The Week in Perspective
City Manager's Report

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

Report No. 1006
July 20 – July 26, 2012

Administrative Issues

A-1. Administrative Budget Transfers

The Solid Waste Division within the Public Works Department is purchasing software to perform route optimization. This item is being presented to the City Commission for award at the August 7 Regular Meeting. The budget includes $35,000 for the purchase, including licenses of route optimizing software. However, a total of nearly $80,000 is needed for the software purchase, licenses and for set up of the new routing software by pre-loading the City's data to establish current routes and to allow for any optimization performed by the software implementation staff. By having this implementation work done, it will allow City staff to immediately start utilizing the software program without any down time. The shortfall in the budget of this project can be made up by operating savings identified in the tipping fees account within the Bulk Container Program. The budget transfer will move $45,000 of tipping fee savings to professional services for implementation of the new software.

The Recreation, Parks and Arts administration program budget included the Recreation System software purchase in the software account (.59), however, not all associated costs were for software. They included hardware, back-fill of staffing to allow for employees to be trained and implementation costs. This budget transfer will move a total of $39,300 among several other accounts to account for the different types of purchases other than software associated with this project.

The Housing Division within the Community Development Department has CDBG funding programmed for housing rehabilitation that will be re-directed to fund a project from the CDBG Action Plan alternate list as recommended by CDAB and recently approved by the City Commission. The project entails rebuilding a portion of road and sidewalk on Ridge Road. This budget transfer will move $67,100 from a CDBG operating account (.34) to a CDBG capital account (.63) to cover the cost of construction.

A-2. New Largo Businesses – Week ending July 21, 2012

Name of Business	Address	Type of Business
Appliance Gallery	13055 Starkey Rd.	Retail Appliance Store
Uncle Franks, LLC	7500 Ulmerton Rd #19	Restaurant
We Care Massage Professionals	801 West Bay Dr #329	Massage Establishment
Diagnostic Clinic	1301 2nd Ave SW	Medical Doctor - R.M. Rafi, Jr. M.D. Osteopathic Physician-Thomas Carpenter, D.O.
Bonsai Holistic Spa, The	400 Lake Ave	Chiropractic Physician – Craig Mencl, D.C.

A-3. Request for Proposals for the 500 Block of West Bay Drive

The Request for Proposals (RFP) for the 500 Block of West Bay Drive has been issued via the website – **www.Largo.com/wbdproperty**. Economic Development Manager Brydon has begun to send email

notification of the RFP to developers and other entities that may have an interest in the property. In addition to the email distribution, the Community Development staff will be attending the 2012 International Conference Shopping Centers (ICSC) annual Florida Conference in August and will have a booth space during the second day of the event in Kissimmee, Florida. The RFP will also be posted on national websites including Urban Land Institute (ULI), Florida Gulf Coast Association of Realtors (FGCAR) and other appropriate websites.

A-4. Sanitary Sewer Overflow

Environmental Control Supervisor Quinn reports that on July 23, there was an overflow from two cleanouts into a retention pond. The overflow occurred at Building 2400, Monterey Lakes, 7501 Ulmerton Road and discharged approximately 500 gallons of domestic wastewater. Grease, rags and paper were the cause of the blockage in the impacted line. The line was jetted by City staff and the blockage was cleared and removed. The spill was contained in the retention pond, no samples were collected. The overflow was reported to the appropriate authorities.

A-5. Peracetic Acid Pilot Test

Environmental Services Assistant Director Glascock reports that the Peracetic Acid (PAA) pilot test is underway at the Largo Wastewater Reclamation Facility (WWRF). The City is currently under a consent order with FDEP because of disinfection byproducts associated with using chlorine. PAA is a chemical combination of hydrogen peroxide and acetic acid that is being evaluated as an alternative disinfection process. Testing will take place with two providers of the product to show its effectiveness in killing fecal coliform bacteria as well as other process parameters. Testing will evaluate different dosage rates and contact times. A side-stream flow of the plant effluent is pumped into an 18,000 gallon tank along with the PAA feed to simulate actual conditions on a smaller scale. Provided that the test results are positive, staff will recommend moving forward with design and construction of the necessary tanks and equipment for full-scale operation. If the pilot testing is not successful, the alternative will fall back to ultraviolet disinfection. The pilot test is anticipated to take approximately one month.

