



The Week in Perspective

City Manager's Report

Norton Craig, City Manager
 Henry Schubert, Assistant City Manager
 Michael Staffopoulos, Assistant City Manager

Report No. 985
 February 24 - March 1, 2012

Administrative Issues

A-1. Environmental Services' Work and Asset Management System Goes Into Production

After a ten month implementation, the Environmental Services (ES) Work and Asset Management System (WAMS) has recently gone into production, and is being used by department personnel to support their daily work activities. The WAMS will help oversee Environmental Services approximate 1 billion dollar asset base.

The implementation establishes the foundation for other City departments to utilize the system to manage their physical assets and inventory. The project followed an aggressive schedule, and required intense effort by ES personnel and key individuals from other City departments to achieve completion within the originally established time-line and budget. Their efforts have taken ES to a higher level of infrastructure maintenance and sustainability that will benefit Largo now and in the future.

A-2. New Largo Businesses – Week ending February 25, 2012

Name of Business	Address	Type of Business
Boost Mobile	2945 East By Dr #C	Retail Cellular Phones
Charity Solutions, Inc.	801 West Bay Dr #504	Marketing Firm

A-3. Recreation Management System - Rec-Trac

Management Analyst Khoury reports a successful implementation of the new recreation management system, RecTrac. The system went live on Wednesday, February 22. The trainer from Vermont Systems was on-site to assist with the implementation. A core team of Recreation and Information Technology staff have been implementing the system for over 5 months. This process included changing business practices, manually populating activities and other data in the new system, cleaning data from the old system for the import process, learning, and training staff. Front line staff spent the last month training on the new system. All three recreation centers are now equipped to print photo ID recreation membership cards. Equipment and processes implemented are working properly.

A big thank you go to the core team and other recreation staff for their hard work and dedication to making this a successful transition. Special thank you's go to Joan Dunne, Charlie Davis, Mandy Petersen, Pat Howard, Craig Dolan, Jeannie Boyd, Kris Boreman, Jennifer McMahon, Warren Ankerberg, Tabatha Spence, Ashley Friend and Stephanie Clouser for doing whatever needed to be done so we could be ready on February 22. Staff's positive attitude and dedication has been the key to our success. In the first day of using the system, \$4,130.50 in revenue was collected. Over \$27,485 in

revenue has been collected during the first 6 days. This system is an instrumental management tool by providing data on facility and patron usage in order to maximize revenue opportunities.

A-4. 6th Annual Celebration of the Arts

Community Center Manager Ankerberg is very pleased to announce that this weekend - March 2, 3 & 4, the Community Center will be presenting its 6th Annual Celebration of the Arts (formerly Festival of the Arts) program. The event will begin Friday evening at 6:00 pm with a new component - a VIP Wine & Cheese Tasting party to meet the artists and judges. Entertainment will be provided by the Helena Bobrow String Ensemble and the Sunation Show Chorus. During the evening, guest artist and philanthropist Patrick Gaughan will create a painting to the music of the string ensemble. The painting will then be auctioned off by silent auction during the weekend show. Proceeds from the auction will be donated, half to the Community Center and half to the Florida Sheriff's Youth Ranch. Attendance at the party is by invitation, but the general public may purchase an invitation for \$25 per person. The actual art show will open Saturday morning at 9:00 am and close at 5:00 pm. The show will open again on Sunday at 10:00 am and close at 3:00 pm.

Art media that will be presented include:

- paintings in oil, acrylics, and water colors
- drawings
- floral design (traditional form)
- painting inspired floral design (PIFD)
- Ikebana (Japanese Floral Design)
- Pottery
- Wood Carving and Photography

Artist entries will be judged and winners will be awarded cash prizes for first, second and third place. Prizes are sponsored by the Largo Senior Advisory Board, the Largo Volunteer Corps Advisory Board, Inc. and several anonymous donors. General admission for the public is \$3 per person.

A-5. Play! Unplugged: Just What the Doctor Ordered

Southwest Recreation Complex Manager McMahon reports that the "Play! Unplugged; Just What the Doctor Ordered" event and training is scheduled to kick off on Friday, March 9, with training at Southwest Recreation Complex from 6:30-8:00 pm. The training is open to parents, preschool teachers and recreation professionals and will teach attendees ways to have free and creative play at home or in the classroom.

