

CITY MANAGER REPORT

JANUARY 10, 2008

FOR CITY COMMISSION MEETING JANUARY 14, 2008

1. WORKSHOPS

January 14 – 5:30 p.m.
Water Policy

February 25 – 6:00 p.m.
CSX Winter Haven Rail Yard
Ron Morrow, CSX Director of Operations, Polk County

2. CITY MANAGER ANNUAL REPORT

The City Manager's Report of accomplishments for the year 2007 and for what lies ahead in 2008 has been compiled and will be available online on the City's web site.

3. ANNUAL BUILDING PERMIT VALUES

Annual building permit values for calendar year 2006 totaled \$152,040,896 (including a little over \$39 million for the Water Reclamation Facility) compared to 2007 at \$74,797,752.

Interestingly, the last quarter of each calendar year was roughly comparable at \$20,962,975 for 2006 and \$19,150,230 for 2007.

Residential permits are down significantly, which comes as no surprise, from 298 for 2006 to 116 in 2007.

4. EMPLOYEE OF THE YEAR

Throughout 2007, outstanding employees were nominated by their peers for Employee of the Month honors. Those nominations were carefully considered by an Employee Selection Committee representing the various departments city-wide and the Committee then chose each month's most outstanding employee. From that group of twelve honorees, all regular, full-time employees were given the opportunity to vote and determine the Employee of the Year.

The vote was held over a two-week period to give everyone ample time to cast their vote by identifying their first, second and third choices. The three employees who received the most votes will be invited to attend the Annual Service Awards Luncheon on January 23, at which time the Employee of the Year will be announced. In alphabetical order,

those three individuals are: Wayne Abercrombie, Utilities Maintenance Foreman; Lillian Soria, Community Services Administrative Assistant and Millie Stewart, Stormwater Foreman. Our congratulations and thanks to all these exceptional employees!

5. JANUARY EMPLOYEE OF THE MONTH - DOUGLAS WILLIAMS, STORMWATER DIVISION

The first selection for Employee of the Month for the new year is Douglas Williams, Operator II in the Stormwater Division A native of Portage Michigan, he served a four year term in the U.S. Army. Douglas moved to Florida and studied Aviation Maintenance, attaining Mechanic's Certification from the National Aviation Academy. Following a downturn in that industry, Doug joined the City in October 2006. Within a few months, he was promoted to his present position. In nominating him for this honor, his fellow employees noted his cooperative, dependable and trustworthy attributes. He was complimented for bringing a positive attitude to the job everyday and always striving for superior results. Along with the well-deserved recognition, Doug receives a \$100.00 Visa Gift Card and becomes the first of twelve who will be eligible for 2008 Employee of the Year. Congratulations!

6. ANNUAL SERVICE AWARDS LUNCHEON

The annual Service Awards Luncheon scheduled for Wednesday, January 23, 2008, at Ramada's Red Rose Ballroom, will start at 11:45 a.m. Employees who completed their initial five years or an additional five-year level of service (10, 15, etc.) will be honored.

Beginning this year, the occasion will serve a dual purpose as similar awards will be presented to community leaders who have served on the City's various Boards as requested by the City Commission.

7. 2008 FEDERAL APPROPRIATIONS UPDATE

Last spring, Bill McDaniel, Chief of Police; Michael Karr, Assistant to the City Manager; and I met separately with the Regional Directors for U.S. Senators Bill Nelson and Mel Martinez regarding pursuing federal funding for Police Department equipment for which we had no identified source of funding, matching or otherwise.

Bill provided the necessary details and Mike submitted the requests through both of the U.S. Senators and Congressmen Adam Putnam and Gus Bilirakis' offices. In addition, Mike continued to meet and talk with local representatives of all four offices and their respective federal appropriations staff in Washington, D.C., through last summer and fall regarding their consideration of support and the status of the requests.

I am very pleased to report that Congressman Bilirakis' appropriations aide notified us that they were successful in securing \$136,000 for the Plant City Police Department for new digital and computing technology to help in the collection of evidence and to more effectively fight crime. Specifically, the funding will provide additional rugged laptop

computers built to withstand the rigors associated with use inside a police vehicle and high resolution digital cameras to gather photographic evidence at various criminal and non-criminal incidents which the officers respond to on a daily basis.

Bill and Mike will continue to work with the appropriations staff regarding any additional steps or documentation necessary to process the funding. They are both to be commended for their efforts to identify, pursue and obtain this additional source of funding for the much needed equipment to provide additional protection to the citizens and visitors of Plant City.

