

Weekly Report to the City Council for the Week of

April 10th- April 14th, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart and Mayor Wertz-Strickland attended the DeSoto County BOCC workshop on Tuesday April 11th. Of particular interest to them was the agenda item regarding a potential county ordinance addressing the location and number of medical marijuana dispensaries that will be located within DeSoto County. It is possible that the City could have its own ordinance dealing with the issue or decide to allow the issue to be governed by the County ordinance.

The CA joined with Finance Director Carsten and HR Director Lowe in a meeting with Mr. Ben Few of Ben Few Risk Management to discuss a potential RFQ for a city medical insurance agent. Mr. Few will assist the city in finalizing the RFQ document and serve as a subject matter expert advising the Selections Advisory Committee.

CA Stewart met with Utility Director Berndt and City Engineer Karleskint to discuss the airport area looping project being funded through the SWFWMD. The purpose was to determine if upsizing the lines before the project begins can be accomplished and how beneficial that may be.

Ms. Pat Backer and Mayor Wertz-Strickland met with the CA to review the Florida League of Cities' City Spirit Award Program and how the Jim Space Project might qualify for submittal.

CA Stewart and Utility Director Berndt met in a regularly scheduled mentoring session.

The CA spoke with Mr. Chuck Craven who owns a building at the SE corner of Oak and Polk. Mr. Craven was concerned that Code Officer McQuay had stopped work on repair of the overhanging structural canopy on that building due to no building permit. He asserted that a building permit was not required. After some conversation, it was agreed that we both would abide by the decision of Chief Building Official Hornbake.

CA Stewart completed a survey from the FLC regarding city statistical information.

The CA and Airport Manager Peacock met to discuss gathering information for a project to construct another group of T hangers for the municipal airport.

This was a short week due to Good Friday holiday and the CA was out of the office on leave Thursday to attend a family member's funeral in NC.

Planning & Zoning

4/10/2017 Emailed certificate of liability insurance to Desoto County Building Dept.

4/10/2017 Jonnie Lamb came in to report Graffiti on buildings on Monroe Ave

4/10/2017 George Beane came in for a Taxi Blue card

4/10/2017 worked on going through minutes

4/10/2017 worked on creating a list for LBT for all business that currently has a LBT for upcoming renewal.

4/11/2017 Cliff with Bread of Life came in to submit change of location for LBT. Fred has picked up to sign off on that.

4/11/2017 attended the 9:00am Historical Preservation Commission meeting

4/11/2017 Continued working on list for mail merge for LBT license for upcoming renewal.

4/11/2017 looked up some information for Carl for temporary construction trailers

4/11/2017 attended the 4:00pm meeting for Planning and Zoning Board.

4/12/2017 Fred signed off on LBT for Ekonomy Used Appliance for Guillermo Ruelas. Called Mr. Ruelas that his business tax license was ready for pick up.

4/12/2017 Jeff emailed me the CA application for Mr. Summers; he will now need to fill out a ZC application.

4/12/2017 Pulled files that were approved at the HPC and P & Z commission on April 11th and prepared them so I can meet with Penny on those files.

4/12/2017 logged in all letters that were returned back for Historic property owners.

4/12/2017 Emailed Tammie Underwood approved Right of Way permit

4/13/2017 Rick Bobby called in regards to Right of Way 16-40RC for W. Oak Street and Baldwin Ave, wants to know if it was approved.

4/13/2017 Met with Penny to go over the committee's to get term dates correct. We also met on questions I had on items that had been approved with HPC and P & Z

4/13/2017 Cory S. Putnam came in for a local business tax for Lawn Maintenance mobile business.

4/13/2017 Right of Way permit came in from Tammie Underwood with Century Link for property 1005 E. Cypress St. I have sent that to Fred for approval.

Continue to renew City of Arcadia Local Business Tax Receipts and collect permit fees when applied for.

Answer all calls coming in and transferring to person for whom call is for planning and zoning questions from the public by phone, e-mail, or in person if they stop by the office.

