



# The Week in Perspective

## City Manager's Report

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

Report No. 1188  
January 22, 2016 – January 28, 2016

### Administrative Issues

#### **A-1. City Manager Recruitment Update**

Human Resources Director Sinz reports that the City Manager recruitment period to accept applications will conclude at the close of business Friday, January 29, 2016. Mr. WD Higginbotham of the Mercer Group has been receiving applications and ensuring recommended candidates meet the qualifications set forth by the City Commission. The following information outlines the interview schedule:

February 12 - Telephone interviews anticipated from 8:00 am to 5:00 pm, Community Room - City Hall

February 23 - Meet & greet reception, 6:00pm to 8:00 pm - Community Room, hors d'oeuvres and punch

February 24 – Finalist interviews anticipated from 8:00 am to 5:00 pm\* - Commission Chambers- City Hall

\*Depending on number of people to be interviewed

Mr. Higginbotham will be providing packets of information on each potential candidate prior to the telephone interviews. Additional background information will be provided on the finalist candidates prior to the finalist interview date.

#### **A-2. Wet Weather and Disinfection Effluent Projects Receive Top Grade From FDEP**

City Engineer Woloszynski is pleased to report the City has received an overall satisfactory grade, the highest grade available from the Florida Department of Environmental Protection (FDEP), on the FDEP State Revolving Fund (SRF) Compliance Audit and Interim Inspection. The official audit and on-site inspection was a two day process involving in-depth assessment and review of the City's Wet Weather and Disinfection construction projects that are being funded through the FDEP low-interest SRF loan program. The audit included a review of engineering plans and construction documents, asset management plans, compliance administration, contractor progress, Davis Bacon labor laws and American Iron and Steel compliance, and all inspection reports and project payments. The City received a satisfactory rating on all 17 audit items as a result of pre-planning and preparation efforts between Engineering Services, Environmental Services Department, and the Finance Department.

#### **Road and Lane Closures Due To Construction**

Road Location	Closure Date	Description of Work
Willow Ave. at Fulton Dr. S.	1.4.16 to 2.15.16	Sanitary Pipe Construction
Southridge Dr. from Highland to S. Hillcrest to Ponce De Leon	1.5.16 to 1.25.16	Sanitary Pipe Construction
Wyatt St. between King St. and Clearwater-Largo Rd. (CSX Crossing)	1.5.16 to 2. 23.16	Sanitary Pipe Construction
Oak Wood Dr. @ Forest Pkwy N.	1.4.16 to 1.29.16	Sanitary Pipe Construction/HDD

**A-3. Missouri Avenue Sinking Manhole Repair**

City Engineer Woloszynski reports that the City of Largo has received permit approval from the Florida Department of Transportation (FDOT) for the sinking manhole repair on Missouri Avenue in front of the AMSCOT near WalMart. The City held a meeting with FDOT and the City's contractor, All American, to discuss the schedule and lane closures. Work will begin around the second week in February with dewatering and traffic control. The traffic control will reduce the southbound lanes on Missouri to one lane during the entire construction process. Signs will be installed to help direct traffic around the construction and to local businesses. Please drive safely and be aware of your surroundings to keep all workers, motorists, and other users of the corridor safe during construction.

**A-4. Hillsdale Avenue Demolition**

Housing Manager Anderson reports the demolition of 3221 Hillsdale Avenue is completed. The City Commission approved foreclosure proceedings for this property due to large outstanding code enforcement liens created by a vacant substandard structure. Engineering secured fill dirt for a large swimming pool hole to eliminate a potential hazard during the demolition bidding and contract process. In addition, Parks and Recreation trimmed one of the trees on the property to allow the truck access to deliver the fill dirt.

The City Commission approved Ordinance No. 2016-01 on October 20, 2015 which provides for the sale of the property to Pinellas Habitat for Humanity for the construction of a new affordable house for a qualifying family. The construction will begin after the transfer of the property to Habitat for Humanity is completed.

