

Weekly Report to the City Council for the Week of

May 15 thru May 19, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart met with Arcadia Main Street representatives Pam Ames and Sadie Winter along with Florida Main Street Executive Director Ronni Wood. Ms. Wood was here to attend the council meeting on Tuesday May 16 to give presentation on the purpose and activities of Main Street organizations. She met with the CA in order to gain additional specific knowledge about the City of Arcadia.

The CA met with Code Officer McQuay in a mentoring session designed to assess and enhance writing/reporting skills and to gain information necessary for the upcoming budget.

The CA met with Airport Manager Peacock on changes needed for the Airport Master Plan in order to accommodate the addition of new maintenance/aircraft industry businesses.

The CA attended the Grand Opening Ceremony for the new Jim Space Pavilion. Also present from the city was Mayor Wertz-Strickland and PW Director Steve Underwood.

CA Stewart, Code Officer McQuay and City Attorney Wohl met to discuss potential changes to the City's Special Events ordinance.

The CA joined with other city staff members in a preconstruction meeting with representatives of Go Underground, the company selected to accomplish the Lee Avenue Utility repairs.

The CA participated in a Shade Council Meeting regarding the Catherine Miller lawsuit.

Utility Director Berndt and the CA attended the Peace River Manasota Regional Water Authority BBQ.

Planning & Zoning

Weekly Report for the Week Ending May 19, 2017

5/15/2017 Michael Bush came in for a CA application for the Veranda House

5/15/2017 Called JJ in regards to questions she had on property located at 202 N. Desoto Ave

5/15/2017 continued working on Terms for P & Z and HPC

5/16/2017 Oak Street came in to renew LBT

5/16/2017 calling council members to schedule workshop dates

5/17/2017 I was out all day

5/18/2017 MCF Express applied for a LBT

5/18/2017 Guillermo Zamorano applied for ZC

5/18/2017 Jennifer Boweser submitted rezoning application for 7 different parcels off of E. Maple St.

5/19/2017 Linda submitted a ZC and CA for a shed and fence, S. Hillsborough Ave.

5/19/2017 Ana came in to request letter to continue work on her property on E. Maple St

5/19/2017 received amended application for Vision Ace for sign

5/19/2017 Javier was in asking about sidewalks, had questions if new sidewalks are going to be done in the city of Arcadia.

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: 5/15-5/19/17

WEEKLY REPORT FOR THE AIRPORT

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

LED Light- Windemueller came out to work on the LED twice this week. They are still having problems with it working with our new pmc dispenser.

Coordinated with Carol and FBO for CA and I to tour the buildings that our FBO lease from the city for Tuesday May 23, 2017.

Working on Budget Expense Request for FY2017-18.

Received a budget number for new row of T-hangars to fit 10 aircraft. Emil at Airside Doors mentioned \$85,000 would cover site work and erect hangar row.

T-Hangar Taxilane Project – Funded by FAA.

Sent FAA the reduced project cost from Hanson. FAA advised that Hanson will need to do a revised pre-application that reflect the new lowered cost for this project.

Notified Hanson of FAA requesting the revised pre-application.

We will need to follow the FAA Advisory Circular 150/510014E, Section 2.13 for this process.

Received another grant from FDOT; this is a Joint Participation Agreement (JPA) to participate in a rehabilitation project for the T-Hangar Taxilanes including drainage improvements. The participation will not exceed \$18,957.00. FDOT will participate 10% of the T-hangar Taxilane Project.

AMP & ALP Project-

Hanson sent revised ALP to reflect future buildings for growth and business opportunity near runway 6 and turf runway 13. The revised ALP document will be sent to city clerk to be placed on the next city council agenda.

Requested Reimbursements from FAA: AMP & ALP Project.

May 3, 2017 requested reimbursement of \$4,223.50

May 11, 2017 requested reimbursement of \$94,852.00

Turf Runway Drainage Project-

Kick off Meeting was held on May 2nd, 2017.

