

CITY MANAGER REPORT

FOR CITY COMMISSION MEETING NOVEMBER 23, 2015

1. Walden Lake Community Association Presentation

City staff and I made a presentation at the Walden Lake Community Association Board of Directors meeting on November 16.

The presentation included: a Fiscal Year 2015-16 Budget Overview highlighting available revenues and expenses; Residential and Industrial Developments on the horizon; Midtown Redevelopment; and the creation of the Plant City Economic Development Corporation.

2. Public Library Spaces Naming Policy

On November 12, the Bruton Memorial Library Board of Directors approved a policy regarding the naming of Library Meeting Rooms, Reading Rooms, Community Rooms, Study Rooms, Conference Rooms, Library Collections, or other designated Library Areas. All requests to name Library Spaces must be reviewed by the Library Board for recommendation to the City Commission.

Naming criteria to be considered include: Geographic location; Library support; Special benefactor; and Prominent Literary Figures. Additional consideration may be given for memorials for significant, long-term service; significant contributions; historic or culture significance; and noteworthy public figures or officials.

3. 1101 North Knight Street

Pursuant to our Administrative Procedure regarding the sale, conveyance, and disposition of surplus city-owned real estate, I am requesting City Commission authorization to sell city-owned property located at 1101 North Knight Street. Following condemnation in April 2014, the property's \$100,800 in accumulated Code Enforcement liens and fines were satisfied as part of the settlement process that resulted in the transfer of ownership to the City.

If approved, I plan to retain a Real Estate Broker to handle the sale of the vacant property. The goal of the sale will be to attempt to recover as much of the City's incurred expenses of \$15,578.39 which includes: \$10,118.18 for the condemnation; \$3,566 in taxes and title costs; and \$1,894.21 in mowing charges.

4. FDOT FY 2017-2021 Draft Tentative Work Program

The Hillsborough Metropolitan Planning Organization has reviewed the Florida Department of Transportation (FDOT) District Seven tentative work program for FY 2017-2021. We are pleased to see the following projects now funded within the next five years:

- \$3 million for the next steps towards widening US 92 near Sabal Park and in eastern Plant City.

5. Utilities Maintenance Smoke Testing

On December 1-4, Utilities Maintenance will conduct smoke testing on all of the sewer lines along the following streets:

Robin Drive	McDavid Avenue	N. Night Street
Johnson Loop	N. Vermont Street	N. Johnson Street
Spotted Lilac Lane	N. Pennsylvania Avenue	N. Merrin Street
Lavender Jewel Court	E. Young Street	N. Warnell Street
North Johnson Street	E. Devane Street	N. Gordon Street
Gordon Oaks Drive	E. Frances Avenue	Center Street
N. Wills Street	E. Cherry Street	Powell Street
E. Spencer Street	E. Tomlin Street	N. Palm Drive
E. Mimosa Drive	Oakdale Street	N. Bracewell Drive
E. Carol Drive	E. Gilchrist Street	N. Crystal Terrace
E. Linda Street	E. Baker Street	N. Nancy Terrace
N. Park Road	E. Calhoun Street	S. Frontage Road
N. Maryland Avenue	E. Reynolds Street	Illinois Street
Shannon Avenue	Michigan Street	Lee Villa Drive
		Brown Street

During the smoke testing, customers may notice smoke coming from the sewer ventilation stacks on the roof of their homes. The smoke will not enter the homes unless they have a defect or a dried out p-trap.

Notification of the smoke testing will be done by door hangers and will also be in the newspaper. For any questions or concerns, please contact Angel Soto-Diaz at 757-9288, ext. 4725.

6. Snowden Park Update

A preconstruction meeting was held on November 12 with City staff and the project contractor, Certus Builders. The Notice to Proceed was issued on November 18 with the construction start date of December 1. The contractor has 120 calendar days to complete the project.

7. Utility Billing Office Changes

Since the implementation of both online payments and the Interactive Voice Response system, the number of customers in the office after 4:45 p.m. on Thursday and Friday has declined to between three and five. Staff recommends the hours of operation be changed to 8:00 a.m. to 4:45 p.m. daily.

In addition, the City has a practice of restoring service to delinquent customers that have been cut for non-payment after 6 p.m. and up to 10 p.m. The customers call the after-hours phone line and are required to pay by 10 a.m. the next morning or we go out and cut them again. This creates overtime and extra unnecessary work and does not require payment in order for service to be resumed. This is also a safety issue for employees going out late at night. Therefore, the City recommends that full payment including reactivation fees be paid by 4 p.m. in order to be turned on the same day and no more after hour service will be provided.

