additional details for restrooms and parking lots from Pinellas County. Upon receipt of these details, the Police Department will provide comments that will result in improved patron, as well as traffic, safety at the facility. The next step in the process will be for Pinellas County to submit final site plans for the facility, and address comments provided by the City through the DRC. Staff will provide updates to the City Commission as additional information is received from Pinellas County on this project.

A-4. Financial Audit Update

Management Services Director Adams reports that the City's external auditors, Cherry, Bekaert & Holland, L.L.P. have performed one week of interim audit work at the City and will return to the City on Monday, December 11, 2006, to begin year-end audit field work. The auditors are expected to remain at the City throughout most of December performing year-end audit testing. City staff continues to prepare for the auditors arrival by preparing journal entries, account analyses, and reconciliations.

Accounting and Finance staff continue to work on year-end activities in order to close the City's accounting records by the time the auditors return to the City in December. Year-end closing activities include recording all revenues, assets, expenses and liabilities that were not received or paid by September 30, but which relate to the prior fiscal year. During the year, the City operates under the modified cash-basis of accounting, but all accounting records must be converted to the modified accrual basis of accounting and the full-accrual basis of accounting at year-end in order to prepare the City's financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

Notification was received this week that the City of Largo has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The City's CAFR was judged by an impartial panel to meet the high standards of the program including demonstrating a constructive “spirit of full disclosure” to clearly communicate its financial story and motivate potential users and user groups to read the CAFR. The GFOA is a nonprofit professional association serving approximately 16,000 government finance professionals with offices in Chicago, Illinois, and Washington, D.C.

A-5. Police Mobile Data Terminals

Police Chief Aradi reports that the installation of the new mobile data terminals in police patrol cars has now been completed. The system has many new features, the best of which include the capability of completing reports from the patrol car and accessing vehicle information quickly by swiping an individual's drivers license. The Computer Dispatch System and the Record Management System are in the process of being converted to this new system with an activation date of late December.

A-6. Regional Stormwater Treatment System Maintenance

City Engineer Dicus reports that maintenance of the alum floc settling pond at the Regional Stormwater Treatment Facility in the Largo Central Park Nature Preserve has tentatively been scheduled for the week of November 6, 2006. This past year, City staff identified that debris has accumulated at the bottom of the alum floc settling pond, effectively restricting the operation of the alum floc collection system. The work to be performed will include removal of the accumulated debris and modifications to the inlet structure. A commercial diving contractor will retrieve and place the submerged debris in baskets which will be removed from the pond and disposed of by personnel from the Streets and Drainage Division. A trash rack (a device used to capture trash and debris and prevent these materials from entering the settling pond) will be installed at the opening of the large box culvert located next to the diversion weir along the Channel I system. The scheduled maintenance will not affect public access to the Nature Preserve.

A-7. Puravida Coffee Drive-Thru

Assistant to the City Manager Davis reports that the owners of the Puravida coffee drive-through business submitted a request to extend their lease for one year with the City of Largo through November 2007. The Puravida coffee drive-through business is located at 500 and 508 West-Bay Drive and is owned and operated by the Strickland family, Lonnie, Hilda, Eddie and Danny. This property was recently purchased by the City of Largo from Joseph and Joan Carbonaro on September 29. The lease with the Strickland family was then transferred to the City. The business has enjoyed a successful first year at this location and we wish them continued success.

A-8. 2006 Citizens Academy

City Clerk Bruner reports that this week's Citizen Academy session was hosted by the Library. After a brief overview of the department by Library Director McPhee, participants went on an interactive tour of the Library. In addition to a behind the scenes look at Library operations, class members were able to participate in popular Library programs: Story Time in the Children's area, Book Talk With Iris in the Local History Room, a Ramen Bar in the Teen Center and Poets Live! in the first floor study room. Library staff went above and beyond to expose the class to a sampling of the many programs offered and familiarize them with the building. Class members who did not have Library cards found them waiting when they arrived in the Jenkins Room. Dinner was catered by the Bookmark Cafe and coffee and dessert were provided during the poetry reading. Next week's session will focus on financial planning, budgeting and labor relations and will be held in the Community Room.

A-9. Life Safety Program Update

Fire Chief Bullock reports that the Life Safety Division is progressing with plans to hire additional staff. Four civilian Fire Inspector vacancies were posted internally and also advertised in the newspaper and on several web sites during September and October. The advertisements were very successful and generated a significant number of qualified applicants. The initial interviews and applicant screening included 38 candidates. From that group, 11 individuals were selected to participate in a second tier interview and testing process. After evaluation of the interview and test results, job offers were extended to the top four candidates. Human Resources is currently conducting the post-offer background checks and the new Fire Inspectors are expected to start work in November.

