

# **Weekly Report to the City Council for the Week of December 5th- December 9th, 2016**

## **Administrator**

### **City Administrator's Office**

City Administrator (CA) Stewart and Airport Manager Shelley Peacock met to review and update the Capital Improvement Plan for the Arcadia Airport.

The CA attended the American Legion Pearl Harbor Remembrance Day Ceremonies.

The City received its annual invoice from the Florida Department of Environmental Protection for the Wastewater Regulatory and Surveillance fee. Our City is eligible to request a waiver of that fee, as we have done in the past and we will be submitting a waiver request again this year.

The CA answered an e-mail inquiry from Mr. George Chase about next steps for the Friends of the Arcadia Airport's proposed Restroom/Shower facility since the FAA informed us that this is not eligible for grant funding as a standalone project. He was informed that we will be reaching out to the FDOT to learn if grant funding may be available through them. If not, then this project will be added to a future project to build additional T hangers.

CA Stewart returned a telephone call from the City Manager of Fellsmere, Florida to answer questions about how our city handles certain functions.

The CA worked together with the City Attorney on the Notice of Intent for the Fire Assessment and the Resolution for the same.

The CA spoke with the City Attorney who suggested a meeting with City Council for the purpose of updating council members regarding all outstanding legal actions against the city. That will be forthcoming after the New Year.

### **WEEKLY REPORT FOR THE AIRPORT**

Fuel System has been down all week. Not able to sell any fuel this week. Windemuller Technical Services has been back out twice and has advised us without his guy Jay coming out to look at the dispenser he is unsure of what else it could be. I was advised Jay will be available to come out first of next week.

New purchase has been made for a new fuel dispenser. CA Approved Emergency Purchase for \$14,134.97. This dispenser is purchased with John W. Kennedy Company-FL. Check was mailed for the full amount.

Emergency Purchase Paperwork has been sent to City Clerk for City Council Packets.

FBO's have been out of State all week. Ty, Aircraft Maintenance Technician is working terminal building while they are away.

FAA contacted Airport Manager looking for a plane that did not close his flight plan. Airport Manager called airport to see if plane was there. Beverly called Ty on his cell to find out if plane arrived, called FAA back to let them know plane was at airport, they already sent search and rescue and advised for Pilot to give FAA a call when he returned. Ty left note on the plane for the pilot.

Emailed Mildred with Desoto insurance to cancel insurance for our tractor rental. Tractor has been returned back to Kelly Tractor.

Emailed Fields Equipment the NJPA membership ID number for the tractor, flex-wing and roller purchase.

Mike McClure from FDOT called suggesting changes may occur to our airport frequency. He is doing the beginning of an analysis for 80 GA airports and several share frequencies but mentioned he will get back in touch later if he finds that we need to change our frequency. He advised we share with another airport and he will see if they are receiving much interference on their end too. For now suggested if radio is being used for ground conversations for FBO etc, remind them our Frequency is shared and other pilots can hear.

Rented End Storage unit of Hangar row B. This is space that was previously filled with old lighting for years. Inmates moved old lighting to an end unit the City is already using, to make space for future revenue. This will be an extra \$115.00 dollars monthly to the airport budget.

Beverly called and advised lock off the gate was missing. Did an emergency purchase to purchase a combination lock at Arcadia Do it Best for \$28.99. Gate has new lock

### **Code Enforcement**

#### **WEEKLY REPORT TO THE CITY ADMINISTRATOR FOR THE WEEK OF**

**December 4, 2016 – December 10, 2016**

12/5/16 – Code Enforcement spoke to Mr. Arturo Diaz Mejia about him replacing widows in his property located at 311 N. Monroe Ave. Mr. Mejia was issued a cease and desist order because his property is located within the Historic District. He was explained the requirements and the zoning of the property this property he required to get a certificate of appropriateness prior to doing any construction or modification to his home.

12/5/16 – The monthly Property Maintenance Standard Review Committee met but could not proceed due to not have a full quorum. Members present: Mr. Cavas, Enderby, and Mr. Strickland. Member not in attendance: Mrs. Williams, Mrs. Johnson, Mrs. Ritchie.

12/6/16 – Code Enforcement received an email from Mr. Michael Nuckols of Mobilite. Mr. Nuckols is requesting to place poles that help with cell phone connectivity within city right away throughout the city.

