

# **Weekly Report to the City Council for the Week of March 6th thru March 10th, 2017**

## **Administrator**

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

City Administrator (CA) Stewart met with Ms. Ashley Coone to review the status of the Smith-Brown project and prepare for a report to the city council.

City Planner Jeff Schmucker and the CA discussed the Tiny Homes issue in order to prepare for an upcoming presentation to the city council. Most people know Tiny Homes from the wheel mounted versions, but there is a movement that enables site built versions of these structures.

The owner of the property at the corner of NE Oak and North Robert Avenue, Dr. Steven Guelff called to speak with the CA to learn if there are any restrictions on the number and type of trees that may be removed from a property when it is developed. There are currently no such restrictions in our city. Dr. Guelff is a dentist and is planning to build an office at this location. He also expressed strong concerns about the condition of the two streets fronting his property.

The CA attended a Government in the Sunshine training sessions presented by City Attorney T.J. Wohl.

While grinding the pavement on Palmetto in preparation for paving the street, it was found that an old railway spur once ran down that street. When the rails were removed, the crossties were left in place. Those crossties have now rotted, leaving voids and therefore creating the problem with severe bumps and potholes. Additional work and cost was required to remove those crossties and add additional fill. The work was authorized and completed.

The CA was on leave the last two days of this week to attend his grandson's wedding in the Atlanta Georgia area.

## **Planning & Zoning**

03/06/17 - 03/08/17 on leave

03/09/17 I received an e-mail from Jeff Schmucker, City Planner with the Agenda packets so that I can get them send out to all the board members for the P&Z Meeting on March 14<sup>th</sup>, 2017 @ 4pm.

03/09/17 I e-mailed the Agenda packets to all members of the P&Z board, with the exception of Mrs. Melva Sawyer. I called to let her know it was here for her to pick up and she said she would pick it up tomorrow.

03/09/17 I made seven copies of the P&Z zoning Agenda packets for Penny Delaney, City Clerk to have for the meeting and a copy for her records.

03/09/17 I received an e-mail from Jeff Schmucker, City Planner about an application I had sent him for a Vacation of ROW- Gary Frierson. Jeff had requested more information from the applicant and our utilities department. I called Judy Kirkpatrick (surveyors) to tell her what else we will need, and then contacted AJ Berndt about a letter of NO objection from utilities. He asked me to e-mail him a copy of the application as Fred Lewis had already signed off that there were no utilities located in that alley. I copied Penny Delaney, Jeff Schmucker, Fred Lewis, and Terry Stewart, on this e-mail per AJ Berndt .

03/09/17 Beth Carsten forwarded me an e-mail message that was sent to spam via Christina Blattner's e-mail address from a company that had applied for a sign permit. The message was from Brad Rupert of CB Sign service that applied for a sign permit for Quest Diagnostics. I had called him to tell him that the permit was approved, but he said he never received a copy. I called him to let him know that I did mail it to him, but would send it to him again in the mail today, and I verified the mailing address with him.

03/09/17 I e-mailed a zoning application from Desoto Auto Exchange for an 18ft carport to be put on the property located @ 3 E. Palmetto St. for his review and approval, after looking up setbacks and zoning requirements.

03/09/17 I processed (2) LBT receipts after Fred Lewis stopped by to sign off on them. They were for Rose Creek Restaurant, LLC and Healthy Nutrition and Fitness Club.

03/10/17 I have been working on the recording of cemetery deeds for Penny Delaney, City Clerk through the on-line process of Simplifile.

03/10/17 I gave out a mobile food vendor application that may want to set up a hot dog cart at various spots within the city once his equipment is moved here from Connecticut in December. I explained the process and requirements, plus told him to call if he had any more questions.

03/10/17 I received a call from one of the managers by the name of Elise Paulson @ Circle K Store located at 405 N. Brevard Ave., she stated they never received a copy of a sign permit that was applied for and approved in August, 2016. She asked me if I would e-mail this to her to have on their records.

03/10/17 I completed all the recording of the Cemetery Deeds , some were rejected do to technical error and will need to be reprocessed. I am waiting to hear back from the Clerk of Court's office to re do (8) out of 17 that were sent to them via Simplifile to correct the doc stamp fee's.

03/10/17 I sent Penny Delaney, City Clerk the instructions for recording documents using the Simplifile website via e-mail so she would have a printed copy of my notes for instruction.

03/10/17 I contacted Jeff Schmucker in regards to resident Alton Christ @ 60 Rio Vista Rd. who had applied for a variance on a fence permit do the shape of the property. He is getting a survey done and wanted to know about when his case would go before the P&Z Board meeting. He thought it would be on the Agenda for the March 14<sup>th</sup>, 2017 meeting, but it was not. Jeff was out, so I told Mr. Christ I would get back with him on Monday about this.