These two changes will go into effect on January 4, 2016. There will be a message included on the utility bills and we will also provide flyers in the office. The customer service representatives and after-hours operators will be informed in order to verbally warn the current customers of this change.

For your information, “New” customers that come to our office by 4 p.m. will have service turned on by the end of the next business day. This allows staff to determine the order of turn-ons. The route can be logical as they meander through town to ensure that everyone that requested turn-ons will be turned on first thing in the morning.

8. Purchasing Audit

The City’s external auditors sampled 50 procurements in the City from \$2,500 to \$25,000 from several departments to determine if the City procurement policy was followed. In addition, 25 procurements greater than \$25,000 were also sampled to determine if the proper bid process was followed. As you can see by the attached report, the auditors found the City to be in compliance.

9. Monthly Report on Purchases

Local Area Purchases

Invoices Charged in October, 2015	<u>Number</u>
\$ 34,538	125
Year-to-Date (10/01/15 thru 9/30/16)	
\$ 34,538	125

Out of Local Area Purchases

Invoices Charged in October, 2015	<u>Number</u>
\$ 219,693	209
Year-to-Date (10/01/15 thru 9/30/16)	
\$ 219,693	209

10. Departmental Monthly Reports – October

<i>Police</i>	<u>2015</u>	<u>2014</u>
Docket Charges	791	889
Complaints Investigated	8,027	7,027
Accidents Investigated	123	84
Miles Patrolled	61,059	59,702
<i>Fire Rescue</i>	<u>2015</u>	<u>2014</u>
Total Calls	372	375
Structure Fires	1	3
Total Fires	8	8
Fire Loss	\$10,000	\$46,500
Rescue & EMS Incidents	287	293
EMS Transports	233	230
	ALS - 160	138
	BLS - 73	92

General Services

Building Repairs	124
Furniture Manufactured/Repaired	1
Locksmithing – Key Cuts	59
Locksmithing – Lock Repairs and Installations	16
Fuel Keys made for Fuel Master	8
Maintenance Call Outs (After Hours)	2
New Construction/Renovation	1
Welding Fabrication	45
Total Services	256
Preventative Maintenance	72

Library

Information Service

Reference Services	7,462
Internet/PC Users	4,828

Library Programs

Programs	47
Attending	564

Circulation

October 2015	24,839
October 2014	30,839

Meeting Room Use

Groups	15
Audience	165

Patron Registration

October 2015	176
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Library Attendance 18,811

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To Honorable City Commission
and City Manager
City of Plant City, Florida
302 West Reynolds Street
Plant City, Florida 33563

We have performed the procedures enumerated below, which were agreed to by management of the City of Plant City, Florida (the "City"), solely to assist the City in evaluating controls and activities of the City's purchasing process for the period October 1, 2013 through June 30, 2015. The City's management is responsible for the City's controls and activities of the City's purchasing process. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The specific agreed-upon procedures performed are outlined as follows:

1. We obtained the City's purchasing policy manual and inquired of the City's Finance Director and Purchasing Manager to obtain an understanding of the City's current procurement process. No exceptions were noted which would require further comment in this report.
2. We obtained the City's disbursement policy manual and inquired of the City's Engineer to gain an understanding of the disbursement process for the City's Engineering department. No exceptions were noted which would require further comment in this report.
3. We selected a sample of 50 total procurements from the \$2,500 - \$25,000 price range. The sample included five procurements randomly selected from each of the following departments: General Services, Police, Fire, Library, Finance, Engineering, Streets & Traffic, Water/Sewer, Sanitation, and Stormwater. From the sample selected, we performed the following:
 - a. Documented the indicated reason for the procurement (project, equipment, R&M, etc.)
 - b. Obtained the supporting documentation for three quotes maintained by the City.
 - c. Documented the applicable information from the three quotes.
 - d. Obtained documentation that the quotes were reviewed by the applicable Department Head and Purchasing Manager.

See Attachment A for the results of this testing.

4. We selected a sample of 25 procurements from the \$25,000 and greater range. The sample included two or three procurements randomly selected from each of the following departments: General Services, Police, Fire, Library, Finance, Engineering, Streets & Traffic, Water/Sewer, Sanitation, and Stormwater. From the sample selected, we performed the following:
 - a. Indicated if the procurement followed the City's request for proposal / bid process as indicated in the City's purchasing policy.
 - b. Obtained documentation of approval by the City Commission.

