

Weekly Report to the City Council for the Week of

May 8TH- May 12TH, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart traveled to the District Florida Department of Environmental Protection (FDEP) office in Fort Myers. Also present representing the city was Utility Director Berndt and City Engineer, Julie Karleskint. We were meeting with FDEP officials about our Waste Water Plant license which is now up for review. There are several issues at the plant that must be resolved and the city will be under a consent order to make necessary repairs and rehab during the next five years in order for us to get the current license. And of course all of this work must be done within the next five years in order to get the next license. Utility Director Berndt and I will be providing you with detailed information about all of this in the coming weeks.

The CA met with our new City Auditors in a meeting during which they outlined how they will proceed and their expectations of our staff during the audit period. Both Finance Director Carsten and the CA were impressed with their thoroughness and the close scrutiny they will give to this engagement.

The CA spoke with Dr. Guelff regarding a property he owns within the city where he anticipates building and opening an office for his dental practice. He is most concerned about the roads fronting access to his property and the poor condition of those roads. For the second time he indicated he is not willing to begin movement on the site until the city provides assurances the roads will be corrected.

PW Director Underwood and the CA met with Mr. Jonathan Neeley of American Grinding. That company performs grinding of lifted edges on sidewalks to remove trip hazards. The company will be providing a recommendation and pricing for our consideration.

The CA joined Arcadia Main Street representatives Pam Ames and Sadie Winter in a telephone conference with Ms. Ronni Woods to answer questions for her as she prepares for a presentation to our City Council on May 16th.

The CA and all department directors participated in meetings with representatives of our new grant writing firm. The purpose of those meeting was for them to learn of our operations and the important issues facing us in those areas. From this we will work toward a priority list for grants.

The CA spoke with a Mr. Alton Christ regarding his concerns about speeding in his neighborhood, the poor condition of roads and the need for additional Code Enforcement.

Planning & Zoning

5/8/2017 Mrs. Cano came in to pay her code enforcement fees, she also requested information on who cuts the tree in the right of way. We called Rhonda and she took care of having someone go and check it.

5/8/2017 Roger was in to drop zoning for Harlem Cir. But it's in county; he is going to county for zoning request.

5/8/2017 Ana called to get information on property that was rezoned on E. Maple St.

5/8/2017 D & J's Traxx-Hogging, LCC came in for new Local Business Tax

5/9/2017 attended the Planning and Zoning meeting

5/9/2017 Worked on HPC reappointed members

5/9/2017 On the phone for 20 minutes helping a resident with questions on property that she is leasing

5/9/2017 Debbie requested information on zoning for W. Oak St.

5/9/2017 Called all City Council to schedule a workshop

5/10/2017 Lien search for 325 W. Oak St.

5/10/2017 Certificate of Appropriateness was submitted for 133 N. Polk Ave for painting

5/10/2017 Gene called requesting copies of a map for the City of Arcadia, requested to have maps mailed to him.

5/10/2017 Called all City Council to schedule a workshop

5/10/2017 I called Mrs. Campbell to let her know that she will be able to place a shed on her property on W. Myrtle St.

5/10/2017 Certificate of Appropriateness was submitted for 213 N. Monroe Ave.

5/11/2017 JJ called to get information license for business on N. Desoto Ave. She will be opening a Bar.

5/11/2017 Mr. Seeriram came in to see if he would be able to split a property he has on Nelson.

5/11/2017 scanned and filed

5/12/2017 JJ came in to ask if she would be able to leave doors open during business hours for her bar.

5/12/2017 working on HPC terms expires for members

5/12/2017 finished scanning and filing

5/12/2017 checked on zoning for a property on N. Polk Ave for George

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: 5/8-5/12/17

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. Since then, FBO informed me they will not operate under Consolidated AG Pilot Services; they will operate their spraying accounts under Eagle Vistas LLC.

Working on Budget Expense Request for FY2017-18.

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

Reviewed FAA Advisory Circular 150/510014E, Section 2.13

T-Hangar Taxilane Project – Funded by FAA.

