

# **Weekly Report to the City Council for the Week of**

**March 13th thru March 17th, 2017**

## **Administrator**

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

City Administrator (CA) and Finance Director Carsten met to review the various finance options for the Fathom project. Various local financial institutions were contacted about participating in rate quotes and several were interested.

The CA participated in a claims review meeting with the city's insurance representatives. That review covered all open claims for all lines including Worker's Comp, Property and Casualty, etc.

Airport Manager Peacock and the CA met with Mr. Jamie Hill of SWFL Aviation and representatives of a Chinese aviation business about possibly locating their businesses at the city airport. We will be providing them with information about expected cost for leasing city built buildings.

The CA attended a meeting of the HRTPO as chair of the Transportation Advisory Committee (TAC).

The CA met with a Mr. Brian Schaper who is now negotiating the purchase of a property just outside of the city limits regarding the ability of the city to provide water and sewer utility service to the site. He was advised the city can do so but it will require the annexation of the property into the city. He was receptive.

The CA participated in a web based conference call about FirstNet. This is a first responder centric cell telephone network.

The CA met with Ms. Kathy Gamiotea about whether the city can provide water and sewer service to a possible multifamily development site near San Juan Bosco. Doing so may be problematic from a capacity perspective as Jan Juan Bosco has spoken of further expansion at its site.

The CA and Airport Manager Peacock met with County Development Director Earl Hahn and Airport Consultant Representative Blake Swafford to discuss necessary revisions to airport zoning for the area around the airport.

The CA spoke by phone with Mr. John Ray and Robert Logan of Capital Resilience Group. Their company provides funding for local governments to finance capital projects.

## **Planning & Zoning**

03/13/17 I received an e-mail back from Jeff Schmucker about the fence permit for Alton Christ located @ 60 Rio Vista Rd. He told me that the applicant for the fence permit (Kenny Shatney of Eagle Fence Co.) was supposed to get the survey done with dimensions and marked for specific request of variance.

03/13/17 I was asked to step in for the City Clerk for the Property Maintenance Standards Review Committee. I unlocked the cabinet to start recorder, took notes for roll call and motions. I then stopped recorder, started the CD, and then locked up the cabinet.

03/13/17 Mr. Christ stopped by to drop off the survey needed for the variance application for a fence located @ 60 Rio Vista Rd. I scanned over to Jeff, and also told Mr. Christ he could contact Jeff Schmucker, City Planner himself if he had any other questions about the process and provided him with his phone number.

03/13/17 Updating a spreadsheet for all LBT issued for the 2016-2017 Tax year. I need to get this done in order to send the Florida League of Cities a list of current insurance companies that have paid their LBT as they have requested this from the City of Arcadia.

03/13/17 I received a call from Mark McClendon about his home located on N, Arcadia Ave. He wanted to know why the street paving was 2 inches below the curb, and why did they not fix the curb shoulder. I called Steve Underwood and he told me they are not finished with that road and will be back out there today to complete. I then called Mr. McClendon back to inform him of this.

03/13/17 Penny Delaney, City Clerk asked me to contact the Mayor and Councilman Turner to return binder books to complete Agenda packets for the City council meeting coming up on March 21<sup>st</sup>, 2017.

03/13/17 I am continuing to correspond with Rona at the Clerk of the Courts office on the recording of the cemetery deeds through the Simplifile system. We are trying to coordinate how to void and re-record (9) deeds that were not charged DOC stamps and also how to provide the client with a recorded deed with the instrument number (original).

03/14/17 Continued to work on spreadsheet for all LBT issued for the 2016-2017 tax year so that I can get the information for the League of Cities that they are requesting (Insurance Companies)

03/14/17 Received application for a shed permit, certificate of appropriateness, sign permit, and right of way construction permit with the plans for the new fire station#1

03/14/17 Continued to work with Rhona @ the Clerk of the Courts office about the recording of cemetery deeds. The ones that were done through Simplifile with no DOC stamp fees have now been voided at the Clerk's office and through the website.

03/14/17 Mac Martin dropped off his letter of NO objection for the vacation of right of way for Gary Frierson project.

