

Weekly Report to the City Council for the Week of

March 20th thru March 24th, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart participated in the second meeting of the Grant Writers RFP2017-01. All four of the proposers made presentations to the Selections Committee about their company. At the completion of those presentations, committee members assigned scores to each company and staff then compiled information from those scores weighted against the scores for the written presentations to provide the committee with the overall scores for each firm. The committee then ranked the firms in order of recommendation and sent to the City council for final ranking.

The CA joined Utilities Director Berndt and Systems Supervisor Fred Lewis in a meeting with property owner Michael Smith. Mr. Smith has six properties he wishes to develop into single family homes at 15th and Maple, and he was inquiring about the availability of water and sewer utilities.

CA Stewart joined Finance Director Beth Carsten in a meeting with the city's newly selected financial auditors. We expressed our expectations to their team and were left with the confidence they will be able to meet those expectations.

Representatives of Alliance Financial Group, Stacy Adams, Lynne Tarman and Drew Fairley met with the CA and Finance Director Carsten to provide information about their ability to implement, transfer and /or manage pension systems.

CA Stewart sent e-mails to various state elected official about requested opposition to HB487 and SB 330.

The CA provided guidance to Airport Manager Peacock on handling a hangar tenant who has been habitually late on rent payments. She will work together with the City Attorney on how to handle an eviction process.

City Engineer Karleskint copied the CA with a response to the SWFWMD regarding information needed for our golf course reclaimed water storage capacity grant application.

Planning & Zoning

03/20/17 I completed the list of Insurance companies that paid their LBT for 2016-2017 tax years, sorted in alphabetical order and put into a word document letter so I could scan and e -mail to the League of Cities per their request.

03/20/17 I sold a yard sale permit to Frank Petersen for sales located @ 912 W. Oak St. for March 22-24th.

03/20/17 I e-mailed all documents to Jeff Schmucker, City Planner for the vacation of ROW application for Gary Frierson to put together a packet for review by our City Attorney.

03/20/17 Jeff Schmucker e-mailed a copy of the Petition for ROW vacation overview report he put together for TJ Wohl, City Attorney. Upon review of said document I noticed that he had listed Susan Coker as Mayor so I contacted him to let him know that Judy Wertz-Strickland is the current Mayor so he needed to change this on the resolution in the packet. I also let Penny Delaney, City Clerk know that I contacted Jeff about the change on the document.

03/20/17 Sent e-mail to Leslie Johnson @ the County Building department to inquire about the copies of approved permits they need from us. She had sent an e-mail to Carl McQuay saying she has not been getting copies of these since Christina Blattner left. I was not aware I was supposed to be sending them the county, but now I know so am working on getting this caught up with them.

03/21/17 Spent the entire morning until lunch hour over in the finance department in training for my new position as Fiscal Assistant I. Amanda showed me how to sort through requisitions and separate by normal or blanket purchase orders. We then went through the approval procedure to key into the system, and print the PO's.

03/21/17 I received a call from a resident @ Jim's Space Park that the restrooms were locked up. I then called Carrie Taylor of the Parks Department to let her know and she said she would send someone over to unlock them.

03/21/17 I worked on getting permits to the Desoto County Building Dept. as per Leslie Johnson who confirmed she had not received copies since Christina Blattner left. I checked with the HR Dept. and that was May 13th, 2016. So, I am printing all the scanned approved permits, as they were too large of files to e-mail. Carl said he would take them over to the county once I get them all printed.

03/21/17 I received a ZC application from Jose Guerrero to add on to his existing driveway located @ 149 S. Sumter Ave. I scanned this over to Jeff Schmucker for approval.

03/22/17 I worked with Amanda most of the morning entering requisitions that we had approved yesterday to be keyed into the system.

03/22/17 I continued to work on copies of permits for the Desoto County Building Dept. and completed for the 2016 approved permit applications.

03/22/17 I received an email from Jeff Schmucker about the Vacate of ROW for Gary Frierson. After review by our City attorney they will also need a letter of no objection from Mosaic. I contacted Judy Kirkpatrick and left her a message about what is needed. She called back to verify what will be needed and I told her the deadline requested so that this will get on the Agenda for the April 4th 2017 City council meeting.