See Attachment B for the results of this testing.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the specified elements, accounts or items referenced above. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the City of Plant City, Florida and is not intended to be and should not be used by anyone other than those specified parties.

Mauldin & Jenkins, LLC

Bradenton, Florida
August 19, 2015

**Attachment A
Procedures Performed on Procurements Between \$2,500 and \$25,000**

Department	Vendor	Purchase Order #	Purchase Order Date	Purchase Order Amount	Noted Reason for Procurement	Three Quotes Obtained by The City?	Information Included on Quotes	Noted Approval By Purchasing Manager and Department Head
General Services	Deere & Company	15004263	4/21/2015	11,132.87	New Equipment	1	John Deere equipment	Yes
General Services	HD Supply Construction Supply	15002582	2/4/2015	11,470.00	Compactor for Road and Highway	Yes	1 Compactor	Yes
General Services	Payne Air Conditioning & Heating, Inc.	15000755	11/3/2014	4,154.00	New air conditioning unit	Yes	3.5 Ton AC Unit	Yes
General Services	Don Reid Ford, Inc.	15001909	12/31/2014	22,922.00	New truck	1	New truck	Yes
General Services	Economy Caulking, Inc.	15004752	5/15/2015	1,400.00	City Hall Window Treatment	1	City Hall window treatment	Yes
Police	Vetsource Mobility LLC	15004749	5/14/2015	14,788.52	New computer	1	New computer	Yes
Police	B&H Police Supply LLC	15002941	2/18/2015	4,140.00	Police and Prison Equipment	1	Police & prison equipment	Yes
Police	Hewlett-Packard Company	15000696	10/29/2014	16,260.00	Replacement laptops	1	Replacement laptops	Yes
Police	Dell Marking L.P.	15001129	11/20/2014	13,488.10	Dell Security and firmware	2	Dell Security and firmware	Yes
Police	Florida Bullet Inc.	15000163	10/7/2014	8,951.50	Police supplies	2	Police supplies	Yes
Fire	Zol Medical Corporation	15000066	10/2/2014	2,800.00	Warranty Protection	1	Extended 3-Year Warranty	Yes
Fire	Communications International, Inc.	15002632	2/9/2015	6,459.49	Mobile Radio	1	1 mobile 800 MHz radio with two control heads	Yes
Fire	Dr. James Bartlett	15003114	2/25/2015	3,500.00	Consulting doctor	2	Oversight of EMS Medical Direction for Plant City Fire and Rescues	Yes
Fire	Arrow International	15001286	11/26/2014	2,759.17	15mm, 25mm, 45mm needles	2	3 boxes of 25 mm needles, 1 box of 15mm, and 1 box of 45mm	Yes
Fire	Communications International, Inc.	15004400	4/30/2015	3,449.21	Portable Radio	1	Portable Radio	Yes
Library	World Book, Inc.	15000982	11/12/2014	2,900.00	Books	Yes	Books for library	Yes
Library	Jackson Manufactures Company, Inc.	15004349	4/24/2015	6,067.00	Outdoor Book Return	Yes	Outdoor book return	Yes
Finance	Gabriel Roeder Smith & Company	15004361	4/27/2015	12,000.00	Actuary Report Preparation	1	Actuary report preparation	Yes
Finance	Tyler Technologies	15005246	6/9/2015	10,000.00	Utility billing for conversions	2	Tyler Training/Software	Yes
Finance	Tyler Technologies	15001024	11/14/2014	4,764.02	Airfare for Training Staff	2	Tyler Training/Software	Yes
Finance	American Data Group, Inc.	15003305	3/10/2015	12,515.00	Support Fees	2	Support services for utility billing software	Yes
Finance	Tyler Technologies	15002776	2/12/2015	4,745.45	Airfare for Training Staff	2	Tyler Training/Software	Yes
Engineering	QGS Development, Inc.	15001844	12/23/2014	3,272.00	Fence work	1	Snowden Park - Additional-silt fence work	Yes
Engineering	William D Tippins II	15000629	10/28/2014	8,800.00	Landscaping	Yes	11 Cathedral Oak Trees	Yes
Engineering	Tampa Electric	15003367	3/11/2015	19,672.94	TECO services at Ellis Methvin Park	1	Install terminal pole	Yes
Engineering	CSX Transportation, Inc.	15004355	4/27/2015	3,402.00	Annual fee from CSX contract	1	Annual fee from CSX contract	Yes