A-6. Wastewater Reclamation Facility Tour

Environmental Services Assistant Director Glascock reports that operations, maintenance, and support staff from the City of Port Orange visited the Largo Wastewater Reclamation Facility (WWRF) on July 24. Port Orange is a small city between Daytona Beach and New Symrna Beach, and has a “sister” plant designed by the same engineering firm, Quentin Hampton, as the Largo facility. The Port Orange facility recently received a new operations permit from FDEP with much tighter parameters that they are not meeting. Shift Supervisor Winkler gave the group a tour of the Largo facility and provided significant operational information for them to use for improving their own operation. It was extremely evident that the Port Orange group was impressed with the Largo WWRF and staff's knowledge and experience. ES staff plan on staying in touch with the Port Orange staff to offer advice and assistance as necessary.

A-7. Joint Training – Inspector's Training and Certification Program

Environmental Services Utilities Trades Foreman McMath reports that TV Line Maintenance staff, in coordination with Engineering Personnel, set up and participated in a CIPP (Cured-In-Place Pipe) installation and inspection course. The class was given by NASSCO, an approved City vendor who has provided sewer industry inspector training in the past. Training was a day and a half and also included a certification test. The purpose of the training was to ensure the TV operators and inspectors are working together with the same data and terminology while inspecting the lined sewer pipes. Crew members from ES who attended the training were Doug Anderson, Carl Depew, David Fici, Robert McMath, and Steven Niendorf. Engineering members included Tim Calvit, Leland Dicus, Brian Highnote, and Jim Wheaton.

A-8. Assistant Library Director Malham

Library Director McPhee reports that Library Services Coordinator Geri Malham has been promoted to Assistant Library Director effective August 5. Ms. Malham has worked at the Library for 25 years in

many capacities and is a dedicated, conscientious and hard working staff member. Congratulations, Geri, on your promotion.

Other Items of Interest

M-1. Environmental Services Utilities Trades Foreman Scherer reports that staff returned to Lift Station No. 7 to install a new antenna, replacing the one that was damaged during the recent storm event. Staff installed a new 20-foot pole to the building using a roof bracket and installed the antenna, new coax cable and connectors, and a grounding clamp. In addition, staff configured the SCADA system to digipeat off of Lift Station No. 23 due to distance from the repeater site. Staff tested all of the equipment and station operations to ensure that everything was properly installed and working.

M-2. Library Director McPhee reports the Greater Largo Library Foundation (GLLF) will begin booking the artwork for the Library Gallery this Fall. The change will be beneficial to the library in coping with reduced staffing levels and in the quality of the artwork displayed. The connections GLLF makes through the Art Hop, a Spring event now in its fifth year, will offer greater access to local talent. Prospective artists will submit an application and a sample of their work to the committee for approval. A donation to the GLLF is suggested to the artists that display in the Gallery. In the interim, GLLF volunteers coordinated an exhibit of work from various local artists who have participated in the Art Hop including David and Kim Braun; Debi Hunter; and Carolann Mancuso. The exhibit will run through August.

M-3. Streets and Stormwater Foreman Henry advises that the maintenance crew worked on the following jobs:

- The asphalt crew worked throughout the City repairing numerous potholes
- The mowers and sweepers worked regularly scheduled routes
- The street sweeper began working nights on major corridors on July 22
- Completed clean up of large trees that were blown over in Acorn MHP and in the northwest section of the City
- Removed sediment from the catch basin box near the Public Works Yard that was creating drainage problems

M-4. Streets and Stormwater Senior Technician Whitmire advises that the construction crew worked on the following projects:

- Removed and replaced sidewalks at 6th Ave SE, 7th St SE and 16th Ave SW
- Ground down sidewalk at Oakdale Lane N due to raised areas creating a trip hazard
- Tore out and repaired retaining wall damaged by a Solid Waste truck on Oakhurst Road
- TV'd a storm sewer line for possible future repair of catch basin on Markley Drive
- Reset storm drain lid on Knollwood Drive

M-5. Sign/Traffic Technician Hale worked on the following tasks:

- Straightened the following 22 leaning signs - Street name signs at Georgia Circle, Pedestrian Crossing sign at Josephine Road and Indian Rocks Road, Street name signs at Cork Street NE and 8th Avenue NE, Pedestrian Crossing Pre-Warning sign at Clearwater/Largo Road and 4th Avenue NW, Two Curve Warning signs at Donegan Road and 8th Avenue SE, Street Name signs at