**A-5. New Largo Businesses – Week ending January 23, 2016**

<b>Name of Business</b>	<b>Address</b>	<b>Type of Business</b>
U Spa	14219 Walsingham Rd	Massage therapy

**Other Items of Interest**

**M-1. Environmental Services Department Employee Acknowledgments**

- Environmental Services Director Kety reports that Wastewater Collection Manager Brown has been identified as a student who is qualified to join the National Society of Collegiate Scholars. Mr. Brown is a student of University of Phoenix and taking courses to achieve his Associates of Arts Degree in Business. Environmental Services Management would like to congratulate Mr. Brown on his accomplishment.
- In addition, the following four employees passed their NASSCO Pipe Assessment Certification this past week: Jimmy Hayes and Jim Hipp, Environmental Specialist I; Jesse Miller, Wastewater Collection Technician Trainee; and Carlos Moreno, Wastewater Collection Technician I. Part of the NASSCO certification program includes: (1) A summary of the program; (2) Modification/Adoption of standard codes and ratings; (3) Training and certification of operators; (4) Standard NASSCO data format; (5) Certification of software vendors; (6) Guidelines for mapping of data results; and, (7) Condition rating for pipelines.
- Environmental Services Director Kety is also pleased to report that the 2016 Environmental Services Department Safety Team received acknowledgment from City Manager Craig for their efforts in keeping safety first. The new 2016 Chairperson for the Team is Robert McMath, Utilities Supervisor.
- Environmental Services Utilities Supervisor Scherer reports that lift station personnel George Walker, Jeb Barnard, and Neil Johnson assisted the Public Works Solid Waste Division with relocating a trash compactor at the Pinch-a-Penny business complex off of 62nd Avenue. Using a ten ton crane, staff removed the old compactor and loaded it onto the Environmental Services trailer. Staff safely secured the unit and transported it to the Starkey Recycling Center.

- Environmental Services Wastewater Collection Manager Brown reports that in support of the Wet Weather consent Order construction project, Lift Station personnel attempted to open a valve located just south of Keene Park Drive and Seacrest Drive to divert some of the systems' flow from the 150th Avenue interceptor to the Kent Place I-9 Interceptor. When staff opened the valve, no flow was evident through the new valve that was installed approximately three years ago. The Line Repair crew de-watered the area and excavated around the area of the old and broken valve. All attempts to open the old valve failed. George Walker, Utilities Mechanic I, never gave up and was persistent to get the valve open. Using the materials that were on hand, George was innovative in creating a device to accommodate the valve. The device worked, as he expected, and staff was successful in opening the valve and diverting the flow. All the members of the Wastewater Collections Division did an outstanding job on this project and showed what a great team can accomplish! Departmental Administration would like to express appreciation for all the hard work.

**M-2.** Highland Recreation Program Manager Pincince is pleased to report that the Highland Recreation staff partnered with Ponce de Leon Elementary to offer a Wellness Night at the school. There were 175 people who attended the event. The Recreation, Parks and Arts Department, Largo Police Department and Largo Fire Department were all on site with additional community organizations. The recreation staff also assisted in offering an obstacle course and fitness demonstrations.

**M-3.** McGough Nature Park staff are pleased to report:

- The McGough Nature Park took in \$457 in gift shop sales, classroom and shelter rentals, turtle food sales and donations to the park.
- The Nature Center had 657 visitors at the park this past week.
- The Birds of Prey volunteers and other volunteers donated 157 hours.
- The Nature in the Classroom volunteers provided a presentation at Blanton Elementary. The volunteers donated seven hours and collected \$30 in donations.

**M-4.** Aquatics Supervisor Abdo is pleased to report the following classes offered from the Aquatics Division:

- The Aquatics Division will offer an American Red Cross Lifeguard Class, in blended format, during the Pinellas County Schools Spring Break on March 21-23, 2016, at Southwest Pool. This training is required at all local government agencies in Pinellas County for lifeguard employment.
- The Aquatics Division will offer an American Red Cross Water Safety Instructor (WSI) class at Southwest Pool on Saturdays for individuals ages 16 and older. This class is required throughout Pinellas County local government agencies for swim lesson instruction and is highly recommended, along with Lifeguard certification, for employment.

