

CITY MANAGER'S REPORT

APRIL 9, 2009

FOR THE CITY COMMISSION MEETING APRIL 13, 2009

1. WORKSHOPS

April 27 – 6:15 p.m.

Financial Trends Workshop

Note: We would like to reschedule this to May 11.

June 22 – 4:00 p.m.

Preliminary Budget Workshop

July 13 – 3:00 p.m.

Budget Workshop

July 27 – 4:00 p.m.

Budget Workshop

2. DIRECTIONAL SIGN TO THE POST OFFICE AT ALEXANDER STREET

Ms. June Ambrose requested at the March 23, 2009, City Commission meeting that a directional sign to the post office be installed on the west bound direction of Alexander Street East. The sign was fabricated and installed on March 30, 2009, by the Traffic Operations staff.

3. STREET NAME SIGNS UPDATE

Sometime in 2001, the Federal Highway Administration (FHWA) mandated that street name signs shall be nine inches wide signs with a compliance date of no later than 2012. The City's signs did not meet the new required street name signs dimension, therefore, had to be replaced. In 2002 Traffic Operations implemented a street name signs replacement program. Sometime in 2008 the street name sign upgrade from 6 inches to 9 inches blanks as mandated by the FHWA was completed by the Traffic Operations staff. The Traffic Operations staff replaced 1,038 street name signs at a cost of \$62,280.

4. 1404 EAST NEIL STREET

At the court hearing February 25, it was reported that by code enforcement staff that Mr. Bobby Fogle had cleaned up 90% of his property. The Judge continued the matter until April 8 to come into full compliance.

After viewing photographs on the morning of April 8 by Code Enforcement staff, the Judge determined that the property had not been cleared up and set a pre-trial date of May 13 and a jury trial for May 18 for Bobby Fogle.

5. LIGHTING-USING LED TRAFFIC SIGNAL LIGHTS

In 2004/05 the Traffic Operations staff began a CIP project: LED Traffic Signal Upgrade and Battery Backup. The goal of the project was to convert the traffic signal lights to LED to reduce electrical power consumption. The project used funds derived from a traffic signal maintenance agreement between the City and the FDOT. These monies were put towards the CIP Project: \$20,000.00 for the purchase of LED signal lights, and \$17,000.00 for LED pedestrian lights and battery backup at signalized intersections. The battery backup can only be installed at intersections with traffic signal systems that had been converted to LED. The retrofit of the traffic signal lights with LED was implemented using Traffic Operations staff thereby saving contractor costs. This project was completed in 2007/08. LED cost is about \$120. Each light and has a warranty for five years. Traffic Operations has not yet replaced any of the LED put in place.

The electric cost in 2007 was \$21,451.44 lower than in 2003, about 63.97% reduction; whereas in 2008 the cost was \$22,074.12 lower, about 65.83% reduction. The two year data gives an average 64.9% electric cost reduction. At this average rate the anticipated yearly electrical cost reduction is at \$21,762.78.

6. PARKS DIVISION EQUIPMENT REPLACEMENT

A Parks Division equipment trailer containing mowers, weed eaters, hand tools and other equipment valued at approximately \$30,000 was reported stolen on January 20, 2009 from the fenced property of the Cemetery Operations facility. Plant City Police investigated and filed a report. The equipment was used for the I-4 Landscape Crew to maintain the landscaping along the I-4 ramps and Park Road medians.

A claim was filed with the insurer and we have received \$25,088.45 in funds to replace the equipment and trailer. General Services solicited quotes from three small equipment dealers and three utility trailer dealers for replacing three mowers and one trailer. The following were the winning quotes:

- Waller's Power Equipment – total quote: \$17,750
 - 2 quantity: Toro model 74291, 27hp Kohler engine, 52" deck mowers
 - 1 quantity: Toro model 74292, 27hp Kohler engine, 60" deck mower
- Southern Wholesale Trailers – total quote \$4,708.00
 - 1 quantity: Lark 7x20 enclosed trailer with ramp

Total of the quotes is \$22,458.00, leaving \$2,630.45 of the insurance funds to cover the cost of smaller stolen equipment needing replacement. These items are critical for the crew to complete their work. Purchase of the replacement items using the insurance funds has been authorized.