A-10. Public Service Announcement Filmed at Library

Library Director McPhee reports that the Tampa Bay Library Consortium (TBLC) filmed a public service announcement in the Largo Library reference/computer area last week. The commercial will feature two library services: "iBorrow" (interlibrary loan) and "Ask a Librarian" (virtual reference product). Each member library will receive a customized version containing their specific logo to be used for the promotion of these services on local access and other televised venues.

A-11. Lt. Brenda Wayt Retirement

Police Chief Aradi also reports that on November 3, 2006, Lt. Brenda Wayt retired after 25 years of outstanding service to the Police Department and the City of Largo. A citywide reception was held on that date to honor her accomplishments and wish her well.

A-12. Reclaimed Watering Schedule Enforcement

Environmental Services Director Kety reports that thirty-six (36) reclaimed watering citations were issued during October, with eight (8) of those being during the past week. Eleven (11) watering violations were determined to be excusable occurrences and, as a result, the $32 fine was waived.

A-13. New Largo Businesses - Week Ending October 27, 2006

Name of Business	Address	Type of Business
Integrity Medical Supplies, LLC	2100 Tall Pines Dr	Medical supply distributor to nursing homes
Integrity Pharmacy Services, Inc.	2100 Tall Pines Dr	Wholesale pharmaceutical packaging & distribution center
Florida's Best Mobile Home Sales, LLCD	1385 S. Belcher Rd, Suite G	Dealer in mobile homes
49 Wheels & Tire Center, Inc.	13757 49th St N, Unit A1	Auto parts sales & installation service
Aniko Skin Care	801 West Bay Dr, Suite 329	Facial specialist
Mobile Home Re Lo, LLC	1385 S. Belcher Rd, Suite F	Relocation assistance for displaced mobile home owners
Flowering Heart d/b/a Free Catholic Diocese of St. Petersburg	1753/55 Clearwater-Largo Rd	Pastoral counseling and Wellness Center

A-14. Outside Concurrency Projects

Engineering Services Design Engineer Julio Ayon reports that the following properties in unincorporated Pinellas County are pending City approval for sewer concurrency:

Date Received	Name/Project	Address	City Planning Area	Status
06/22/06	Lanier Concrete Pumping (8,200 sf. Warehouse) David Littell, PE	6705 Rena Dr	Yes Pinellas County	City Commission approved; awaiting Sewer Impact fee
07/26/06	GA Food Services (Add. 31,000sf. Warehouse) Boyd Robertson	12200 32nd Ct N	No Pinellas Park	In Review
08/03/06	Haines Testing Lab (Septic Tank Abandonment) Judith Haines	13285 62nd St N	No Pinellas Park	In Review
10/9/06	Big Ten Industrial (9,240sf. Office/Warehouse) Lloyd Marvin	SE corner of Honeywell & 142nd Ave	Yes Pinellas County	In Review
10/13/06	Fast of Florida (7,800sf. Office/Warehouse) Housh Ghovaee	13003 US Hwy 19 N	No Pinellas Park	In Review

Other Items of Interest

M-1. Community Center Program Manager Ankerberg is pleased to announce that the second annual Retired Senior Volunteer Program (RSVP) "Senior Fun Fest" was held at the Largo Community Center on Friday, November 3, from 9:00 a.m. to 1:00 p.m. Over 35 vendors exhibited and presented products and services for interested seniors.

M-2. Community Center Program Manager Ankerberg also reports that the senior "Breakfast In The Park" program is scheduled for November 7 at 9:00 a.m. in Largo Central Park. Cost is $3 and over 50 tickets have already been purchased.

M-3. Highland Recreation Complex will host a fall family "S'more Fun Hayride" on November 11 from 7:00 to 9:00 p.m. The cost is $6 per person or $20 for a family four-pack. The event will include crafts, songs, S'more making, hayrides around the lake and story time.

M-4. Recreation, Parks and Arts Director Byrne reports the department sponsored 13 different Halloween themed events this year and, without exception, every event was successful in terms of both participation and customer satisfaction. The estimated crowd for Saturday's Spooktacular exceeded 25,000. The All Howler's Eve Pet Costume Parade held for the first time at Southwest Recreation Complex attracted 21 dogs and more than 40 two-legged participants. The Pint Sized Preschool Pumpkin Patch at Southwest had 100 preschoolers. The Halloween Senior Luncheon was completely sold out. Owl-O-Ween at McGough Nature Park had 60 participants. The Friday Night programs at Highland Complex and Southwest Complex had 55 and 90 participants respectively.

M-5. Largo Central Park Foreman Wright reports that the park will be sprayed to combat a problem called Tropical Signal Grass, which is choking the Bermuda grass. Selective chemicals have not been able to contain the spread of this weed. To stop the spread, it is necessary to spray with Round-Up, which will leave the center field with dead spots in the turf. Following the Round-Up spraying, staff will over-seed with rye grass which will take 7-10 days to "green-up" center field.