Emailed FAA regarding a question that Friends of the airport had. Asked if we needed to show on the ALP a bathroom facility or submit a 7460 form. FAA responded letting us know the bathroom is not required to show on the ALP and that an OE/AAA study will be required.

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

Emailed FDOT to send them an update on the expected delivery date for the roller. We are expecting it to arrive June 2, 2017.

Received certificate of insurance for the tractor, mower and roller. Total value added to insurance policy \$102,120.

Received two quotes for the carport for the new tractor. Will submit to CA and finance for their approval.

Finance Director requested a spreadsheet for the airport showing a breakdown for monthly airport revenue. Airport revenue spreadsheet sent to finance director same day.

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

Called County Road & Bridge; asked them to send someone to mow and clean ditch in front of the airport on airport road.

Completed monthly fuel report for all departments. Turned in to finance for payment.

Vacation Day Thursday May 18th

Mowing & Maintenance:

On Tuesday May 16th Inmates cleaned and weedeated around entrance to the airport, butler building, mowed and weedeated at the terminal building and cleaned the inside of the electrical vault room.

They all worked hard and got the job done in less than 4 hours and everything looked real nice when they were done.

City Garage staff Tim came out to refuel the tractor 30 gallons.
Tractor mowing at runway end 24, turf runway 13 & 31, and near parking lot and ramp.

Work order request sent to Parks Department for mowing with small mowers to mow turf runway, terminal building and other small areas the tractor can't get.
Informed Carrie her crew will not need to do the terminal building now that the inmates did that. Still need turf runway mowed.

Code Enforcement

5/15/17

Code Enforcement received a complaint from Mrs. Mahler of the, who is a member of the Historic Preservation Committee about the property located at 312 N. Monroe Ave. She stated that there were tires and old mattresses located in the rear of the property and that they could be seen from the side yard of the Ingram House. Upon site investigation it was determined that the property was in violation and a courtesy notice was posted and mailed to the property.

5/16/17

Code Enforcement was contacted by Public Works Street Supervisor James Arndts about a Chevy S10 pickup truck parked in the city right away behind 146 S. Volusia Ave. Code Enforcement tagged the vehicle and also left a door hanger on the front door to remove the vehicle within 3 days or the vehicle would be towed.

5/17/17

Code Enforcement received a complaint from Mrs. Renee McCoy about a yellow jacket nest located next the city park located on Harris Rd. Code Enforcement contacted Public Works Director Steve Underwood and preformed site investigation, which revealed that the property is owned by the City of Arcadia. Public Works contacted an exterminator to have the yellow jackets removed.

5/18/17

Code Enforcement spoke to Mrs. Judy Cross, who lives at 603 E. Oak St. about the over abundance of ATVs located on her property. It was explained to her that she cannot operate a garage or a dealership type of business in her current property zone. Her property is zoned Residential/ Professional/Business (RPB) in which she is currently operating a computer repair business. Mrs. Cross was given a verbal warning to clean and organized the ATVs located on her property within 2 weeks. She was also informed that her property is located in the Historic District.

5/18/17

Code Enforcement received a complaint about the property located at 1514 E. Cypress St. (McPine Apartments) being over grown and having junk/trash in the rear of the property. Site investigation

revealed the property was over grown and had an abundance of trash and garbage scattered throughout the property. Code Enforcement contacted the Public Works Dept. Director Mr. Steve Underwood and it was determined that city right away was also in violation. A work order was done and given to Public work to mow/cut city right away. McPine Apartment was 3 weeks to correct violations.