**M-5.** Assistant Parks Superintendent Christman reports the following projects have been completed by the Parks Administration and Technical Services Crews:

Trades Worker:

- Installed new furniture at Playworld.
- Repaired the swings at Largo Central Park.
- Repaired the railing at Largo Central Park Nature Preserve.
- Repaired the wood fence at Northeast Park.
- Repaired the roof on the Parks shop shed.
- Conducted monthly playground inspections citywide.

Tree Crew:

- Removed a tree that had fallen on the trail at Bonner Park.
- Cleared traffic visibility problem at 4th Street and 3rd Avenue NE.

- Removed a limb that had fallen on to the sidewalk at 103 Cleveland Avenue.
- Removed a limb that was blocking the pedestrian sign at 8th Avenue and Seminole Boulevard.
- Removed several dead trees and limbs at the Largo Central Park Nature Preserve boardwalk.
- Removed low limbs that were blocking sign and hitting trucks on Gladys and Adrian.
- Removed low limbs around shelter and on walking trail at Southwest Park.
- Removed Queen Palms at 1150, 1160, 1175, 1185 San Remo Drive.

**M-6.** Parks Contract Supervisor Hinrichs reports the following projects have been completed by the Inmate Crew:

- Planted 105 Shefflera plants at Southwest Recreation Center and mulched the beds.
- Thinned out and removed some dead Bird of Paradise plants at Southwest Recreation Center.
- Cut down and removed unwanted trees along the walking path at Largo Central Park Nature Preserve.
- Applied five yards of mulch to the playground at Southwest Recreation Center.
- Delivered the chairs and tables to Southwest Recreation Center gym.
- Dug ten mud pits for the "Play Dirty" mud run event located at the old Renaissance property behind the Largo Library.
- Trimmed unwanted plants and tree branches growing onto the walking paths at McGough, Bonner, Northeast and Datsko Parks.

**M-7.** Parks Athletics Supervisor Gow reports the following projects:

- Completed daily maintenance on mowers and power hand tools.
- Set up and maintained ball fields at Little League, Whitesell and Southwest for League games.
- Completed irrigation inspections and repairs at several different locations.
- Applied winter fertilizer.
- Re-plumbed chemical tanks for the spray truck.

Second Inmate Crew:

- Removed rocks from the water feature at the Community Center.
- Helped trades worker fix rotten wood at the Largo Central Park shed.
- Cleaned the shop at the Parks Division.
- Assisted the Trades Worker with the landscaping project at Southwest Complex.
- Filled in a hole behind the Police Department.
- Installed signs at Largo Central Park Nature Preserve.

**M-8.** Streets and Stormwater Supervisor Anderson advises that the Open Conveyance Crew performed the following tasks:

- Assisted the Recreation, Parks and Arts Department with the setup of the Play Dirty Adventure Run.
- Attended Menzi muck training.
- Performed citywide refueling of designated locations and equipment.
- Attended the APWA Florida Chapter Public Works Institute, Module II, January 26 – 28.
- Mowed the drainage canal going south from Rosery Road to Woodbrook Drive.

- Mowed the drainage canal behind Publix on Indian Rocks Road at West Bay Drive.