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: 3/6-3/10/17

## AIRPORT

Fuel Farm- Fuel Dispenser and Fuel pump working as it should.  
LED Light- Windemuller fuel Tech will come back out to fix LED.

Met with Finance Director Beth Carsten to confirm Hanson rates and compared fees with Task Orders

Spoke with City Attorney regarding Tenant that has an outstanding past due balance. Notice has been given to Tenant.

Collecting rent for Hangars.

Money collected, sent over to finance \$6,899.07

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

Reviewed Hanson Task Order NO. 1 Design for turf runway drainage project. Sent to city clerk for this item to be on the agenda for council approval.

Reviewed Hanson Task Order NO. 2 ALP and AMP revisions sent to city clerk for this to be on the agenda for council approval.

Airport Flowage Report has been sent to city clerk for this item to be on the agenda for council approval.

Airport received notice of a man wanting to attempt the "Guinness World Record" for the shortest take-off and landing distance. This made headlines with the local newspaper Thursday March 9<sup>th</sup>, 2017.

Parks Department Supervisor, Carrie Taylor sent her staff to mow the airport. Planes flying in made it difficult to work around, we had them mow around the terminal area and T-hangars to make it look nice for the weekend event, as always her staff does a great job.

Friends of Airport had special event this weekend, RAF event all weekend and pancake fly in Saturday.

Lou Thole, Writer of a book "Forgotten Fields of America" called, said he had approximately 1200 Air Force pictures from World War II and he was sending them all to The National Museum of U.S. Air Force Dayton Ohio. Some pictures that he had were Arcadia Airport. He said out of respect, he wanted to notify us as and he was doing the same for the other airports. I was excited to speak with him, I told him I would google his book and read it. He left a phone number, he wished he had an extra book to give but he said over time he ran out, but mentioned we can go through Amazon.

## Code Enforcement

**3/6/17**

Code Enforcement prepared agenda for Property Maintenance Review Committee and emailed it to the members.

Code Enforcement did follow up site visit for 8 cases that will be taken to the Special Master Hearing that will be held on March 16, 2017 @10:00 AM.

**3/7/17**

Code Enforcement explained to Diane from Blake Construction setbacks for a detached accessory building at 315 E. Magnolia Ave.

**3/8/17**

Mr. Clinton Herrold from DeSoto Auto Exchange came in and ask about setbacks to install a fence at his business which is located at 3 Palmetto Ave.

**3/9/17**

Code Enforcement spoke to Mrs. Amber Collins with a zoning question. Mrs. Collins needed a verification letter of zoning for her property.

**3/10/17**

Code Enforcement spoke to Kim from JLC Harvesting in regards to semi truck trailers being parked at 1330 E Oak ST.(Old Winn Dixie Parking lot) JLC Harvesting have been warning before and they have been notified that any other violation on this property will be taken to Special Master Hearing.

Code Enforcement Violation Counts  
For Date Period From 03/05/2017 Through 03/11/2017

Violation	Count
Trucks and Commercial Vehicles	5
Permit required (92)	1
Allowing fowl to run at large	1
Cutting Grass or Weeds on Right-of-Way	1
Fires (c)	1
Permit required (113)	1
Grass or Weeds	1
<b>Total</b>	<b>11</b>

**Code Enforcement Topic Counts**  
For Date Period From 03/05/2017 Through 03/11/2017

<b>Topic</b>	<b>Count</b>
Zoning Code Violation	7
Overgrown grass, weeds, bushes	2
Signs	1
Vending/Sales without required License / Permit	1
Construction without a Permit	1
<b>Total</b>	<b>12</b>

**Code Enforcement Action Counts**  
For Date Period From 03/05/2017 Through 03/11/2017

<b>Action</b>	<b>Count</b>
Verbal Warning Given	11
Case Notes	7
Re-Inspection	4
Complaint	1
Inspection / Site Visit	1
<b>Total</b>	<b>24</b>

**Finance Department**

**To:** Terry Stewart  
**From:** Beth Carsten  
**Date:** March 13  
**Subject:** Weekly report for Finance for week of March 6-10, 2017

**Highlights for the Week:**

**Revenue Receipts:**

Water & Sewer – \$123,102.77  
 Meter Deposits - \$2,655.00

Airport Rent - \$0  
Golf - \$12,169.88  
Mobile Home Rent & Laundry – \$8,404  
Permits - \$0.00  
City Fines – \$2,706.51  
Cemetery - \$75.00  
Misc - \$0.00  
Impound - \$0.00  
Saturday Night Lights – \$0.00  
Business Licenses - \$40.00  
State of Florida - \$0.00  
Lien Searches – \$0.00  
Fingerprinting - \$0.00  
Parking Tickets - \$0.00  
Yard Sales – \$5.00  
Taxi - \$0.00  
Tip a Cop - \$0.00