Code Enforcement Violation Counts
For Date Period From 05/14/2017 Through 05/20/2017

Violation	Count
Abandoned or Inoperable Vehicle	4
Trucks and Commercial Vehicles	2
Rats, Mice, Snakes or other Vermin	1
Water Connections	1
Storage or Abandonment Junk or Furniture	1
Trash	1
Premises to be Kept Clean (a)	1
Height of fences in residential area	1
Weeds and Vegetation	1
Total	13

Code Enforcement Action Counts
 For Date Period From 05/14/2017 Through 05/20/2017

Action	Count
Case Notes	9
Verbal Warning Given	5
Courtesy Notice	4
Total	18

Code Enforcement Topic Counts
 For Date Period From 05/14/2017 Through 05/20/2017

Topic	Count
Abandoned or Inoperable automobiles	4
Garbage and Debris	2
Commercial Vehicle Parking	2
CITY OWNED PROPERTIES	2
Property lien search	1
Business License Violations	1
Zoning Code Violation	1
Total	13

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: June 2, 2017

Subject: Weekly report for Finance for week of May 15-19, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$91,247.03

Meter Deposits - \$1,350.00
Airport Rent - \$241.88
Golf - \$1,156.32
Mobile Home Rent & Laundry – \$356.00
Special Events – Code Enf/Planning -\$0.00
Permits - \$90.00
City Fines – \$0.00
Cemetery - \$150.00
Misc - \$0.00
Impound - \$0.00
Saturday Night Lights – \$0.00
Business Licenses - \$130.00
State of Florida - \$20,023.00
Lien Searches – \$5.00
Fingerprinting - \$20.00
Parking Tickets - \$0.00
Yard Sales – \$5.00
Taxi - \$0.00
Tip a Cop - \$0.00

Payroll:

- Processed payroll for 92 employees in the amount of \$157,489.43

Accounts Payable:

- Processed 73 Invoices out of operating totaling \$138,794.02
- Processed 5 invoices out of Airport totaling \$561.49

Purchasing:

- Process 15 Purchase Orders
- Processed 2 Change Orders

Ongoing Projects and Tasks:

- Audit work continues

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: May 19, 2017

Re: Weekly Report

During the week of May 15-19, 2017, I performed the following:

- attended directors meeting on May 15, 2017; updated Action Review Register; attended directors meeting on May 17, 2017
- received e-mail from Housing Authority requesting Notice of Regular Meeting be posted on the City Hall bulletin board; posted same
- received telephone call from City Attorney advising of need to cancel individual meetings with City Council members on May 18, 2017 due to family emergency with Attorney Salzman; called City Council members to advise of same; communicated with City Attorney regarding the May 18, 2017 being back on track; instructed Administrative Clerk to contact City Council members to advise of same
- attended and took notes at City Council which was held on May 16, 2017; started transcribing minutes for same
- copied approved minutes on Minute Book pages, met with Mayor for signature of same; placed same on the City's website
- e-mailed May 2, 2017 City Council minutes to DeSoto County Attorney Conn regarding burn ban
- provided e-mail regarding ethics training to Council Members
- continued compiling the June 6, 2017 City Council packets
- discussed files with File Clerk at old City Hall
- continued to review 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
- worked on budget "wish list"
- started transcribing minutes for Special Master Hearing which was held on April 20, 2017

Human Resources

DATE: May 22, 2017

TO: Terry Stewart

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report - May 15 – 19, 2017

HR Director attended and participated in the Director's Meeting on Monday, May 15.

HR Director met with and assisted two (2) employees with selections for insurance benefits.

HR Director attended the City Council Meeting on Tuesday, May 16.

HR Director attended and participated in the Safety Meeting on Wednesday, May 17. Several good ideas are coming out of these meetings.

HR Director attended and participated in the Director's Meeting on Wednesday, May 17.

HR Director met with long term employee who will be terminating employment. All arrangements have been made to assist employee with an easy transition.

HR Director processed applications for the Public Works Director and the Code Enforcement Clerk. Appointments were set for interviews for the same positions.

Utilities Departments

Water Treatment Plant

Weekly Summary Week Ending 5-20-17: A.J. Berndt

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

- **May 13, 2017 (Saturday):**
 - Regen anion #2.
 - Well #5 failure. Operating in Hand.

