

Weekly Report to the City Council for the Week of February 13 thru February 17, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart was out of the office this week due to dealing with a severe bout of the flu.

Planning & Zoning

Weekly Report for the Week Ending February 17, 2017

02/13/17 I received a call from Mike Taber with the County Building Department ph# 993-4800 about wanting to know if the property located @ 1330 E. Oak St. can be re-zoned for Light Industrial. This property is currently zoned B1-A (Planned Business Center) I told him that it would probably not be permitted in the area where this is located (the old Winn Dixie building), but I would check with our City Planner. I e-mailed Jeff Schmucker about this and am waiting for his thoughts, and or answer to this question.

02/13/17 I changed the Certificate of appropriateness fees on the application forms per Penny Delaney as was approved by City Council on Tuesday February 7th 2017. The previous fee was \$165.00 for any and all repairs in the Historical District.

The new fee's are as follows:

\$25.00 for minor repair

\$65.00 for major repair

02/13/17 I helped Penny with getting Agenda packets together, made 10 set's of copies of the packets for the City Council meeting for February 21st meeting and hole punched.

02/13/17 I helped Penny with the CDBG packets for the February 14th meeting , we are missing information from our Engineer in order to finish. Penny had me send out an e-mail to all council members to let them know as soon as we had this information we would get it to them asap.

02/14/17 I received part of the information from Julie Karleskint, Engineer; but are still waiting for the cover sheet and letter from her to complete the packets. I made copies and put into binder books what we have so far.

02/14/17 I mailed LBT receipts to La Michoacana Es Natural and Papa John's Pizza that never came to pick them up. I had called them several times over the last 2 weeks, so will mail them as Fred Lewis had backflow preventer letters for them to contact him about.

02/14/17 I received a call from LAS contracting; ph# 386-527-9113 about a water line break @ SR 70 E & S. Hillsborough Ave, and the corner of Volusia and Magnolia (same area). I notified Fred Lewis and he said they would go check it out.

02/14/17 I finally got all the rest of the information from the engineer to complete the Agenda packets and got them e-mailed to the council members per Penny Delaney, City clerk.

02/14/17 I got a message in the general mailbox from Tony Guidry about reclaimed water system @ 945 N. Arcadia Ave. not working. I called Fred Lewis and he told me to call the waste water treatment plant to see when they run the pump. I found out that it only comes on from 7:30 am to 10:00 pm. I called Mr. Guidry back @ 863-447-0087 to let him know this and found out the problem was because he was running it to water his lawn @ 2am.

02/14/17 Dr. Simone called about the zoning of his property located @ 227 E. Gibson St. The zoning is RPB (Residential/Professional/Business) . Dr. Simone wanted to know if he could make it an RV Park and have hookups for people to park RV's. I explained to him that this would not be permitted in that zoning or any other within the City, unless it is in a designated RV/Mobile home park. Then he asked if it could be re-zoned to be able to put RV's there and I explained the process. He then asked if he were to build a professional office what the setbacks and parking allowance would be. I told him I would look into these things, consult with our City Planner and call him back.

02/15/17 Penny Delaney, City clerk asked me to scan and email the sign in sheet for the CDBG meeting from last night and let him know that the minutes would be sent to him as soon as completed.

02/15/17 I sent an e-mail to Jeff Schmucker about Dr. Simone's property located @ 227 E. Gibson St., I wanted to let him know about his question about the rezoning in that area to put an RV park.

02/15/17 I received a ZC for minor structures for a Fence @ 121 S. Orange Ave. , I looked up the parcel#, zoning and setbacks, then scanned and e-mailed to Jeff Schmucker for approval.

02/15/17 Carol Mahler dropped off a sign permit for the March 13th Annual Pioneer Day sign /banner to be hung on the splashpad fence. This is on City property so needs to go before City Council for approval. She knows it's too late to get it on the agenda for the February 21st and the March 7th will be too late as the event is on March 13th. She wants to see if she can present @ council for approval and I told her I would speak to Penny Delaney, City Clerk.

02/15/17 Fred Lewis dropped off approved Demolition permit for Edward Adams to demo property located @ 514 N. Monroe, Jeff Schmucker had already approved. I called Mr. Adams to let him know it was approved.