McMullen Road and Alternate Keene Road, two red End of Road Object Markers on 11th Avenue NW, two Stop signs at 10th Avenue NW and 10th Street NW, Speed Limit sign at 10th Street NW and 8th Avenue NW, two Stop signs and one Dead End sign at Howard Drive and 2nd Avenue NW, a No Parking sign and a Do Not Enter sign at Howard Drive and East Bay Drive, a Stop sign at Dryer Avenue and Martin Street, a Stop sign at Maiden Lane and Adrian Avenue, a Speed Limit sign on Dryer Avenue, a Bus Stop sign at Trotter Road and Elyria Avenue, a Stop sign at Lake Allison Drive and Central Park Drive, and a Speed Limit sign at 2nd Avenue NW and Clearwater/Largo Road

- Installed 15 red sign post reflectors on Stop sign posts in the following areas - one at 6th Street NE and East Bay Drive, two at 8th Street NE and 2nd Avenue NE, one at 8th Street NE and 1st Avenue NE, one at 8th Street NE and East Bay Drive, one at 7th Street SE and 8th Avenue SE, one at Lake Allison Drive and Century Drive, one at Lake Allison Drive and Central Park Drive, one at each of the three Library exits on the East side of Central Park Drive, one at four of the Central Park Drive and the Cultural Center exits on the west side of Central Park Drive
- Installed a new Stop Ahead Warning sign on 8th Street NE for northbound traffic approaching the intersection of 2nd Avenue NE and 8th Street NE
- Replaced brackets on leaning street name signs in the following two areas - Dryer Avenue and Martin Street, and Maiden Lane and Adrian Avenue
- Replaced a broken sign post on an End of Center Lane Turn sign hit by a car on Clearwater/Largo Road at Stremma Road
- Removed large stickers off of the following signs - Do Not Enter sign at 3rd Street NW and 1st Avenue NW, a Stop sign at Ridge Road NW and 2nd Avenue NW, and a Right Turn Only sign at Ridge Road NW and West Bay Drive
- Installed a thermoplastic handicap symbol in the handicap parking space at Fire Station #42
- Replaced eight flexible delineator posts at the following locations - five on Clearwater/Largo Road, one on Howard Drive, one on Keene Road, and one on Rosery Road

M-6. Fleet Manager Moore reports that forklift training and certification will be completed this week for the entire Fleet Management Division.

M-7. Facilities Manager Harwood reports that foundation work and construction of concrete block walls continues on the Highland Recreation Center project. Installation of the steel joists for the roof of the gymnasiums will begin this week. The project remains on schedule in spite of the inclement weather we have been experiencing. The new Recreation Center is scheduled to open in May 2013.

M-8. The renovations to the Lab at Environmental Services are on-going. The contractor is in the process of installing the air conditioning system in the building. Painting and final touch ups are scheduled for this week. A final walk through and completion of all punchlist items are anticipated by the end of July.

M-9. Painting of the hardscapes on West Bay Drive is approximately 20% complete. This work has been slowed by the recent rains. Painting of equipment in Ulmer Park area has been completed. The contractor is currently working on the trash receptacles, benches and handrails on the south side of West Bay Drive.

M-10. Structural reinforcement of the mechanical penthouse roof on the third floor of City Hall began last week. The welders are working during the evening hours to complete this work. The replacement of the roof membrane on the penthouse started last week and should be completed by next week. The contractor will then move operations to the occupied areas of City Hall on the second floor.

M-11. Three potential firms for the Construction Manager at Risk Services for the Police Department Hardening Project have been interviewed. A public meeting will be held July 27 to review the presentations and rank the individual firms. A recommendation for award will be presented to the City Commission for approval in August.

