

Weekly Report to the City Council for the Week of

June 26th thru June 30th, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart attended the DeSoto Board of County Commissioners meeting on 6/26/17 to present the Commission with a certificate of recognition on behalf of the International City Management Association and Florida City County Management Association. The recognition was in honor of the County's 30th year under operation as a Council/Manager form of government.

The CA attended a meeting of the Local Mitigation Strategy group at the DeSoto County Emergency Operations facility.

CA Stewart and Finance Director Carsten participated in an exit interview session with new City Auditors Clifton Larson. This session is for the purpose of reviewing the recent audit and identifying ways to enable the audit for the next year more efficiently.

The CA met with Mr. Rob Duncan of ABM Building Maintenance and Facilities Service. Mr. Duncan supplied information about the type of services his company can provide and how it may benefit the city.

The CA engaged in a Day in the Life of a City Employee work day in which he goes into the field and works alongside a group of workers for the day. In this case, it was a day with the Pothole Patching crew. It provided an opportunity for the CA to see firsthand the work accomplished by that crew and the problems they must overcome to do so. It is hard/hot work.

The CA met with Mr. Bill Bailey to hear his concerns about his intended use of a property for his business.

The CA met with Arcadia MainStreet representatives to discuss how they and the city could move forward with the intended economic development initiative.

The CA met with resident David Jones to hear his concerns about the operation of the City Golf Course and how to make it better.

To: Mr. Stewart, City Administrator
From: Shelley Peacock, Airport Manager
Date: 6/26-6/30/17

AIRPORT

Fuel Farm- Fuel Dispenser and Fuel pump working as it should.
LED Light- Working as it should.

FSDO Tampa called to make us aware of a crane in our area. NOTAM has been placed so the pilots will be informed.

Working on Budget Expense Request for FY2017-18.

Coordinating with Homeowner on Maple Dr. regarding their tree located in the glide slope path to runway 13. Waiting on quote from company to remove the tree and grind stump.

FAA: AMP and ALP Project; Hanson provided close out spreadsheets to submit to FAA. Airport Manager is working on FAA reimbursements to submit before close out. Waiting on checks to clear the bank, then able to process request for funds from FAA.

Emailed FAA Revised Scope of Services for the T-Hangar Taxilane Project per their request.
Received City Administrator Signature for FAA Form SF-424 Application for funds (\$115,712.00) and mailed to FAA.

Turf Runway Drainage Project:

Kick off Meeting was held on May 2nd, 2017. Surveyors out on June 20th, they advised this will take about 5-10 days to get all of their information they need. FBO advised they are still surveying.

Carport paperwork sent over to finance for purchase order request. Made changes to paperwork to show there are two vendors for this project, Superior Sheds (receive deposit) and Carolina Carports receive balance after installation is complete.

Additional paperwork required for a set of engineered plans that are needed for Desoto County building Dept. Superior Sheds advised it takes weeks to receive the plans.

Collecting rent for hangars. Received invoices from Amanda in Finance, Airport Manager mailed out same day.

City received a complaint regarding low flying airplane near home and mentioned it starts early in the morning.

Airport Manager received a call from the FBO on Wednesday June 28th that a pilot flying a motorized parachute took off dangerously and nearly missed tree line during takeoff.

Wednesday June 28th, Airport Manager posted 3 day notice on A2 Hangar door.

Maintenance needed for 2 taxiway lights. Need to purchase the wiring unit for both. Hope to have Windemuller take care of this soon.

Sprayed round up around T-hangars.

All crew of the parks department mowed the airport this week. Looked great when they finished. Parks Department Supervisor Carrie Taylor will add airport to weekly schedule now.

Tractor mowing took place this week.

Airport looks great, grass is green and dirt spots filled in on the turf runway.

Planning & Zoning

6/26/2017 Bonnie was requesting information on garage sale permits

6/26/2017 Reviewing 481 local business tax to be mailed out

6/26/2017 scanned and filed

6/27/2017 Mr. Santiago called to get information on 908 E. Oak St.

6/27/2017 Mr. Randy called and requested information to be emailed to him on fencing

6/27/2017 Mr. Ashford submitted an application for a new local business tax

6/27/2017 Mrs. Shine called and requested information on property 614 W. Pine St. I have emailed Jeff

6/27/2017 Gentleman came in to request information on property 314 E. Magnolia, if he would be able to rebuild if home would be demoed.