Following a security review by the Police Department, security improvements have been made at the Cemetery Operations facility.

7. BOYS & GIRLS CLUB INFORMATION

This is in response to questions raised by the City Commission regarding the closure of the Boys & Girls Club operations at the Dr. Martin Luther King, Jr. Recreation Center:

Below is the status of the existing Boys & Girls Club staff at the MLK Recreation Center:

- Site Director Carlos Jimenez is being transferred to the Belmont Heights Boys & Girls Club facility.
- Program Specialist Joslin Shaw is pursuing other options and will no longer be working with the Boys & Girls Club.
- Bus Driver Johnny Billingsley will continue to transport youths to both the MLK Recreation Center and the West Plant City B&G Club until the end of the current school year. Beyond that is unknown.

The Recreation & Parks Department plans to finish out the MLK Recreation Center After-School Program through the end of this school year using our two full time MLK Recreation Center staff members, La'Tosha Lewis and Ivan Brooks. We have also been providing one part-time person, Computer Specialist Patricia Porter, to assist with the After-School Program at MLK Recreation and she will continue in that role. The MLK Recreation Center has always hosted a portion of the City's Summer Youth Program and this year is no different. We are currently registering for the 2009 Summer Youth Program for all three sites (Planteen Recreation Center, Dr. Martin Luther King, Jr. Recreation Center and the Young Street facility).

Our past agreement with the Boys & Girls Clubs of Tampa Bay, Inc. equally shared revenues between the Boys & Girls Club and the City. Our current MLK Recreation Center user fees for the After-School Program (\$175 per 18 week school semester) and for the Summer Youth Program (\$275 for the full day 10 week program) will go 100% toward the added costs of part time or seasonal staff and supplies needed for these two programs. Expenses for staff and supplies will be based upon program registration revenue.

We have been advised that there may be additional funding available through the Children's Board of Hillsborough County. We are pursuing that possibility.

8. LIBRARY SURVEY SUMMARY

During the week of February 16th, 2009, a survey of Bruton Memorial Library patrons was conducted by the Library Board, with assistance from library staff and Friends of the Library volunteers. The purpose of the survey was to gather information about patrons' use of the library, satisfaction with the library, and suggestions for improvement.

The survey was conducted using a random sample of patrons entering the library in the morning, afternoon, and evening during all seven days of the week. Assuming a population of approximately 6,000 unduplicated patrons during a week, a random sample size of 363 patrons was used, which generated results with a confidence level of 95% and an error of +/- 5%. The survey was administered in English and Spanish using two computer terminals and SurveyMonkey software. Any patron expressing discomfort with using a terminal was offered either assistance at the terminal or the option of taking the survey on paper.

Use of the Library

When asked about frequency of use of the library, the highest number of respondents, 45%, reported being at the library several times per month; an additional 33% reported being at the library more often. When at the library, 44% of patrons reported spending typically between 30 minutes and 1 hour; 23% spend less time and 33% spend more. While at the library, 26% of the patrons spend more than half of their time seated at a library computer terminal. The leading five reasons patrons reported coming to the library were: to borrow leisure reading materials, borrow video and audio material, communicate on the computer, seek information for personal growth/home study, and read magazines and newspapers.

Satisfaction

Over 99% of Bruton Memorial Library's patrons would recommend the library to a friend. 98% of patrons say the library is either very important (73%) or important (25%) to their quality of life in Plant City. Over 91% of the patrons reported being completely (55%) or very (36%) satisfied with the library; only 1% was dissatisfied. Over 60% of the patrons reported that their satisfaction with the library had increased over the last two years; only 2% indicated their satisfaction had decreased. Attributes of the library that received a rating of "Excellent" from more than 75% of the patrons were: Helpfulness of the staff, Courtesy of the staff, Comfort and cleanliness, and Ease in checking out materials. Availability of computers received the lowest percentage of excellent ratings (34%).

