

# Weekly Report to the City Council for the Week of

April 24th- April 28th, 2017

## Administrator

### City Administrator's Office

Finance Director Carsten and Purchasing Specialist Davis joined the CA in a meeting with Lisa Mulhall and Cindy Krebsbach of In Rem Solutions/ Langton Associates to review the proposed contract agreement and resolve any concerns by either party. There were no major issues that arose in this discussion, so the plan is to move this to City Council for approval on May 2.

The CA met with HR Director Lowe to review outstanding litigation cases against the city and to remain up to speed on those pending cases.

HR Director Lowe met with the CA to review an unemployment compensation request made by former Golf Course Manager Kotzker. Since Mr. Kotzker offered a letter of resignation and was not discharged by the City, it was decided to challenge this claim.

The CA joined department directors Underwood, Berndt and Carsten to meet with Go Underground representatives in hammering out the final details of our contract. Council recently approved the award of bid to Go Underground for the Lee Street utility repair project.

CA Stewart met with attorney Geri Waksler, Mr. Brian Schaper and engineer Todd Rebol to discuss a potential RV Park project that is planned for the full (both north and south) Five Ash site. This site is outside the city limits with the parcels south of Five Ash being completely contiguous to the city and eligible for annexation. Attorney Waksler has some questions about RV zoning for which we agreed to research and provide answers.

The CA attended and Emergency Management Stakeholders meeting at the DeSoto County Emergency Operations Center.

CA Stewart Met with Ms. Martha Craven at her request to discuss two items. One was in regard to code enforcement where she expressed her concerns about the enforcement process. The other was with regard to a legal action involving the City in which she has been called to a deposition.

The CA joined other city employees in attending funeral services for city employee Mark Anderson.

### **Planning & Zoning**

4/24/2017 emailed information on zoning districts and land uses, Density Dimensional and setback regulations to WK. Boyd

4/24/2017 Received signage certificate application for Vision Ace Arcadia LLC 1009 N. Brevard Ave. emailed it to Jeff.

4/24/2017 Received ROW application approved by Fred for 1005 E. Cypress, via emailing it to Tammie with Century Link

4/24/2017 Mr. O'Neal came in to pick up Certificate of Appropriateness and Zoning Certificate for siding on his property and to see if he will be able to keep shed container on his property. Also I gave him a Zoning Certificate application for setbacks if he is allowed to keep storage shed on his property.

4/24/2017 Scanned and filed

4/25/2017 Guillermo Zamorano came in to drop off application for culvert for property 433 N 17<sup>th</sup> Ave Arcadia

4/25/2017 Yellow Brick Rd @ 112 W. Oak St. came in to drop off Certificate of Appropriateness, requesting approval to paint borders on building.

4/26/2017 Received application from Eagle Fence Company for properties on Mills Ave. and W. Oak St.

4/26/2017 Gentlemen came to ask about properties on Mills Ave. wants to buy property but wanted to know if what he can build.

4/26/2017 labeled files and scanned for Penny

4/27/2017 Ashley called regarding information on properties located on Alabama, if buildable lots.

4/27/2017 Received approved files (5) from Jeff and Fred

4/27/2017 scanned and filed

4/28/2017 La Guadalupana came in to pay deposit for Sp. Event

4/28/2017 Finished scanning and filing

4/28/2017 prepared agenda and packets for Historical Preservation Commission and emailed packet to all on committee.

4/28/2017 LBT for The Valley Florist Downtown was renewed

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: 4/24-4/28/17

## **AIRPORT**

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

LED Light- Windemuller Technician came out on 4/19/17 to work on the LED light. They advised we will need to purchase an additional part for this to work. Processed paperwork for finance department.

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.

Requesting Independent Cost Estimates for T-Hangar Taxilanes Project. This is required by FAA for Federal Grants that are \$100,000 or more.

Turf Runway Drainage Project "KICK OFF MEETING" Scheduled for Tuesday May 2<sup>nd</sup>.

On Tuesday April 25, FBO Beverly Berry informed me that we did not have any working runway lights. She said Randy flew in early and noticed they did not come on. Before submitting the emergency paperwork to finance, Public Works Director Steve Underwood and I checked breakers or other possibilities for outage. Could not find any breakers tripped.