The Play! Unplugged event will be held Saturday, March 10 from 2:00 – 8:00 pm in Largo Central Park. The park will be transformed into different themed play spaces using cardboard boxes, twine, pvc pipes, paints, sand, water, fabrics and so much more. The Boy Scouts will be facilitating a zip line, rope bridges, and tree climbing. The event concludes around the fire pit with a drum circle.

On Monday, March 12, there will be a Play! Unplugged train-the-trainer workshop at the Cultural Center from 9:00 am - 3:00 pm. The training will discuss the theory and value of play, how to create free and creative play and sustainability. The training and event has over 25 sponsors who have made this initiative possible. 3:00 pm. The training will discuss the theory and value of play, how to create free and creative play and sustainability. The training and event has over 25 sponsors who have made this initiative possible.

A-6. Barrington Nursing Home

Fire Chief Wallace reports that the life safety division of the fire department is actively working with the Barrington Nursing Home, 901 Seminole Blvd., to restore the fire detection and alarm system. The system was found to be out of service during the annual routine inspection of this licensed facility. The nursing facility has a population of over one hundred patients and was without a detection and notification system for a period of time prior to the inspection. The ownership and the management team of the Barrington are aware of the seriousness of not having a detection and alarm system and the fire department is working with the staff to ensure that the safety of the residents is the highest priority until the automated system is restored. Currently a 24-hour fire watch is in place for the entire facility until the system is restored.

A-7. Largo Central Park Nature Preserve

City Engineer Dicus reports that City Staff has received a letter from the Florida Department of Environmental Protection (FDEP) responding to the City's Soil Contamination Site Assessment Report for the Largo Central Park Nature Preserve. The City completed soil sampling and initial groundwater testing in 2010 and compiled and submitted the site assessment report in April of 2011. In FDEP's recent response letter the agency indicated that the City's proposed plans to remove contaminated soil around the Observation Tower will be accepted in order to address the soil contamination issues associated with the Nature Preserve. The letter does, however, indicate that some additional groundwater analysis will be required in order to complete the groundwater site assessment for the Nature Preserve. Also included in the letter, the FDEP has established the former Largo Landfill, located adjacent to the Nature Preserve, as a new site requiring a full assessment of groundwater and soil. In response to the FDEP letter staff is preparing a soil removal plan for the observation tower area as well as a scope of services for additional groundwater analysis required to achieve closure on the Nature Preserve site. Staff anticipates presenting these items for City Commission Approval at an upcoming meeting. City Staff is also working to prepare a scope of service to complete the required site assessment for the former Largo Landfill.

Other Items of Interest

M-1. Environmental Services Utilities Trades Foreman Black reports the Reclaimed Water crews repaired the following three service leaks on Thursday and Friday, February 23 and 24.

- Oak Wood Drive - Staff excavated down to the main line, replacing approximately 16 feet of service line. Staff restored the job site with sod and scheduled the asphalt repair with Public Works Streets & Drainage.
- Lake Palms Drive - Staff repaired the leaking service line by replacing approximately four feet of service line and a one-inch brass compression coupling. The job site was compacted and restored.
- Camelot Drive - Staff excavated down to the main line to shut off the corp valve to the leaking service line. A three foot section of service line was replaced and two one-inch brass compression couplings were installed.

M-2. Communications and Marketing Supervisor O'Connell reports, in December of 2011, Communications and Marketing began an online component to rental advertising. All available rental space across the City and specifications were added to Largo.com/rentals. Marketing material was distributed throughout the City and in approximately two months, we have received 22 facility requests for information online, 31 requests for rentals at the Cultural Center and 32 requests for Shelters in Largo Central Park. On average, we are receiving 1-2 requests daily for rentals at a City facility.

