

Weekly Report to the City Council for the Week of

January 30th - February 3rd, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart met individually with the Mayor and each Council Member to discuss the upcoming workshop on the FATHOM proposal in order to insure they had all the information necessary to understand and assess the presentation.

There was a special Council Meeting for the purpose of meeting the requirements for the first of two required public hearings necessary to qualify for application of a CDBG neighborhood infrastructure grant.

City Planner Schmucker and City Attorney Wohl joined the CA in a conference call to discuss a request from the Mobilitie Company to install communications towers on city Right of Ways. It was determined that such towers are specifically assigned to a zoning category and they are not permitted in our ROWs.

The CA traveled to St. Augustine for two day FCCMA seminar Thursday and Friday of this week. The seminar covered the experiences of cities where major events such as police involved shooting or police corruption investigations had created unusual or very difficult community challenges. This was an excellent seminar with much good information.

Planning & Zoning

01/30/17 I sent an e-mail to Mr. Lutz with CenturyLink and he called me to explain when they were doing the work and the locates. I just need to let Fred Lewis know (give him site plans they submitted) until they are ready for locates.

01/30/17 I am working on updating information on the City of Arcadia website

01/30/17 I contacted Bill Wight Zebra Photography @ 863-231-2316 to set a date to do the photo's for all councilmember's ; Thursday February 2nd @ 3pm will work for him. I then contacted all councilmember's to verify this would be good with them, all agreed. I also reminded them all about the CDBG Public Hearing on Tuesday January 31st @ 6pm and they said they would all attend.

01/30/17 I received a LBT application for Papa John's Pizza located @ 7 N. Tenth Ave. to process

01/30/17 I sold a YS Permit to Lillian Peterson for Feb 10th-11th @ 6115 SW Magic Rd.

01/30/17 I received ZU application for Roger Penner @ Jewel Construction back approved by Jeff Schmucker for home site located on 812 W. Hickory St.

01/30/17 I received the ZC application for Fence @ 60 Rio Vista Rd by Eagle Fence Co. from Jeff Schmucker with modifications to the drawing to be changed before he will approve. I contacted Ken

Shatney with the fence company, he will stop by tomorrow to look at the changes to go over with the property owner.

01/30/17 I went over to City Hall with City Clerk Penny Delaney to go through things to be brought downstairs, log items and numbers, separate what is to be thrown away so that tomorrow when Steve Underwood has inmates come and a dumpster brought over everything will be in some kind of order.

01/30/17 Processed LBT for Harplyn, Inc.

01/31/17 I got all the paperwork; copy of Major site development application, Civil Plans, and Architectural Plans together for the Bushouse/Nursing Home Dr./Dr. Alokah project per Jeff Schmucker to give to Fred Lewis, Juanita Gaitan, and Julie Karleskint. I sent all these out today.

01/31/17 I went over to City Hall with Penny Delaney; City Clerk, Steve Underwood, and the corrections officer with inmates to help with directions to move all items to go on govdeals downstairs in one location and put broken misc. items in the dumpster provided by the City.

01/31/17 I contacted Debra Harrison to let her know that her LBT receipt was ready to be picked up per her request, and she said she would be in later today.

01/31/17 I contacted Bill Wight about head shot photos for councilmembers on Thursday February 2nd as to when he will come in to go over with Penny Delaney the area where the pictures will be taken. Mr. Wight said he will be in about 2pm before councilmembers show up @ 3pm for their pictures.

01/31/17 A resident came in to report light pole down/out @ the intersection of 17 S. and 70 E. I reported this to AJ Berndt via e-mail.

01/31/17 I scanned the last (3) LBT receipts completed and put into their folders on the computer.

01/31/17 I issued LBT for mobile produce for Denis Rosado, he was given a citation for selling without a permit by Code Enforcement officer Carl McQuay over the weekend, so I let Carl know that he came in to apply and paid the fee.

02/01/17 I received LBT application and payment in the mail for Premier Nation Mortgage Co. doing business @ 18 N. Polk Ave.

02/01/17 I had a meeting with City Clerk Penny Delaney about the HPC committee agenda to go over approved items and any new business coming up for the next meeting. All items on last month's agenda had been approved and noted, no new business had come in. Penny asked me to contact Dennis Neveau, Chairman for the HPC.

