

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

**May 1st – May 5th, 2017**

## **Administrator**

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

City Administrator (CA) Stewart met with Utility Director Berndt and City Engineer Karleskint to discuss the ongoing Wastewater Plan Engineering Evaluation and Analysis. The plant is currently being evaluated by a systems process engineer, electrical engineer and a structural engineer. When completed, the city will receive an analysis report defining those elements of the plant that must be repaired/rehabbed to enable the proper and most efficient operations.

Airport Manager Peacock and the CA met with airport consultants Hanson for the Turf Runway Drainage project kickoff meeting.

Utility Director Berndt and the CA met to discuss a proposed senior housing project by Catholic Charities and whether the city can provide that project with water and sewer services.

The CA met with representatives Pam Ames and Sadie Winter of Arcadia Main Street. They spoke about the role of Main Street and the desire of Main Street to take a more active role within the city. As a part of that discussion, they asked if there is a possibility for the city to budget funding to sponsor Main Street. It appears the city did provide such funding in years past.

The CA participated in a statewide Hurricane exercise at the DeSoto Emergency Preparedness center.

Utility Director Berndt and the CA met with USDA representative Ada Rivera and her assistant in order to update them on the progress of the City's sewer system evaluation.

City resident Mike Carr met with the CA to express his concerns about overall code enforcement in the city and condition of roadways.

Mr. Bob Grinis met with the CA to inform him that he is stepping down as the local representative in charge of the USMC Toys for Tots program. For several years, the city has cooperated with Toys for Tots in providing a facility for storage of donated toys until they are distributed. He will be bringing the new lead representative by for an introduction.

Attorney John Collins spoke with the CA about an alleyway behind the house of a client on Mills inquiring about why the alleyway was recently cleared by the city. It was discovered that City Code Officer McQuay had requested the next alleyway east of the one in question be cleared and the field crew mistook which one was to be done. Subsequently, both were cleared.

## **Planning & Zoning**

### **Weekly Report for the Week Ending May 5, 2017**

5/1/2017 submitted refund for Mr. Summers for his Certificate of Appropriateness; he does not live in the Historic District so no need for a CA application.

5/1/2017 Mrs. Cano came in to let us know that her property has been cleaned and would like for Carl to go and check it. She also had questions on fencing her property; I gave her information she needed.

5/1/2017 Roger called looking for information on adding to his back porch on E. Charles St.

5/2/2017 Mr. Baxley came in requesting a copy of a Zoning map and a Historic District map

5/2/2017 Mr. Turner requested information on driveways, information was given to him

5/2/2017 Yard sales permit for W. Hickory for May 5 and May 6, 2017

5/3/2017 Camilia's Carpet Sales came in to update LBT, moving to new location at 215 W. Oak St. I will be sending it to Fred for inspection.

5/3/2017 Called all HPC members to make emails were received and I also resend emails to all members.

5/3/2017 Eric with SBA Communications called requesting information on cell phone towers within the city limits

5/3/2017 Pat called and requested major sit & Development plan application for FSB

5/3/2017 Diane came in to pick up a fence permit. She lives in the historic district so she also has to fill out the Certificate of Appropriateness, she lives on Monroe Ave.

5/3/2017 Mary from Myrtle St. came in requesting information if she would be able to place a shed in front of her property or on the side. I have emailed Jeff in regards to this.

5/3/2017 Catonya came in requesting information on placing a shed on her property on Baldwin Ave.

5/3/2017 Carol Mahler submitted a listing of Florida Master Site File of homes she would like to have added to the historic district. I am going down the list checking each address to make sure there address is issued and a home on property. There are 18 pages.

5/3/2017 there has been a high volume of calls coming in today

5/4/2017 Steven Mogil came in to drop off site plans application for Hospital

5/4/2017 emailed Building Department copies of approved zoning request for sheds

5/4/2017 Translated for utilities

5/4/2017 there has been a high volume of calls coming in today

5/5/2017 Bonnie called and requested information on her 5 properties she owns here in Arcadia. Bonnie received a in the mail that her she may have properties in the Historical District, she asked if I look information up for her and let her know which of her properties in the Historical District. I looked up information and called her back to give her the information.