Received revised project cost from Hanson. They advised they were able to eliminate some items to bring the cost lower after going out to the airport and walking the T-hangar Taxilanes. Eliminating costly items brought the amount down to a good comparison to the IFE from AVCON. 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.

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. Waiting on a response.

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. Invoice for Tractor and Flexwing mower has been received, sent to finance with purchase order for payment to be processed.

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

Receiving quotes for a carport for the tractor.

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.

On Friday, May 12th, met with CA and City Grant Writers to discuss grant possibilities for the airport. We discussed the need for bathroom and shower facility, hangars, 3 phase power for business growth and water & sewer for the airport.

Added another person to our T-hangar waiting list.

Mowing & Maintenance:

Work order request sent to Street Department for the inmate work crew to weedeat around the terminal building and along the fences and buildings and interior cleaning of the electrical vault room.

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.
5/12/17 Tractor mowing parallel to turf runway 13. Public Works Director Steve Underwood assisted with the first time operation to airport staff.

Scheduling Meetings: 10:30 am- 1:00pm Reserved Council Chambers for Continuing Florida Aviation System Planning Process, (CFASPP) meeting to be held on June 7th. Lunch will be provided.

WEEKLY REPORT TO THE CITY ADMINISTATOR FOR THE WEEK OF

May 7, 2017 -- May 13, 2017

Code Enforcement

5/8/17

Code Enforcement did a cite investigation at Frankfort Street. Investigation revealed that a trailer loaded with brush and tree trimming was parked in the city right away. Public works unloaded the trailer and towed it to the City garage.

5/9/17

Mr. Edward Adams was informed that City Council approved the lien reduction of the enforcement lien for the property located at 252 N. Hernando Ave. City Council reduced the lien to \$500.00 but Mr. Adams has requested to address City Council because he feels that he should not be responsible for the lien because he was not contacted to correct the violations on the property. Mr. Adams has been informed the he will need to write a letter requesting to be placed on the upcoming City Council agenda.

5/10/17

Code Enforcement mailed out and posted seven cases that are set for the Special Master Hearing, which is scheduled to be held on May 25, 2017 at 10:00 a.m.

5/11/17

Code Enforcement received and processed a special event permit for the Annual DeSoto County Special Olympics Golf Chip, Drive and Putt Games. The Special Olympics' organization is requesting to hold this event at the City of Arcadia Golf Course on June 28, 2017 at 9:00 a.m. to 12:30 p.m.

Code Enforcement Violation Counts
For Date Period From 05/07/2017 Through 05/13/2017

Violation	Count
Abandoned or Inoperable Vehicle	3
Permit required (113)	1
Grass or Weeds	1
Total	5

Code Enforcement Action Counts
For Date Period From 05/07/2017 Through 05/13/2017

Action	Count
Case Notes	12
Mail and Post Notice of Hearing and Violation	5
Hearing Notice	5
Verbal Warning Given	3
Courtesy Notice	3
Re-Inspection	1
Case Cost Paid in Full	1
Total	30

Code Enforcement Topic Counts
For Date Period From 05/07/2017 Through 05/13/2017

Topic	Count
Abandoned or Inoperable automobiles	3
Property lien search	2
Unusually Loud Noises	1
Overgrown grass, weeds, bushes	1
Business License Violations	1
Total	8

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: May 15, 2015

Subject: Weekly report for Finance for week of May 8-12, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$122,957.84
 Meter Deposits - \$1,650.00
 Airport Rent - \$0.00
 Golf - \$1,346.12
 Mobile Home Rent & Laundry – \$5,022.00
 Special Events – Code Enf/Planning - \$0.00
 Permits - \$115.00
 City Fines – \$0.00
 Cemetery - \$1,500.00
 Misc - \$0.00
 Impound - \$0.00
 Saturday Night Lights – \$0.00
 Business Licenses - \$50.00
 State of Florida - \$85,828.57
 Lien Searches – \$5.00
 Fingerprinting - \$40.00
 Parking Tickets - \$0.00
 Yard Sales – \$20.00
 Taxi - \$0.00
 Tip a Cop - \$0.00