03/15/17 Received a ZC permit for Mr. Dettinger @ 43 Park place for a shed permit. I scanned to Jeff Schmucker, City Planner for his approval.

03/15/17 Received a CA application for Mr. Inderwiesen for his sign permit in the Historical District and turned in to Penny Delaney, City Clerk.

03/16/17 I continued to work on the current LBT receipts for the 2016-2017 tax years.

03/16/17 I sent an email to Jeff about the site plans and ROW construction application for the BOCC fire station#1 site plans and to let him know I would overnight them to him.

03/16/17 I received a CA application for A&M Investments for the painting of the building in the historical district located @ 23 W. Magnolia and gave it to Penny Delaney, City Clerk.

03/16/17 Filled out an emergency request form for payment to the Clerk of the Court's office to record cemetery deeds that were not completed through Simplifile.

03/17/17 Went over to the Desoto County Courthouse to record cemetery deeds that were voided from Simplifile and the Clerk's office so they could be re-done for Penny Delaney, City Clerk

03/17/17 Went to Simplifile website to print the cemetery deeds that were recorded with the instrument numbers and printed them to attach to the original deeds, per Attorney's office this is what they do with the e-filed documents.

03/17/17 Turned in all cemetery deeds to Penny Delaney, City clerk that are completed with fee's to bill to the clients so we can get the deeds to them.

03/17/17 I completed the LBT listing of all licenses issued for tax year 2016-2017. I then copied into another spreadsheet to be able to sort it by just the insurance companies so that I can send the report to the League of Cities as requested.

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

Answer 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: 3/13- 3/17/17

### **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.

On 3/14/17 Meeting with CA, Joint Ventures, Mr. Hill, and Rickey.

Notified City Attorney the past due balance has been paid. Tenant still past due for current month and eviction letter has been sent by CA and placed on hangar door.

Collecting rent for Hangars.

Collected Hangar rent, turned in to finance \$466.88

Ordered no smoking decals and Flammable decals for the fuel storage tank.

On 3/16/17 County Fire Rescue inspected airport. Need to replace stickers on fuel farm, ordered already from Desoto Signs. This will be taken care of next week and will advise Juanita.

On 3/16/17 met with CA, Mr. Hahn and our consultants from Hanson. We met to discuss airport zoning and encroachments surrounding the airport. Our goal is to be in compliance with FL Ch333 by July 2017.

Received Windemuller invoices for the work that was done to our old fuel dispenser and for the installation of our new fuel dispenser. Waiting on Windemuller to complete the LED light before that invoice will be paid.

Notified FBO of not in compliance with Operating/Building Lease Agreement; Operation Premises 4.B. and also the Butler Agreement No. 12 Assignment and subleasing.

FBO turned in the flowage check, included 5% of student parking in Butler Building that required consent from the city first to sublease. FBO was aware of this, subleased without the approval.

I serve on the Grant Writing Selection Committee RFP 2017-01, turned in three questions to finance director Beth Carsten for questions to ask on the day the Grant Writing Firms give their presentations.

## **Code Enforcement**

### **3/13/17**

Code Enforcement spoke to Mr. Quinton Pearson about his property located at 527 Washington Street. Property was inspected and cleared of all violation.

### **3/14/17**

Mrs. Lillian Richardson call again to complain about the property located north of 313 S. Dade. It was explain to Mrs. Richardson again that at this time there are no city codes being broken on that property at this time and this case has been passed on to the Arcadia Police Dept. to monitor the area for any illegal activity.

Code Enforcement met with Mr. Gregory Smith at his property which is located at 120 N. 11th Ave. Mr. Smith is scheduled for Special Master hearing on March 16, 2017 at 10:00 am. Mr. Smith stated that he has not had time to correct violation and requested more time to correct violation. Mr. Smith was denied extension and informed that he would have to appear at the Special Master hearing to explain his why he has not corrected the violations on his property.

**3/15/17**

Mr. Jerome Reeves stop by and stated that he felt that he is being singled out and picked on. Mr. Reeves is scheduled to appear at the Special Master Hearing on March 16, 2017 at 10:00 am. Mr. Reeves was advised that he is not being singled out and others people in his area were also cited for violations on their properties.