02/01/17 I called Bruce Neveau to let him know per Penny Delaney that there was no new business on the agenda for the HPC, only approval of last month's minutes and that they are only required to meet quarterly; so if they wanted to wait until March 14th for their next meeting it would be fine, so he was going to check with the others on the committee but thought that was what they would do and will let us know.

02/01/17 I continued to give out application's for current positions advertised with the City, date stamp and turn the in to Linda Lowe, HR Director.

02/01/17 Making labels for ordinance files from all committee's for City Clerk, Penny Delaney to have in a binder.

02/01/17 Carol Jones spoke to Mr. Stewart about the Letters to be mailed out form the HPC to all business owners and residents to see if I could do this job if I have the time. I sent an e-mail to Mr. Stewart to make sure all is good to go with the letters per Penny Delaney.

02/02/17 I assisted Penny Delaney in setting up area for the councilmember's photograph's to be taken today @ 3p.m.

02/02/17 sold YS permit to Donna Huckaby @ 1006 E. Magnolia on Feb 3rd -4th

02/02/17 I made cover page for City Clerk binder for Sunshine Law documents

02/02/17 I received e-mail back from Mr. Stewart that I could proceed with the HPC letters as this was an administrative decision by the committee and did not need approval from council.

02/02/17 I proceeded to print all the mailing labels for the HPC letters

02/02/17 sold (2) more YS permits and collected for a sign permit and a LBT for a new business called Red Leg Ordinance, LLC-Gun repair shop located @ 715 N. Brevard Ave.

02/02/17 I sent Gary Frierson an e-mail about the CD's he wanted from City council meetings from 12/20/16 and 1/3/17 to remind him they were here to pick up and the total fee was \$3.00

02/03/17 Processed (2) completed LBT receipts for Premier Nation and Red Leg Ordinance, LLC

02/03/17 I called Bruce Neveau, but spoke with Dennis Tyson also with the HPC about the letter for the mail out; is it going to be okay to send them out in black & white since there are 434 of each letter that have color letter head. Dennis will speak to Bruce and have him call me.

02/03/17 Bruce Neveau, Chairman for the HPC called me about the mail outs and he said that he saw no need for the letters to be run in color, that black & white will be fine.

02/03/17 Ken Shatney with Eagle Fence Co. stopped in with the revised site for fence located @ 60 Rio Vista Rd. that Jeff Schmucker sent to go over the changes with the resident before he will approve. The resident did not agree to changes and wants someone to come out and look at the property, and he is having it surveyed. Ken and I will contact Jeff about this to see if we need to do a variance. Jeff Schmucker advised Carl McQuay to visit site on Thursday February 9th @ 11:00 as resident is having the property surveyed on Wednesday. If all is compliant, Carl can sign off on permit.

02/03/17 Issued LBT receipt for Papa John's Restaurant located @ 7 N. 10th Ave. and called for them to pick it up per their request.

02/03/17 I made copies of and folded the letters for HPC to be mailed out to residents and businesses in the historic district to get ready to stuff in envelopes.

02/03/17 I received an e-mail from Angela Harrell @ Peace River Shopper wanting to know if we wanted to run the ad for the HPC committee member again, Penny said yes to run it one more week.

02/03/17 I contacted resident Anamary Juvier about the rezoning of her property located @ 1104 E. Maple St. to confirm (via e-mail from Jeff Schmucker) that she wanted R-1C not R-1B so that he could approve her application for rezoning

02/03/17 Penny told me that Chairman of the HPC Bruce Neveau told her he reached out to Luke Wilson and he wanted to step down from the HPC committee. Mr. Wilson agreed to stay on until we could find a replacement . I sent him an e-mail thanking him for his service on the committee and requesting a written notice from him per City Clerk, Penny Delaney.

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

WEEKLY REPORT FOR THE AIRPORT

Fuel Farm- Fuel Dispenser and Fuel pump working as it should.

LED Light- Friday 2/3/17 Received report that Jay from Windemuller was at the airport the day before trying to fix the LED light, the LED and gallons on the fuel dispenser were not reading the same. He suggested he would need the manual to the fuel dispenser the next time that he comes out.