- M-3.** Police Chief Carroll reports that Lt. Stephen Slaughter and Officer Haley Sequeira assisted the Gulfport Florida Police Department with a mock inspection on February 27 and 28, 2012 in order to prepare their agency for the upcoming accreditation visit from the Commission for Florida Law Enforcement Accreditation (CFA).
- M-4.** Police Chief Carroll reports that the Largo Police Department will be hosting a two-day technician course for Vericom computers on March 5 and 6, 2012. The course will be taught by the manufacturers of the VC3000 and VC4000 which the department currently owns and utilizes for traffic homicide investigations. The VC3000 is a accelerometer computer device that is attached to a subject's vehicle to determine frictional values of roadway surfaces and values of acceleration and deceleration rates. As a result of hosting this class, we received two complimentary seats in an investigators' certification class focusing on the use of these devices.
- M-5.** Streets and Stormwater Supervisor Hoston advises that the construction crew worked on the following projects:
- Removed and replaced 75 feet of concrete curbing along 126th Avenue N at the entrance to Bellaire MHP
 - Completed installation of a concrete driveway apron at 2236 Buena Vista Drive and prepared the roadway area for asphalt
 - Jet-cleaned a 24 inch metal drainage pipe along an easement on Roberta Street to clear for the TV truck
 - Inspected an easement at 568 Seacrest Drive for fence installation
 - Inspected 980 7th St NW, Lot #3, in Lake Placid MHP for a possible right-of-way interference
- M-6.** Streets and Stormwater Foreman Henry advises that the maintenance crew worked on the following jobs:
- The Menzi completed mowing the ditch at Long Branch Apartments on Roosevelt Blvd.
 - Ditch bank re-nourishment at 126th Avenue is complete
 - Alley clean up near the old Community Center has begun
 - Half the mower crew worked throughout the City to keep up with regular maintenance
 - Street sweepers are trying to keep up with the heavy amounts of leaves dropping
 - Ditch bank re-nourishment at Indian Palms off of Walsingham Rd. has begun
- M-7.** Sign/Traffic Technician Hale worked on the following tasks:
- Made thirty-six 30" Stop signs, six No Parking Anytime signs, six No Parking this side of street signs, one parking name plate, four 30 MPH Speed Limit signs, and two Yield signs for installation
 - Made two City Seals and three vehicle numbers for the Fleet Division to install on City vehicles
 - Replaced twenty-one Stop signs in the following locations - two at Howard Drive and 1st Avenue NW, two at Howard Drive and 2nd Avenue NW, two at Howard Drive and 3rd Avenue NW, 8th Avenue NW and 12th Street NW, 8th Avenue NW and 11th Street NW, 4th Avenue NW and 10th Street NW, 5th Avenue NW and 10th Street NW, Tralee Street and 5th Avenue NE, Highland Avenue and 5th Avenue NE, 6th Street SW and 6th Avenue SW, Ridge Road and 5th Avenue SW, two at 1st Avenue NE and 6th Street NE, 2nd Street SE and 8th Avenue SE, 9th Street NW and 6th Avenue NW, 10th Street NW and 8th Avenue NW, and two at 10th Street NW and 6th Avenue NW
 - Replaced two Yield signs at 1st Street SW and 1st Avenue SW and at 1st Street SW and Cleveland Avenue
 - Replaced a No Parking Anytime sign on 4th Street NE
 - Replaced a parking name plate in front of the Public Works Administration building
 - Installed two No Parking this side of Street signs and posts on the south side of 4th Avenue SW at Ridge Road
 - Installed two 30 MPH Speed Limit signs on the South side of Adrian Avenue

- Placed the message board sign on 126th Avenue N to notify the public of an upcoming Streets and Drainage construction job

M-8. Spray Technician Doolittle performed aquatic treatment at the following locations:

- 6th Avenue NE - treated .5 acres of Primrose Willow with Weedestroy and Knockout
- 7th Avenue NE - treated .75 acres of Primrose Willow and Castorbean with Weedestroy and Knockout
- 8th Avenue NE - treated 1.25 acres of Castorbean, Primrose Willow and Water Hemp with Weedestroy and Knockout
- San Remo Drive - treated 1 acre of Barnyard Grass with Weedestroy and Knockout
- Balboa Lane - treated 2 acres of Alligatorweed and Water Hemp with Weedestroy and Knockout
- Eaton Drive (Pond) - treated .30 acres of Duckweed with Weedestroy and Knockout

M-9. Solid Waste Manager Gordon reports that Pinellas County will hold its annual Household/Business Electronics and Chemical mobile collection on Saturday, March 17th from 9am-2pm at the Home Depot on Ulmerton & Seminole Roads. City of Largo Solid Waste employees will be on hand to assist the County with the set up and operation of this collection effort.

M-10. Special Events Coordinator Newsome is pleased to report the Pinellas County Council Parent Teacher Association (PCCPTA) Health and Safety Fair was held on Saturday, February 25th at Largo Central Park. The event drew about 1,500 patrons between 10:00 am and 2:00 pm who enjoyed live entertainment, a bike rodeo, healthy snacks, laser tag, and much more. The event was co-sponsored by the City of Largo and the association has already asked about coming back again next year.