03/22/17 I worked with Amanda again in Finance entering requisitions for about 2 hours in the afternoon.

03/23/17 I made all the copies for the county building department of all approved applications that I have for 2017.

03/23/17 I worked with Amanda in finance entering invoices in training for my new position for about 2 hours.

03/23/17 I looked up information for Mr. Stewart for a Ms. Cortez because she wants to know why she received a letter about the historical district when she does not own property in the historical

district, she lives in Nocatee. She wanted to know why, she was told to disregard the letter, but insisted on talking to Mr. Stewart.

03/24/17 I was contacted by Gwen Hendrickson of Coca Cola Beverages of Florida, LLC that they had paid for their LBT back in September 2016, but never received it. I had her send me a copy of the canceled check as I could not find that it had ever been issued to them this year. I verified with Amanda that we cashed their check, but they never sent in an application or proper documentation that I could find.

03/24/17 I sent an e-mail back to Coca Cola Beverages of Florida, LLC with an application and a list of the required documents I would need to issue the license. They e-mailed back all the proper paperwork and I issued their LBT and e-mailed and also mailed to their office.

03/24/17 I spoke with Judy Kirkpatrick about the vacation of alley for Gary Frierson to see where we are at with the letter of no objection from Mosaic. Judy told me she spoke to Bart Arrington and he will e-mail the letter to me as soon as he can. Judy also sent the application via certified mail to them and we will get the return receipt mailed to our office.

03/24/17 Pam Ames came in to drop off several special event applications that I turned in to Carl McQuay after verifying all information was complete.

03/24/17 Arcadia Wine & Liquor came in to renew their LBT for the 2016-17 tax year at a new location. I gave to Fred Lewis to check on back flow preventer before I can renew their LBT.

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: 3/20-3/24/17

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.

FBO placed new decals on fuel storage tanks. No Smoking and Flammable. All sides of the storage tank.

Collecting rent for Hangars.

FAA called looking for a plane that should have been in the area. Checked with FBO and advised FAA the plane was not at our airport.

Attended City Council meeting March 21st, two items relating to the airport. Turf Runway Hanson Scope, Task Order No. 1 and Task Order No. 2, Revisions of Airport Master Plan and Airport Layout Plan. Both items approved.

On March 23rd, attended a Public Health Meeting at the Family Service Center due to CA and Finance Director not available to attend.

Submitted to City Clerk to place on the agenda for April 4th, Pre-Application to use FAA Entitlement Funds for FY2017. T-hangar Taxilanes Design Project, Hanson Scope of Services Task Order No.4

Sent FDOT for their review and approval; City Attorney CCNA Certification and Task Order NO.1 Design and Bidding Scope from Hanson of the turf runway drainage design project. 43954-1-94-01.

Code Enforcement

3/20/17

Code Enforcement processed two taxi cab driver permits.

Code Enforcement did a site visit to 213 N. Monroe St. on a complaint about pigs being kept on the property. Site investigation revealed that there were no pigs but Mrs. Natalie Rock, the owner of the property was advertising rooms for rent. Mrs. Rock was informed that she could not run a rooming house without the proper permits and she had to remove all signs advertising the renting of rooms.

3/21/17

Code Enforcement and Desoto County Building Supervisor Lester Hornbake met with Mr. Larry Triay in regards to a right away violation at 245 W. Magnolia. It was determined that the owner of property had blocked the right away and also a fire exit. A wall had also been removed without a permit. A notice to cease and desist was posted and sent to the owner of the property.

3/22/17

Code Enforcement and Systems Supervisor Fred Lewis met with Mr. Rue at 127 N. Polk Ave. and 6 West Levine St. to determine if water and sewer were available at both locations.

3/23/17

The following cases were respected:

244 N. Hillsborough Ave.

1309 E. Cypress St.

225 S. Robert Ave.

143 S. Orange Ave.

3/23/17

Code Enforcement spoke to Mrs. Peggy Newberry in regards to demonstrating and exercising their religious beliefs. She was informed that she has the right to demonstrate but the city has the right to determine where and when the demonstration takes place.