**3/16/17**

The following cases were heard at Special Master Hearing:

**Jerome Reaves - 700 Spring Ave** - Correct violations within 30 days from day of the order has been signed- Cease & desist for 2 years - \$75.00 per day if violations are not corrected within the 30 days given by the Special Master - all vehicles need to be register - Mr. Jerome C. Reaves was present at the Hearing.

**Christopher W. Rottger - Vacant lot Parcel# 36-37-24-0015-0020-0050** - 10 days to correct violation - Cease & desist for 2 years - \$25.00 per day if violations are not corrected within the 10 days grace period - Mr. Christopher Rodger was no show to the Master Hearing.

**Comian X2Tax Lien Fund LLC - Vacant lot Parcel# 36-37-24-0218-0100-0170** - 10 days to correct violations - Cease & Desist for 2 years - \$25.00 per day - per violation - - pay fines within 30 days.

**Gregory Smith - 120 N. 11th Ave.** - 30 days to correct violations from day order signed - Cease and desist for two years - \$75.00 per day penalty will be added if violations are not corrected by the schedule 30 days given by the Special Master - Mr. Gregory H. Smith was present at the Hearing Master.

**Roger Egner - 500 W. Oak St. - Lien Hearing** - Special Master ordered a lien to be placed on property for non compliance. The amount of the lien is \$35,900.00.

**3/17/17**

Code Enforcement spoke to Mrs. Tiffany Murray about operating a horse and carriage business in Arcadia. It was explained to her that she will need to be a LLC and have insurance along with a County and local business license.

Code Enforcement recorded liens on 13 cases that have been previously taken to lien hearing in the past.

**Code Enforcement Violation Counts**  
For Date Period From 03/12/2017 Through 03/18/2017

Violation	Count
Abandoned or Inoperable Vehicle	2
Permit required (113)	2
Grass or Weeds	1
<b>Total</b>	<b>5</b>

**Code Enforcement Action Counts**  
For Date Period From 03/12/2017 Through 03/18/2017

Action	Count
Case Notes	16
Re-Inspection	6
Pre Special Master Site Visit	5
Verbal Warning Given	3
Extension Granted	1
Courtesy Notice	1
Inspection	1
<b>Total</b>	<b>33</b>

**Code Enforcement Topic Counts**  
For Date Period From 03/12/2017 Through 03/18/2017

Topic	Count
Zoning Code Violation	3
Abandoned or Inoperable automobiles	2
Construction without a Permit	1
Overgrown grass, weeds, bushes	1
<b>Total</b>	<b>7</b>

**Finance Department**

**To: Terry Stewart**

**From: Beth Carsten**

**Date: March 20**

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

**Highlights for the Week:**

**Revenue Receipts:**

Water & Sewer – \$106,940.08

Meter Deposits - \$1,650.00

Airport Rent - \$6899.07

Golf - \$10,757.31

Mobile Home Rent & Laundry – \$2,769.00

Permits - \$355.00  
City Fines – \$0.00  
Cemetery - \$0.00  
Misc - \$0.00  
Impound - \$0.00  
Saturday Night Lights – \$0.00  
Business Licenses - \$40.00  
State of Florida - \$13,259  
Lien Searches – \$5.00  
Fingerprinting - \$0.00  
Parking Tickets - \$0.00  
Yard Sales – \$0.00  
Taxi - \$0.00  
Tip a Cop - \$0.00

**Payroll:**

- Processed 90 employees totaling \$151,575.01

**Accounts Payable:**

- Paid 171 invoices totaling \$210,895.67
- Issued 16 Purchase Orders

**Ongoing Projects and Tasks:**

- **Technology Services RFP-2017-03 was issued**

**City Clerk**

**MEMORANDUM**

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

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

- attended staff meeting on March 13, 2017; updated Action Review Register
- finished compiling the March 21, 2017 City Council packets for workshop and regular meeting 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