Payroll:

- Processed payroll for 97 employees for a total amount of \$160,548.99

Accounts Payable:

- Processed 38 purchase orders
- Processed 3 Emergency orders

Ongoing Projects and Tasks:

- Audit began Monday, May 8
- Sidewalk non-mandatory Pre-Bid meeting – no potential bidders attended

City Clerk**MEMORANDUM**

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: May 12, 2017

Re: Weekly Report

During the week of May 8-12, 2017, I performed the following:

- attended directors meeting on May 8, 2017; updated Action Review Register
- prepared City Council Action Report for May 2, 2017 City Council meetings
- finished compiling the May 16, 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
- started compiling the June 6, 2017 City Council packets
- discussed files with File Clerk at old City Hall
- attended and took notes at the Property Maintenance Standards Review Committee meeting which was held on May 8, 2017; transcribed minutes for same
- attended and took notes at the Historical Preservation Commission meeting which was held on May 9, 2017; transcribed minutes for same

- traveled to City Hall with Carol Mahler to determine if the Historical Society would be interested in antique pieces of equipment; met with Carol Mahler in my office to discuss the Application for Certification – Florida Certified Local Government Program
- attended and took notes at the Planning and Zoning Board meeting which was held on May 9, 2017; transcribed minutes for same
- communicated with City Attorney regarding the signing of minutes in the absence of a Chairman and Vice-Chairman at a meeting
- 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
- worked with Administrative Clerk regarding time limits of committee/board members
- communicated with City Attorney regarding scheduling individual meetings and Shade Meeting with City Council Members regarding the Cathy Miller Case; instructed Administrative Clerk to contact City Council members regarding same; instructed Administrative Clerk to schedule Court Reporter for Shade Meeting
- communicated with City Attorney regarding scheduling workshop; contacted City Council members regarding same; instructed Administrative Clerk to contact City Council members regarding changing the date of the workshop and their availability for another date
- communicated with FACC and Administrative Assistant regarding making reservations at hotel for 2017 Summer Conference
- prepared various Cemetery Deeds
- received request by Eagle Vistas to be placed on June 6, 2017 City Council Agenda
- scanned minutes from various committees and boards to the appropriate directories
- attended and took notes at the Pre-Bid Meeting for Sidewalk Improvements Unit Pricing RFP #2017-02; transcribed minutes for same
- met with In Rem regarding records retention grant; traveled to old City Hall for walk-through of building
- performed various filing

Human Resources

DATE: May 15, 2017
TO: Terry Stewart
FROM: Linda Lowe, Human Resource Director
SUBJECT: Weekly Report May 08 - 12

I attended and participated in the Director's Meeting on Monday, May 08, 2017.

On Monday, May 08, HR Director Lowe and Fiscal Assistant Albritton-Horkey had a lengthy discussion with Frederica Daniel of USI regarding the City of Arcadia pension plan. We are working diligently to update current procedures to secure benefits for employees upon any type of termination of employment.

HR Director Lowe met with Tom Guidry of DeSoto Insurance regarding COBRA coverage for terminated employees. Florida Blue is sending terminated employee's information regarding the ability to continue the insurance coverage upon termination. HR Director Lowe will also state this information in employee termination letters.

Interviews were held on Thursday and Friday for the position of Waste Water Treatment Plant Operator Trainee. Six (6) individuals were offered interviews. Selections will be made early next week.

On Friday, May 12, HR Director Lowe met with an employee. The Classification and Compensation Study was discussed, at length, with this employee. Employee remains unhappy with the outcome of the study.

In between interviews and scheduled meetings, HR Director Lowe continued work on Hepatitis Vaccines for employees, safety shoes for selected employees, policies regarding percentage of salary increase upon promotion, and policy for percentage above minimum for persons hired with experience.