02/15/17 Teresa Gonzales stopped by the office about a culvert/drainage issue at her house located @ 433 17th Ave. The location is at the end of the drive where it meets the roadway. She said it is clogged with overgrowth of weeds and grass and wanted to know if the city is supposed to maintain this. I sent an e-mail to Rhonda Murphy @ Public works to see about who is responsible for the repair, she emailed me back that she will turn it in to streets department to fix.

02/15/17 I received a call from Vel @ Gaurdian about what they need to complete the CDBG grant package to turn in tomorrow morning. They needed the signed resolution, the proof of publication for both hearings, and the minutes from the last two hearings. When Penny came in we got these things together for them.

02/15/17 Mr. Christ who had applied for a ZC (fence permit) has now filed a variance to the changes that were marked up by Jeff Schmucker for his property located @ 60 Rio Vista Rd. I sent this to Jeff, and he emailed me back instructions as to the process of a Variance application since I had not done one before.

02/15/17 I scanned all the approved applications and permits to my email and got them put in the proper folders in the computer.

02/16/17 Sold (2) yard sales permits located @ 221 W Magnolia and 1227 SE 8th Ave.

02/16/17 Cheryl Whinkey called to complain about people that live behind her having chickens & roosters running around all hours of the night. I filled out a complaint form for Code Enforcement.

02/16/17 I received a ZC for minor structure (fence) located @ 122 N. 11th Ave. from Bryan Farm Supply, scanned over to Jeff Schmucker for approval.

02/16/17 I received a UC application to put a handicap ramp @ 2124 NW American Legion Drive for Arcadia-Desoto Habitat for Humanity. I scanned this over to Jeff Schmucker for approval.

02/17/17 I sent over the survey for Melissa Caldwell's property located @ 604 N. Polk Ave. Mrs. Caldwell had applied for a fence permit due to a fence being put up without a permit and it did not meet the requirements. Jeff had told us she needed to get a survey done to make sure where the property line was in order to move the fence within the proper set backs.

02/17/17 I filed all approved, and scanned business license's and permit applications that have been processed over the last two weeks.

02/17/17 I went over (2) projects I have been working on for Penny Delaney, City Clerk for her review.

(1) Carol Mahler's Pioneer Day BBQ sign permit for a banner to be put on the fence around the City splash pad for approval by City council that is too late for the 21st agenda and she says it can't wait until the March 7th Council meeting as that will be too late to advertise for the event. Penny will talk to Mr. Stewart about this, as Carol wants to know if she can just come to the council meeting on February 21st and present it to council as a public request.

(2) The updates for the City of Arcadia website for changes in staff, addresses, phone numbers etc. I had been working on these so that we could have them done along with the Bio's and new head shot pictures for the City Council members so that we could do all these updates/changes at the same time.

02/17/17 I have been working on gathering information for a Variance application for Mr. Christ fence permit for property located @ 60 Rio Vista Rd. as per instruction from Jeff Schmucker

02/17/17 Mr. Struthers, Mental Health Counselor had applied for a LBT 12/12/16 and paid the required fee for his business @ 240 N. Brevard Ave. I had informed him then we still needed his registered LLC from Sunbiz in order to process the application. He called today to tell me he had done this and he was going to e-mail the information to me so that I can issue the LBT receipt.

02/17/17 I sent a revised fence application from Mr. Christ for a change to a portion of his property located @ 60 Rio Vista Rd. to Jeff for approval, this did not have anything to do with the Variance application for another portion of the property he is trying to put in a fence.

02/17/17 A gentlemen stopped by the office to inquire about a lot he would like to purchase located at 504 Madison Ave. I gave him all the information he requested about what can or can't be built on the property, as he wanted to know before he purchases it. He wanted something in writing because he wants to know for sure before he buys it. I gave him Jeff Schmuckers e-mail address to request this.

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

Answered 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: 2/13-2/18/17

AIRPORT

Fuel Farm- Fuel Dispenser and Fuel pump working as it should.
LED Light- Windemuller fuel Tech will come back out to fix LED.

Received a call from a realtor wanting to find land to lease for a Flight School. This flight school will teach pilots the FAA requirements to obtain a commercial Pilot Certificate.

Collecting rent for Hangars.

USDA /APHIS Wildlife Service's advised they will be in the area on February 21-25 and March 2-4 and will need access to our airport. FBO has been notified.