- **May 14, 2017 (Sunday):**
 - Regen cation #1.
 - Well 5 running by hand.
 - Well 5 back in auto.

- **May 15, 2017 (Monday):**
 - Regen Anion #1.
 - Hose down salt area.
 - Replaced damp rids, and vacuumed out well scada boxes.
 - Regen Anion #3. Clean, sweep and vacuum mopped water plant.

- **May 16, 2017 (Tuesday):**
 - Regen #2 cation. CEC Company here work on air release valves. Elect work on brine dilution valve.
- **May 17, 2017 (Wednesday):**
 - Regen #2 anion. CEC here work on air release valves
 - Flush system.
 - Replace battery backup at well #5.
 - Cleaned all inside doors and doorways.
- **May 18, 2017 (Thursday):**
 - Regen anion #3.
 - Clean cl2 analyzer.
 - hose down salt area.
 - Regen #1 anion.
 - Vacuum pump room floor. Mop pump room
- **May 19, 2017 (Friday):**
 - Regen #2 cation. Hose down salt area. Received chlorine from Odyssey.

Summary for the Week Ending May. 19, 2017: Utility Department– A.J. Berndt

Waste Water Plant

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

- May. 13, 2016 – (Saturday) - Normal plant operation - Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Switched to reject pond from tank fill , didn't have four (4) sample days during week to keep filling tank per plant permit .
- May. 14, 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. 15, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “A” , Compressor # 2 , and Hydro pump # 1 in service. Switched from reject pond to reuse tank for fill , pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill sent fill samples with lab driver . Plant maintenance pulled #5 INF. pump not running , pump seized up , replaced with old tricking filter recirculation unit while #5 is sent off for rewind and bake . 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. 16, 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 . 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 . Made video of plant operation stations and pictures of plant equipment for insurance purposes . Electro Mechanical South here to pick up #5 INF. pump for repair of unit and to check reuse facility V.F.D. pump drive for speed control of pump units . Plant Maintenance changed out polymer feed blocked that supplies polymer to belt press for sludge removal from digester .
- May. 17, 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 . Report of odor at house down from Armory lift station , checked out station was pumped down and both pumps in operation , washed debris on floats .
- May. 18, 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 . Hazen and Sawyer here to inspect plant for areas of repair and upgrade . C.E.C. Utilities here to remove sand and grit from plant INF. station also to inspect slot #4 in station as won't accept pump , possible obstruction in lower pump foot . Took #6 and #10 sand filter bays off line , delivered sand to those bays too fine and causing problems in reject manhole , to make plans to address . Run equipment at pre treat , grit pumps , classifier , blower , and muffin' monster . Tripped East digester float for sludge settling . Weekly run of sludge press , pulling from East digester , sent 34.5 tons (69,000 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. 19, 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 . C.E.C. Utilities here to change out bad valve and both check valves on station pumps at Armory , after check of station didn't have all proper parts to complete assigned job , will return next week for repair . Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Received CL2 bleach delivery transferred to holding tank for use , offloaded 712 gals.

Systems Department

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

- May 13, 2017 (Saturday) - Normal Systems Operation.
- May 14, 2017 (Sunday) -Normal Systems operation.
- May 15, 2017 (Monday) – We preformed manhole inspections for Hazen and Sawyer. We also did normal office work cut on's and off's.
- May 16, 2017 (Tuesday) – We installed a new ¾" water service at 2155 and 2157 S Hillsborough Ave. We then installed a hydrant meter on M.L.K for GHC construction.
- May 17, 2017 (Wednesday) – We replaced the meter gasket at 1765 SE Maple Dr. We also replaced the ¾" standard curb stop at 513 N Polk. We then responded to a sewer complaint at 601 Crawford we found the sewer main to be clear and flowing we made contact with the homeowner.
- May 18, 2017 (Thursday) – We preformed manhole inspections for Hazen and Sawyer. We also cleaned the sewer main on Lee Ave from Imogene to Granger.
- May 19, 2017 (Friday) – We did water and sewer locates at 204 S Lee , 805 E Maple , 1009 W Gibson , 1504 E Cypress and 1524 SE Peach Dr. We also cleaned the drying bed at Public works. We then located the water and sewer services on Colorado Ave for the trailer tie down contractor.