- scanned agreements to appropriate directories and filed hard copies in appropriate files
- communicated with Jeff Schmucker of the Central Florida Regional Planning Council regarding advertisement of Resolution 2017-07 and workshop regarding balcony and outside dining rules and regulations and tiny houses; communicated with newspaper regarding advertisement of Resolution 2017-07; received workshop packets from Jeff Schmucker, made copies and provided same to Council via e-mail
- provided instruction to Administrative Clerk regarding coverage of PMSRC meeting
- attended and took notes at the Historical Preservation Commission meeting on March 14, 2017
- attended and took notes of the Planning and Zoning Board meeting on March 14, 2017; transcribed minutes for same
- attended and took notes of the Special Master Hearing on March 16, 2017
- starting preparing Historical Preservation Commission packet for upcoming meeting on April 11, 2017
- completed transcription of Auditing Services Committees First and Second meetings

## Human Resources

### CITY OF ARCADIA

#### INTER-OFFICE MEMORANDUM

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DATE: March 20, 2017

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report – March 13 - 17

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The Human Resources Director continued to be out of the office this week due to annual leave.



I returned to the office on Friday, March 17. The day was spent catching up on e-mails, returning calls, sorting through mail and other correspondence. I also did the initial paperwork on a new employee to get her into the system.

I answered several questions from employees regarding various matters and worked with a couple of Directors regarding staff issues. Discussed vacancies with Director's and made plans to get the positions filled.

## **Water Treatment Plant**

Weekly Summary Week Ending 3-18-17: A.J. Berndt

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

- March 11, 2017 (Saturday) – Regen cation #2.
- March 12, 2017 (Sunday) – Regen anion #1.
- March 13, 2017 (Monday) – Refill ammonia day tank. Regen #3anion. Clean, sweep, mop, vacuum, water plant.
- March 14, 2017 (Tuesday) – Regen #1cation. Refill chemical in chem scan. Clean, sweep, vacuum, water plant.
- March 15, 2017 (Wednesday) —Regen Anion #2. Drained Hot Water Heater. Regen Cation #2. Cleaned the plant. Filled the Ammonia Day Tank.
- March 16, 2017 (Thursday) —Refill DI water chem scan. Regen #1 anion. Caustic clean anion #1. Clean, sweep, mop, vacuum, water plant.
- March 17, 2017 (Friday) —made up new chemical for chem scan. Received chlorine from Odyssey.

Summary for the Week Ending March 17, 2017: Utility Department— A.J. Berndt

## **Waste Water Plant**

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

- Mar. 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 . Reset #5 INF. pump tripped out at power panel at MCC building , back in service . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Turned off LC – 214 chemical pumps to clarifiers per A.J. Switched flow to reject pond , turbidity over permit limit for tank fill , notified A.J. about turbidity problem , told to lower LC – 300 chemical feed , lowered pump speed down to 110 , pond indicator light on plant board not showing reject pond valve open when discharging to pond.

- Mar. 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 . Blew off accumulated moisture in air supply lines feed to lift tubes. Dropped off weekly time cards to W.T.P. for A.J. Reset #5 INF. pump , 3 times over course of daily shifts , left note for plant maintenance .
- Mar. 13, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “B” , Compressor # 1 , and Hydro pump # 1 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . INF. pump #5 tripped out , Plant maintenance switched power feed around and run pump backwards to clear obstruction , hooked wires back for normal feed , pump running proper , back in service . Changed out desiccant pouch in turbidity meter , unit showing time for change out . Called Bill Fitch ( guardian Equip. ) about SO2 injector feed unit with no face read , said surge protector was bad and needed changed , called electrician ( Pierre’ ) to check and replace , also to check pond valve , not working properly . Cleared AC drain on cooling unit in garage. Plant flow still to reject ponds as turbidity is over plant permit limit . Washed down bar screen and brushes on top of pre treat station . Pulled reject pond sample kit for discharge to pond , sent samples with lab driver .
- Mar. 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 . Fire extinguisher company here to do annual inspection of onsite plant extinguishers .
- Mar. 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 . Switched from reject pond to tank for filling , turbidity back under plant parameters . Plant maintenance changed out hydro pump #2 check valve on plant reuse water system as old valve failed and wouldn’t fill pressure tank , system back on line .
- Mar. 16, 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 . Dumped pre treat dumpster of collected inorganics , replaced bottom screen in dumpster . Parkson Company sand filter refit crew here to do work on filters and bring units back up to operating standards , bleaching #4 and #5 sand filter bays . 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 .
- Mar. 17, 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 . Received CL2 bleach delivery , transferred to East holding tank for use , off loaded 1100 gals. Guardian Equip. here to install new SO2 board for injection unit and installed surge protector unit back in service for next river discharge event . Pulled sand filter and plant EFF. fecal samples for reuse fill , sent fill samples with lab driver . Turbidity over plant permit for tank fill , switched flow to reject ponds . Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat .

## **Public Works**

### **Public Works Recap for Week 3/11/2017 thru 3/17/2017**

#### **General Information**

The PWD attended the Directors' Meeting on Monday. The paving and striping project was completed. The Kelly Drive culvert and head walls were installed.

#### **Cemetery**

Marked 4 sites for burials. Assisted 5 visitors in locating grave sites. Mowed, weed eaten and picked up dead flowers and debris. Went through all of Unit 6 and organized and verified how many burial sites were outside of the plotted spaces.

#### **Streets**

26 loads of brush were picked up throughout the City. A Streets employee drove the dumpster truck for 2 days. Delivered a truck load of mulch to the Tree of Knowledge. Returned sign board from the Rodeo grounds to DOT. Assisted Systems with replacing a manhole cover on Winfred. Supervised paving on Arcadia Ave., Gibson and Winfred. Patched pot holes on Harris. Delivered 3 loads of millings and graded the alley way off of Hwy 70 just east of Polk. Patched a sewer line repair on Imogene. Delivered 3 loads of millings to Jim Space and graded around the pavilion. Brush pick up and ROW clearing.

#### **Sanitation**

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

#### **Parks**

The barricades were picked up from the weekend events.

## Garage

Welded collar for a hydraulic cylinder pin on a Sanitation truck. Replaced a turn signal bulb, mud flaps, fork tube rubber bumpers, tail gate seal and welded cracks in the body on a Sanitation truck. Replaced 2 tires and front brakes on a PD vehicle. Replaced the pull rope on a Systems saw. Replaced the sprocket on a Streets chain saw. Repaired wiring for a Streets trailer. Diagnosed a problem with the Golf Course's hydraulic pump.

## Facility Maintenance

Hung photos, replaced some of the hallway lights and some of the Council chambers lights at the Margaret Way Building. Replaced 2 light ballast in the HR office.

## Inmates

**MONDAY:** Cleaned the ROW between 819 and 905 S. Orange. Cleaned around the Tree of Knowledge and put mulch in the flower beds. Assisted with asphalt patching on Harris.

**TUESDAY:** Trimmed trees, edge and clean sidewalks, picked up litter and cleaned the ROW on Harris. Edge curves, sidewalks, trimmed trees and mowed the ROW on W. Hwy 70 and Oak.

**WEDNESDAY:** Removed 3 tree stumps, graded dirt and spread rock in the court yard at the Golf Course.

**THURSDAY:** Continued putting rock in the court yard and around the building of the Golf Course. Cleaned the Public Works shop and grounds.

**FRIDAY:** Cleaned downtown Arcadia. Cleaned leaves from around the A/C units and the Margaret Way Building. Cut up a stump and filled in washouts on Kelly.

## Pro Shop/Golf Course

### Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, March 19th, 2017

Subject: Weekly report for Golf Course for week ending March 17<sup>th</sup> 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 03/11th-3/17th is \$10,407.54 plus \$780.49 sales tax.

Have meetings with starters each morning.

Trying to get as much water on Greens due to the winds and warm weather.

Had Prisoners here for two days installing crushed pavers in Courtyard.

Set up Staging Areas for the millings so I can make Cart Paths.

Looking at different ideas on memberships' and rates for next season.

Arranging Appreciation day for our Golfers on April 1<sup>st</sup>.

Looking at Aerial Photos from Golf Course for making Cart Paths this summer.