M-12. Highland Recreation Program Manager Pincince reports that the summer camp talent shows will be held this week. The Recreation, Parks and Arts Department received a $750 sponsorship from MedExpress for the talent shows. The talent shows will be held at the following locations:

- Highland Cool Kids will be held on July 26 at the Largo Community Center
- Camp Funshine will be held on July 27 at the Largo Community Center
- Southwest Kid City will be held on July 27 at the Southwest Recreation Complex

M-13. Cultural Center Box Office Supervisor Seaman is pleased to report outstanding ticket sales for the weeks of July 9 and July 16. There were 1,235 tickets sold, which brought in $33,295 in revenue. Contributing factors to these numbers came from the following:

- Tickets went on sale July 11 for The 5th Dimension, Marty Stuart and The Machine, with 175 tickets sold. All three shows will be presented in January 2013
- The Zombies concert to be held July 27 will be playing to a sell-out crowd. There were 100 tickets sold this past week, bringing the total (to date) to 320
- Eight O'Clock Theatre's production of Nunsense II came to a close on July 22 bringing in 1,900 patrons to the Cultural Center. This July production surpassed last year's July production by selling 98% more tickets. Total attendance was 1,904
- In addition, single tickets for all Eight O'Clock Theatre productions also went on sale which resulted in selling 376 tickets to the next five 2012-2013 productions

M-14. The second week of the final Summer Theater Camp has started and the kids are getting ready for the performances of The Music Man, Jr. to be held on August 3 at 7 pm and August 4 at 11am. Tickets for both public shows are on sale now through the Box Office at 587-6793.

M-15. The following rental events were confirmed and contracted during the past week at the Cultural Center:

- Baby shower
- Wedding ceremony and reception
- Church services

The following inquiries were made for rental space during the past week at the Cultural Center:

- Memorial service
- 3 wedding receptions

Proposals were sent for the following event:

- 50th birthday celebration

M-16. Athletic Manager Potts reports that the summer adult softball program has begun and will run through the end of September at the Whitesell Softball Complex and the Southwest Recreation Complex. Eighty-one teams have registered for the current season in both the Men's and Coed Divisions.

M-17. Golf Course Manager Potts reports that recent maintenance on the course has included aerification and top dressing of the greens, which helps to maintain health and playability of the course. Overall, the condition of the golf course is great and the greens especially are in outstanding condition this summer. Additionally, the summer leagues being offered have continued to do well with between 30-35 participants nightly on league nights. In addition to the league play, the summer special for Junior Golfers has continued to gain popularity with more and more young golfers showing up to take advantage of the great summer rate.

M-18. Aquatics Manager Abdo reports that the final Flick n Float family movie, Iron-man II, was a huge success with its super hero theme. The movie attracted 169 individuals yielding $859.50 in revenue plus another $86.50 in concession sales. This was the largest attendance for the season. Event sponsors include Ideal Design Events, Chick-fil-A Largo, Olive Garden Largo Mall, Dana Crane, Licensed Massage Therapist (LMT), #MA60718 and Donald Stott, LMT, #MA59338.

M-19. 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.

- Set up the inflatable movie screen for Flick n Float event at Southwest Pool
- Cut and sprayed herbicide on the air potato, pepper trees, lead trees and other invasive exotic plants at Bonner Park
- 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, Bayhead and Northeast Park for daily summer camps
- Detailed all work vehicles and ground maintenance equipment

M-20. Assistant Parks Superintendent DePappa reports the following projects have been completed by the Parks Administration and Technical Services Crews:

- Cleaned up large limbs in McMullen Park
- Trimmed Sable Palms along sidewalk at the Largo Cemetery
- Trimmed all street trees along South Central Park Drive and 8th Avenue
- Trimmed low limbs and removed deadwood from trees in North parking lot at Lake Villa
- Removed deadwood from trees in Northwest Park
- Raised all trees to seven feet at Woodrow Park
- Trimmed alley behind East Bay Auto Service
- Trimmed sidewalk along Highland Avenue in front of City Hall
- Completed work on the new owl enclosure at McGough Nature Park

M-21. Buccaneer Landscape Management, the City's mowing contractor, has taken over the maintenance of three additional properties. The properties are City Hall, Largo Community Center, and Ulmer Park. At this time, Buccaneer Landscape maintains forty-five properties for the City of Largo.