Public Works

Public Works Recap for Week 5/13/2017 thru 5/19/2017

General Information

The PWD and the Directors' Meetings on Monday and Wednesday. The PWD attended the City Council meeting on Tuesday. The PWD and the Streets Supervisor attended a Pre Construction Meeting for the Lee Avenue Project. The PWD along with the CA, Mayor and Vice Mayor attended the Grand Opening of the Jim Space Pavilion.

Cemetery

Marked 2 sites for burials and flagged 1 plot for head stones. Assisted 2 visitors in locating grave sites. Trimmed trees, mowed, weed eated and picked up dead flowers and debris.

Streets

18 loads of brush were picked up throughout the City. Trimmed trees on N. Hillsborough. Replaced the pull rope on a Streets pole saw. Assisted the Garage with starting a tanker truck and installing sand plates on a mower. Picked up a delivery from Charlotte County Public Works

Sign Shop of signs and poles. Inspected the alley way at Brevard and Pine for tree trimming and cleaning. 3 Streets employees assisted the Sanitation Department with miscellaneous pick-up on one day. The Streets Supervisor attended the monthly Safety Meeting. Replaced the waregaskets on the Streets claw truck. The Streets Supervisor met with the Sanitation dumpster truck driver at Circle K to put fuel in the truck as Roger's Petroleum was out of diesel. A Streets employee spent 2 days training on one of the Sanitation residential trucks. Inspected a street cave in at 1114 W. Gibson. Met with Total Pest Control on Harris Rd. in reference to a large wasp nest on City property.

Sanitation

All routes were run as scheduled.

Garage

Plugged 2 tires on a Parks trailer. Plugged 1 tire on a PD vehicle. Replaced a battery cable end on a Parks truck. Replaced a hydraulic hose on the Streets tractor. Replaced a turn signal bulb on a Sanitation truck. Repaired a Streets trash grabber. Road call to the Airport to fill a tractor with fuel. Plugged a tire on the PWD's truck. Replaced the hydraulic pump belt, belt tensioner pulley and bearings and installed a sand plate under the deck of a Parks mower. Replaced friction disks for the clam shell bucket and 2 hose holder weldments on the boom of the Streets claw truck. PM performed on a PD vehicle. Cleaned bar oiler on the Streets pole saw and the chain saw and replaced the chain saw sprocket on a Streets chain saw. Replaced a valve stem on the Streets back hoe. Replaced electric PTO clutch on a Cemetery mower.

Parks

Picked up the trash from all of the City Parks. Weed eaten the ditch in front of Jim Space and put out ant bait. Spread dirt at the Golf Course and dug dirt for the cart way. Put chain gate poles in at the Golf Course. Mowed at Jim Space. Removed the benches from in front of the Way Building and took to the P.W.'s shop to be restored. Cleaned the Splash Pad and checked the chemicals.

Inmates

MONDAY: Completed the cleaning of the ditch, picking up litter and trimming trees on N. 10th Avenue.

TUESDAY: Cleaned out the electrical room, mowed and weed eaten at entrance and terminal at the Airport. Began picking up litter, trimmed trees and stacked brush at the alley behind Hot Skillets located at Brevard and Pine.

WEDNESDAY: Completed the alley clean up and tree trimming at the alley located at Brevard and Pine.

THURSDAY: Cleaned the ditch and weed eaten at S. Parker. Cleaned the inside of the 10th Ave. P.W.'s building. Cleaned the ditch between 11th and 15th Avenues.