8. PROGRESS ON SAM COOPER LAKE

Aquatic Plant Technology began mechanical harvesting of the nuisance aquatic vegetations at Sam Cooper Lake on Tuesday, January 2. The work was estimated to take between 40 to 60 hours at \$175 per hour for an estimated completion cost of \$10,500. City crews and equipment will be used to transport the removed materials from the site to a contained area at the City's Water Reclamation Facility. The materials will be allowed to dry at the City facility and dried materials will be disposed of at the solid waste transfer station as necessary. A ramp was built by City crews to provide equipment access to the lake and transfer of removed materials from the lake to trucks.

The aquatic vegetation along the shallow side slopes of the pond cannot be removed by the mechanical harvester. These areas will be addressed when the lake gets deeper through more rainfall.

BCI Engineers & Scientists, Inc. will perform engineering and environmental services to assess Sam Cooper Lake and aquatic vegetation and provide a report on long term aquatic vegetation management alternatives. BCI Engineers & Scientists, Inc. will perform the work based on their proposal for \$2,796. BCI Engineers & Scientists, Inc. proposes to complete the work in 45 days.

9. EVERS STREET CURBING

Marlon Dunn Contracting, Inc. was awarded the work for the Evers Street Restoration Project. Evers Street sidewalks were matched to downtown sidewalks and were constructed from Drane Street to Baker Street. The Evers Street Streetscape project was completed in June of this year meeting American Disabilities Act (ADA) requirements. Upon completion of construction, parts of the streetscape needed to be adjusted for a safer transition from the sidewalk to the curbing and a couple of roof drain issues needed to be addressed.

The work consists of adjusting approximately 207 linear feet of curbing to match the sidewalks, adjustment of a small area of brick pavement, replacement of the concrete between the sidewalks and the curbing, removal of existing concrete pavement and pipes, installation of trench drain with grate, end cap and concrete, and construction of a closed

flume inlet. The work will commence after a pre-construction meeting to be held after the Christmas holidays.

Requests for quotes were sent to four (4) contractors. Marlon Dunn contracting was the only contractor to respond. Marlon Dunn submitted a quote for \$24,500. The quote was evaluated and found to be responsive for the curb adjustment and roof drain improvement for the Evers Street Streetscape area located south of Reynolds and North of Drane Street. Requests for quotes were sent to the following contractors:

Marlon Dunn Contracting
P. O. Box 1357
Plant City, FL
Attn: Dan Secor
Phone: (813) 752-5622

Site Crafters of Florida
2207 W. North A Street
Tampa, FL
Attn: Wayne Futch, Steve Howell
Phone: (813)258-4696

Killebrew, Inc.
2830 Winter Lake Road
Lakeland, FL
Attn: Bill Thomas
Phone: (863) 701-0273

LAS Contracting Corp
P.O. Box 350473
Palm Coast, FL
Attn: Don Testa
Phone: (386)447-0070

10. CHERRY STREET PAVING SCHEDULE

Paving operations are tentatively scheduled for the second week of January, 2008. Cherry Street will be paved from Park Road to Wills Street. Over paving operations will be scheduled as the pipe work and road base construction progress. Tever Street, between Wheeler and Palmer Streets, was originally surfaced with brick. Approximately 80% of that surface has been reinstalled.

11. TAMPA BAY AREA REGIONAL TRANSPORTATION AUTHORITY-TBARTA

Arrangements have been made for a representative of TBARTA to make a presentation to the City Commission during its regular meeting of January 14, 2008, to outline the scope of their undertaking and Plant City's role in it.

12. EAST HILLSBOROUGH COUNTY COURTHOUSE CONSTRUCTION SCHEDULE

In June 2007, HOK Architects in Tampa was awarded the design contract for the East Hillsborough County Courthouse project. Hillsborough County staff is currently reviewing conceptual building design drawings with the architect and Court Administration staff which should be available after mid-January 2008. We have scheduled a presentation of the conceptual building design plans for the City Commission meeting on January 28, 2008.

In addition, County staff has been reviewing stormwater collection alternatives with Southwest Florida Water Management District staff. The rest of the courthouse project schedule remains the same as follows:

- Design and Permitting complete by: October 2008
- Advertise construction procurement by: January 2009
- Construction Award complete by: July 2009
- Construction Start: October 2009
- Construction Substantial Completion by: February 2011
- Target move-in date: April 2011
- Final Completion by: June 2011

13. SIGHT-DISTANCE VISIBILITY ON GRANT STREET

This responds to an inquiry brought by Commissioner Bill Dodson. Staff reviewed all the intersections on Grant Street where plant material on the northeast corner was blocking visibility. Engineering staff has prepared a work order for Streets/Stormwater/Traffic Division of Public Works to trim the affected area.

14. BRUTON MEMORIAL PUBLIC LIBRARY

Ann Haywood wrote an article about the library makeover which has been published in the Fall edition of Florida Libraries. A copy is attached. In addition Ann mentions that the new library layout has helped staff greet and assist everyone with a result of overwhelmingly positive response from the patrons. Ninety-nine percent (99%) of patron comment cards rate library staff service as excellent.

