

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

**March 27th thru March 31st, 2017**

## **Administrator**

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

City Administrator (CA) Stewart met with Beverly Berry of Eagle Vistas per her request. She presented for the city to approve an aerial agricultural crop spraying business at the city airport.

The CA forwarded information to the county on a complaint a citizen lodged about the construction work going on for the new fire station.

The CA attended a meeting of Local Mitigation Strategy committee at the DeSoto County Emergency Operations Center. We were pleased to report that all our department directors are all working on taking the classes necessary for the National Incident Management System certification.

City Engineer Karleskint and Utility Director Berndt met with the CA to discuss the upcoming Water System Looping Project near the airport and to determine the feasibility of upsizing the pipes and potential cost. Also discussed was a failed sewer line under US 17. The CA gave the go ahead for the repair to be done.

The CA met with Mr. Gary Frierson at the city airport in order to see the problem he is experiencing with the water line and electrical line to his hanger.

The CA met with Reverend Luis Anderson at his church Friendship Missionary on Myrtle. Rev Anderson is deeply concerned about how storm water runoff collects and pools on the church grounds. Part of the situation there is the city's responsibility and we can address that with the installation of a shallow drainage trench running towards the storm ditch at the back side of the church property. Much of the problem however is the result of how the property is currently graded. That must be resolved by the church.

The CA joined Mayor Wertz-Strickland and Ms. Pam Ames in attending a seminar on State sponsored Cultural and Historic Preservation grants from the Division of Historical Resources.

Marshal Anderson and Finance Director Carsten joined the CA in attending a Seminar held at the FGCU campus. The seminar was sponsored by the Florida City County Management Association and focused on dealing with the media attention from incidents that draw national attention.

## Planning & Zoning

### Weekly Report for the Week Ending March 31, 2017

03/27/17 I have been training Esmeralda Castillo for the Administrative assistant position. We had Mike Mahamad stop by the office to ask about (12) lots that he purchased between Augusta St. and Frankfort St. that are zoned R1B single family residential. He wants to re-zone to build apartments, we gave him the application.

03/27/17 Sent a shed permit applied for by Shirley Dorfler @ 723 E. Cypress St. to Jeff Schmucker for approval.

03/27/17 Received a lien search ck for code enforcement to research liens on property located @ 415 W. Imogene St.

03/27/17 Showed Esmeralda where to find files and permit applications and various other instruction manuals.

03/28/17 Got Esmeralda's email set up, computer setup. Helped Carlos Anuzoez with information on local business tax and information on Sunbiz.com

3/28/2017 Cleaned out files, cleaned desk area, showed Esmeralda where forms are.

3/28/2017 Continued training Esmeralda

3/29/2017 Gary Frierson came in had question on his right of way vacation

3/29/2017 scanned and filed, moved files around, made copies. Continued on training Esmeralda being that tomorrow she will be on her own

3/30/2017 Took 2 garage sale permits for 1423 NE Oak St for 3/31/2017 & 502 E. Pine St. for 4/01/2017

3/30/2017 1 local business tax application was submitted from Carlos Anuzoez @ 414 S. Brevard Unit 416 Martial Arts School of Sarasota

3/30/2017 organized by year and months deposit log spreadsheet

3/30/2017 Did some research for parks in the city for a customer requesting information. Had a few residences that live in the historic district requesting copy of the colors they can paint their homes.

3/31/2017 Steven Mogil called to get information on modular he is setting up for Desoto Memorial Hospital for business use. He requested to have an application emailed to him along with information he will have to submit with application.

3/31/17 Read a little bit of the LDR

3/31/2017 Met with Penny on Planning and other things she would like for me do and things I will be doing.

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: 3/27-3/31/17

### 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. Notified Windemuller that invoice for installation will not be paid until the work is complete.

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

Collecting rent for Hangars.

Final Eviction Letter and reimbursement check has been mailed to Mr. Greene. Saturday April 1, deadline to remove plane out of hangar.

Per City Attorney's advice, I followed up with Mr. Greene making him aware of the deadline to vacate the premises. He advised of his situation, needed more time to get out and asked if we could work with him. He offered to pay in advance the 2 ½ months that he needs to vacate the premises. We accepted his offer and we should have this payment in the mail Tuesday, April 4<sup>th</sup>. This will allow him time until June 15<sup>th</sup>.