5/5/2017 Steve Mogil called and requested an email with fees schedule for Hospital addition application.

5/5/2017 gathered information for Penny for the Habitat of Humanity for the 7 lots on E. Maple, for meeting.

5/5/2017 emailed agenda packets to all Planning & Zoning Board members

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

Answer all calls coming in and transferring to person for whom call is for, Planning and zoning questions from the public by phone, e-mail, or in person if they stop by the office.

To: Mr. Stewart, City Administrator  
From: Shelley Peacock, Airport Manager  
Date: 5/1-5/5/17

WEEKLY REPORT FOR THE AIRPORT

Fuel Farm- Fuel Dispenser and Fuel pump working as it should.

LED Light- Received Purchase Order from Finance for Windemuller to repair the Large Electronic Display.

FBO Beverly Berry mentioned that Consolidated AG Pilot Services is now operating and had been for a couple of weeks. Requested copies of insurance and certifications for spraying and handling chemicals.

Working on Budget Expense Request for FY2017-18.

Contacted Emil at Airside Doors asking for budget numbers for a row of T-hangars.

T-Hangar Taxilane Project – Funded by FAA.

Requesting Independent Cost Estimates, this is required by FAA for Federal Grants that are \$100,000 or more. Received Independent cost estimate (or IFE) from AVCON, FAA advised we picked a good reputable engineering firm for the IFE. FAA mentioned they will not approve Hanson and we will need to re-negotiate with Hanson to get the project cost lower.

Turf Runway Drainage Project-

On Tuesday May 2<sup>nd</sup>, CA and Airport Manager met with our airport consultants and surveyors for our “kick off” meeting for the turf runway drainage project. We walked the turf runway to see where the drainage is needed.

On Tuesday May 2<sup>nd</sup> Airport Manager filled in for the City Clerk for the City Council Meeting.

Airport Manager spoke with Mr. J. Ellis that paid for the old papi, lights listed on gov-deals website. . Ellis advised he will get a trailer and give notice of when he will be there for pick up.

On Thursday May 4<sup>th</sup>, Mr. Maitland advised Airport Manager of a roof leak at the end unit that he is leasing in T-hangar row B. Airport Manager completed emergency purchase paperwork to rent a scissor lift from Tropic Equipment Rentals. City Maintenance and Public Works Director Steve Underwood repaired the leaks once the lift was delivered the following morning.

On Friday May 5<sup>th</sup>, the new tractor for the airport was delivered. This is 100% paid by FDOT, Project number 439794-1-94-01. City Council approved this on 8-8-16. This Includes John Deere 6110 M tractor, CX15 John Deere flex wing mower and roller to keep our turf runway with a smooth surface for Pilots.

Following week hope to have two taxi lights repaired and replaced. Both had been struck and hit. One missing completely, the other is mounted with repaired fittings; now need to purchase wiring harness that I learned this is sold separately.

## **WEEKLY REPORT TO THE CITY ADMINISTATOR FOR THE WEEK OF**

**April 30, 2017 – May 6, 2017**

### **Code Enforcement**

**5/1/17**

Code Enforcement Spoke to Mr. Jerome Reeves about his property located at 210 S. Orange Ave. Mr. Reeves is trying to obtain grants to save the structure on his property. The structure on his property has been cited for unsafe structure and has been taken to the Special Master hearing on April 27, 2017.

Code Enforcement spoke and met with to Mr. Greg Smith about his property located at 120 N. 11th Ave. Mr. Smith was ordered by Special Master Nielander to clean his property within 30. As of May 1, 2017 the property has not been corrected. Mr. Smith has until May 16, 2017 to correct all violation.

**5/2/17**

Code Enforcement received two special event permits from Richard Metzger of the DeSoto County Maintenance. They are requesting to hold a Memorial Day Ceremony on May 29, 2017 and a Veterans Day Ceremony on November 11, 2017 on the DeSoto Court House lawn.