Received email from FAA Community Planner advising that FAA will need to close out the Airport Master Plan & the Airport Layout Plan. Close-out documents are needed in their office. Working with Hanson to finalize these documents.

Cancelled meeting with Friends, County, and Mr. Noell.

Added 3 more people this week of people wanting to be added to the T-hangar waiting list. Our list contains approximately 30 people in need of a T-hangar.

Met the electrician Friday to replace 2 PAPI lights and 1 runway light.

Received a call from Flight Services regarding the permanent NOTAM that is listed for our airport. This had been placed by our FBO. Flight Services advised any permanent information regarding the airport should be published through the Chart Supplement (formerly Airport/Facility Directory-A/FD).

2/16/17 Mailed a certified letter to hangar tenant to notify the balance is past due.

2/16/17 Deposit for Hangar rent of \$3,864.53 sent to finance.

2/17/17 responded to FAA's concern regarding the obstruction to all runway ends. Informed FAA that all runway ends have been taken care of. Turf Runway has displaced threshold markers out showing the 20:1 slope as a temporary fix until we can trim and remove trees around the airport, off airport property.

On Saturday 2/18/17 I attended the event held at the airport. Friends of Arcadia Airport had one of the largest pancake fly-ins that I have seen yet. The Millennial Wings Group had their second annual fly in at arcadia airport this same weekend. They camped all weekend and this time they had Tshirts made with Arcadia Airport on their shirts.

On the back of the T-shirts they have a couple sitting at the campsite watching planes fly in Formation. Planes were everywhere and it was a great turn out. Councilwomen Susan Coker attended the pancake fly-in.

Code Enforcement

2/13/17

Code Enforcement attended monthly Property Maintenance Committee meeting. The Committee was informed about upcoming events and the new special event ordinance that has been approved to be written by City Attorney.

2/14/17

Code Enforcement processed taxi cab driver permits for Miguel Pimentel and Elsie Whitaker

2/15/17

Code Enforcement received a complaint from Mrs. Cheryl Whinkey about chickens running loose and crowing all day. Complaint will be investigated.

Code Enforcement received a complaint from Mrs. Paula Reed about chickens running loose and tearing up the yards in the neighborhood. She stated the chickens are coming from 1311 E. Cypress. Complaint will be investigated.

Code enforcement received a complaint from Jerome Reeves about illegal dumping on the property located at the dead end of S. Spring Ave. The illegal dumping of trash is in the city right away. Work order was done and has been forwarded to Public Works.

2/16/17 & 2/17/17

Code Enforcement Officer McQuay was out sick.

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: February 22, 2017

Subject: Weekly report for Finance for week of February 13-17, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$80,399.94

Meter Deposits - \$2,400.00

Airport Rent - \$3,864.53

Golf - \$12,97.67

Mobile Home Rent & Laundry – \$1,247.00

Permits - \$1,010.00
City Fines – \$2,74.84
Cemetery - \$250.00
Misc - \$0.00
Impound - \$0.00
Saturday Night Lights – \$0.00
Business Licenses - \$0.00
State of Florida - \$33,215.18
Lien Searches – \$5.00
Fingerprinting - \$0.00
Parking Tickets - \$0.00
Yard Sales – \$30.00
Taxi - \$0.00
Tip a Cop - \$0.00

Payroll:

- Processed payroll for 95 employees in the amount of \$155,302.56

Accounts Payable:

- Entered 312 invoices and processed 36 checks, totaling \$318,698.69 from Operating
- Entered 11 invoices and process 11 checks totaling \$6,508.94 out of Airport
- Entered 1 invoice and processed 1 check totaling \$1,525.00 our Law Enforcement Trust
- Issued 41 Purchase Orders

Updates:

- Prepared IT RFP.
- Continue to prepare for audit.