12/6/16 - Code Enforcement spoke to Ms. Anna Juvier and explained to her that her property located 1104 E. Maple St. will only be rezoned if she initiates the process. She was also advised that the structure on her property is a non conforming structure and that she could not add to the structure and if she removed the structure she would have to apply for a variance because the lot size and the zoning

**Code Enforcement Violation Counts**  
For Date Period From 12/04/2016 Through 12/10/2016

Violation	Count
Grass or Weeds	3
Prohibited Signs.	1
Building Permit required	1
Trucks and Commercial Vehicles	1
<b>Total</b>	<b>6</b>

**Code Enforcement Action Counts**  
For Date Period From 12/04/2016 Through 12/10/2016

Action	Count
Case Notes	16
Courtesy Notice	5
Verbal Warning Given	4
Inspection	1
<b>Total</b>	<b>26</b>

**Finance Department**

**To: Terry Stewart**

**From: Beth Carsten**

**Date: Monday, December 12, 2016**

**Subject: Weekly report for Finance for week of December 5 - December 9, 2016**

**Highlights for the Week:**

**Revenue Receipts:**

Water & Sewer – \$73,730.37

Meter Deposits - \$1,650.00

Airport Rent - \$0  
Golf - \$13,133.69  
Mobile Home Rent & Laundry – \$10,938.00  
Permits - \$0.00  
City Fines – \$0.00  
Cemetery - \$0.00  
Misc - \$0  
Impound - \$0.00  
Saturday Night Lights – \$0  
Business Licenses - \$136.00  
State of Florida - \$116,570.40  
Lien Searches – \$5.00  
Fingerprinting - \$50.00  
Parking Tickets - \$20.00  
Yard Sales -- \$5.00  
Taxi - \$20  
Tip a Cop - \$650.00

**Payroll:**

- Processed 95 employees in the amount of \$154,278.09

**Accounts Payable:**

- Entered 97 invoices and processed 46 checks, totaling \$50,795.17 from Operating
- Issued 18 Purchase Orders

**Updates:**

- Checked the references for Auditing Services RFP

**City Clerk**

**MEMORANDUM**

To: Terry Stewart, City Administrator  
From: Penny Delaney, City Clerk  
Date: December 9, 2016  
Re: Weekly Report

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During the week of December 5-9, 2016, I performed the following:

- attended staff meeting on December 5, 2016; updated Action Review Register; attended staff meeting on December 7, 2016

- continued compiling the December 20, 2016 City Council packet
- attended the Property Maintenance Standards Review Committee meeting on December 5, 2016 (there was not a quorum and meeting was called)
- finished preparing the upcoming Historic Preservation Commission agenda and packet and distributed same to commission members
- communicated with IT regarding status of public records request regarding airport committee for airport professional services; sent response of public records request regarding airport committee for airport professional services to requestor
- attended and took notes at the City Council meeting on December 6, 2016; transcribed minutes for same
- communicated with Jeff Schmucker of Central Florida Regional Planning Council regarding the upcoming agenda packet for the Planning and Zoning Board; distributed same to the board
- communicated with City Attorney regarding Notice of Intent to Use Uniform Method of Collecting Non-Ad Valorem Assessments and the placement of said item to be placed on the January 17, 2017 City Council Agenda; e-mailed notice to The Arcadian for publication purposes
- traveled to Downtown Signs to order name plates to be placed on dais and pictures in hallway of City Hall for incoming City Council members
- communicated with Robert Gitzen regarding status of Memorandum of Agreement as such related to designated contacts

## Human Resources

### CITY OF ARCADIA

#### INTER-OFFICE MEMORANDUM

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DATE: December 13, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report – December 5 - 9

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HR Director attended and participated in the Director's Meeting on Monday, December 5.

HR Director attended the City Council Meeting on Tuesday, December 6.

HR Director attended and participated in the Director's Meeting on Wednesday, December 7.

The ad for vacant position came out in the Tuesday, December 6, Peace River Shopper. Several applications were received and efforts have started on processing these applications. Interviews will be scheduled in the very near future.

Cathy and Lee Cohen were here at the Margaret Way Building for the AFLAC Open Enrollment on Thursday, December 8. They met with several of the employees and answered questions, processed claims, and helped employees with insurance selections.

The HR Director met with various other Directors regarding several aspects of supervisory process. Items discussed were Family and Medical Leave Act, Performance Improvement Plans, and counseling of employees.

Efforts were continued this week on preparing old records for storage.