**5/3/17**

Code Enforcement spoke to the manager of LA Zieta Mexicana, Maria Ochoa about a event that was held at that location without a special event permit being approved. She was given a verbal warning and told that she would be brought to the Special Master if this happen again.

5/4/17

Code Enforcement Spoke to Mr. Terry Street about the zoning classification on the vacant lot located on South Alabama Ave. Parcel # 36-37-24-0015-0070-0090. It was explained to him that the property is zoned C-1 commercial and that a home could not be built on that property.

Code Enforcement Violation Counts  
For Date Period From 04/30/2017 Through 05/06/2017

Violation	Count
Abandoned or Inoperable Vehicle	4
<b>Total</b>	<b>4</b>

Code Enforcement Action Counts  
For Date Period From 04/30/2017 Through 05/06/2017

Action	Count
Case Notes	4
Courtesy Notice	2
Verbal Warning Given	2
Hearing Notice	1
<b>Total</b>	<b>9</b>

Code Enforcement Topic Counts  
For Date Period From 04/30/2017 Through 05/06/2017

Topic	Count
Abandoned or Inoperable automobiles	4
<b>Total</b>	<b>4</b>

## Finance Department

Finance Director, Beth Carsten, was on vacation leave the week of May 1-5, 2017.

## City Clerk

### MEMORANDUM

To: Terry Stewart, City Administrator  
From: Penny Delaney, City Clerk  
Date: May 5, 2017  
Re: Weekly Report

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During the week of May 1-5, 2017, I performed the following:

- attended directors meeting on May 1, 2017; updated Action Review Register; attended directors meeting on May 3, 2017
- prepared City Council Action Reports for April 4, 2017 and April 18, 2017 City Council meetings
- spoke with IT regarding space available on recorder in City Council chambers
- sent e-mail to Carol Mahler regarding the donation of items to the Historical Society
- started compiling the May 16, 2017 City packets
- communicated with Tami Jewell of the Arcadian and Jeff Schmucker of Central Florida Regional Planning Council regarding Proof of Publication of the Notice of Public Hearing regarding Resolution 2017-13 so same can be placed on the May 16, 2017 City Council Agenda
- attended and took notes at the City Council meeting on May 2, 2017; transcribed minutes for same
- traveled to old City Hall to discuss files with File Clerk
- attended Day of Prayer service at DeSoto County Commissioners Chamber
- reviewed information regarding OnBase Electronic File System and Accela Minute Traq Electronic File Systems
- scanned Weekly Reports to City Council and placed same on website

- updated website to reflect upcoming meeting dates
- prepared Cemetery Deeds for various individuals; traveled to Courthouse to record same and Code Enforcement Lien Orders; scanned Cemetery Deeds and Code Enforcement Lien Orders into appropriate files
- communicated with Mayor Wertz-Strickland regarding Certificate of Recognition for Gloria Montoya Vazquez as the Florida League of Cities Scholarship recipient
- communicated with Mayor Wertz-Strickland and Pam Ames regarding the Florida Main Street Program presentation to be presented at the May 16, 2017 City Council Meeting

## Human Resources

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DATE: May 08, 2017  
TO: Terry Stewart  
FROM: Linda Lowe, Human Resource Director  
SUBJECT: Weekly Report May 01 - 05

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I attended and participated in the Director's Meeting on Monday, May 01, 2017.

I worked on an Ad to place in the Peace River Shopper for the positions that are currently available. The Ad will run this week.

Continue to work on gathering the needed information for the Hepatitis vaccinations and the safety footwear for the identified staff. This information will be forwarded to the necessary parties as soon as possible.

Advised fellow Director on discipline processes and help construct necessary documentation.

Completed weekly report for the week of April 24 – April 28 and sent same to City Administrator.

Forwarded Notice of Taking Depositions to appropriate individuals.

I attend the City Council meeting on Tuesday, May 2, 2017.