M-11. Community Center Manager Ankerberg is very pleased to report that last Saturday evening's initial "kick-off" performance in the black box theater (Studio A) was a success. The show, "A Night At The Oscars" performed by the 25 member Sunstation Show Chorus was a very elegant 90 minute show that received a standing ovation at the end from the nearly 70 patrons, who donned dressy evening attire and paid \$8 to see the show. A quote from one senior audience member - "this is an exceptional show, of the right kind of music, excellently performed by persons of our age. I really enjoy this type of show."

M-12. Cultural Center Business Manager Palumbo is pleased to report that this past week the Cultural Center hosted four productions of Funny Girl, four children's productions of Jack & the Beanstalk, two Lions Clubs Kings of Country, four day rental of Another Time Around, children's consignment sale, two Eight O'Clock Theatre auditions and two meetings of the Historical Society.

The following items should also be noted:

Eight O'Clock Theater opened this past weekend with Funny Girl. The first 3 shows were sold out! Due to popular demand, an additional Funny Girl performance was added for March 7, 2012 at 8:00 pm and tickets sales are brisk.

Last week, there were 965 ticket sales for 34 different productions. Ticket revenue was \$20,230. There were 162 new ticket buyers (the highest ranked zip code was The City of Largo with 23% represented).

M-13. Assistant Parks Superintendent Michael DePappa reports the following projects have been completed by the Parks Administration and Technical Services Crews:

- Trimmed palms at the Emergency Operations Center and 5th - 8th Avenue Northeast
- Removed laurel oak on 123rd Avenue
- Raised limbs on Kensington Oak Place
- Cleaned and hauled away wood chips from stump grinding on Oval Drive
- Trimmed low limbs and removed dead branches from Oak trees around Public Works Administration

- Removed dead Maple tree on Euclid Circle
- Chipped brush around Highland Lake to get ready for the grand opening
- Removed large oak limb over the roof at Bayhead Complex
- Put up new pennant flags at the Largo Sports Complex and Highland Recreation baseball fields

M-14. Parks and Community Support Foreman Hinrichs reports the following projects have been completed by the parks maintenance staff, community support crew, spray technician and horticultural technician:

- Completed daily maintenance on mowers and power hand tools.
- Maintained properties and completed site inspections.
- Changed trash and dog waste bags in all the neighborhood parks and all trash cans on West Bay Drive, Clearwater-Largo Road and Largo Cemetery.
- Serviced restrooms and trash removal at Southwest Recreation playground area and Northeast Park.
- Detailed all work vehicles and ground maintenance equipment.
- Determined the number of new trees needed and ordered 45 new trees from Cherry Lake Nursery. These trees will be installed at Henrietta Ave. and Jean Street within the next 2 weeks. Also requested and received right-of-way permit.
- Detailed West Bay Drive, Clearwater-Largo Road (jasmine, hedges and turf)
- Finished re-mulching Highland Recreation pond tree beds.
- Cut down and removed invasive exotic plants (pepper trees, etc) at Bonner park. All tree stumps were treated with Garlin to prevent re-growth.
- Cleaned excessive graffiti off of picnic benches and shelter poles at Northeast Park.

M-15. Park Supervisor Greg Wright reports the following projects were completed by the Largo Central Park Crew:

- Weekly maintenance of 180 parkland acres at Largo Central Park Nature Preserve, Central Park and the library including openings, closing, grounds maintenance, mowing, trash, bathrooms, blowing, boardwalks and hard-scape inspections.
- Twelve reserved shelters serviced this past Saturday and Sunday. Parking lots were completely full both days.
- Set up Special event Health and Safety Fair (co-sponsored). This included the show-mobile, 8 barricades, 80 tables, 150 chairs and extra trash receptacles. Supervised three community service workers this past week.
- Took down two 20x40 tents, tables and chairs for Largo Central Railroad yearly event. Applied 180 gallons of liquid fertilizer to flowering shrubs.
- Checked and sprayed florescent paint on all sidewalk cracks with a 1/4" or more raise causing a tripping hazard. This is inline with the City's sidewalk standards.
- Applied 1 pallet of fertilizer to turf in Largo Central Park.
- Cleaned pond filters at Feed Store, Library and Railroad pond.
- Delivered 180 native plants to the butterfly garden at the Largo Central Park Nature Preserve. These were installed by volunteers.
- Installed 2 new telescopes at Largo Central Park Playground.
- Daily graffiti clean up at shelters.
- Bathrooms get cleaned and serviced 3 times on weekends due to the amount of use they get.
- Cleaning North fence line along the library.