6/28/2017 Jeff emailed me information for Mr. Hornbake on property on Bridle Path, I have emailed Mr. Hornbake information.

6/28/2017 Mr. Bill requested information on home that is on E. Maple St. to see if it was on historical district

6/28/2017 Received complaint on Marshall Ave

6/28/2017 Roger submitted a zoning request for a home on 521 N. 10th Ave.

6/29/2017 Guadalupe submitted a Special event application for a wedding at Golf Course

6/29/2017 Abigail's Antiques came in to renew LBT

6/30/2017 St. Johns Baptist called on questions to getting a zoning for a carport

6/30/2017 Douglas called to get information on zoning for a property on Jordan and Magnolia St.

6/30/2017 Allen called to get information if he can place a 30x40 metal shed carport on N. 10th Ave.

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.

Code Enforcement

6/26/17

Code Enforcement provided Mrs. Flo Rife with copies of the past 3 years special event applications.

Code Enforcement spoke Mr. Dan Collins about the removal of a partially down fence at the property located at 919 E. Myrtle St. The fence is blocking the City right away. Mr. Collins gave permission for the City to remove the fence.

6/27/17

Code Enforcement spoke to Mrs. Jennifer Bower, the Program Manager for Habitat for Humanity about holding a special event at the Rodeo Grounds in late July 2017. All information was given to Mrs. Bowser concerning what is required to hold a special event within the City limits.

6/28Code/17

Code Enforcement conducted investigations on complaints given by the Historical Preservation Committee.

6/29/17

Code Enforcement met with DeSoto County Building Director Lester Hornbake and DeSoto County Fire Inspector Tyler Balcom at the property located 605 E. Hickory Street. The property was determined that it is set for demolition.

6/29/17

Code Enforcement spoke to Major Kevin Turner of DeSoto County Correctional Department about holding a special event at Jim Space Sport Complex. Major Turner was advised that he could not reserve the complex and that it is used on a first come bases.

Code Enforcement received a complaint about the property located at 704 Harris Rd. selling dinners. This property is in a zoned residential area and the selling of food is not allowed. Contact was made with Mrs. Cora Lee Jackson, the owner of the property. She was advised that she is not allowed to sell dinners out of her home.

Code Enforcement Violation Counts
 For Date Period From 06/25/2017 Through 07/01/2017

Violation	Count
Grass or Weeds	2
Abandoned or Inoperable Vehicle	2
Building Permit required	2
Nonconforming Uses and Structures.	1
Permit required (92)	1
Premises to be Kept Clean (a)	1
Accessory Building (a)	1
Total	10

Code Enforcement Action Counts
 For Date Period From 06/25/2017 Through 07/01/2017

Action	Count
Case Notes	7
Courtesy Notice	4
Verbal Warning Given	2
Complaint	1
Total	14

Code Enforcement Topic Counts
 For Date Period From 06/25/2017 Through 07/01/2017

Topic	Count
Abandoned or Inoperable automobiles	2
Overgrown grass, weeds, bushes	2
Historical Preservation District	1
Prohibited Uses / Structures	1
Property lien search	1
Historical Preservation district	1

Garbage and Debris	1
Expired Building Permit within City limits	1
Non-Code Enforcement Related	1
Vending/Sales without required License / Permit	1
Total	12

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: July 11, 2017

Subject: Weekly report for Finance for week of June 26-30, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$116,377.45
 Meter Deposits - \$1,206.11
 Airport Rent - \$1,338.58
 Golf - \$668.31
 Mobile Home Rent & Laundry – \$893.00
 Special Events – Code Enf/Planning -\$0.00
 Permits - \$1,245.00
 City Fines – \$0.00
 Cemetery - \$100.00
 Misc - \$0.00
 Impound - \$0.00
 Saturday Night Lights – \$0.00
 Business Licenses - \$292.00
 State of Florida - \$111,290.77
 Lien Searches – \$5.00
 Fingerprinting - \$20.00
 Parking Tickets - \$0.00
 Yard Sales – \$0.00
 Taxi - \$0.00
 Tip a Cop - \$0.00

Payroll:

Accounts Payable:

- Processed 159 invoices out of operating totaling \$153,613.75
- Processed 123 invoices out of operating totaling \$108,676.02

- Processed 9 invoices out of Airport totaling \$5,594.54

Purchasing:

- Processed 11 Purchase Orders
- Training on GovDeals

Ongoing Projects and Tasks:

- Audit work continues
- Budget

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: June 30, 2017

Re: Weekly Report

During the week of June 26-30, 2017, I performed the following:

- attended FACC Conference in Orlando from June 26th-28th
- started compiling the July 18th City Council packet
- prepared Proclamation regarding Staff Sergeant Morgan
- prepared the City Council Action Report regarding the June 20, 2017 City Council meeting and forwarded same to the City Administrator
- spoke with Administrative Clerk regarding obtaining photographs of Councilmember Turner to be provided to family; prepared requisition for same
- ordered name plate for Councilmember Keene for dais and photo; prepared requisition for same
- provided public records request to requestor
- continued transcribing minutes for Special Master Hearing which was held on April 20, 2017
- spoke with Human Resource Director Lowe regarding the upcoming vacancy of the Administrative Clerk position

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: July 5, 2017
TO: Terry Stewart
FROM: Linda Lowe, Human Resource Director
SUBJECT: Weekly Report - June 26 - 30

HR Director attended and participated in the Director's Meeting on Monday, June 26.

Interviews for Public Works positions were held on Tuesday, June 27. Hopefully all positions will be able to be filled from these applicants.

On Wednesday, June 28, H.R. Director attended and participated in the Safety Committee Meeting.

The remainder of the week was spent in verifying employment and background of applicants.

H.R. Director met with representatives from Washington National regarding their products and the possibility of providing same to employees.

H.R. Director followed up with employee currently on FMLA and the need for additional paperwork from the physician.

Utility Departments

Water Treatment Plant

Weekly Summary Week Ending 7-01-17: A.J. Berndt

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

- **June 24, 2017 (Saturday):**
 - Replace parts in chemscan unit.
 - Regen anion #1.
- **June 25, 2017 (Sunday):**
 - Regen cation #1.
- **June 26, 2017 (Monday):**
 - Regen #2 cation.
 - Mix new chemical for chem scan.

- Picked up Lead & Copper
- Regen Anion #2
- Clean, sweep, vacuum water plant.

- **June 27, 2017 (Tuesday):**
 - Refill ammonia day tank.
 - Regen Anion #1

- **June 28, 2017 (Wednesday):**
 - Regen cation #1.
 - Clean lab counter of dirt and clean calcium stains.
 - Fixed copper pipe leak on HSP #2.
 - Oil wipe HSP #3.

- **June 29, 2017 (Thursday):**
 - Regen anion #2.
 - Oil wipe HSP #4.
 - Clean traffic light box at SR 31 and 70.

- **July 01, 2017 (Friday):**
 - Regen #3 anion.
 - Received 522 gal chlorine from Odyssey-

Wastewater Treatment Plant

(Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- June 24, 2017 – (Saturday) - Normal plant operation - Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Recorded weather readings and added enzymes to clarifier feed. County started bringing non-potable water into the leech tank. Flow going to the cascade; tested cascade. Checked Lift stations.
- June 25, 2017 (Sunday) - Normal plant operations - Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube and turned aerators on . Blew off accumulated moisture in air supply lines feed to lift tubes. Cl2 was running low, switched tanks from the time until the delivery.
- June 26, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – . Flow to the cascade. Drained moisture from air feed lines on sand filter air lift supply . Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Washed down bar screen . Completed bio essay. Turned grove 8 off. Marked all the lights on the plant grounds to indicate repair needed.

- June 27, 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 . Collected Influent and Effluent samples for weekly test, pulled sand filter EFF and plant EFF fecal samples for reuse tank fill , sent samples with lab driver . Switched the flow from the tank to the river. Watering Grove 2. Ran bio essays to the lab. K2003 delivered. Alternated Hydro pumps Cl2 pumps and compressors. Washed northern clarifier.
- June 28, 2017 (Wednesday) - Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Started cascade testing. Set composite samplers. Grover 1 turned on. Shortlab initiated a retest on the effluent. Change speed on the LC 300 from 130 to 125.
- June 29, 2017 (Thursday) - Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill and sent with lab driver . Pulled influent and effluent composite samplers and monthly nutrient sample. Weekly run on sludge press, from East digester. Reset influent pumps 4 and 5 due to high level alarm. Flushed the lines going into the clay valve at grove 7. Prisoners mowed at reuse. Switched flow from pond to the tank.
- June 30, 2017 (Friday) - Filled plant pickup 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 . Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Employee training on DMRs. Started Monthly pesticide and herbicide application on plant grounds, reuse and all lift stations. Completed monthly fuel tank inspection. Washed the east and west clarifiers. Mowed plant grounds.