3/24/17

Code Enforcement Officer McQuay was off

Code Enforcement Violation Counts
For Date Period From 03/19/2017 Through 03/25/2017

Violation	Count
Building Permit required	2
Height of fences in residential area	1
Abandoned or Inoperable Vehicle	1
Unsafe Building or Structure	1
Total	5

Code Enforcement Action Counts
For Date Period From 03/19/2017 Through 03/25/2017

Action	Count
Case Notes	19
Courtesy Notice	8
Complaint	4
Inspection / Site Visit	2
Re-Inspection	2
Verbal Warning Given	1
Total	36

Code Enforcement Topic Counts
For Date Period From 03/19/2017 Through 03/25/2017

Topic	Count
Construction without a Permit	2
Abandoned or Inoperable automobiles	2
Total	4

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: March 27, 2017

Subject: Weekly report for Finance for week of March 20-24, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$100,291.77
Meter Deposits - \$1,020.00
Airport Rent - \$466.88
Golf - \$10,461.18
Mobile Home Rent & Laundry – \$1,955.00
Special Events – Code Enf/Planning -\$255.76
Permits - \$65.00
City Fines – \$0.00
Cemetery - \$3,675.00
Misc - \$0.00
Impound - \$125.00
Saturday Night Lights – \$0.00
Business Licenses - \$0.00
State of Florida - \$42.75
Lien Searches – \$5.00
Fingerprinting - \$130.00
Parking Tickets - \$40.00
Yard Sales – \$5.00
Taxi - \$450.00
Tip a Cop - \$0.00

Payroll:

- N/A

Accounts Payable:

- Paid 131 invoices totaling \$48,607.75
- Issued 15 Purchase Orders

Ongoing Projects and Tasks:

- March 20th – 2nd Selection Committee Meeting for Grant Services RFP-2017-01 was held. Each of the proposing firms made presentations to the Committee. After the presentations, the Committee completed final evaluations and voted on the ranking recommendation that will be taken to Council.

- Staff met with key Auditing personnel to go over the plan for the 2015-16 Audit.

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: March 24, 2017
Re: Weekly Report

During the week of March 20-24, 2017, I performed the following:

- attended directors meeting on March 20, 2017; updated Action Review Register; attended directors meeting on March 22, 2017
- attended and took notes at the grant writer presentations on March 20, 2017;
- communicated with Jeff Schmucker of the Central Florida Regional Planning Council and the Arcadian staff regarding confirmation of various deadlines for publication
- communicated with Mayor Wertz-Strickland, City Attorney Wohl and City Administrator Stewart regarding resolutions to be walked-on at the March 21, 2017 City Council meeting
- attended and took notes at the workshop and City Council meeting on March 21, 2017; transcribed minutes for workshop and City Council meeting
- started to compile the April 4, 2017 City Council agenda/packet
- transcribed minutes for Historical Preservation Commission meeting which was held on March 14, 2017
- transcribed minutes for Special Master Hearing which was held on March 16, 2017
- attended and took notes of the Special Master Hearing on March 16, 2017
- completed transcription of Auditing Services Committees first meeting and presentation meeting
- communicated with Jeff Schmucker regarding items to be placed on the 04-04-17 City Council agenda

- prepared letter to Steve Miller of the Florida Department of Transportation regarding transmitting of Exhibit A of the Traffic Signal Maintenance and Compensation Agreement
- received e-mail from City Engineer regarding obtaining City Administrator's signature on Certification of Construction Completion and Request for Clearance to Place Permitted PWS Components into Operation re north of Martin Luther King and Lowe Street; met with City Administrator regarding same and forwarded same back to City Engineer
- forwarded executed Resolutions 2017-08, 2017-09 and 2017-10 to the Ridge League and the Florida League of Cities via e-mail.
- communicated with the Bruce Neveau, Chairman of the Historical Preservation Commission regarding the HPC agenda item being placed on the 04-04-17 City Council agenda and requesting his attendance at same
- prepared a deed regarding cemetery lots
- prepared certificate to be presented to Pam Ames at the 04-04-17 City Council meeting pertaining to her service on the Historical Preservation Commission
- reviewed agenda with City Administrator and e-mailed agenda to Mayor for her approval
- forwarded requested newspaper article regarding 03-21-17 City Council Workshop to Jeff Schmucker of the Central Florida Regional Planning Council
- scanned and filed agreements to appropriate directories and files

Human Resources

INTER-OFFICE MEMORANDUM

DATE: March 27, 2017

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report – March 20 - 24

I met with new employee Juan Mendoza to complete paperwork and get him ready to go to work in our Public Works area. He will be working for the Streets Department.