Engineering	AJAX Paving Industries of Florida	15004737	5/14/2015	10,354.28	Utilities Cost	1	Utilities cost	Yes
Engineering	Cut Ritelawn Maintenance, Inc.	15003580	3/20/2015	5,596.77	Lawn service	2	Irrigation, sod, trees and soil	Yes
Engineering	Chastain Skillman, Inc.	15003141	2/27/2015	6,125.00	Right of Way Transfer Map	1	Right of Way transfer map	Yes
Engineering	Kimley-Horn & Associates, Inc.	15004148	4/15/2015	14,350.00	Traffic analysis service	1	Traffic analysis service	Yes
Traffic	World Industrial Equipment, Inc.	15001116	11/19/2014	3,500.00	Bucket Truck Rental	Yes	Bucket Truck Rental - Similar for all vendors	Yes
Traffic	Florida Transcor, Inc.	15003176	3/3/2015	3,985.00	Thermo materials	Yes	White premark left arrow, white premark 6" "R", Amber DOT Cert RPM	Yes
Traffic	Audio Visual innovations, Inc.	15002626	2/9/2015	2,740.00	Parts and support to Work Stations	2	Parts and service must be purchased through vendor to keep PMA valid	Yes
Streets	Flint Trading, Inc.	15005231	6/9/2015	11,700.00	ADA mats for sidewalk	2	ADA mats for sidewalk	Yes
Streets	Hubbell Lighting, Inc.	15003000	2/23/2015	11,400.00	Street lights	2	Street lights	Yes
Stormwater	Trans-Phos, Inc.	15001648	12/16/2014	4,180.00	Erosion Control on Canal Banks	3	100 Tons 6" X 12" concrete	Yes
Stormwater	USA Services of Florida, Inc.	15002847	2/16/2015	6,509.98	Street Sweeping Svcs	1	Piggy-Backed off of Polk County Contract	Yes
Stormwater	Duval Asphalt Products Inc.	15000014	10/1/2014	3,474.48	EZ Street Cold Asphalt	2	Sole Source - Only provider of ES Street Asphalt in north and central FL	Yes
Stormwater	USA Fence Company	15000518	10/23/2014	4,800.00	Barricades for Christmas Parade	4	Only one response - Advertised on Bid Sync	Yes
Stormwater	USA Services of Florida, Inc.	15002848	2/16/2015	6,509.98	Street Sweeping Svcs	1	Piggy-Backed off of Polk County Contract	Yes
Sanitation	Labor Ready Southeast, Inc.	15005263	6/10/2015	3,962.56	Temp Labor	1	Contracted Service	Yes
Sanitation	Labor Ready Southeast, Inc.	15003186	3/3/2015	2,772.80	Temp Labor	1	Contracted Service	Yes
Sanitation	Paragon Development Group, LLC	15005632	6/29/2015	5,197.54	Yard Waste & Landclearing	1	Part of Contract - Approved by Commission	Yes
Sanitation	Paragon Development Group, LLC	15002585	2/4/2015	6,274.86	Yard Waste & Landclearing	1	Part of Contract - Approved by Commission	Yes
Sanitation	Paragon Development Group, LLC	15002655	2/9/2015	4,669.46	Yard Waste & Landclearing	1	Part of Contract - Approved by Commission	Yes
Water/Sewer	Hillsborough County BOCC	15000017	10/1/2014	2,940.00	EPC Wastewater Permit	2	Sole Source - County	Yes
Water/Sewer	The Dumont Company, Inc.	15001113	11/19/2014	3,190.00	Hydrofluosilicic Acid	1	Part of Contract - Approved by Commission	Yes
Water/Sewer	Water Treatment & Controls Co	15002620	2/5/2015	5,963.80	Chlorine Residual Analyzer	2	Sole Source - Support for this	Yes
Water/Sewer	Vaughan Co. Inc	15001214	11/21/2014	24,300.00	Pumping Equipment & Accessories	2	Sole Source - Support for this	Yes
Water/Sewer	Odyssey Manufacturing Co.	15001038	11/17/2014	4,191.50	Sodium Hypochlorite	1	Sodium Hypochlorite	Yes

Tick Mark Legend

- 1 M&J noted that three quotes were not obtained for this purchase, as it was documented that it was part of a state contract, or a piggy-back off of another contract
- 2 M&J noted that three quotes were not obtained for this purchase, as it was documented that it was from a sole source vendor
- 3 M&J noted the request for quote was sent at 12:30 PM on a Monday, requiring responses to be provided by 8:00 AM on a Tuesday. Only one vendor was able to respond within this time period
- 4 M&J noted that three quotes were not obtained for this purchase, as there was only two responses to the quote request