Systems Department

Weekly Summary Week ending 06-30-17

Fred Lewis, Lee Snyder, Charlie South, Chris White, Gary Crites,

Aaron Perez,

Margot Ayers, Richard Stanfield

- June 24, 2017 (Saturday) - Normal Systems Operation.
- June 25, 2017 (Sunday) -Normal Systems operation.
- June 26, 2017 (Monday) – We installed a ¾ “hose bib at the old fire station on 10th Ave at Cypress. We then installed a 16” hydrant riser on the fire hydrant at N Volusia and E Maple. We also maintained the normal daily cut offs and turn ons.
- June 27, 2017 (Tuesday) – We traveled to Zolfo springs to assist them with 2 frozen main line valves using are valve machine. We also maintained the normal daily cut offs and turn ons. We then read cycle 4 meters. We observed the daily water and sewer rehab on Lee Avenue.

- June 28, 2017 (Wednesday) – We repaired a 1” poly water line at the intersection of N Lee and Clark. We also maintained the normal daily cut offs and turn ons. We observed the daily water and sewer rehab on Lee Avenue.
- June 29, 2017 (Thursday) – We mowed easements on W Pine. We then examined a 2” galvanized pipe at Granger and Lee to see if it was part of the water system it was not. We also maintained the normal daily cut offs and turn ons. We observed the daily water and sewer rehab on Lee Avenue.
- June 30, 2017 (Friday) – We assisted with mowing at the airport. We also maintained the normal daily cut offs and turn ons. We then did weekly cleaning and a safety sweep of the Systems yard and trucks.

Public Works

General Information

The PWD attended the Directors’ Meeting on Monday. The PWD met with a surveyor at the Cemetery to get a quote to survey the Cemetery. The PWD and the Streets Supervisor attended a Solid Waste workshop with consultants.

Cemetery

Trimmed trees, mowed, weed eaten and picked up dead flowers and debris.

Sanitation

The Sanitation routes were run as normally scheduled. 3 Sanitation personnel assisted with road way patching for 1 day.

Streets

19 loads of brush were picked up throughout the City. Re-shelled Cypress and Hillsborough for a Systems job. Placed shell at the entrance to Jim Space. Shell was placed, spread and packed on the Bridle Path curve. A speed bump on Bridle Path was removed. Removed 2 sections of privacy fence off of Myrtle for Code Enforcement. Job interviews were conducted for the Public Works department. Road ways were patched on the 400 & 500 blocks of Spring. Attended a Safety Committee Meeting. Weed eaten at the Cemetery.

Facility Maintenance

4 light bulbs replaced at the PD.

Garage

2 tires were plugged on the Cemetery trailer. Balanced the front tires on a Systems truck. Replaced a PTO switch on a Sanitation truck. A broken weld on the Streets roller was repaired. PM performed on a Parks truck. Replaced engine bolts on a Streets mower. The brakes were adjusted on a Streets mower. The A/C was recharged on a Systems truck. PM performed on a Streets mower. PM performed and replaced a key fob battery on a PD vehicle. The thermostat and the thermostat housing gasket on a PD vehicle were replaced. A tire on a Sanitation truck was replaced. Replaced the left front hub/baring assembly on a PD vehicle. The tie rod end on the Systems back hoe was replaced. Replaced the A/C blower mower switch on a Systems truck. Replaced the electric PTO switch on a Parks mower. PM performed and right upper control arm and a tire replaced on a PD vehicle.

Parks

Mowed at the Speer Center, Story Book Park, Jim Space, Ridgewood, the corner of Valdosta, the end of Winifred, Louis Anderson Park, Rio Vista, PD, Bus Park, 10th Ave., Maple, 12th Ave., Airport, Lake Katherine, Hwy 17 and Snow. Sprayed weed killer at the PD and the Bus Park.

Inmates

MONDAY: Completed painting at the 10th Ave. building. Trimmed trees and mowed easement on Serena.

TUESDAY: Assisted the Streets Dept. with patching pot holes on S. Spring. Cleaned ditches and weed eated around cones at the Airport.

WEDNESDAY: Weed eated and mowed at the WWTP re-use area on Oak Ridge. Mowed and weed eated easement on W. Oak.

FRIDAY: Cleaned downtown Arcadia. Cleaned the P.W. shop. Mowed the alley way and trimmed the hedges at the Tree of Knowledge.