Preliminary work was done on a Uniform Contract for the coming fiscal year. Prices are being secured and the possibility of a new provider is being considered.

Utility Departments

Weekly Summary Week Ending 5-13-17: A.J. Berndt

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

- **May 06, 2017 (Saturday):**
 - Regen anion #3.
 - Replace all lab chemicals.
 - Normal operations/ cleaning.

- **May 07, 2017 (Sunday):**
 - Regen anion #2.
 - Normal operations.

- **May 08, 2017 (Monday):**
 - Regen Anion #1 Clean sweep mop, vacuum, water plant.

- **May 09, 2017 (Tuesday):**
 - Regen #2 cation.
 - Drained rain water out of Caustic Pit Clean, sweep, vacuum, water plant.

- **May 10, 2017 (Wednesday):**
 - Regen #1 cation.
 - Flush system.
 - Pull weeds around building.
 - Salt delivery.
 - clean, sweep, vacuum

- **May 11, 2017 (Thursday):**
 - Regen anion #2.
 - Flush system.
 - Spray for weeds around plant.
 - Clean, sweep, mop, vacuum, water plant.

- **May 12, 2017 (Friday):**
 - Regen #3 anion.
 - Flush system.
 - Regen cation #2.

Summary for the Week Ending May. 12, 2017: Utility Department– A.J. Berndt

Waste Water Plant

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

- May. 6, 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 . Turned on West reuse pump for North Arcadia ball field to water down clay areas on fields . Blew off moisture accumulated in air supply line , feeding sand filter lift tube.
- May. 7, 2017 (Sunday) - Normal plant operations - Started decant of East digester pulled all clear water from top of settled sludge , raised decant tube – aerators

on . Turned off LC–300 flocculent pumps as chemical is out , to protect pumps from damage , notified A.J. Switched from tank to reject pond , turbidity over permit limit for reuse tank fill . 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. 8, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “C” , Compressor # 1 , and Hydro pump # 2 in service. Power surge (F.P.L.) at plant , reset Pista Grit removal system on top of pre treat and shut off polymer mixer in day tank . replaced burnt out sump pump in Housing Authority lift station , used to keep pump motor compartment dry of infiltration ground water . Pulled reject pond samples for pond discharge , sent reject kit samples with lab driver . Dumped pre treat debris dumpster of accumulated in organics from INF. station , replaced screen in dumpster to protect under drain from clogging . 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. 9, 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 . Systems Department here with Vac Truck to pull out accumulated sand in INF. station . Received flocculent chemical delivery off loaded 4,800 Gals. to tank for use , turned on chemical pumps in booth , feeding to clarifiers . Calibrated P/H meter at CL2 contact chamber booth . Plant generator running noted in Fuel Oil and Generator Inspection Log .
- May. 10, 2017 (Wednesday) - Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Switched from reject pond to reuse tank , Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver .
- May. 11, 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 34.5 tons (69,000 lbs.) to county landfill used for cover on top of trash pile . Plant Maintenance changing oil in #2 compressor air unit . Checked sludge blankets in all clarifiers and operation of assigned sludge pump .
- May. 12, 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 . Pulled EFF. sand filter and plant Eff. fecal sample for reuse tank fill , sent fill samples with lab driver . 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 1,225 gals.