TYNDALL AIRFORCE BASE, Master Sergeant Jose Barrera of the United States Army contacted us regarding a Notice to Airmen (NOTAM) Army will place NOTAM for our airport for February 3rd-February 5th, due to Presidential Movement.

Checked NOTAMS, Advised FBO to please remove one that is listed "permanent" for spraying within 5 nm of the airport.

Contacted FAA regarding potential funding for T-hangars. I was informed the airside needs will need to be met before they will consider an airport revenue project such as T-hangars.

Received quote from electrician to replace (1) taxiway light fixture, (1) runway light fixture, two PAPI light bulbs.

Coordination with Street Department Supervisor on placing stakes in the ground for the new displaced threshold edge markers for runway 13/31.

City Attorney sent License Agreements for the storage cargo trailers that will be stored on airport property. Storage fees will be collected and placed into airport funds. These fees will be equivalent to a monthly tie down.

The Millennial Group will be flying in February 17th and will stay through the 19th. They have requested to do a spot landing contest. Checked with FAA, they advised more time will be needed to perform an airspace study. They suggested if this group plans on coming back next year and would like to do this contest, we can submit one now. FASDO is the FAA office that will do the airspace study. I advised President of Millennial group that we can work together to accomplish this.

Wingman Aviation has requested to do sheet metal work in building F.

Mailed out invoices to tenants.

FBO advised on Friday that she will be at a convention for most of the week next week. She left Lisa, Ty and Barry in charge for the terminal building. She also advised in the same email that Windemuller came out again to work on the LED. FBO reported Jerry Monts Lighting is out above his hangar A3. Will contact Electrician to have him look at it to find out why it's not working.

Received Syn-Tech invoices (Fuel Master). Scanned and sent to FBO for review of what she is paying for. City was aware of one invoice but not the others. Software has been disconnected and added onto another computer with Syn-Tech support. There wasn't any notice to the city prior to the removal and disconnect of our fuel software. Invoice indicates charges occurred to remove software and add to a new computer that belongs to the FBO.

FBO advised in email dated Thursday Feb 2, 2017 she will have a student park his plane in the Butler Building at no charge while he continues his training at Eagle Vistas. I advised in Paragraph 12 of Butler Building Agreement, they must first obtain a written consent from the city. And the city will be paid 5% of the fair market value for that building for the portion of the plane that it takes up.

Contacted Howell-Oil for gallons sold and delivered to our airport due to lack of tickets provided by FBO.

Fuel Price Survey conducted. Checked 8 airports, Out of 8 our price of \$4.50 is the highest. The lowest out of the 8, is Winter Haven Municipal Airport \$3.40

Winter Haven \$3.40
Bartow \$3.60
Labelle \$3.77
Punta Gorda \$3.72
Page Field \$3.69
Wauchula \$3.89
Avon Park \$4.05 (full service, do not have self service)
Sebring \$4.25
Arcadia \$4.50

Code Enforcement

1/30/17

Code Enforcement and County Building Official Lest Hornbake inspected the property located at 720 SW Martin Luther King Blvd. to determine if the property is in violation of being used as a non conforming structure in a single family residential zone. It was determined that at one point the structure was being used as a multifamily resident, but at this time it is not being utilized as such. The owner of the property was ordered to remove all extra kitchen sinks and appliances from the structure, also remove two electrical meters from the outside of the structure within 30 days.

1/31/17

Code Enforcement processed a Special Event application for the Rodeo Parade to be held on March 11, 2017.

Code Enforcement received a request from Arcadia Main Street to hold a main street clean up of February 17, 2017.

2/1/17

Code Enforcement received a complaint from Mr. Mike Clause about homeless people living in the back of his property. Mr. Clause's property is located 101 Palmetto Ave. I and Officer Shadduck did a site inspection of the property and found two Hispanic males living in the City right away. Both individuals were issued trespass warnings and ordered to leave the area.

Code Enforcement issued a warning notice to Mr. Rivera at 22 S. Orange Ave for allowing someone to live inside of their business. He was advised that it is a violation to have someone living in business. He was given 72 hrs to vacate the person living in the business.

2/1/17

Sally Giolatian wanted to be issued a permit to give away dinners to the homeless and also have a yard sell at 149 Harris Road. She was told that she would need a special event permit because of the amount of people she was expecting to attend the event and that the city's process required the application to be turned in 45 days prior to the event. Mrs. Giolatian was informed that she could have the food drive without obtaining a permit.