NOTE: M&J noted that only two procurements from the Library Department were incurred. We replaced remaining three with three additional from the Engineering Department

**Attachment B
Procedures Performed on Procurements Greater Than \$25,000**

Department	Vendor	Purchase Order #	Purchase Order Date	Purchase Order Amount	Procurement Followed City's Purchasing Policy	Noted Approval of City Commission
Engineering	AJAX Paving	15004771	5/18/2015	203,267.17	Yes 1	Yes
Engineering	QGS Development Inc	15001211	11/21/2014	72,523.76	Yes 1	Yes
Engineering	Welch Tennis Courts Inc	15002842	2/16/2015	84,550.50	Yes 1	Yes
Police	Tritech Software	15002429	1/28/2015	77,426.50	Yes 2	Yes
Police	Communications Internal Inc.	15003027	2/25/2015	186,593.75	Yes 4	Yes
Finance	City of Plant City - City Property Tax to CRA	15001322	12/2/2014	373,170.10	Yes 2	Yes
Finance	SunTrust Bank	15002996	2/23/2015	64,876.55	Yes 2	Yes
Finance	Salem Trust Company	15005128	6/4/2015	173,525.67	Yes 2	Yes
City Manager	Tampa Hillsborough Economic Development Corp	15000152	10/7/2014	50,000.00	Yes 2	Yes
City Manager	Hillsborough County BOCC	15002181	1/15/2015	25,015.00	Yes 2	Yes
Sanitation	Polk County Board of County Commissioners	15002255	1/20/2015	85,114.87	Yes 2	Yes
Sanitation	Polk County Board of County Commissioners	15004255	4/21/2015	83,529.71	Yes 2	Yes
Sanitation	Polk County Board of County Commissioners	15001210	11/21/2014	79,137.34	Yes 2	Yes
Water/Sewer	HD Supply Waterworks LTD	15002694	2/11/2015	289,101.17	Yes 3	Yes
Water/Sewer	Underground Solution, Inc.	15002590	2/4/2015	222,615.00	Yes 2	Yes
Water/Sewer	King Engineering Associates, Inc.	15001441	12/5/2014	97,921.75	Yes 4	Yes
Parks	Groundtek of Central Florida, LLC	15004145	4/15/2015	29,400.00	Yes	Yes
Parks	Groundtek of Central Florida, LLC	15002058	1/9/2015	28,800.00	Yes	Yes
General Services	ETR LLC	15001804	12/22/2014	157,087.00	Yes 4	Yes
General Services	Don Reid Ford, Inc. - Police Cruisers	15001953	1/5/2015	26,118.00	Yes 1	Yes
General Services	Everglades Farm Equipment Co	15002175	1/15/2015	48,422.00	Yes 1	Yes
Community Services	REP Services, Inc.	15001613	12/15/2014	85,236.42	Yes 4	Yes
Human Resources	FDK Municipal Truck Center	15005011	5/29/2015	28,172.77	N/A 5	N/A 5
Human Resources	Florida Municipal Insurance Trust	15004274	4/22/2015	62,405.90	Yes 2	Yes
Commission	Greater Plant City	15003570	3/20/2015	65,000.00	Yes 2	Yes

Tick Mark Legend

- 1 - M&J noted that this purchase order was a part of a larger contract. Per inspection of supporting documentation, the original contract followed the procurement process.
- 2 - M&J noted that this item was to a sole source provider, thus three bids were not obtained. This is in line with the City's purchasing policy.
- 3 - M&J noted that this purchase order was for subcontracting services on a City project. Per inspection of supporting documentation, the general contractor, E.T. MacKenzie, obtained three bids on the project, and the lowest bid was selected by the City.
- 4 - M&J noted that this purchase order was piggy-backed off of an existing contract, and the Commission approved for the purchase order to be approved without the required number of bids.
- 5 - M&J noted that this purchase order was for an insurance claim, and the insurance company chose the vendor to be used for the services, thus the City was not required to use an RFP process or have Commission approval.

NOTE: Based on our review of all purchases greater than \$25,000, we noted no individual items within the following departments: Fire, Library, Streets, and Stormwater. As such, we replaced these departments with purchases from the following departments: City Manager, Community Services, Human Resources, and Commission to obtain the 25 sample size.