Notified FAA and FDOT of agenda items that were approved at the previous council meeting.

FDOT required us to submit a time Extension Form and a detailed summary on why we need the extension for the contract. Turf Runway Drainage Improvements Project was scheduled to expire on June 27, 2017.

On March 28, Prepared FDOT Extension Letter for Turf Runway Drainage Improvement Project.

On March 30, FDOT Approved and sent "Fully Executed Extension of Contract Period" Joint Participation Agreement for project to be extended until June 30, 2018. Turf Runway Drainage Improvement Project 439454-1-94-01.

Airport Staff mowed turf runway 13.

Getting quotes for concrete and a carport to be purchased for our new tractor and mower to be parked under. Friends of Arcadia Airport have voted to pay for this.

Spoke to FAA regarding the carport and emailed an aerial of where we would like to keep it. FAA advised no problem with this location.

CA and I returned phone call from someone complaining about the airport. The complaint came from Jim Lyons that mentioned he keeps his plane at our airport. Later realized he does business with our FBO. He said he was concerned that our airport is unsafe, mentioned pilots are not flying at the 800 ft. altitude. He also made it known that he is filing complaints to FAA that we are not keeping our airport safe for all airport users.

Friday, March 31, met with Rickey Hilton, owner of Wingman Aviation and Mr. Hill, CEO of Southwest Florida Aviation.

Friday, March 31, met with Phil McCoy, CEO of Light Sport America.

## **Code Enforcement**

**3/27/17**

Code Enforcement spoke to Mr. Adam Miller about holding a youth fishing clinic at lake Katherine. Mr. Miller was informed of all the requirements needed to hold a special event on city property.

Code Enforcement spoke to Mr. Ahmad Elabed about placing apartment buildings on lots located along Macon Street. Mr. Elabed was informed that area was not zoned for multifamily structures and a rezoning request would need to be filled out and turned into the Zoning Department.

**3/28/17**

Code Enforcement processed 2 taxi cab driver permits for Randy's Taxi

Code Enforcement spoke to Mrs. Pam Ames from Arcadia Main Street Program about processing 5 special events that will be held throughout the year.

Arcadia main Street Events:

Arcadia Main Street Member appreciation Banquet - April 20, 2017 at the Tree of Knowledge

Arcadia Heritage Festival - November 4, 2017

Scarecrow on Oak Street - September 29, 2017 to November 24, 2017

Decorate a Pole - November 24, 2017 to January 7, 2018.

Holiday Open House and Wine Walk - December 8, 2017

**3/29/17**

Cases set for Special Master Hearing on April 20, 2017

### **LIEN/PENILTY HEARING**

Farmer & Gwendolyn White - 515 Bond St.: Illegal activity

Ronald Johnson - 607 S. Orange Ave: High grass/weeds

### **NEW CASES**

Chuck Inderwisen - posting of illegal signs

Antonia Nieves - 147 S. Sumter Ave.: Property to be kept clean

**3/30/17**

Code Enforcement spoke to Mr. Paul O'Neal about the property located at 404 E. Oak St. The property was in foreclosure but has now been turned back over to the owner. Code Enforcement will be meeting with Mr. O'Neal to review all the violation and correction.

**Code Enforcement Violation Counts**  
For Date Period From 03/26/2017 Through 04/01/2017

<b>Violation</b>	<b>Count</b>
Grass or Weeds	<b>3</b>
Abandoned or Inoperable Vehicle	<b>2</b>
Unsafe Building or Structure	<b>1</b>
Illegal Conduct	<b>1</b>
Premises to be Kept Clean (a)	<b>1</b>
Weeds and Vegetation	<b>1</b>
Storage or Abandonment Junk or Furniture	<b>1</b>
Prohibited Signs.	<b>1</b>
<b>Total</b>	<b>11</b>

**Code Enforcement Action Counts**  
For Date Period From 03/26/2017 Through 04/01/2017

<b>Action</b>	<b>Count</b>
Case Notes	<b>30</b>
Courtesy Notice	<b>6</b>
Re-Inspection	<b>3</b>
Verbal Warning Given	<b>3</b>
2nd - Courtesy Notice	<b>2</b>
Hearing Notice	<b>2</b>
<b>Total</b>	<b>46</b>