To: Mr. Stewart, City Administrator
From: Shelley Peacock, Airport Manager
Date: 4/10-/4/15/17

WEEKLY REPORT FOR THE AIRPORT

Fuel Farm- Fuel Dispenser and Fuel pump working as it should.
LED Light- Windemuller fuel Tech will come back out to fix LED. Notified Windemuller that invoice for installation will not be paid until the work is complete.

On Sunday (4/9) FBO and George Chase were both able to provide assistance to cross country campers that left Sun N Fun. They stopped in to camp before heading back to Rigby, Idaho. FBO assisted with their fuel fill up and contact info for George Chase for the campsite, George was available to provide a last minute check in, usually he requires more notice but met the campers at the site and checked them in and showed the campers where everything was located at the campsite.

Met with FBO, She informed me she had several requests that she needed from the City. She mentioned she will email them. FBO also informed me one more taxiway light had been completely removed. FBO and I drove out to notice black tire marks across the base where light fixture is mounted and it appeared that a plane hit it but cannot understand why the entire light fixture is removed from the base each time.

Contacted Mr. Greene, tenant of A2 who we sent eviction letter to. New Agreement made between him and the city. He will vacate the hangar in June. City Attorney prepared a new agreement, waiting for Mr. Greene's Signature.

FDOT responded regarding a reimbursement request for a grant for a row of T-hangars. They advised this funding request will have to be addressed during the Department's next work program cycle which begins shortly after the new fiscal year July 1 and concludes mid-October. FDOT added the JACIP will need to have accurate cost estimates for this. I have contacted Trident for an estimate cost for another row.

CA Requested quotes for cost to build a 12,000 sq ft building. Include erect building, plumbing, concrete and electrical. CA advised that I should contact Mac Martin, Realtor in Arcadia to receive and estimate cost for industrial building lease rent. Compared to Fair Market Value Report and other airport industrial hangar lease rent on airport property. Sent comparison information to CA and Mr. Hill.

Sent Finance Director, Beth Carsten a fee schedule that she requested from the airport.

Met with Director of Sales for "Say Weather" Systems. This is an inexpensive weather advisory that pilots can receive real time weather advisories over the radio uni-com frequency or call by phone and get the latest weather advisories. Director of Sales suggested he would like to do a demonstration at our airport so we can see how it works.

Attended Pancake Breakfast on Saturday April 15th. Nice turn out, FOAA had plenty of volunteers and members helping to make it a success. This was the last pancake Breakfast for the season.

WEEKLY REPORT TO THE CITY ADMINISTRATOR FOR THE WEEK OF

April 10, 2017 – April 14, 2017

Code Enforcement

4/10/17

Code Enforcement attended monthly Property Maintenance Standard Review Committee meeting. Meeting didn't have enough for a quorum.

4/11/17

Code Enforcement attended monthly Historical Preservation Committee meeting. The HPC was informed of all ongoing code violation cases that are located within the Historic district.

4/12/17

Code Enforcement spoke Mr. Alababa about what zoning districts would he be able to open a Muslim House of Worship in. Mr. Alababa was given a copy articles 4 and 5 of the Land Development Regulation.

4/13/17

Mr. Robert O'Neal and his wife Paula O'Neal came in and expressed that they felt that their property located at 404 E. Oak St. was not in violation of any codes and that the shipping container that is on their property was approved 10 years ago by DeSoto County Building official Lester Hornbake. It was explained to Mr. O'Neal that his property is located within the Historical District and that he would need to obtain a Certificate of Appropriateness to complete the work started on his home over 10 years ago. Mr. O'Neal was given a copy of Ordinance 1014. Mr. O'Neal said he would like to address the HPC and ask questions about what is needed to repair his home.

Code Enforcement received a complaint from Mrs. Cecil Watson about trash/garbage that was put out by her neighbor at 310 Watson Ave. Site investigation revealed that there was no violations and that her neighbor had neatly stacked items next to the road for trash pickup.