**M-9.** Streets and Stormwater Supervisor Leiser advises that the construction crew worked on the following projects:

- Completed the Gatewood Drive underdrain project.
- Asphalt crew paved a 2' x 45' cutout at 333 Gatewood Drive and five large potholes off 14th Street NW.
- Filled in a depression on the corner of Ponce De Leon Blvd. and S Betty Lane; also filled in a depression at 1st Street NE and 4th Avenue NE due to a broken irrigation line which was undermining the sidewalk.
- Removed and replaced the sidewalk ADA mats at 1st Avenue NW and refastened the sidewalk ADA mats at 4th Avenue NW.
- Graded alleyway behind Largo Auto Center on the SE corner of West Bay Drive and Clearwater/Largo Road.
- Assisted the sign shop with the repair of a pedestrian safety rail project near 301 Rosery Road.
- Attended the APWA Florida Chapter Public Works Institute, Module II, January 26 – 28.

**M-10.** Streets and Stormwater Foreman Weaver advises that the MS4 crew worked on the following:

- Inspected the stormwater system at 250 1st Avenue NE near Largo High School for flooding concerns.
- Inspected the corner of 1st Avenue NE and 4th Street NE.
- Inspected the inlet box on the corner of 124th Avenue SW.
- Continued the inspection of the stormwater system on West Bay Drive.
- Inspected the storm drain outfalls on Bay Vista Drive.
- Street swept the Town of Belleair.
- Street sweepers continued their regular routes throughout the City.
- Inspected inlet grates in the Yellow Banks Subdivision.
- Attended the APWA Florida Chapter Public Works Institute, Module II, January 26 – 28.

**M-11.** Spray Technician Doolittle performed aquatic treatment at the following locations:

- 150th Street at LaPlaza MHP (2 events) - treated 3.25 acres of Alligatorweed.
- Willow Avenue - treated .5 acres of mixed vegetation at the west end including the headwall.

**M-12.** Sign Shop duties performed by Traffic Signs and Marking Technician Kemmish involved the following activities:

- Removed and replaced End of Road Markers at 6th Avenue SE, east of 2nd Street SE (after being hit), and at Wrens Way, west of S Belcher Road.
- Investigated the sight line for a Stop Sign on 3rd Avenue NE at 4th Street NE, a Speed Limit Sign on 4th Street NE at 5th Avenue NE and a School Crossing Sign on 4th Street NE.
- Investigated an Audible Pedestrian Crossing Signal at Belcher Road and Lancaster Drive.
- Fabricated two vehicle numbers for the Fleet Division, three signs for the Environmental Services Department and a custom sign sample for the Play Dirty Adventure Run for the Recreation, Parks and Arts Department.
- Picked up barricades at Ulmer Park for the Saturday Market event.

- Finished repair work on the guard rail that was knocked down at Rosery Road at 2nd Street NW.

**M-13.** Solid Waste Manager Michael Gordon reports the following:

- Delivery crews from Rehrig Pacific will be delivering new garbage carts on February 1-2. They will be attaching information to the old garbage cart asking the resident to leave the old cart at the curb for them to pick it up from February 3-5. The two areas being swapped out will be the following:

Monday: Belleair Road south to East Bay Drive between US 19 and St. Paul's Drive on Belcher Road.

Tuesday: West Bay Drive south to Trotter Road between Pinecrest Drive and Indian Rocks Road on 8th Ave. S.W.

Anyone who has not received a new cart should contact the City of Largo Solid Waste Division at 727-587-6760.

**M-14.** Assistant Public Works Director / Facilities Manager Jordan reports the following updates:

- The new LED lighting in the Tonne Playhouse is now fully operational with an upgrade of the dimming controls system now installed.
- The old Computer Room in City Hall has now had its ancillary air conditioning and electrical racks removed after the move of primary equipment to the new Data Center.
- Staff is continuing to manage a multi-year re-carpeting project for City Hall and has completed the two northern hallways of the building and the IT Training Room.
- In the last week the following maintenance issues were completed:
  - Repairs to plumbing issues in the following buildings:
    - Wastewater Treatment Plant – repairs to a sink and to a toilet.
    - Fire Station 38 – dishwasher sanitary line
    - Southwest Rec – hot water issue
    - Fleet Maintenance Shop – clogged sink
  - Fixed lights at the following buildings:
    - Largo Cultural Center
    - Largo Public Library
    - Police Department
  - Made aesthetic and maintenance repairs to RPA Assistant Director's Office.
  - Performed roof preventive maintenance and inspections at:
    - Fire Station 38
    - Fire Station 39
- Performed window cleaning on the interior and exterior of the Southwest Rec Center.