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: February 17, 2017
Re: Weekly Report

During the week of February 13-17, 2017, I performed the following:

- attended staff meeting on February 13, 2017; updated Action Review Register

- posted notices regarding second CDBG hearing; communicated with Corbett Alday of Guardian and City Engineer Julie Karleskint regarding second public hearing regarding CDBG; communicated with Corbett Alday regarding required documents needed for delivery of application
- sent photographs of City Council Members to IT to be placed on the City's website
- started transcribing minutes for presentations for RFP 2017-02 which were held on February 6, 2017: Financial Auditing Services
- finished compiling the February 21, 2017 City Council packet and made copies of same to be placed in the City Council Member's mailboxes, along with e-mailing same to City Council and other recipients. Compilation of the current check warrants was also completed and same was placed, along with the Council packet and Council agenda, on the City's website. I then scanned and uploaded the individual agenda items to the laptop in the Council Chambers in preparation of the City Council meeting
- posted IFB #2017-01 Lee Avenue Water and Sewer Improvements Addendum to Bid on the City's website and hallway bulletin board at City Hall
- communicated with City Attorney regarding noticing of Shade Meeting and scheduling of court reporter; contacted Vincent M. Lucente & Associates regarding same
- communicated with City Attorney and City Administrator regarding possibly amending the February 21, 2017 City Council agenda to add Turner Five Ash Annexation Agreement
- started preparing City Council Action Report for City Council Workshop and Regular Meeting held on February 7, 2017

Human Resources

DATE: March 20, 2017
TO: Terry Stewart, City Administrator
FROM: Linda Lowe, Human Resource Director
SUBJECT: Weekly Report – February 13 - 17

I attended and participated in the Director's Meeting held Monday, February 13.

I failed to do this report in a timely manner and did not keep good notes as to my daily activities. This would mean routine matters would have been taken care of during this week.

A couple of meetings scheduled for this week were cancelled due to illness. These will be rescheduled for a later date.

Water Treatment Plant

Weekly Summary Week Ending 2-18-17: A.J. Berndt

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

- February 11, 2016 (Saturday) – Regen cation #2. Wash truck #5.
- February 12, 2016 (Sunday) – Regen cation #1. Sweep pump room floor.
- February 13, 2016 (Monday) – Refill ammonia day tank. Regen #3 anion. Clean, sweep, and vacuum.
- February 14, 2016 (Tuesday) – Hose down salt tank and area. Regen #1 anion. Clean, sweep, vacuum, wax hallway.
- February 15, 2016 (Wednesday) – clean, and zero chem scans. Flushed in system Clean, Sweep, vacuum, water plant.
- February 16, 2016 (Thursday) – refill ammonia day tank. Regen #1 cation. Clean, sweep, vacuum, water plant.
- February 17, 2016 (Friday) – replaced chemical in chem scan. Regen #3 Anion. A.J. fixed flusher at road prison. Clean, sweep, vacuum, water plant.

Summary for the Week Ending Feb. 17, 2017: Utility Department– A.J. Berndt

Waste Water Plant

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

- Feb. 11, 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 . Watering Grove # 8 with reuse , both pumps on , golf course to water in the evening . Sand filter bay # 2 showing cloudy look from overload , raised air to both lifts in bay to pull more solids from sand in unit . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Turned on reuse pumps for golf course watering tonight .
- Feb. 12, 2017 (Sunday) - Normal plant operations - Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . West reuse pump tripped at M.C.C. panel , shut down power on pump let controller reset , turned power back on , pump back in service . When checking W.W.T.P. system lift stations , found excessive grease build up on bottom floats in Royal Howard station , knocked off build up off of floats and pumps . Blew off accumulated moisture in air supply lines feed to lift tubes. Dropped off weekly

- time cards to W.T.P. for AJ to work on. Turned on Grove #1 for watering with reuse, both pumps on, golf course to water tonight.
- Feb. 13, 2017 (Monday) - Washed down bar screen on top of pre treat. Alternated plant equipment – CL2 PUMP “C”, Compressor # 1, and Hydro pump # 1 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump. Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill, sent fill samples with lab driver. Finished hook up of blower unit at plant outfall, set motor drive and belts in place, tightened up unit, turned power on and tested unit for proper rotation, in service. Turned on grove #8 for reuse watering, both pumps on, golf course to water this evening.
- Feb. 14, 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 sand filter EFF. and plant EFF. fecal samples for reuse tank fill, sent fill samples with lab driver. R.E.D. services here to perform scheduled maintenance on main plant generator. Stanley Steamer Company here to measure floors in main plant building for estimate for steam cleaning of same. Back on painting of lab interior walls to freshen up. Turned on grove #2 for reuse watering, both pumps on, golf course to water tonight.
- Feb. 15, 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. West reuse pump wouldn't reset at panel, will call Pierre' to check out pump power supply. Turned on grove #7 for reuse watering, both pumps on, golf course will water later tonight.
- Feb. 16, 2017 (Thursday) - Batched LC–214 polymer in mixing unit and transferred to day storage tank. 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. Pierre' at reuse to check West pump power supply, pump controller powered up, pump back in service, also checked signal wire to meter head for SO2 injection, ready for hook up. Tripped East digester float for sludge settling. Weekly run of sludge press, pulling from East digester, sent 31 tons (62,000 lbs.) to county landfill used for cover on top of trash pile. Checked sludge blankets in all clarifiers and operation of assigned sludge pump. Turned on reuse for watering of grove #7 and grove #2 for owner to check micro–jets under trees in grove for clogging and replacement, both pumps on, golf course to water tonight.
- Feb. 17, 2017 (Friday) - Filled Plant truck #21 with fuel for upcoming weeks use, fill ticket to garage. Started decant of East digester, pulling clear water from top of settled sludge, finished decant of East digester, raised tube, aerators on. Batched LC–214 polymer in mixing tank and transferred to day holding tank. Received no CL2 bleach delivery, transferred to holding tank, off loaded 0 Gals. Blew off

- excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Turned on reuse for watering of grove # 8 , both pumps on , golf course to water tonight .

Public Works

Public Works Recap for Week 2/11/2017 thru 2/17/2017

Cemetery

2 sites were marked for burials. Mowed, trimmed trees and picked up debris. Assisted 7 people in selecting plots to purchase.

Streets

25 loads of brush were picked up throughout the City. A Streets employee drove the dumpster truck for Sanitation for 1 day. Trees were trimmed on Imogene, Pine, Bay and the intersection of Oak and Lee. Inspected the claw truck for a DEF problem. MOT on Hwy 70 for a vehicle accident. Repaired a driveway on Lincoln. Cleared the Stop sign at Johnson and W. Gibson. The streets were patched at E. Myrtle. Re- hung a street sign at Monroe and Oak. Inspected a culvert on Turner.

Sanitation

All routes were run as normally scheduled. All Sanitation trucks were cleaned inside and washed.

Parks

Picked up barricades from the weekend events. The litter was picked up from all of the City Parks. Trees were trimmed Story Book Park and Louis Anderson Park. The McSwain Park Splash Pad was put back into operation. Repaired the cable post at Jim Space parking lot and repaired and re-hung the restroom doors at Jim Space restrooms.

Garage

Plugged a tire on a WTP truck. Replaced a battery in a PD vehicle. Replaced a turning signal bulb on a Streets tractor. PM performed and replaced a tire on a Systems truck. Replaced upper control arms and sway bar links on a Parks truck. Replaced the front wheel bearings on a Parks mower. PM performed and 2 tires replaced on a WWTP truck. Repaired a tire and blew out the radiator and the air filter on the Streets back hoe. Replaced a power convertor box on a PD vehicle. PM performed and wiper blades replaced on a PD vehicle. Replaced an interior door handle on a Streets truck. Replaced a battery in a PD vehicle. Replaced the control arm bushings on the Parks cart.

Facility Maintenance

Repaired door frames on the restroom doors at the Jim Space ball field. Rebuilt 3 Parks benches.

Inmates

MONDAY: Performed ground maintenance and pressure washed the court yard at the Golf Course.

TUESDAY: Cleaned the grounds and break room at the Public Works Yard. Cleaned street curbs on W. Magnolia. Picked up the litter on W. Pine.

WEDNESDAY: Performed ground maintenance at Lake Katherine.

THURSDAY: Performed ground maintenance at Lake Katherine.

FRIDAY: Cleaned downtown Arcadia. Cleaned the grounds and the break room at the Public Works Yard. Completed the ground maintenance at Lake Katherine.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, February 19th, 2017

Subject: Weekly report for Golf Course for week ending February 17th 2017

Averaging 125-150 players per day.

Repairing Sprinkler Heads around Greens.

Review Bills for payment.

Meet with 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 02/10th-2/17th is \$12,402.46 plus \$930.19 sales tax.

Continue sanding of Greens on Golf Course where needed.

Jett sprayed Thursday at 5pm for Fungicide on Greens.

Have meetings with starters each morning.

Parking lot is complete.

Obtaining quotes for Golf Nets from Vendors I saw at the PGA Show.

Putting together the Canadian vs America tournament.

Attended the Legal side of Management course at Florida State College.