## **Water Treatment Plant**

Weekly Summary Week Ending 12-10-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- December 03, 2016 (Saturday) – Regen anion #3. Finish cleaning and organizing storage room.
- December 04, 2016 (Sunday) – Regen cation #1. Vacuum floors and rugs.
- December 05, 2016 (Monday) – Change filters in chem scan room. Regen #1 anion. Hose out AMMONIA AND CHLORINE ROOMS. Hose down salt area. Refill ammonia day tank. Clean, sweep, vacuum.
- December 06, 2016 (Tuesday) – Regen #2 CATION. Clean, sweep, mop water plant.
- December 07, 2016 (Wednesday) – Hach Company man here to work on chlorine analyzer. Replace air filter on generator. Mop chem scan room. Regen #3 anion. Forrest here working on internet at remote GST. Continue draining and cleaning caustic pit. Sweep, mop, vacuum water plant.
- December 08, 2016 (Thursday) – Regen anion #1. Clean lab counters. Ammonia delivery. Clean windows on front of WTP. Clean lab trays and equipment. Regen #1 cation. Clean chem scan room. Vacuum pump room floor. Clean, sweep, mop, vacuum water plant. Clean, sweep, mop bathroom.
- December 09, 2016 (Friday) – clean camera lenses inside and outside. Regen anion #2. CL2 delivery. Oil wipe HSP #4. Clean, sweep, vacuum, water plant.

## **Public Works**

### **Public Works Recap for Week 12/3/2016 thru 12/9/2016**

#### **General Information**

The PWD attended the Directors Meetings on Monday and Wednesday.

#### **Cemetery**

The Cemetery was mowed and cleaned of debris. Pulled moss out of and trimmed trees.

5 plots were marked for burials.

#### **Facility Maintenance**

Installed a new hasp and lock on the Utility Billing drop box at the entrance to the Way Building.

#### **Streets**

24 loads of brush were picked up throughout the City. 5 Golf carts were picked up from the Golf Course and delivered to the Way Building for the Christmas Parade and after the parade they were returned to the Golf Course. A Streets employee filled in for the Sanitation dumpster truck driver for 1 day. Road ways were patched on Booker T Washington, N. Orange, the intersection of Wilson & Parkview and Oak. Trees were trimmed on Mills. Polk, Monroe and E. Palmetto were measured for repaving. 2 intersections on Oak Street were washed and cleaned of debris left over from the Christmas parade. Took 5 loads of rubble from the Public Works yard to the burn pile.

#### **Sanitation**

All routes were run as normally scheduled. All Sanitation vehicles were cleaned.

#### **Parks**

A Parks employee filled in for a Sanitation residential garbage truck driver for 4 days. The barricades were picked up after the Christmas Parade. A shed was tore down and removed from Jim Space. Brick pavers were laid near the laundry room at the Mobile Home Park. Mowed around Jim Space and pick up debris. Barricades were put out down town for weekend events.

#### **Garage**

Replaced a head light bulb in a Streets truck. Road call to the burn pile to replace a valve stem in a tire, and cleaned out the radiator and air filter on the Streets back hoe. Road call to jump start the Code Enforcement car and replaced the battery. Plugged a tire and repaired the tail light wiring on a Systems trailer. Replaced a tire on a Sanitation truck. Replaced a top door safety switch on the Streets pot hole trailer. Replaced a head light bulb on a PD vehicle. Removed parts from the bush hog mower for replacement. Replaced the flat bed cable for the dump bed on one of the Streets trucks. Removed and replaced the safety tape and removed one tire and checked the brakes on a Sanitation truck. Pulled a Sanitation residential route truck to the shop from the landfill.

#### **Inmates**

MONDAY: Cleaned down town Arcadia. Cleaned and cut ditches on Oak and Turner.

TUESDAY: Washed 2 intersections of down town Arcadia. A shed was torn down at Jim Space.

WEDNESDAY: Mowed and weed eaten at the Cemetery.

THURSDAY: Assisted the Streets Department with patching of pot holes.

FRIDAY: Cleaned down town Arcadia. Laid brick pavers in the City Mobile Home Park.

## **Pro Shop/Golf Course**

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Saturday, December 9th, 2016

Subject: Weekly report for Golf Course for week of December 3<sup>rd</sup>-December 9th 2016

Golf Course looking better each day.

Repairing Sprinkler Heads around Greens.

Review Bills for payment.

Meet with Jason & Jett from Laman Field Maintenance and went over entire Golf Course.

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Changed Cups & Pins on Friday with Lee.

Check all Satellites on Golf Course and make sure they have the correct sequence.

Total Revenue from 12/03-12/09 is \$7274.86 plus \$545.74 tax.

Continue sanding of Greens on Golf Course.

Cut Greens in the afternoon as we have to cut when totally Dry.

Have meetings with starters each morning.

Scheduled our XMAS Party on December 17<sup>th</sup>. Council is invited.

Public play starting to pick up daily.

Put up Cage for warming up before start round.

Seasonal Help coming back next week.