2/1/17

Code Enforcement processed a Special event permit for the Mexican Rodeo. The event is scheduled to be held on February 19, 2017 from 1:00 pm to 11:00 pm. Arcadia Police Dept. was hired and all appropriate documents were provided. The application was not turned in before the required dead line; therefore this special event application will be walked on to the agenda by City Administrator.

Code Enforcement Violation Counts For Date Period From 01/29/2017 Through 02/03/2017

Violation	Count
Grass or Weeds	4
Abandoned or Inoperable Vehicle	3
Premises to be Kept Clean (a)	3
Nonconforming Uses and Structures.	2
Unsafe Building or Structure	1
Total	13

Code Enforcement Topic Counts
For Date Period From 01/29/2017 Through 02/04/2017

Topic	Count
Abandoned or Inoperable automobiles	4
Overgrown grass, weeds, bushes	2
Signs	1
Zoning Code Violation	1
Garbage and Debris	1
Business License Violations	1
Demolition of Dilapidated Structures	1
Prohibited Uses / Structures	1
Public Nuisances	1
Total	13

Code Enforcement Action Counts
For Date Period From 01/29/2017 Through 02/04/2017

Action	Count
Case Notes	15
Courtesy Notice	5
Complaint	1
Re-Inspection	1
Verbal Warning Given	1
Total	23

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: February 6, 2017

Subject: Weekly report for Finance for week of January 30 – February 3, 2017

Revenue Receipts:

Water & Sewer – \$112,101.06
Meter Deposits - \$2,250.00
Airport Rent - \$1,000.00
Golf - \$12,619.52
Mobile Home Rent & Laundry – \$918.00
Permits - \$2,485.00
City Fines – \$0.00
Cemetery - \$3,750.00
Misc - \$0.00
Impound - \$0.00
Saturday Night Lights – \$0
Business Licenses - \$222.50
State of Florida - \$80,845.43
Lien Searches – \$0.00
Fingerprinting - \$120.00
Parking Tickets - \$0.00
Yard Sales – \$20.00
Taxi - \$225.00
Tip a Cop - \$0.00

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: February 3, 2017
Re: Weekly Report

During the week of January 30 – February 3, 2017, I performed the following:

- attended staff meeting on January 30, 2017; updated Action Review Register
- instructed staff to coordinate with photographer and City Council regarding a time for photographs to be taken (will be placed in City Hall and on the website)
- amended February 7, 2017 City Council agenda to add Agenda Item 10 – Roadway and Paving Repairs Unit Pricing Bid No. 2016-02 as executed on April 26, 2016 between the City of Arcadia and Ajax Paving Industries of Florida, LLC

- traveled to City Hall to prepare for inmates to come and move items downstairs the following day; met with inmates regarding disposal of consumable items that are broken or of value less than \$50.00; arranged equipment to be checked to determine if such is functional
- scanned various agreements and documents to appropriate directory and filed in appropriate hard files
- posted notice of Invitation to Bid regarding the Lee Avenue Water and Sewer Improvements Project on the City's website and bulletin board at City Hall
- continued to meet with each City Council members to obtain signatures for banking purposes
- prepared City Council Action Report for City Council Meeting held on January 17, 2017 and forwarded same to City Administrator
- attended and took notes at the Special Meeting of the City Council regarding the first public hearing of the FF2016 CDBG and one agenda item (Lincoln Park Water and Sewer Improvements) on January 31, 2017
- loaded previously approved minutes to the City's website
- met with Council Members and photographer for photo shoot
- reviewed e-mail from Edward Quinn regarding the workshop pertaining to FATHOM; communicated with Mr. Quinn regarding his use of a power point
- caught up on office filing

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: February 6, 2017

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report – January 30 – February 03

I attended and participated in the Director's Meeting held Monday, January 30.

Several hours this week were spent finalizing the PAF's for the C&C implementation. All were checked thoroughly and Directors' were informed of the changes to their staff. Finance Department assisted in the processing of this information to make certain no problems were encountered with payroll processing.

Human Resources is currently receiving many applications for the positions that have been posted. Initial processing of these applications has begun and verifications have been gathered. Hopefully current recruiting efforts will be successful for each of these positions.