**Payroll:**

- N/A

**Accounts Payable:**

- Issued 12 Purchase Orders

**City Clerk**

**MEMORANDUM**

To: Terry Stewart, City Administrator  
From: Penny Delaney, City Clerk  
Date: March 10, 2017  
Re: Weekly Report

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During the week of March 6-10, 2017, I performed the following:

- attended staff meeting on March 6, 2017; updated Action Review Register; attended staff meeting on March 8, 2017
- traveled to old City Hall again to search for building plans for Dr. Kirschner dated 1984
- scanned documents to City's website and updated website regarding meeting dates of various committees and boards

- attended and took notes at the March 7, 2017 City Council Workshop and Regular Meeting; transcribed minutes for same
- discussed preparation and distribution of Historical Preservation Commission packet for the next meeting on March 14, 2017 with Administrative Clerk; posted agenda of same on the City Hall bulletin board
- discussed distribution of Planning and Zoning Board packet for the next meeting scheduled for March 14, 2017 with Administrative Clerk; posted agenda of same on the City Hall bulletin board
- received agenda for Property Maintenance Standards Review Committee from Code Enforcement Officer and posted same on the City Hall bulletin board
- participated in interviews regarding the Administrative Clerk position
- continued compiling the March 21, 2017 City Council packets for workshop and regular meeting; e-mailed proposed agenda to Mayor for her approval
- communicated with Ashley Coone regarding her request to be placed on the March 21, 2017 City Council agenda to provide an update regarding the Smith-Brown Community Foundation
- provided instruction to Administrative Clerk regarding contacting Connie Bateman of Saturday Night Lights regarding her request to be placed on the March 21, 2017 City Council agenda to provide a report to council regarding the season's events
- scanned agreements to appropriate directories and filed hard copies in appropriate files
- prepared letter to William J. Nielander, Esquire, enclosing original service agreement as such pertains to Code Enforcement Special Master for his execution
- prepared letter to Donta Walker of the Florida Council for Compulsive Gambling enclosing original proclamation regarding Problem Gambling Awareness Month which was proclaimed at the March 7, 2017 City Council meeting

## **Human Resources**

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DATE: March 20, 2017

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report – March 06 - 10

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The Human Resource Director was out of the office this week due to traveling back to Oklahoma to care for her mother who was having surgery.

## Water Treatment Plant

Weekly Summary Week Ending 3-11-17: A.J. Berndt

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

- March 04, 2017 (Saturday) – Regen cation #1.
- March 05, 2017 (Sunday) – Regen cation #2.
- March 06, 2017 (Monday) – Refill KI chemical in chem scan room. Regen #3 anion. Refill chemical in chem scan. Checked Wells #1, 3, 5 electrical boxes Received salt. Refill ammonia day tank. Clean, sweep, mop, vacuum water plant.
- March 07, 2017 (Tuesday) – Regen #1 anion. Hose down salt area. Clean, sweep, vacuum, water plant.
- March 08, 2017 (Wednesday) – Regen #1 cation. Clean, sweep, vacuum.
- March 09, 2017 (Thursday) – Refill ammonia day tank. Regen #2 anion. Adjusted flusher times at the golf course with AJ, turned water valve back on there. Swept pump room floor. Blow out computers. Clean, sweep, vacuum, water plant.
- March 10, 2017 (Friday) – Refill titrate chemicals. Regen #3 anion. Cl2 delivery. Clean, sweep, vacuum, water plant.

Summary for the Week Ending Mar. 10, 2017: Utility Department– A.J. Berndt

## Waste Water Plant

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

- Mar. 4, 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. Turned on reuse pumps for North Arcadia ball field to water down area for games going on this afternoon .
- Mar. 5, 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. Raised LC – 300 pump speed turbidity going up , to catch clarifiers before they get critical .
- Mar. 6, 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 sand filter and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver . Replaced trickling filter recirculation pump with unit sent off for rewind and bake , wired in place , power on , back in service .