4/14/17

Closed for holiday

Code Enforcement Violation Counts
For Date Period From 04/09/2017 Through 04/15/2017

Violation	Count
Premises to be Kept Clean (a)	2
Abandoned or Inoperable Vehicle	2
Storage or Abandonment Junk or Furniture	1
Trash	1
Height of fences in residential area	1
Recreational vehicles - living or sleeping purposes	1
Accessory Building (a)	1
Total	9

Code Enforcement Action Counts
For Date Period From 04/09/2017 Through 04/15/2017

Action	Count
Case Notes	13
Verbal Warning Given	3
Courtesy Notice	3
Inspection	2
Extension Granted	1
2nd - Courtesy Notice	1
Extension Requested by Respondent	1
Total	24

Code Enforcement Topic Counts
For Date Period From 04/09/2017 Through 04/15/2017

Topic	Count
Zoning Code Violation	2
Vending/Sales without required License / Permit	1
Right of Way Obstruction or Encroachment	1
Accessory Structures/Users	1

Abandoned or Inoperable automobiles	1
Garbage and Debris	1
Total	7

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: April 17, 2017

Subject: Weekly report for Finance for week of April 10-14, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$93,720.55

Meter Deposits - \$1,400.00

Airport Rent - \$4,587.89

Golf - \$4,139.62

Mobile Home Rent & Laundry – \$10,737

Special Events – Code Enf/Planning -\$200.00

Permits - \$25.00

City Fines – \$4,160.85

Cemetery - \$750.00

Misc - \$51.10

Impound - \$0.00

Saturday Night Lights – \$0.00

Business Licenses - \$50.00

State of Florida - \$0

Lien Searches – \$0.00

Fingerprinting - \$0.00

Parking Tickets - \$40.00

Yard Sales – \$5.00

Taxi - \$0.00

Tip a Cop - \$0.00

Payroll:

- Processed 95 employees totaling \$156,872.51

Accounts Payable:

- Paid 121 Invoices out of operating, totaling \$182,729.51
- Paid 6 Invoices out of Airport, totaling \$366.91
- Processed 16 Purchase Orders
- Processed 4 Change Orders

Accounts Receivable:

N/A

Ongoing Projects and Tasks:

- Preparation for Audit
- Budget forms were given to Directors

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: April 14, 2017
Re: Weekly Report

During the week of April 10-14, 2017, I performed the following:

- attended directors meeting on April 10, 2017; updated Action Review Register
- met Public Works Director Underwood and inmates at old City Hall to direct the moving of boxes from upstairs to downstairs in anticipation of review/organization by part-time file clerk
- attended and took notes at the April 10, 2017 Property Maintenance Standards Review Committee; meeting did not take place due to lack of a quorum
- attended and took notes at the April 11, 2017 Historical Preservation Commission meeting; transcribed minutes for same
- attended and took notes at the April 11, 2017 Planning and Zoning
- started compiling the May 2, 2017 City Council agenda
- scanned Weekly Reports to City Council and placed same on website
- updated website to reflect upcoming meeting dates
- prepared Cemetery deeds for various individuals

- reviewed procedures for processing documentation as such relates to the Historical Preservation Commission, the Planning and Zoning Board and the City Council with the Administrative Clerk
- reviewed term limits of various boards with Administrative Clerk; discovered Board / Board of Adjustments meeting areas that needed to be addressed regarding Planning and Zoning Board which will require research
- communicated with Code Enforcement Officer McQuay regarding 404 E. Oak Street and the need to place same on the next Historical Preservation Commission agenda
- provided a printout of the GoRequest app to Historical Preservation Commission members via e-mail
- prepared Proclamation regarding City of Arcadia Day of Prayer
- started reviewing information regarding OnBase Electronic File System

Human Resources

DATE: April 17, 2017
 TO: Terry Stewart
 FROM: Linda Lowe, Human Resource Director
 SUBJECT: Weekly Report April 10 - 14

On Monday, April 10, I completed the ads for the Shopper and for the City website. These ads will post for approximately two (2) weeks. I made contact with Alan Magnuson, Golf Pro in Ft. Myers, to help with recruitment of the Director or Golf Course Operations for Arcadia. Mr. Magnuson was very helpful and supplied contact information which may result in the City posting an ad in the PGA CareerLinks .

On Tuesday, April 11, I attended a Human Resource and Risk Management Seminar sponsored by the Florida League of Cities. This Seminar was very informative and provided new information.

On Wednesday, April 12, the City Administrator, Finance Director, and I met with Ben Few, an Insurance and Risk Management Consultant. Mr. Few reviewed our information and made some suggestions for us going forward.