I attended and participated in the Director's Meeting held Monday, March 20.

I brought up to date the Weekly Reports that I had missed while out of the office.

Completed the personnel file and medical files of newly hired employees. Made arrangements for successful candidate to have drug screening done at DeSoto Memorial Hospital.

Did research on claim number 288958, Noel, and reported to PGCS the information I found.

On Tuesday, March 21, I met with the Public Works Director to review applications for vacant positions. The remainder of the morning was spent processing the applications and setting interviews.

Wednesday, March 22, I continued the reference/verification process of applications. It should be noted that the number of applications have increased significantly since the pay increases have been put in place. For example: for the recent Utilities Clerk position 36 positions were received; for our current Systems Laborer position I have received 11 applications. The Systems Laborer position has historically been a position that has been very hard to fill and when advertised yielded 2 -3 applications.

Interviews were held on Thursday, March 23 and Friday, March 24 for positions in the Public Works area.

Also, on Thursday, I met with Theresa Collins-Hill from South Florida State College regarding her youth partners program. The City will be participating in this program with employing youth partners to help in various areas. One particular area will be with the employee working to organize all files in the old City Hall area.

Water Treatment Plant

Weekly Summary Week Ending 3-25-17: A.J. Berndt

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

- March 18, 2017 (Saturday) – Regen anion #3. Refill NH3 day tank.
- March 19, 2017 (Sunday) – Regen cation #1.
- March 20, 2017 (Monday) – Replace 10% sulfuric acid in chem scan. Refill ammonia day tank. Clean sweep mop vacuum water plant.
- March 21, 2017 (Tuesday) – Regen #2 anion. Start caustic clean #2 anion. Clean, sweep, vacuum, water plant.
- March 22, 2017 (Wednesday) – caustic clean 32 anion Clean, sweep, and vacuum.
- March 23, 2017 (Thursday) – Refill chemical in chem scan. Replace reagents in free chlorine analyzer and prime. Regen #2 anion. Clean, sweep, mop, vacuum, water plant. Regen #1 cation. Received salt.
- March 24, 2017 (Friday) – Refill ammonia day tank. Regen #1 anion. Hose down salt tank and salt area. Regen #3 anion. Received chlorine from Odyssey.

Summary for the Week Ending March 24, 2017: Utility Department– A.J. Berndt

Waste Water Plant

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

- Mar. 18, 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 . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Turbidity over limit , sending flow to reject pond at reuse facility .
- Mar. 19, 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. Flow still going to reject pond at reuse , having chemical dosing problem .
- Mar. 20, 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 . Washed down bar screen and brushes on top of pre treat station . Pulled reject pond sample kit for discharge to pond , Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Placed order for LC – 300 chemical .
- Mar. 21, 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 . Called D.E.P. about monthly EZ – DMR report .
- Mar. 22, 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 . Received LC – 300 delivery offloaded to storage tank , 4,450 gals. delivered .
- Mar. 23, 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 . Called Short Lab for QA – 37 study and sample paperwork for Julie (Hazen and Sawyer) . Weekly run of sludge press , pulling from East digester , sent 30 tons (60,000 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. 24, 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 . AC repair man here to check unit at MCC building as not working , found compositor bad , replaced part unit back on line and cooling down control building . Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat .

Systems Department

Fred Lewis, Lee Snyder, Charlie South, Chris White, Gary Crites, Aaron Perez, Margot Ayers,
Tyler Vest

- March 18, 2017 (Saturday) - Normal Systems Operation.
- March 19, 2017 (Sunday) -Normal Systems operation.
- March 20, 2017 (Monday) – We installed a new 4” sewer service at 716 N Johnson. We also worked with P.S.C videoing various sewer mains.
- March 21, 2017 (Tuesday) – We repaired a ¾” P.V.C waterline on Reynolds at Brevard no address posted. We then cycled the water mainline valves at Pine and Brevard and Brevard and Magnolia.
- March 22, 2017 (Wednesday) – We hauled 4000 gallons of brine water to the WWTP. We had the front tire replaced on 116. We replaced the ¾ standard curb stop at 503 N Hillsborough. We also worked with P.S.C videoing various sewer mains.
- March 23, 2017 (Thursday) - We hauled 5000 gallons of brine water to the WWTP. We also replaced a 3/4inch poly curb stop at 418 N 14th. We then removed a abandoned ¾ galvanized water line at Pine and Brevard. We measured the 10 “sewer main on Brevard between Magnolia and Oak 410 total feet for a replacement quote.
- March 24, 2017 (Friday) – We repaired a ¾” PVC water line at the corner of Arcadia and Granger. We then dug up and prepped the fire hydrant at the interception of S Orange and M.L.K for replacement on 3/27/2017. We also observed 2 pressure test on Roan Rd for the new Rodeo grounds the test was completed by Rangeline tapping the test was for 2 8x10 tapping saddles after the pressure test was complete Rangeline made 2 8” taps.

Public Works

Public Works Recap for Week 3/18/2017 thru 3/24/2017

Cemetery

Marked 3 sites for burials. Assisted 6 visitors in locating grave sites. Mowed, weed eaten and picked up dead flowers and debris.

Streets

28 loads of brush were picked up throughout the City. Patched pot holes on Harris, N. E. Hickory and intersection of Mills & Gibson and a sewer tap on Kelly for Systems. Patched all of N. Robert. Resident call on Hickory for brush in the road. Inspected manhole on E. Maple. MOT Volusia from Maple to Cypress. Moved dirt from Palmetto to S. Spring to block off the dead end (3 loads). Replaced 1 way sign on Volusia and 70 intersection.

Sanitation

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

Parks

Picked up trash and debris in all of the City parks. Trimmed trees at Jim Space. Repaired some and replaced some of the sprinklers at the Tree of Knowledge. 2 employees mowed at the Cemetery for one day.

Garage

Replaced the pull rope and repaired the idler on the Streets packer. Repaired wiring problem on a Sanitation truck. Repaired a flat tire on a Golf Course mower. PM performed on a Golf Course truck. Replaced the oil pump on a Streets pole saw. Replaced the driver's side mirror on a Parks truck. PM performed and replaced 2 tires on a Sanitation truck. Replaced a tire on a Systems truck. Replaced a tire on a Streets truck. Replaced a tire on the Streets work crew van. Repaired a shifter problem on a Streets truck.

Facility Maintenance

Replaced 2 light bulbs in the hallway of the Margaret Way Building.

Inmates

MONDAY: Assisted with asphalt patching, also picked up litter, edge and cleaned sidewalks and roadway on W. Harris. Trimmed trees and shrubs along with cleaning the parking lot at Monroe and E. 70.

TUESDAY: Performed grounds maintenance at Lake Katherine. Assisted with Rubbish pick-up on E. 70.

WEDNESDAY: Picked up trash and debris on Spring. Spread rocks in the flower beds at the Golf Course.

THURSDAY: Continued placing rocks in the flower beds and build a brick sidewalk at the Golf Course.

FRIDAY: Cleaned downtown Arcadia. Cleaned the Public Works yard and shop. Weed eaten, trimmed trees and picked up litter at the Cemetery.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, March 26th, 2017

Subject: Weekly report for Golf Course for week ending March 24th 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 03/18th-3/24th is \$11,168.58 plus \$837.58 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 pavers out front and cleaning out Flowerbeds.

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 1st.

Met Jett on Tuesday at 6am as he put down liquid fertilizer on Greens.

Met Jett Wednesday 6am as he put down Fungicides on Greens.

Had to reset our Printers as did not update properly when Windows 10 updated.