UPCOMING MEETINGS & EVENTS

NOTE: Asterisks by any date indicate that a Commissioner is out of town. The number of asterisks correlates to the number of Commissioners unavailable.

THURSDAY - NOVEMBER 2

8:00 am HARVEST MARKETPLACE - Ulmer Park

MONDAY - NOVEMBER 6

3:30 pm IAFF NEGOTIATIONS - Community Room

TUESDAY - NOVEMBER 7

6:00 pm REGULAR CITY COMMISSION MEETING - Commission Chamber

WEDNESDAY - NOVEMBER 8

11:00 am C-SPAN BOOK TV BUS AT LIBRARY - Library Parking Lot
1:00 pm METROPOLITAN PLANNING ORGANIZATION MEETING - 315 Court Street, 5th Floor Board Assembly Room
6:00 pm CITIZENS ACADEMY - FINANCIAL MANAGEMENT/LONG TERM FINANCIAL PLAN/LABOR RELATIONS - Community Room

THURSDAY - NOVEMBER 9

8:00 am HARVEST MARKETPLACE - Ulmer Park
1:00 pm MPO PUBLIC WORKSHOP - IDENTIFYING TRANSPORTATION NEEDS AND SOLUTIONS FOR OLDER ADULTS, PERSONS WITH DISABILITIES, AND INDIVIDUALS WITH LOWER INCOMES - Pinellas County Extension Services, 12520 Ulmerton Road

FRIDAY - NOVEMBER 10

** LIBRARY CLOSED FOR STAFF DEVELOPMENT DAY**
10:00 AM IAFF NEGOTIATIONS - Commission Chamber

SATURDAY - NOVEMBER 11

7:00 pm VETERAN'S DAY CEREMONY (MUSICAL TRIBUTE AT 6:40) - Largo Central Park Court of Honor

MONDAY - NOVEMBER 13

10:00 am TAMPA BAY REGIONAL PLANNING COUNCIL MEETING - 4000 Gateway Centre Blvd. #100
4:30 pm GREATER LARGO LIBRARY FOUNDATION MEETING - Local History Room

TUESDAY - NOVEMBER 14

12:00 pm CHAMBER OF COMMERCE LUNCHEON - East Bay Country Club
6:00 pm CITY COMMISSION WORK SESSION - Community Room

WEDNESDAY - NOVEMBER 15

1:00 pm PINELLAS PLANNING COUNCIL MEETING - BCC Assembly Room
6:00 pm PUBLIC WORKS/ENVIRONMENTAL SERVICES ADVISORY BOARD MEETING - TBA
6:00 pm CITIZENS ACADEMY - HUMAN RESOURCES/IT/RISK - Community Room

THURSDAY - NOVEMBER 16

FLORIDA LEAGUE OF CITIES LEGISLATIVE CONFERENCE - Hyatt Regency Orlando International Airport Hotel
8:00 am HARVEST MARKETPLACE - Ulmer Park
6:00 pm LIBRARY ADVISORY BOARD MEETING - Jenkins Room A

FRIDAY - NOVEMBER 17

FLORIDA LEAGUE OF CITIES LEGISLATIVE CONFERENCE - Hyatt Regency Orlando International Airport Hotel

THURSDAY - NOVEMBER 23

****CITY FACILITIES CLOSED****

FRIDAY - NOVEMBER 24

****CITY FACILITIES CLOSED****

WEDNESDAY - NOVEMBER 29

12:30 pm POLICE/FIRE PENSION BOARD MEETING - Community Room
6:00 pm CITIZENS ACADEMY - RELATED GOVERNMENTS AND AGENCIES - Community Room

THURSDAY - NOVEMBER 30

8:00 am HARVEST MARKETPLACE - Ulmer Park

FRIDAY - DECEMBER 1

7:00 pm HOLIDAY STROLL AROUND THE WORLD - Largo Central Park

Commission Action Items
Update for Week Ending November 3, 2006

October 24, 2006, Special Meeting/Work Session

1) Commissioner Gentry requested that the City Attorney provide information regarding the legality of a vendor signing a contract with the City prior to completion of the incorporation process.

   City Attorney Zimmet advises that if someone executes a contract on behalf of a corporation that does not exist because the corporation has not been incorporated, the contract would not be enforceable.

2) Commissioner Gentry requested that a community work session be scheduled for January 9, 2007.

   Assistant to the City Manager Evans is investigating various sites for this work session and will place an item in the City Manager report for the City Commission to review and make a selection once the site locations have been determined.

3) Commissioner Black requested that a vote regarding amending the Comprehensive Development code to remove crematories from the Institutional land use category be scheduled for the November 7, 2006, Regular Meeting.