15. 2008 UNITED WAY CAMPAIGN

I want to thank the City employees, Department Directors, and Campaign Coordinator, Michael Karr, for their part in making our 2008 United Way campaign an overwhelming success. This year, the City of Plant City had 138 employees donate directly or pledge to contribute through payroll deduction a total of \$24,534.80 for a 33% increase from last year! The increase is due to the continued generosity of previous givers, an additional 21 givers more than last year, and an additional 10 givers new to the Leadership levels of Keel Club (\$1,000-\$4,999 annual donation) or Anchor Club (\$500-\$999 annual donation). Included below is a listing of all 17 of our United Way Anchor and Keel Club members.

Each year, United Way of Tampa Bay provides help to more than 600,000 men, women and children — one out of every three Tampa Bay area residents. The dollars we raise will be distributed among United Way of Tampa Bay's 69 health and human service Community Partner agencies which will make a real difference in the issues and problems that impact our community every day.

Keel Club
James McDaniel
Brett Gocka
Anne Haywood
Philip Bagley

Anchor Club
Martin Wisgerhof
Gregory Horwedel
Sanders Bush
George Shiley
Bill McDaniel
Eugene Shuler
Daniel Smith
James Capps
Barry Maurer
Kishor Desai
David Sollenberger
Michael Karr
Willie Nabong

16. **SANITATION DIVISION SUPERINTENDENT**

Troy Martin was recently promoted as Superintendent of the Sanitation Division, Public Works Department. Troy has been employed for 12 years with the City, eleven years as Foreman in the Sanitation Division. He was promoted to Assistant Superintendent in the past year.

17. **EMPLOYEE TRAINING AND ACHIEVEMENTS**

Lena McLemore – in recognition of her organizational abilities in taking on the administrative assistant positions of two City departments simultaneously.

Ms. Peggy Guignon, Plant City Life Improvement Center Director, sent a letter of appreciation and indicated how wonderful the Christmas lights are at McCall Park. Kudos to General Services Division staff.

A resident on Pine Club Drive expressed his appreciation of Sanitation Division services and provided a \$25 check for a Christmas present. The check was returned with a thank you note from the Sanitation Division.

18. **CHRISTMAS PARADE REPORT**

I asked the Chief of Police, Fire Chief, and Christmas Parade Co-chairs for reports concerning the fatality in the Christmas Parade.

Specifically:

- Police Chief: Complete a thorough investigation as to what happened, how it happened and provide a comprehensive set of recommendations as to how this may be avoided in the future.
- Fire Chief: Evaluate Fire/Rescue response in terms of ability to reach the scene, whether there were problems and if there were, provide recommendations to avoid a repeat.
- Parade Co-chairs: From your perspective, provide any recommendations you wish to or improved parade safety.

The Fire Chief responded that the response time was within recommended benchmark standards of one minute to process in calling, one minute out the door for personnel, and four minutes for response to the scene. Responding fire rescue units encountered no delays or problems within their response.

The Fire Chief also recommends restricting use of emergency sirens by parade participants.

The Police Chief in his report has made the following findings and recommendations:

“Findings:

- 1) The in-parade death of Jordan Hays was accidental in nature.
- 2) The accident that resulted in the death of Jordan Hays was preventable.
- 3) The crowd of parade spectators at the accident site did not cause the death of Jordan Hays.
- 4) Float design and use issues contributed to the death of Jordan Hays.
- 5) There was no reckless or criminal action associated with the death of Jordan Hays.”

“Recommendations:

- 1) Prohibit the tossing or passing out of candy, beads, etc. during all parades.
- 2) Utilize pedestrian barricades along the entire route of all parades.
- 3) Establish and enforce float safety standards.
- 4) Increase the utilization of parade marshals.
- 5) Institute pre-parade safety inspections and briefings.
- 6) Strictly regulate parade vendors.
- 7) Utilize the Incident Command System for parade management.
- 8) Cap the number of units participating in several parades.
- 9) Reschedule the Christmas Parade to a daytime event.
- 10) Reduce the length of two annual parades held in Plant City.
- 11) Establish a working group to further refine and implement safety and management practices for all parades held in Plant City.”

The Florida Strawberry Festival in their application for their 2008 parade is banning the throwing of beads and candy.

Finally, based on the forgoing:

- 1) I recommend banning the throwing of beads and candy.**
- 2) Take up the matter of pedestrian barricades along the entire parade route as an issue at budget time since this entails an expenditure of \$200,000 or more.**
- 3) I am asking the Police Chief to form a task group to be composed of public safety personnel and parade Co-chairs to discuss the recommendations contained in his report and their implementation.**