- Mar. 7, 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. Pulled sand filter and plant EFF. fecal samples for reuse tank fill, sent samples with lab driver. Plant maintenance changed out broken 8" check valve on #3 INF. pump, wouldn't hold for back pressure, feeding back in station, bolted into place, no leaks, pump back in service. High INF. station alarm, switched pump run set up in panel to large pump in lead position, INF. station pumped down, alarm light out. Plant generator running noted in Fuel Oil and Generator Inspection Log.
- Mar. 8, 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. Mixed buffer solution for CL2 analyzer operation in contact chamber booth.
- Mar. 9, 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. Switched to hydro pump #1 broken check valve on #2 pump, isolated pump with in place gate valves, pulled damaged unit, will place order for new check valve for repair. Telemetry from tank failed, no tank level to plant board reading, using visual level on tank to keep up with reuse availability. Tripped East digester float for sludge settling. Weekly run of sludge press, pulling from East digester, sent 26 tons ( 52,000 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. 10, 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. Cypress St. and 14<sup>th</sup> Ave. lift station check valve arm leaking, tightened packing nut on aperture, leak stopped, bleached and washed down inside valve containment area. Steve here to reprogram telemetry sending units for tank level read to plant board from reuse, had no luck, sending units old and in need of replacement. Blew off excess moisture in air supply lines to sand filter lift tubes. Reset conveyor on top of pre treat.

#### Weekly Summary Week ending 03-10-17 **Systems Department**

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

- March 04, 2017 (Saturday) - Normal Systems Operation.
- March 05, 2017 (Sunday) - Normal Systems operation.
- March 06, 2017 (Monday) – We repaired a 6" cast iron water main break on S Polk between Oak and Magnolia. We also installed valve risers at the intersection of Polk and Oak for the paving project.

- March 07, 2017 (Tuesday) – We helped change a check valve at the WWTP. We then changed a 1" standard curb stop at 344 Valdosta. We also dressed up the work zone on S Polk from the 6" water brake.
- March 08, 2017 (Wednesday) – We repaired the driveway at 1126 Melody Dr. We also located valves in the NE section and cycled them.
- March 09, 2017 (Thursday) – We installed a ¾" water service at 2317 S Hillsborough. We also helped the street dept repair the road at 2317 S Hillsborough.
- March 10, 2017 (Friday) – We located manholes for P.C.S. We then washed systems vehicles and cleaned shop area.

## **Public Works**

### **Public Works Recap for Week 3/4/2017 thru 3/10/2017**

#### **General Information**

The milling and paving of roadways began on Monday. The PWD semi-completed the SCOP Grant application.

#### **Cemetery**

Marked 3 sites for burials. Assisted 4 visitors in locating grave sites. Verified 3 burial sites. Mowed, weed eaten and picked up dead flowers and debris.

#### **Streets**

15 loads of brush were picked up throughout the City. Trimmed trees on Crawford, Winfred, Bridle Path and intersections of Hernando & Cypress and Walnut & Dade. Supervised new road projects. Graded a load of millings on alley way behind Badcock's. Inspected Kelly Drive bridge project. Pot holes patched on Hillsborough. Repaired pavement from a water line tap on South Hillsborough. Transported a sign board to Fenders for PD. Straightened up stop sign on Whidden. Delivered wood chips to Tree of Knowledge picked up cones from S. Hillsborough for Water Dept. water tap.

#### **Sanitation**

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

#### **Parks**

Put out barricades for the Rodeo event. Completed painting the lamp posts at the tree of know. Picked up pick-nick tables from the High school and took to the new pavilion at Jim Space. Mowed at the airport.

#### **Garage**

Plugged a tire on a Parks trailer. Charged the battery and adjusted a belt on a Systems tractor. Replaced the chain saw adjustment assembly on a Streets saw. Replaced the pull rope and vacuum bag on a Streets blower/vac. Replaced a belt on a Parks mower. Repaired lights and replaced the pedestal bolt on the Streets claw truck. Replaced 2 tires on a Sanitation truck. Road call to plug a tire on a Systems truck.

## Facility Maintenance

Repaired a window at the City Hall building.

## Inmates

MONDAY: Cleaned a vacant lot on Spring. Cleaned and mowed the right of way on Jordan. Performed ground maintenance at Lake Katherine.

TUESDAY: Cleaned the ditches and right of way on N. Mills. Cleaned the P.W.'s yard and washed fleet vehicles.

WEDNESDAY: Cleaned the right of way and seeded the banks on Kelly. Cleaned out the ditches on 12<sup>th</sup> Avenue.

THURSDAY: Cleaned the ditches and right of way on S. Hillsborough. Assisted with patching asphalt on 12<sup>th</sup> Avenue.

FRIDAY: Cleaned downtown Arcadia. Cleaned the P.W.'s shop and washed fleet vehicles.

## Pro Shop/Golf Course

### Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, March 12th, 2017

Subject: Weekly report for Golf Course for week ending March 10th 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 03/04th-3/10th is \$12,273.82 plus \$920.51 sales tax.

Have meetings with starters each morning.

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

Trying to get our Well to work on automatic.

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

Training my new person on the Chelsea System.

Pencil Thyme the Greens on Tuesday Afternoon.

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