**Code Enforcement Topic Counts**  
For Date Period From 03/26/2017 Through 04/01/2017

<b>Topic</b>	<b>Count</b>
Overgrown grass, weeds, bushes	<b>4</b>
Abandoned or Inoperable automobiles	<b>4</b>
Zoning Code Violation	<b>3</b>

Garbage and Debris	2
Signage	2
Unauthorized Dumping	1
Signs	1
Non-Code Enforcement Related	1
Dilapidated Structure	1
<b>Total</b>	<b>19</b>

## **Finance Department**

**To: Terry Stewart**

**From: Beth Carsten**

**Date: April 3, 2017**

**Subject: Weekly report for Finance for week of March 27-31, 2017**

### **Highlights for the Week:**

#### **Revenue Receipts:**

Water & Sewer – \$102,850.41

Meter Deposits - \$2,400.00

Airport Rent - \$500.00

Golf - \$10,247.65

Mobile Home Rent & Laundry – \$1,031.00

Special Events – Code Enf/Planning -\$0.00

Permits - \$65.00

City Fines – \$0.00

Cemetery - \$175.00

Misc - \$0.00

Impound - \$125.00

Saturday Night Lights – \$0.00

Business Licenses - \$185.00

State of Florida - \$110,067.88

Lien Searches – \$5.00

Fingerprinting - \$40.00

Parking Tickets - \$40.00

Yard Sales – \$5.00

Taxi - \$0.00

Tip a Cop - \$0.00

#### **Payroll:**

- Processed 91 Employees totaling \$135,510.75

### **Accounts Payable:**

- Paid 19 invoices for Airport totaling \$17,018.23
- Issued 16 Purchase Orders

### **Ongoing Projects and Tasks:**

- Preparation for Audit
- Worked on Sidewalk Repair RFP

### **City Clerk**

#### **MEMORANDUM**

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: March 31, 2017

Re: Weekly Report

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During the week of March 27-31, 2017, I performed the following:

- attended directors meeting on March 27, 2017; updated Action Review Register
- finished compiling the April 4, 2017 City Council packets 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
- Transcribed minutes for first selection committee meeting which was held on March 3, 2017 and the second selection committee meeting (grant writer presentations) which was held on March 20, 2017
- transcribed minutes of the Special Master Hearing which was held on March 16, 2017
- communicated with Jeff Schmucker of Central Florida Regional Planning Council regarding advertisements to be published in the local newspaper as such pertains to Notices of Public Hearings of the Board of Adjustments and Planning & Zoning Board
- prepared Certificate of Appreciation to be presented to Pam Ames at the 04-04-17 City Council meeting regarding her years of service on the Historical Preservation Commission

- spoke with Mayor Wertz-Strickland regarding additional agenda item to be placed on the 04-04-17 City Council Agenda regarding the Clark Brothers; prepared proclamation regarding same
- communicated with Jeff Schmucker of the Central Florida Regional Planning Council regarding the possible need to have City Council hear and table Agenda Item 9 of the 04-04-17 City Council Agenda so that additional publication will not be required; received letter from Mosaic regarding Agenda No. 9 of the 04-04-17 City Council agenda; forwarded same to Jeff Schmucker of the Central Florida Regional Planning Council; communicated with City Attorney regarding removal of Agenda No. 9 from the 04-04-17 City Council agenda and whether to place on the 04-18-17 City Council agenda provided Jeff Schmucker of the Central Florida Regional Planning Council minutes for the Planning and Zoning Board's meeting which was held on 03-14-17
- scanned recorded cemetery deeds; discussed processing of same with Finance Director
- scanned previously approved City Council minutes to website
- started compiling 04-18-17 City Council agenda
- completed minutes for RFP #2017-01 - Grant Writing Services - First Selection Committee Meeting and Presentations; IFB #2017-01 - Lee Avenue Water/Sewer Improvements – Pre-Bid Conference and Bid Opening; RFP #2017-02 – Financial Auditing- First Selection Committee Meeting and Presentations

## Human Resources

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DATE: April 03, 2017

TO: Terry Stewart

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report March 27 - 31

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I attended and participated in the Director's Meeting on Monday, March 27.