I worked with two Directors to assist with the termination of two (2) individuals.

The HR Director along with the Fiscal Assistant for payroll spoke at length with a representative USI regarding terminated employees and their benefits. There continues to be on-going issues with employees receiving their benefits in a timely manner.

Met with two (2) employees regarding insurance benefits.

Begin the verification process for the Public Works Laborer applications. Set interviews for the Waste Water Treatment Plant Operator Trainee for next Thursday and Friday. Will set interviews for the Public Works Laborer position next week.

## Utility Departments

### Water Treatment Plant

#### Weekly Summary Week Ending 5-06-17: A.J. Berndt

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

- **April 29, 2017 (Saturday):**
  - Regen anion #1.
  - Normal operations.
  
- **April 30, 2017 (Sunday):**
  - Regen cation #1.
  - Normal operations.
  - Refill ammonia day tank.
  - Mop chem scan room floor.
  
- **May 01, 2017 (Monday):**
  - Regen Anion #2 flush in system.
  - Clean, sweep, vacuum mop, water plant.
  
- **May 02, 2017 (Tuesday):**
  - Regen #2 Cation.
  - Hose salt area. Clean, sweep, vacuum, water plant.
  
- **May 03, 2017 (Wednesday):**
  - Flushed San Juan Bosco.
  - Regen Anion #1
  - Regen Cation #1
  - Fixing "All Thread" brace between vessels
  
- **May 04, 2017 (Thursday):**
  - Regen Anion #2
  - Regen cation #2.
  - Clean cl2 analyzer, acid flush and zero chem scan (organics)



- **May 05, 2017 (Friday):**

- Regen anion #1.
- Cl2 delivery.
- Regen Cation #1

Summary for the Week Ending May 5, 2017: Utility Department– A.J. Berndt

### **Waste Water Plant**

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

- Apr. 29, 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.
- Apr. 30, 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.
- May. 1, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “B” , Compressor # 2 , and Hydro pump # 1 in service. Pulled sand filter EFF. and plant EFF. fecal samples for tank fill , sent fill samples with lab driver . Performed monthly calibrations of P/H meter at contact chamber booth , noted in lab calibration log . Drained moisture from air feed lines on sand filter air lift supply . Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Washed down bar screen .
- May. 2, 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 polymer supplier here to run settling tests on product that runs flocking in clarifiers . Alternated sand filters two from new bank out of service and two from old bank in service . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Plant generator running noted in Fuel Oil and Generator Inspection Log .
- May. 3, 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 shipment box of new sand filter air lifts placed in roll up out of Sun and weather for storage . Jerry’s Pest Control here to do termite inspection of main plant operation building . Pre treat classifier not working , drive belt too loose motor spinning freely , tightened motor drive with plate adjustment nuts , unit working normal , back in service .

- May. 4, 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 24 tons ( 48,000 lbs. ) to county landfill used for cover on top of trash pile . Checked sludge blankets in all clarifiers and operation of assigned sludge pump .
- May. 5, 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 . Tightened packing nuts on 14<sup>th</sup> and Cypress St. lift station leaking from station check valve arms , dripping stopped . Reset conveyor on top of pre treat . Received CL2 bleach delivery transferred to holding tank for use , offloaded 575 gals.

#### Weekly Summary Week ending 05-05-17 **Systems Department**

Fred Lewis, Lee Snyder, Charlie South, Chris White, Gary Crites, Aaron Perez, Margot Ayers,  
Richard Stanfield