Suggestions

To help the library to plan for the future, patrons were asked which of ten aspects of their lives should improve in order for them to have a better future in Plant City. Although we encountered an error in the set up of the rating system for this question on the survey, answers "Education", "Employment", and "Family" were clearly the aspects indicated most often by responders.

Patrons were then asked for suggestions regarding how the Library might help to improve these aspects. Approximately 30% of the sample offered comments. Some simply used the opportunity to request a specific change for the library, such as personal fax cover sheets or more computers, but many others made broad, thoughtful suggestions for the

library that could help improve life in Plant City. Among the ideas mentioned most often was tutoring assistance, job finding skills assistance, family social and family skills programming. Some programming in these areas is currently being offered by the library, but patrons' expressing the desire for "better futures" in these areas indicates that more is needed.

The February, 2009, survey experience at Bruton Memorial Library went very smoothly, thanks to the assistance of library staff and many volunteers willing to help with the administration, and thanks to the cooperation of many patrons willing to participate in the survey.

The results of the survey will be studied and used as plans are developed for Bruton Memorial Library for the next few years. The Library Board has convened a Strategic Planning Committee comprised of Susan Mitchel, Board and Committee Chair, Cindy Gutowski, Tom Thoeni, Mildred Dawson, Kim Horwedel, Lizzette Sarria, Anne Haywood, Julie Robinson, Sharon Moody, Lourdes Villenouva, Cindy Cunningham, Carolyn Bethea, Gil Gott, and Malcolm Hayes. The Committee will be collecting and analyzing data and will be conducting a community scan and citizen interviews. It will be a three year plan and is expected to be completed by July.

9. 911 CALL FOR GRANDSON SUNDAY NIGHT

The following email was received from Sharon Garrison:

"Sunday (April 5th) evening I had to call 911 for my 7 year old grandson. His mom is a physician's assistant, working in the Emergency Room at Lakeland General Hospital. It was on her recommendation that I call 911 and that she would be waiting at the Lakeland Emergency Room. Everything is okay now with my grandson. The reason for this email is to let you know how wonderful everyone was that night.

The dispatcher was very much in control, firm yet caring. The emergency crew, Fire Department, ambulance team, all were so kind, professional, very responsive to my grandson who became very responsive to them. They arrived so quickly to our place, all 5 or 7 of them walked in, quietly, no attitudes, very much in control.

I know I can word this better, but my gratitude goes beyond words. There they were doing their job, with Tami on the other phone wanting to give her information, me trying to tell them what Tami wanted to convey, etc., my granddaughter crying. I was starting to become a little unglued but they were calm, collected, pleasant, and continued doing a wonderful job.

I told them when they left how impressed and amazed I was with the whole procedure, from beginning to end.

You couldn't ask for a more professional, caring, wonderful group of men (and dispatcher) doing their jobs – just exactly right. Just wanted you to know that."

10. RELAY FOR LIFE LUNCH

Ladies at City Hall planned, organized, and prepared lasagna lunches to benefit the fight against cancer. They sold 72 lunches at \$7.50 each and raised \$500 for the Relay For Life after expenses.

The ladies that made this event happen are: Amy Clark, Sally Keene, Linda Mitchell, Crystal Reynolds, Vicki Schoch, Angie Shiflett, and Lillian Soria.