Interviews were held on Monday for the position in the Systems Department. The successful candidates will be selected soon so mandatory screenings can be done and this position can be filled.

Pre-employment testing was done on two (2) potential employees on Tuesday.

Tuesday was spent in finishing two positions and completing the files by sending letters to all applicants.

Continued to screen applications for part time positions in Public Works. Also, set up an interview for next week for the part time position in Parks.

On Thursday, March 30, I attended a Partnership Project meeting at South Florida College. This meeting was held by the College to let the community know the upcoming events and classes, and to introduce Asena Mott as the Director of the local college. South Florida is putting in place the classes necessary



for the Water Treatment and Waste Water Treatment Operators. This will be very helpful for us as employees will be able to take these classes locally.

On Friday, March 31, I completed the employment paperwork for a new worker in the Sanitation Department. This employee will start his employment on Monday. I also accepted a letter of resignation from Director of Golf Operations, Mike Kotzker. This resignation is effective immediately. I will begin the process to fill this position as soon as possible.

## **Water Treatment Plant**

### **Weekly Summary Week Ending 4-01-17: A.J. Berndt**

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

- **March 25, 2017 (Saturday):**
  - Regen cation #2.
- **March 26, 2017 (Sunday):**
- **March 27, 2017 (Monday):**
  - Refilled ammonia day tank.
  - Regen'd #1 Cation.
- **March 28, 2017 (Tuesday):**
  - Regen'd Anion #3
  - Cleaned, Swept, Vacuumed
  - DeSoto High School class took a tour of WTP
  - Flushed San Juan Bosco.
- **March 29, 2017 (Wednesday):**
  - Regen'd Anion #1 Clean, sweep, vacuum, water plant. Regen #2 anion. Regen #2 cation.
  - Clean Cl2 analyzer.
- **March 30, 2017 (Thursday): Regen #3 anion.**
  - Regen anion #3.
  - Start caustic clean on anion #3.
  - Cl2 delivery. Ammonia delivery
- **March 31, 2017 (Friday):**
  - Mix and replace chemical in chem scan. Start 2<sup>nd</sup> caustic clean #3 anion.
  - Summary for the Week Ending Mar. 31, 2017: Utility Department— A.J. Berndt

## **Waste Water Plant**

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

- Mar. 25, 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.
- Mar. 26, 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.
- Mar. 27, 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 . Washed down bar screen and brushes on top of pre treat station . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Plant maintenance prepping check valve on #1 hydro pump for replacement , pulled half of bolts around flange assembly , to shorten down time on unit . Air Service Center of Florida here to perform preventive maintenance on plant compressors .
- Mar. 28, 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 . Switched back to #1 compressor as #2 unit threw belt , pulley out of line , removed belt and pulley , straightened and reset to accommodate belt for drive on compressor head assembly , tightened same , back in service . Traffic light man ( Eddie Cardonia ) here to reprogram traffic light in control cabinet . Pulled #1 Inf. Pump and changed out with new pump unit , washed down old pump and placed at tricking filter recirculation station to be installed at a later date .
- Mar. 29, 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 . Working on telemetry for reuse tank read on plant board from reuse facility , units not taking program , won't communicate with each other , are in need of replacement .
- Mar. 30, 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 . 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 . plant turbidity over permit limit to fill reuse tank , switched to reject pond for plant discharge .
- Mar. 31, 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 . Blew off excess moisture in air supply

- lines to sand filter lift tubes . Pulled reject pond sample kit as plant turbidity over permit limit and plant is discharging to pond , sent samples with lab driver . Reset conveyor on top of pre treat . W T P doing a caustic burn to clean treatment vessels at water facility , Systems department hauling caustic solution with vacuum truck and placing in leech tank , to be diluted with county landfill water .