I continued to receive applications for all advertised positions this week. I have begun the screening process on the applications that have been received.

On Thursday, April 13, I completed the screening process for several applicants. A conditional offer of employment was made to two applicants – one for the Systems position and one for the part time position in Sanitation. It should be noted that with the completion of these hires both departments will

be fully staffed for the first time since I began my employment with the City of Arcadia. This has been another of my goals for the City.

The City of Arcadia was closed on April 14 for Good Friday.

Water Treatment Plant

Weekly Summary Week Ending 4-15-17: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder, Brendon Segroves, Carnell Scott, Dave Rhodes)

- **April 08, 2017 (Saturday):**
 - Regen anion #2.
 - Work on quarterly and monthly tasks sheets.

- **April 09, 2017 (Sunday):**
 - Regen cation #1.
 - Flushed hydrant near slims BBQ.

- **April 10, 2017 (Monday):**
 - Regen Anion #1
 - Regen Anion #3

- **April 11, 2017 (Tuesday):**
 - Regen # 2 cation
 - Regen #2 anion.
 - Clean, sweep, vacuum, water plant.

- **April 12, 2017 (Wednesday):**
 - Regen #1 cation.
 - Hose down salt area.
 - Clean, sweep, vacuum, water plant.
 - Continued labeling of BRAY valves and clear coating.

- **April 13, 2017 (Thursday):**
 - Hose clean top of WTP front side of building, and clean windows on front of building.
 - Work more on Quarterly and monthly tasks sheets.
 - Regen Anion #1
 - Finished labeling BRAY valves and clear coating the labels.
 - Clean, flush, zero, chem scan. Clean, sweep, vacuum, mop, water plant.

April 14, 2017 (Friday): Replace acid cleaner in chem scan. Refill DI water in chem scan. Regen#2 cation.

Waste Water Plant

(Dave Jones, Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- Apr. 8, 2016 – (Saturday) - Normal plant operation - Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank , cleaned view scale , transferred to day holding tank . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Discharging to reject pond , plant over turbidity limit to fill reuse tank per permit .
- Apr. 9, 2017 (Sunday) - Normal plant operations - Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Switched from reject pond back to tank as turbidity has dropped below permit level to allow reuse tank to be filled . Blew off accumulated moisture in air supply lines feed to lift tubes. Raised weir on sand filter bay in old series of filters as water was very cloudy , supplied enough flow to keep sand wash water flowing over reject weir to clean sand . Turbidity over limit to fill tank switched back to reject pond . Dropped off weekly time cards to W.T.P. for A.J.
- Apr. 10, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “A” , Compressor # 1 , and Hydro pump # 1 in service. Switched to tank from pond , pulled sand filter EFF. and plant EFF. fecal samples for tank fill , sent fill samples with lab driver . Air Centers Of Florida here to pull out old driers on compressors and replace with new units to keep moisture out of sand filter air lift feed lines . Switched from reuse tank to reject pond as turbidity is over permit limit for tank fill . Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Washed down bar screen and brushes on top of pre treat station . Washed down East and West clarifiers of solids build up .
- Apr. 11, 2017 (Tuesday) - Batched LC – 214 polymer in mixing tank and transferred to day holding tank. Reset conveyor on top of pre treat . Blew off moisture accumulated in sand filter air supply lines . Plant generator running noted in Fuel Oil and Generator Inspection Log . Pulled reject pond discharge samples , sent samples with lab driver. Dumped pre treat dumpster , replaced screen in bottom of dumpster to keep trash and INF. screenings out of dumpster under drain . Received delivery of LC – 300 chemical , transferred to holding tank for use , off loaded 4,600 gals. , turbidity on the way down .
- Apr. 12, 2017 (Wednesday) - Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Switched from pond to reuse tank for fill , pulled sand filter EFF. and plant EFF. fecal samples for tank fill , sent samples with lab driver .
- Apr. 13, 2017 (Thursday) - Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , pulled sand filter and plant EFF. fecal samples for reuse tank fill ,

sent weekly and reuse samples with lab driver . Tripped East digester float for sludge settling . Electro Mechanical Company here to install surge protection at reuse facility to protect new VFD system to be installed next week . Pierre' (electrician) here checking plant breaker panels for power supply to run newly installed sand filter bay control units . Weekly run of sludge press , pulling from East digester , sent 14 tons (28,000 lbs.) to county landfill used for cover on top of trash pile . Checked sludge blankets in all clarifiers and operation of assigned sludge pump .