UPCOMING MEETINGS & EVENTS

Master Calendar

<p>Mar 01 Thursday</p> <p>6:00pm Planning Board Meeting <i>Commission Chamber</i></p>	<p>Mar 05 Monday</p> <p>8:30pm Community Development Advisory Board Meeting <i>Community Room</i></p>	<p>Mar 06 Tuesday</p> <p>6:00pm Commission Meeting <i>Commission Chamber</i></p>	<p>Mar 10 Saturday</p> <p>2:00pm Play Unplugged <i>Largo Central Park</i></p>
<p>Mar 12 Monday</p> <p>6:00pm Community Development Advisory Board <i>Community Room</i></p>	<p>Mar 13 Tuesday</p> <p>8:00am Commission Work Session <i>Community Room</i></p>	<p>Mar 14 Wednesday</p> <p>1:00pm MPO Meeting <i>315 Court Street, Clearwater</i></p>	<p>Mar 15 Thursday</p> <p>5:00pm Library Advisory Board Meeting <i>Library Admin. Conf. RM</i></p> <p>6:00pm Historic Preservation Advisory Committee <i>Community Room</i></p>
<p>Mar 20 Tuesday</p> <p>6:00pm Commission Meeting <i>Commission Chamber</i></p>	<p>Mar 21 Wednesday</p> <p>9:00am PSTA Board of Directors' Meeting <i>3201 Scherer Dr., St. Petersburg</i></p> <p>1:00pm Pinellas Planning Council (PPC) Meeting <i>315 Court Street, 5th Floor, Clearwater</i></p>	<p>Mar 23 Friday</p> <p>6:00pm Movie & Campfire in the Park <i>Largo Central Park</i></p>	<p>Mar 26 Monday</p> <p>6:30pm RPA Advisory Board Meeting <i>Southwest Complex</i></p>

Commission Action Items
Update for Week Ending March 1, 2012

February 7, Regular Meeting

- 1) Mayor Gerard has requested that staff contact Mr. Sandmann regarding the "Three Feet Please" campaign.

Assistant to the City Manager Evans has contacted Mr. Sandmann and a meeting will be scheduled in the coming weeks to derive a marketing strategy to help promote the "Three Feet Please" bicyclist safety campaign.

February 21, 2012, Regular Meeting

- 2) Request by Vice Mayor Crozier that any future inter-local recreation services agreements be presented at a Work Session.

Director Byrne advises that all future recreation services Interlocal service agreements will be brought to a Work Session.

PROPOSED WORK SESSION SCHEDULE

Work Session

<p>Mar 13 Tuesday</p> <p>8:00pm</p> <p>01 CIP Review (OMB)</p>	<p>Apr 10 Tuesday</p> <p>8:00pm</p> <p>01 Annual Audit Presentation (F) 02 Golf Course Update (RPA/AD) 03 Urban Forest - ECO Sys Svcs-Tree Report 04 WBD Property Disposition (CD) 05 Pavement Management Program (CD)</p>	<p>May 08 Tuesday</p> <p>8:00pm</p> <p>01 Confirmation/FY2013 Budget Direction 02 Golf Course Update - Part 2 03 CDC Update (CD) 04 CDBG Action Plan 05 Grease Ordinance</p>	<p>Jun 12 Tuesday</p> <p>8:00pm</p> <p>01 Stormwater Update (CD) 02 LAP Certification</p>
<p>Jul 10 Tuesday</p> <p>8:00pm</p> <p>01 CDC Update (CD)</p>	<p>Aug 14 Tuesday</p> <p>8:00pm</p> <p>Future Work Session</p>	<p>Aug 17 Friday</p> <p>12:00pm</p> <p>01 FY 2013 Budget Review</p>	<p>Sep 11 Tuesday</p> <p>8:00pm</p> <p>Future Work Session</p>
<p>Oct 09 Tuesday</p> <p>8:00pm</p> <p>Future Work Session</p>	<p>Nov 13 Tuesday</p> <p>8:00pm</p> <p>Future Work Session</p>	<p>Dec 11 Tuesday</p> <p>8:00pm</p> <p>Future Work Session</p>	<p>Jan 08 Tuesday</p> <p>8:00pm</p> <p>Future Work Session</p>