Weekly Summary Week ending 05-12-17 **Systems Department**

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

- May 06, 2017 (Saturday) - Normal Systems Operation.
- May 07, 2017 (Sunday) -Normal Systems operation.
- May 08, 2017 (Monday) – We repaired the water service at 1112 Melody using 1- 1”90 1-1” poly adaptor and 1- 1” poly curb stop and 1 new meter box. We cleaned the sewer lateral at 211 Providence. We then located valves in the NW section of town.
- May 09, 2017 (Tuesday) – We cleaned grease and trash out of the lift station at the WWTP. We modified the invert pipe in a manhole at 322 N 10th for PCS to perform TV work. We then replaced the 4” 90 on the force main on the west side of Turner RD coming from the Tractor Supply Plaza using 2-4” Hymaxs 1-4” PVC 90 and 4’ of SCH40 PVC.
- May 10, 2017 (Wednesday) – We located valves in the NW section. We replaced the meter box at 1005 W Magnolia Street. We also helped with office work.
- May 11, 2017 (Thursday) – We located the utilities at 29 W Winifred and 1213 Baker. We then dressed up job site on Turner from force main break. We also cleaned the manhole at S Volusia and E Magnolia.
- May 12, 2017 (Friday) – We located the intersection of Cypress and 10th. We located valves in the NW section. We also inspected manholes for Hazen and Sawyer. We installed a hydrant meter at Lake Katherine. We responded to a leak at 1265 Melody and found it to be on the customer’s line we notified the customer.

Public Works

Public Works Recap for Week 5/6/2017 thru 5/12/2017

General Information

The PWD and the Directors’ Meetings on Monday. The videoing of all of the Public Works buildings were completed in preparation for the upcoming hurricane season. The PWD attended a SCOP coordination meeting with the CA. Attended a sidewalk pre-bid meeting.

Cemetery

Marked 3 sites for burials and flagged 1 plot for head stones. Assisted 3 visitors in locating grave sites. Trimmed trees, mowed, weed eaten and picked up dead flowers and debris.

Streets

36 loads of brush were picked up throughout the City. Inspect miscellaneous items in a commercial dumpster. Flat beds and claw truck for 10th Ave. ditch clean out. A tree was inspected a tree on S. Sumter that belongs to the property owner. Unloaded an abandoned utility trailer on Frankfort and took to the burn pile. Assisted the garage with a tire change on the dumpster truck. Trimmed trees on Hernando. Took 2 loads of tires to the Landfill from the P.W.'s yard. Assisted in locating a burial site at the Cemetery. Attended a sidewalk BID meeting. Attended a SCOP coordination meeting. Trimmed trees and removed one tree at the Cemetery. Filled in holes at the Airport on the grass run ways. A tree at Rogers & N.E. Oak and a tree at Louis C. Anderson Park were cut down. Assisted with boarding up a residential entrance door for the PD.

Sanitation

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

Parks

Painted the fountain base at the Tree of Knowledge. Trimmed the trees, picked up the limbs and mowed at Jim Space. Mowed at the Speer Center, Tree of Knowledge, Way Building and the Splash Pad. Took video of all of the Parks Department properties. Mowed the cart paths at the Golf Course. Repaired the door handle at the Splash Pad restroom.

Garage

Plugged a Cemetery mower tire. Replaced the pull rope on a Streets chain saw. Adjusted and tightened mirrors on a Sanitation truck. PM performed, rotated tires and replaced the wiper blades on a WTP truck. Rear differential service, PM performed, replaced the wiper blades and charged the A/C on a Systems truck. Replaced the engine to deck belt and replaced 2 mower blades on a Streets mower. Replaced a tire on the Sanitation dumpster truck. Replaced a pole saw chain sprocket for a Streets pole saw. Replaced the starter and a tire on a Sanitation truck. Rebuilt 2 rollers for the Golf Course mowers. Recharged the A/C in the CA's vehicle. Replaced a tire on a Systems truck. Cleaned the carburetor on a Systems pump. Replaced the starter solenoid on the Parks golf cart. Replaced 2 tires on the Golf Course truck.

Facility Maintenance

A residential entrance door was boarded up for the PD.

Inmates

MONDAY: Began cleaning the ditch, picking up litter and trimming trees at the 10th Ave. ditch.

TUESDAY: Continued cleaning the ditch and trimming the trees at the 10th Ave. ditch.

WEDNESDAY: Continued cleaning the ditch and trimming the trees at the 10th Ave. ditch.

THURSDAY: Continued cleaning the ditch and trimming the trees at the 10th Ave. ditch.

FRIDAY: Cleaned downtown Arcadia. Cleaned the Public Works Shop and Break Room.
Washed fleet vehicles at the Public Works Yard.