### **Systems Department**

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

Margot Ayers

- March 26, 2017 (Saturday) - Normal Systems operation.
- March 27, 2017 (Sunday) - Normal Systems operation.
- March 28, 2017 (Monday) – We changed the fire hydrant at the intersection of MLK and S Orange. We passed out boil water notices in Pleasant circle, Golden melody and on Booker t Washington. We also did office work.
- March 28, 2017 (Tuesday) – We did the cut off list for cycle 3 and read cycle 4 meters. We also installed 30 ft of 11/2” PVC at the WWTP for brine water dilution. We also helped P.C.S with sewer videoing.
- March 29, 2017 (Wednesday) – We installed a 4” cleanout at 307 N Hernando. We cut the asphalt and filled a sewer void at 429 N Volusia. We also did cut on’s and offs .
- March 30, 2017 (Thursday) – We replaced a ¾” standard curbstop at 1920 SE Pear DR. We also did the cut on’s and offs. We then passed out boil water recension notices.
- March 31, 2017 (Friday) – We hulled 8000 gals of brine from the WTP to the WWTP. We also did office work and general cleaning of the Systems building. We then did a locate for Ruskin underground at the intersection of Magnolia and Brevard.

## **Public Works**

### **Public Works Recap for Week 3/25/2017 thru 3/31/2017**

#### **General Information**

The Sanitation and Street Departments assisted the DeSoto County Public Safety Department by unload burning bales of hay from a semi on Hwy 31. The PWD attended the Director’s Meeting on Monday. The PWD attended an on-line class at the Way Bldg. for computer software.

## Cemetery

Marked 4 sites for burials. Assisted 5 visitors in locating grave sites. Mowed, weed eaten and picked up dead flowers and debris.

## Streets

23 loads of brush were picked up throughout the City. A Streets employee drove the dumpster truck for 1 day. Delivered and graded 10 loads of milling to Volusia and located man holes at curb side. Leveled out asphalt at the Cemetery. Delivered and smoothed out millings at the Airport. Moved dirt from E. Palmetto to the burn pile and spread some dirt on Palmetto to the sides of the road. Smoothed millings at Jim Space by the pavilion. Delivered 4 loads of millings to the old City dump road off of Johnson. Patched the intersection of Volusia and Maple. PD and Picked up old evidence for disposal from the PD. Trimmed trees at Pine and Pasco that were covering stop signs. DOT yard storm drain sealed with concrete and hole refilled. Delivered a tractor and began mowing at the old livestock market on Hwy. 17. Began grading millings at the Speer Center. Replaced dumpster lids around town. Placed cones on Oak Street where brick pavers are sinking. Delivered 2 loads of tires to the landfill.

## Sanitation

All routes were run as normally scheduled. All Sanitation trucks were cleaned inside and washed. Assisted the Streets Department with picking up of bags of leaves at residential locations.

## Parks

Picked up trash and debris in all of the City parks. Assisted in removal of furniture, carpet, padding and baseboards from the old PD. Painted the pavilion at Jim Space. Repaired the irrigation and set out new plants at the "Welcome to Arcadia" sign at Hwy 70 West. A dead tree removed from the MHP.

## Garage

Performed a PM and replaced a right front tire and a turning signal flasher on Sanitation's dumpster truck. Repaired a hydraulic leak and refilled hydraulic fluid on the Streets back hoe. Rebuilt mower rollers on Golf Course mowers. Repaired a hydraulic leak and welded a bracket on the boom of the Streets claw truck. Replaced a valve stem on System's flush truck. Installed a gun lock in a PD vehicle. Welded tarp bars and replaced the tarp on a Streets flat bed truck. Removed PD equipment from a retired PD vehicle. Repaired a hole in the deck of a Park's mower. Replaced air brake chamber on the WWTP dump truck. Replaced an idler pulley on a Parks truck. Replaced a fuel filter on a Streets' tractor.

## Facility Maintenance

The main breaker was replaced at the Margaret Way Bldg. and replaced a disconnect box on an AC unit at the old PD by RML services. The PWD directed the removal of damaged property from flooding at the old PD.

## Inmates

MONDAY: Removed carpet, baseboards, etc. from the old PD. Continued to lay bricks at the Golf Course.

TUESDAY: Performed grounds maintenance at the Golf Course. Weed eated ditches at the Cemetery.

WEDNESDAY: Picked up trash and debris on Spring Avenue. Mowed and weed eated at the reuse and continued weed eating the ditches at the Cemetery.

THURSDAY: Weed eated the ditches and trimmed trees on Hodges. Mowed, edged, weed eated and trimmed bushes at City Hall. Performed ground maintenance and landscape on 70 West at the "Arcadia" sign.

FRIDAY: Cleaned downtown Arcadia. Cleaned the Public Works yard and shop. Washed fleet vehicles.