11. EMPLOYEE RECOGNITION

- **Patrick Murphy, Utilities Operations Division** - During the week of March 16 – 20, 2009, the Florida Water & Pollution Control Operators Association held their annual short school at the Hillsborough Community College, Plant City campus. At the March 18th class session, Mr. Patrick Murphy, Utilities Operations Division, was the instructor on Solids Handling and Anaerobic Digestion.
- **Zoe Anglin** - The Florida Department of Environmental Protection, Drinking Water section, requires the running of emergency back-up power systems at a minimum of 4 hours per month under load. Due to the size or of our wells and storage tanks, to meet this rule, we run our systems one hour per week under load. On March 15th, Ms. Zoé Anglin was performing the weekly system operation at Well 8. She performed all the prestart-up checks and started the system up. She went back inside the building after 30 minutes of running and as she was walking into the room the generator caught on fire. Zoé put out the fire within minutes after ignition using the fire extinguisher in the building. The cause of the fire has been determined to be faulty sensors. There was extensive damage done to the generator in a very short period of time, but due to Zoé's quick actions, the building, well pump and all the electrical switch gear, were not damaged and the well is able to function and supply drinking water to our customers using the normal electric power supply. Zoe's actions saved the City from expensive system replacement.
- **Willie Nabong and Nick Knight** - On March 10, 2009, G.D. "Willie" Nabong, P.E., Public Works Director, and Nick Knight, Streets/Stormwater/Traffic Operations, successfully completed a Bridge Inspection training and presentation by the Volkert & Associates, Inc. and the Florida Department of Transportation. Mr. Nabong received a continuing education credit for engineering licensure under the Florida Board of Professional Engineers.
- **Larry Turner, Systems Coordinator, Traffic Operations** - completed training and received a certificate of achievement to operate the video wall system for the City's new Traffic Management Center.
- **Bobby Wilmer, Utilities Operations Division** - completed a class and received a Certification for Backflow Prevention Assembly Testing. The class was held by the

Florida Water & Pollution Control Associations at the Hillsborough Community College, Plant City Campus.

- **Detective Barry Maurer** – Detective Maurer assisted the U.S. Attorney’s Office during trial preparations and was a paramount component of the prosecution’s case against Renaldo Jovan Lewis who was sentenced to 210 months incarceration. On November 15, 2007, Mr. Lewis was arrested by Detective Maurer after a motor vehicle stop during which a firearm and narcotics were recovered.
- **Detective James Cross and Detective J.W. McDowell** – whose diligence and investigative skills helped recover a stolen computer in Plant City belonging to a customer of the Absolute Software Company, developer of Computrace Lojack for Laptops patented computer theft recovery software. Detective Cross and Detective McDowell successfully concluded the case when they recovered the computer on June 30, 2008.

12. BUILDING PERMITS REPORT

PERMITS ISSUED				
March 2009 (FY 2008-09)				
Type of Permit Issued	<u>CURRENT MONTH</u>		<u>PRIOR YEAR MONTH</u>	
	# of Permits	Estimated Value	# of Permits	Estimated Value
New Residential (SF) Units	5	\$761,000	5	\$1,163,762
New Duplex/Townhouse Units	12	\$1,249,000	0	\$0
New Multi-Family (MF) Units	0	\$0	0	\$0
Residential Repairs, Alterations & Additions	62	\$2,217,727	57	\$598,455
New Commercial Construction	1	\$750,000	2	\$5,265,000
New Industrial Construction	0	\$0	0	\$0
Non-Res. Building Repairs, Alterations & Additions	11	\$247,023	9	\$299,052
Miscellaneous: Fences, Pools, etc.	14	\$27,081	24	\$63,445
Mobile Homes	0	\$0	0	\$0
Demolition	3	\$30,334	2	\$17,000
Mechanical	33	\$145,701	29	\$860,718
Plumbing	30	\$261,534	38	\$110,957
Gas	2	\$1,100	0	\$0
Electrical	80	\$126,878	31	\$72,544
TOTAL PERMITS ISSUED	253	\$5,817,378	197	\$8,450,933
% CHANGE / PRIOR YEAR	28.4%	-31.2%		
CUMULATIVE YTD	1,178	\$17,754,533	1,363	\$36,574,216
CUMULATIVE % CHANGE YOY	-13.6%	-51.5%		
NOTES				
1. "Year" means fiscal year; begins October 1 each calendar year and ends September 30 the following calendar year.				
2. "Cumulative YTD" includes all current & prior month totals for the respective fiscal year.				
3. "% Change / Prior Year" is the net percentage increase or decrease from the prior fiscal year's monthly totals.				
4. "Cumulative % Change YOY" is the net percentage increase or decrease from the prior fiscal year's cumulative totals.				