- April 29, 2017 (Saturday) - Normal Systems Operation.
- April 30, 2017 (Sunday) -Normal Systems operation.
- May 01, 2017 (Monday) – We replaced the 11/2” check valve at the systems lift station. We also emptied vactor. We located and counted valves and hydrants in the NW Section. We turned off the water main at the Turner center for the utility contractor to divert the 8” water main to give proper elevation between the sewer main and water main a boil water notice was issued.
- May 02, 2017 (Tuesday) – We replaced the meter register and box at 148 N Hernando. We Then check 1329 E Oak for low pressure at the meter per customers request we found the service to have normal pressure and a flow of 56 gallons a minute. We also responded 208 W Hickory for a low pressure and found the customer to have a leak not on their property.
- May 03, 2017 (Wednesday) – We located the south side of Maple Dr from Airport Rd to West for Banks engineering. We replaced the meter box at 139 N Polk and at 1329 W Oak. We then located manholes in the Ridgewood subdivision for PCS.
- May 04, 2017 (Thursday) – We located valves and fire hydrants in the N.W section. We also inspected various manholes throughout the city for Hazen and Sawyer. We also did cycle 3 cut offs. We observed Southern States excavation install 8”sewer main and a manhole at the new rodeo arena on Roan Rd.

- May 05, 2017 (Friday) – We observed Southern States excavation install 8” sewer main at the new rodeo arena on Roan rd. We also located valves and hydrants in the NW section. We located the water and sewer at 2155 and 2157 S Hillsborough Ave.

## **Public Works**

### **Public Works Recap for Week 4/29/2017 thru 5/5/2017**

#### **General Information**

The PWD and the Directors’ Meetings on Monday and Wednesday. The PWD attended the City Council Meeting on Tuesday. Met with the Airport Manager and a representative from Fields Equipment upon receipt of the Airport’s new tractor to go over operation and maintenance of the tractor.

#### **Cemetery**

Marked 2 sites for burials and flagged 2 plots for head stones. Assisted 2 visitors in locating grave sites. Mowed, weed eaten and picked up dead flowers and debris.

#### **Streets**

31 loads of brush were picked up throughout the City. The Streets Supervisor attended the City Council Meeting on Tuesday. Trimmed trees on Oak, 15<sup>th</sup> Ave., N.E. Oak, Hillsborough and Valdosta. Picked up miscellaneous items on Manatee and on Hwy. 70 West. Cleaned stop signs. Met with a homeowner in reference to tree trimming by contractor. Assisted Systems by cutting tree roots at Hernando. Met with a homeowner in reference to brush pick up. Cleaned up the vacant 12<sup>th</sup> Ave. site.

#### **Sanitation**

All routes were ran as normally scheduled. All of the Sanitation trucks were cleaned on the inside and out.

#### **Parks**

Put out ant bait at Jim Space and the Splash Pad. Mowed at the Way Building. Weed eaten at the Splash Pad. Mowed the medians on Maple and mowed the side of the roadway on Gibson. Litter was picked up, the trash cans were emptied and the restrooms were cleaned and stocked at all of the City parks. Put plants in the fountain at the Tree of Knowledge.

#### **Garage**

Diagnosed a drive shaft problem on a PD vehicle. PM performed, replaced wiper blades, serpentine belt, both the inner and outer tie rod ends and both upper control arms and ball

joints, the power steering pump and the A/C compressor and recharged the A/C on the WTP car. PM performed a PD vehicle. Rotated the tires on 2 PD vehicles. Replaced the battery and a tire on the Systems backhoe. Replaced the thermostat on a PD vehicle.

#### Facility Maintenance

Rebuilt a park bench. Assembled 2 office chairs for the P.W.'s department. Patched the Airport hanger roof and greased the fuel pump hose reel at the Airport. Assembled 2 tables for the Finance Department.

#### Inmates

MONDAY: Cleaned a lot, trimmed trees and picked up litter at S. Alabama and W. Gordon. Cleaned the right of way on S. Manatee. Trimmed the trees on the right of way at Gibson and Robert.

TUESDAY: Trimmed the trees, picked up litter and weed eaten the ditches on 15<sup>th</sup> Avenue. Cleaned the right of way and trimmed trees at 11<sup>th</sup> Avenue and Maple.

THURSDAY: Cleaned and mowed the ditches at Cypress and Hillsborough. Trimmed trees on Mills and Walnut Park.

FRIDAY: Cleaned downtown Arcadia. Performed grounds maintenance at the Golf Course.