   This item has been placed on the November 7, 2006, Regular Meeting for City Commission action.

4) Mayor Gerard requested that a short Regular Meeting be scheduled for November 14 prior to the Work Session and that the November 21 Regular Meeting be canceled.

   City Clerk Bruner advises that a regular meeting is not necessary prior to the November 14 work session. Therefore an item will be placed on the November 7 meeting to cancel.

October 17, 2006, Regular Meeting

1) Vice Mayor Crozier requested that staff provide cost information regarding City staff maintaining the following properties: Cemetery, Southwest Reclaimed Storage Site, Bayhead Teen Complex, Community Center, Bonner Park, Ulmer Park, East Bay Triangle, Bayhead Retention Ponds, Largo Central Park Drive Easement, Largo Soccer Complex, and Public Works Complex.

   Recreation Parks and Arts Director Byrne and Parks Superintendent Brown will present this information at the November 7, 2006, Regular Meeting when the Landscape Management Bid returns for City Commission review and consideration.

2) Commissioners Black and Guyette requested that staff prepare an ordinance to remove crematories from the institutional land use category and include it in the industrial land use category and schedule for review at a work session and Planning Board.

   Community Development Director Staffopoulos has scheduled this for discussion at the November 14, 2006, work session.

3) Commissioner Guyette requested that the City Commission be provided with copies of the information provided to Mr. Atanasio regarding the increase in City property valuations.

Assistant to the City Manager Evans will be working with Human Resources Director Sinz and Risk Manager Bennett to prepare information for distribution to the City Commission.

4) Vice Mayor Crozier requested that staff look into installing traffic calming devices in the Keene Park Subdivision.

At the current time, the City policy is not to install traffic calming devices such as speed bumps. When a request is submitted to the City for speed bumps, the traffic committee comprised of Police, Public Works and Engineering staff reviews the location. The first step in this review is the Police Department installing the Stealth speed monitoring device, which Engineering will request. Community Development Director Staffopoulos and City Engineer Dicus will be bringing the traffic calming policy to the City Commission for discussion and possible revision at the December 12, 2006, work session.

5) Vice Mayor Crozier requested that a large speaker timer be installed in the Commission Chamber in view of the dais.

City Clerk Bruner and Communications and Marketing Specialist Graham are contacting businesses to find a large timer for the City Commission Chambers.

<u>September 21, 2006, Regular Meeting</u>

1) Commissioner Guyette requested that budgetary impact statements include a table with the beginning fund balance, amount of expenditure and ending balance.

Assistant City Manager Schubert will notify staff as to how to prepare budgetary impact section of agenda memos.

<u>September 5, 2006, Regular Meeting</u>

1) Vice Mayor Crozier and Commissioner Guyette requested that staff provide cost estimates of both a staff internal audit function and for contracting out the work.

Management Services Director Adams requested to include this information in the work session agenda memo.

2) Mayor Gerard requested that the November 14 Work Session memo on an internal audit function include an attachment explaining the existing internal audit functions.

Management Services Director Adams requested to attach this information to the November 14 work session memo.

<u>April 17, 2006, Work Session</u>

1) Commissioner Guyette requested that staff schedule a presentation on the methodology used to determine the replacement schedule for the City's fleet.

Assistant City Manager Craig has been asked to schedule this presentation. No date has been set since the department is currently without a Director and Assistant Director. Facilities Manager Waeghe is currently working on this item.

April 11, 2006, Work Session

1) Vice Mayor Crozier requested that a discussion of the City's relationship with the City of Belleair Bluffs be scheduled.

This item has been rescheduled to the January 23, 2007, work session.

Proposed Work Session Schedule
(Effective 11/02/06)

November 14, 2006		December 12, 2006		January 9, 2007	
MS	Internal Auditor	CD	Traffic Calming Policy	AD	CIP Final Direction
MS	OPEB (Other Post Employment Benefits) Employment Benefits	CD	EAR Update	CD	Sign Ordinance
CD	Crematory Ordinance	LI	Library Homework Center	CD	Landscaping Ordinance
		MS/IT	IT Strategic Plan	CD	Consent Order Update

January 23, 2007		February 13, 2007		March 13, 2007	
FD	Belleair Bluffs Management	MS	Annual Audit Review		
FD	Future Housing Considerations for Largo Station 37 EMS Unit	RPA	Public Art Ordinance		
		CD	West Bay Drive Redevelopment Plan		
		CD	Citywide Wayfinding Signage		
		CD	Highland Concept Plan		

April 10, 2007		May 8, 2007		May 22, 2007	
	CIP Review Only				

June 12, 2007		July 10, 2007		July 24, 2007	
	City Manager Employment Contract				