On Friday, February 3, I and five (5) other employees attended a class provided free of charge by South Florida State College here at the DeSoto Campus. This class was entitled "Motivating and Engaging Employees. All employees who attended were very impressed with the presenter and the material and felt it to be very worthwhile. We came away with many ideas to make the workplace better. We will be attending additional classes for the next two (2) Friday mornings.

Routine activities finished out the week.

Water Treatment Plant

Weekly Summary Week Ending 2-04-17: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- January 28, 2016 (Saturday) – Regen cation #1.
- January 29, 2016 (Sunday) – Regen anion #1. Regen anion #3.
- January 30, 2016 (Monday) – Replaced chemicals in chlorine analyzer. Replaced chemical in chem scan. Regen #2 cation. Clean, sweep, mop, vacuum, water plant. Clean bathroom water plant.
- January 31, 2016 (Tuesday) – regen #2 anion. Clean, sweep, vacuum, water plant.
- February 01, 2016 (Wednesday) – Collect well totals for January. Regen #1 anion. Refill FAS titrant. Blow out chemical rooms and chemscan room of dirt. Regen #1 cation. Clean. Sweep. Vacuum. Refill ammonia day tank.
- February 02, 2016 (Thursday) —Regen #3anion. Paint copper pipes on HSP's at remote, sweep building and clean pumps with CLR.Recd.245 gal ammonia Hawkins inc, Clean, sweep, vacuum, water plant.
- February 03, 2016 (Friday) —Regen #2 cation.

Public Works

Public Works Recap for Week 1/28/2017 thru 2/3/2017

General Information

The PWD attended the Directors' Meeting on Monday. The PWD along with the Parks Supervisor and Streets Supervisor attended a Supervisors' workshop sponsored by SFCC.

The PWD reprogrammed the multi-modem at the WWTP.

Cemetery

2 visitors were assisted in locating burial sites. 3 sites were marked for burial. Trimmed trees and picked up brush and debris.

Streets

21 loads of brush were picked up throughout the City. The Streets Supervisor drove the Sanitation dumpster truck for 1 day. The storm drain in the alley way beside Badcock's was inspected. Completed repairs of the parking lot at the Golf Course. Patched a water leak hole for Systems in the alley way behind the Downtown Athletic Club. Placed metal stakes beside marker cones at the Airport. Pot holes were patched on Monroe, Oak, and the Gibson driveway of the Middle School. Replaced the stop sign at Manatee and Whidden. Trees trimmed on S. Magnolia.

Sanitation

All routes were run as normally scheduled.

Parks

Trash and debris were picked up from all of the City Parks. Pressured washed and began painting of the restrooms at the Tree of Knowledge.

Garage

Welded bracket and repaired a hydraulic leak on a Streets truck. Road call to weld plates on a storm drain grate for the Street Department. Replaced the oil pressure switch on a PD vehicle. Replaced front tires on a Streets truck. Moved impound cars from the PD yard to the Public Works Yard. Replaced O rings and seals for the hydraulic pump for Systems mini excavator. Repaired door hinge problem on a Streets truck. Cleaned and replaced grease fittings on a Streets tractor.

Facility Maintenance

Replaced lights in an office and the conference room of the Margaret Way Building. Hung a mirror in the City Clerk's Office.

Inmates

MONDAY: Cleaned the Public Works shop. Performed ground maintenance at the waste water re-use area at the Cemetery. Cleaned a ditch on S. Parker.

TUESDAY: Cleaned the grounds at the Public Works Yard. Moved furniture and debris from the City Hall building.

WEDNESDAY: Edged and cleaned the curbs on Levines. Trimmed trees and picked up debris at the Cemetery.

THURSDAY: Cleaned the patio and began ground maintenance at the PD. FRIDAY: Cleaned downtown Arcadia. Completed the ground maintenance at the PD.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, February 5th, 2017

Subject: Weekly report for Golf Course for week ending February 3rd 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 01/28th-2/03 is \$10,466.78 plus \$784.96 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 should be sealed next week.

Installed Astroturf in Courtyard.

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

Putting together the Canadian vs America tournament.

Want to Thank Director Underwood for the Great Job on our Parking Lot.

Attended the Motivating and engaging employees course at the South Florida State College.

We had one of our best January's since 2013.