M-22. Largo Central Park Supervisor Wright reports the following projects were completed by the Largo Central Park Crew:

- Replaced pump at the Library court yard pond
- Mulched Library parking lot
- Sprayed nine gallons of Round Up for weeds at the Library
- Raked and cleaned leaves, moss and sticks on crimson stone beds
- Sprayed 18 gallons of Round Up for weeds at train track, Feed Store and parks administration
- Cleaned filters for all six ponds and fed fish
- Replaced sand in playground sandbox
- Weekly maintenance of 180 parkland acres at Largo Central Park Nature Preserve, Central Park and the Largo Library including openings, closing, grounds maintenance, mowing, trash, bathrooms, blowing, boardwalks and hard scape inspections
- Serviced nine reserved shelters
- Supervised five community service workers

M-23. Parks Superintendent Brown is pleased to report attendance has been stellar at the last two night hikes at George C. McGough Park. The last two hikes had attendance of 32 and 48 participants respectively. The hikes are held monthly and led by Recreation Leader, Peggy Mann, who is a trained Florida Master Naturalist, a certification provided through the Extension Service.

UPCOMING MEETINGS & EVENTS

Master Calendar

Jul 27 — Friday
- 10:00am CWA Wage Opener — Community Room

Jul 30 — Monday
- 6:00pm Finance Advisory Board Meeting — Commission Chambers

Aug 01 — Wednesday
- 11:00am Joint Land Use Transportation Working — Community Room

Aug 02 — Thursday
- 6:00pm Planning Board Canceled — Commission Chamber

Aug 06 — Monday
- 6:00pm Finance Advisory Board Meeting — Lobby Conference Room
- 6:30pm Community Development Advisory Board Meeting — Community Room

Aug 07 — Tuesday
- 1:30pm PBA Contract Negotiations — Community Room
- 6:00pm Commission Meeting — Commission Chamber

Aug 09 — Thursday
- 1:30pm Police/Fire Retirement Plan Bargaining — Community Room

Aug 14 — Tuesday
- 6:00pm Commission Work Session — Community Room

Aug 17 — Friday
- 12:00pm FY 2013 Budget Work Session — TBD

Aug 21 — Tuesday
- 6:00pm Commission Meeting — Commission Chamber

Aug 22 — Wednesday
- 9:00am PSTA Board of Directors' Meeting — 3201 Scherer Dr., St. Petersburg

Aug 30 — Thursday
- 1:30pm Code Enforcement Board Hearing — Commission Chamber

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Commission Action Items
Update for Week Ending

April 17, 2012, Regular Meeting

1. Request by Commissioner Brown that a Work Session discussion be scheduled to discuss making the sign application process easier.

   Building Official Andrews reports that this item has been rescheduled for discussion at the August 14 Work Session.

July 3, 2012, Regular Meeting

1. Request by Commissioner Holmes that a Work Session be scheduled to discuss the possible use of Robo Calling to help enforce unauthorized signage placed in the City rights-of-way.

   City Manager Craig reports this issue will be discussed with Community Development Director Stricklin and a recommendation on Robo Calling will be brought to a future City Commission Work Session.

July 10, 2012, Work Session

1. Request by Commissioner Smith that a Work Session discussion regarding a domestic partnership registry ordinance be scheduled.

   City Manager Craig reports that this issue will be researched by Human Resources staff and brought to a future City Commission Work Session..

2. Request by Mayor Gerard that information be provided regarding the feasibility of providing domestic partnership benefits for City employees.

   City Manager Craig reports that this issue will be researched by Human Resources staff and brought to a future City Commission Work Session..

PROPOSED WORK SESSION SCHEDULE

Work Session

Aug 14 — Tuesday
6:00pm
01 Health Insurance (HR)
02 Sign Permitting (CD)
03 Odor and Corrosion Control Study (CD)

Aug 17 — Friday
12:00pm
01 FY 2013 Budget Review

Sep 11 — Tuesday
6:00pm
01 Stormwater Update (CD)
02 CDC Update (CD)
03 Urban Forest - Tree Report (RPA)
04 Economic Impact of Poverty (County)

Oct 09 — Tuesday
6:00pm
01 Transit Oriented Plan Amendment (CD)

Nov 13 — Tuesday
6:00pm
Future Work Session

Dec 11 — Tuesday
6:00pm
01 CDC Update (CD)

Jan 08 — Tuesday
6:00pm
Future Work Session

Feb 12 — Tuesday
6:00pm
Future Work Session

Mar 12 — Tuesday
6:00pm
Future Work Session

Apr 09 — Tuesday
6:00pm
Future Work Session

May 14 — Tuesday
6:00pm
Future Work Session

Jun 11 — Tuesday
6:00pm
Future Work Session

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