### UPCOMING MEETINGS & EVENTS

Master Calendar

<p><b>Jan 28</b> Thursday</p> <p>1:30pm Code Enforcement Board Commission Chambers</p>	<p><b>Feb 01</b> Monday</p> <p>6:00pm Finance Advisory Board lg_room_community;</p>	<p><b>Feb 04</b> Thursday</p> <p>6:00pm Planning Board Meeting Commission Chambers</p>	<p><b>Feb 10</b> Wednesday</p> <p>3:00pm PPC Meeting County Courthouse</p>
<p><b>Feb 22</b> Monday</p> <p>6:00pm CDAB Meeting Community Room</p> <p>6:30pm RPA Advisory Board Meeting HighlandComplex</p>	<p><b>Feb 24</b> Wednesday</p> <p>9:00am PSTA Board of Directors Meeting 3201 Scherer Dr., St. Petersburg</p>	<p><b>Feb 25</b> Thursday</p> <p>1:30pm Code Enforcement Board Commission Chambers</p>	<p><b>Mar 03</b> Thursday</p> <p>6:00pm Planning Board Meeting Commission Chambers</p>
<p><b>Mar 07</b> Monday</p> <p>6:00pm Finance Advisory Board lg_room_community;</p>	<p><b>Mar 09</b> Wednesday</p> <p>3:00pm PPC Meeting County Courthouse</p>	<p><b>Mar 16</b> Wednesday</p> <p>6:00pm PWES Advisory Board Meeting Public Works</p>	<p><b>Mar 28</b> Monday</p> <p>6:00pm CDAB Meeting Community Room</p> <p>6:30pm RPA Advisory Board Meeting Community Center</p>

***Commission Action Items***  
**Update for Week Ending January 28, 2016**

**No current items for this week.**

## PROPOSED WORK SESSION SCHEDULE

Work Session

<p><b>Feb</b> <b>09</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>01 North Pinellas Cultural Alliance</li> <li>02 CLW/Largo CRD Expansion (CD)</li> <li>03 Pavement Management Plan - Part 2 (CD)</li> <li>04 Unpaved Roads Status Brief (CD)</li> <li>05 PD/FD Actuarial Report and GF Update</li> </ul>	<p><b>Mar</b> <b>08</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>01 Wastewater/Stormwater Rate Studies (ES/PW/FI)</li> <li>02 Reclaimed Water Update (ES)</li> <li>03 Grease Ordinance Update (ES)</li> </ul>	<p><b>Apr</b> <b>12</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>01 CAFR Presentation (FI)</li> <li>02 Parkland Impact Fee (CD)</li> <li>03 Solid Waste Rates (PW)</li> </ul>	<p><b>May</b> <b>10</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>01 CIP Review (OMB)</li> </ul>
<p><b>Jun</b> <b>14</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>01 Wastewater/Stormwater Rate Report (PW)</li> <li>02 Fire Station 43 Design Update (FD/PW)</li> </ul>	<p><b>Jul</b> <b>12</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>City Commission Work Session</li> </ul>	<p><b>Aug</b> <b>09</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>City Commission Work Session</li> </ul>	<p><b>Sep</b> <b>13</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>City Commission Work Session</li> </ul>
<p><b>Oct</b> <b>11</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>City Commission Work Session</li> </ul>	<p><b>Nov</b> <b>08</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>City Commission Work Session</li> </ul>	<p><b>Dec</b> <b>13</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>City Commission Work Session</li> </ul>	<p><b>Jan</b> <b>10</b> Tuesday</p> <p>4:00pm</p> <ul style="list-style-type: none"> <li>City Commission Work Session</li> </ul>