Emergency paperwork sent to finance department immediately and called local electrician. Local Electrician could not see what caused the outage, fuses were all good and breakers were all on.

Contacted Baja Electric, electrician from Ft. Myers who installed lighting three years ago. He was able to come out and fix the problem. He could not tell what happened or what he did to fix it other than reset everything. All runway lights working as they should.

Two taxiway lights need replaced. Had electrician look them over to see what is needed for the replacement.

On 4/25/17 Met with Jaime Hill and Rickey Hilton.

Received an email from Mr. Jorge Gonzalez, he used our airport to pick up a banner and tow to Ft. Myers. He wanted to thank us and said everything worked out perfectly.

Lt. Polowski contacted the airport letting us know of a medical military training operation that will take place at our airport on 5/5-5/6/17. They will drop off "patients" between 9 pm and pick up at 10pm. Both nights, same routine. FBO has been notified.

## **Code Enforcement**

**4/24/17**

Code Enforcement Spoke to Mr. Alababa who came in again to confirm that the property located at 414 S. Brevard Ave. is zoned for a House of Worship. He was told that he would need to obtain a city business licenses and that the utilities could be turned on to do remodeling work on the property.

**4/25/17**

Code Enforcement officer spoke to Mr. Benjamin Amadi about the junk/trash that he placed into the City right-away at the property located at 202 W. Myrtle Street.. Mr. Amadi was told that the City would not pickup the junk/trash and that he would be responsible for hauling the junk/trash away.

**4/26/17**

Code Enforcement spoke to Mr. Danny Manning about property located on Mills Ave. Mr. Manning wanted information on RBP zoning. Mr. Manning was given a copy of the LDR with information concerning RBP zoning.

**4/27/17**

Code Enforcement was off

**4/28/17**

Code Enforcement spoke to former City Councilmen Mr. Keith Keene about the setbacks for a fence at the property located at 1028 W. Oak Street.(Elks Lodge)

**4/29/17**

Code Enforcement followed up on a complaint that there would be vendors setting up in the down area under a event holder that is no longer active. Cite investigation revealed that no vendors or violation were present.

## **Finance Department**

**To: Terry Stewart**

**From: Beth Carsten**

**Date: May 1, 2017**

**Subject: Weekly report for Finance for week of April 24-28, 2017**

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

#### **Revenue Receipts:**

Water & Sewer – \$107,009.33

Meter Deposits - \$1,650.00

Airport Rent - \$0.00

Golf - \$1,990.10

Mobile Home Rent & Laundry – \$2,371.00

Special Events – Code Enf/Planning -\$225.00

Permits - \$195.00

City Fines – \$0.00

Cemetery - \$4,060.00

Misc - \$0.00

Impound - \$0.00

Saturday Night Lights – \$0.00

Business Licenses - \$0.00

State of Florida - \$123,130.43

Lien Searches – \$5.00  
Fingerprinting - \$0.00  
Parking Tickets - \$0.00  
Yard Sales – \$0.00  
Taxi - \$0.00  
Tip a Cop - \$0.00

**Payroll:**

- Processed payroll for 90 employees for a total amount of \$160,291.63

**Ongoing Projects and Tasks:**

- Preparation for Audit
- Agreement for Grant RFP
- Agreement for Lee Avenue Bid
- Finalized Sidewalk Bid to go out on 5/1
- Sent data to Florida Safe for the preparation of the cash flow plan
- Sent financial data to Public Resources Management Group, Inc. for the Water Rate Study
- Sent email to departments to get video of facilities by June 1.