Apr. 14, 2017 (Friday) - Filled Plant truck #21 with fuel for upcoming weeks use. Started decant of East digester , pulling clear water from top of settled sludge , finished decant , raised tube , aerators on . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent reuse fill samples with lab driver . Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat.

Weekly Summary Week ending 04-14-17 Systems Department

Fred Lewis, Lee Snyder, Charlie South, Chris White, Gary Crites, Aaron Perez, Margot Ayers, Tyler Vest

- April 08, 2017 (Saturday) - Normal Systems Operation.
- April 09, 2017 (Sunday) -Normal Systems operation.
- April 10, 2017 (Monday) – We made a repair to the side walk at 414 S Brevard the area of the repair was 5'x6' feet it took 21 60 pound bags of ready mix. We also inspected the 8"x6" tie in at S Brevard and Lowe.
- April 11, 2017 (Tuesday) – We installed a 2" meter at the automatic flusher at the road prison. We then located the abandoned water service at 121 S Orange.
- April 12, 2017 (Wednesday) – We repaired a ¾" poly service in the roadway at 14 N Polk. We then installed a 3" meter riser at 206 E Palmetto. We also did locates at E Hargrave and Airport and SE Maple and Airport and SE Maple and S Hillsborough.
- April 13, 2017 (Thursday) – We repaired the meter service at 1451 Holiday. We also flushed the sewer lateral for the wash rack at Public works. We then put out boil water recension notices on Lowe Street.
- April 14, 2017 (Friday) – Holiday no work.
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Public Works

Public Works Recap for Week 4/8/2017 thru 4/14/2017

Cemetery

Mowed, weed eaten and picked up dead flowers and debris. Marked 2 sites for burials. Assisted 4 visitors in locating grave sites.

Streets

21 loads of brush were picked up throughout the City. A Streets employee drove the Sanitation dumpster truck for 1 day. Inspected a water leak for Systems on N. Polk and patched the roadway once the repair was done. Trimmed trees on Lee and Manatee. Picked up a load of brush on E. Myrtle. Patched Orange between Hickory and Magnolia, Imogene west of Hwy 17 and 10th Ave. from Hwy. 70 to Cypress. Met with a resident who wanted to use the City's burn pile. Roger's Petroleum picked up fuel cards. Met with the Parks Manager at the MHP to inspect trees for removal. Degreased the claw truck in preparation for welding and over seen repairs.

Sanitation

All routes were run as normally scheduled. The inside and outside of all of the Sanitation trucks were cleaned.

Parks

At Jim Space 2 toilets were repaired, the restrooms were cleaned and the door to the sky box was re-hung.

Garage

Installed a dash mat in a Streets truck. Repaired the door handle linkage, replaced a tire and installed a hopper camera on a Sanitation truck. Replaced a hydraulic hose, welded the extension bracket and replaced the wiper blades on a Streets truck. Repaired a window regulator and a window track on a Parks vehicle. Replaced wheel brake band, the engine to deck belt and mower blades on a Streets mower. Plugged a tire on a Parks mower. Repaired a coolant leak on the MHP truck. Installed a gun lock and a new power inverter in a PD vehicle.

Inmates

MONDAY: Cleaned and weed eaten ditches at Maple & Volusia. Moved storage boxes to City Hall. Cleaned the alley at E. Myrtle.

TUESDAY: Cleaned the City right of ways at W. Myrtle and Court Street.

WEDNESDAY: Painted the interior of the office at the Cemetery. Weed eaten at the Cemetery.

THURSDAY: Washed and cleaned the work crew van. Trimmed trees at the old livestock market on Hwy. 17.

FRIDAY: Cleaned downtown Arcadia. Cleaned the sidewalk of debris and water the plants in from of Magnolia Seafood. Performed ground maintenance at the old livestock market on Hwy. 17.