**City Clerk**

**MEMORANDUM**

To: Terry Stewart, City Administrator  
From: Penny Delaney, City Clerk  
Date: April 28, 2017  
Re: Weekly Report

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During the week of April 24-28, 2017, I performed the following:

- attended directors meeting on April 24, 2017; updated Action Review Register
- finished compiling the May 2, 2017 City 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
- prepared letter to Florida Airports Council to transmit Proclamation regarding Aviation Appreciation Month in Florida
- communicated with Peace River Shopper regarding Graduation Keepsake Advertisement

- spoke with Fiscal Assistant II Amanda Albritton-Horkey regarding U.S. Census Bureau for 2017 Census of Governments, Survey of Public Employment and Payroll and submitted information provided by Mrs. Albritton-Horkey to the U.S. Department of Commerce
- scanned Weekly Reports to City Council and placed same on website
- updated website to reflect upcoming meeting dates
- spoke with City Administrator regarding letters to be sent out by HPC regarding volunteer work in particular areas; called Bruce Neveau regarding scheduling an appoint with Mr. Stewart to discuss same
- prepared Cemetery deeds for various individuals
- transcribed minutes for Special Master Hearing which was held on April 20, 2017
- received e-mail from Jeff Schmucker of Central Florida Regional Planning Council regarding need for publication of Notice of Public Hearing as such pertains to Resolution 2017-03 and Ordinances 1022 and 1023; sent e-mail to the Arcadian requesting same
- amended agenda for May 2, 2017 City Council meeting to include a change to Agenda Item 2 and the addition of Agenda Items 3a, 9 and 10; provided same to City Council and posted same on bulletin board at City Hall and posted on the City's website
- traveled to City Hall on two different occasions to discuss filing and documentation of old files with newly hired file clerk
- traveled to City Hall numerous times to investigate window at City Hall which had fallen out; coordinated a temporary repair to protect against the elements

## **Human Resources**

### **CITY OF ARCADIA**

#### **INTER-OFFICE MEMORANDUM**

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DATE: May 1, 2017

TO: Terry Stewart

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report April 24 - 28

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I attended and participated in the Director's Meeting on Monday, April 24, 2017

Met with the City Administrator to review the latest worker's compensation report and see where we stand with various claims.

Continued to receive applications for the various positions currently being advertised. Begin processing and verifying information.

Worked on policy for City to provide appropriate footwear for safety of employees. The Safety Committee has made the recommendation to have identified employees in safety footwear. Toward this end, policies would have to be in place.

Spoke with Ms. Pringle from the DeSoto County Health Department regarding the possibility of the Health Department assisting in providing Hepatitis Vaccines for identified employees. Will be working with each Director to identify employees and make these vaccines available.

Director Berndt and I met with an applicant for the WWTP Operator in a first interview. This meeting was done as this applicant is currently working a job that takes her away from Arcadia for weeks at a time. This will enable us to do the actual interview by phone if necessary.

I have begun researching prices for the Uniform Contract for the new budget year. I met with a representative from a competing company on Friday and will receive a proposal from them next week. I have also contacted two other companies for a proposal.

## Utility Departments

### Weekly Summary Week Ending 4-29-17: A.J. Berndt

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

- **April 22, 2017 (Saturday):**
  - Regen cation #2.
  
- **April 23, 2017 (Sunday):**
  - Regen #3 anion
  - Regen #2 anion
  
- **April 24, 2017 (Monday):**
  - Regen #1 cation.
  - Replaced batteries in Gates
  - Regen #1 anion.
  - Clean, sweep, vacuum, water plant.
  
- **April 25, 2017 (Tuesday):**
  - Regen #2 anion
  - new phone in lab
  - Regen #2 cation.
  - Clean, sweep, vacuum, water plant.

- **April 26, 2017 (Wednesday):**
  - Regen Anion #3
  - Exercised ARV's on Booster pumps and contact tank.
  - Regen Anion #1.
  - Clean, sweep, vacuum, water plant.
  
- **April 27, 2017 (Thursday):**
  - Regen Cation #1
  - Refilled Acid Cleaner jug in chem scan
  - Regen anion #2.
  - Salt delivery.
  - Ammonia delivery.
  - Blow out chemical rooms.
  
- **April 28, 2017 (Friday):**
  - Regen cation #2.
  - Wash truck #5.
  - Regen anion #3.
  - Pull weeds around WTP.

Summary for the Week Ending Apr. 28, 2017: Utility Department– A.J. Berndt

### **Waste Water Plant**

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

- Apr. 22, 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. 23, 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.
- Apr. 24, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “A” , Compressor # 1 , and Hydro pump # 2 in service. Pulled sand filter EFF. and plant EFF. fecal samples for tank fill , sent fill samples with lab driver . 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 , run pre treat equipment – grit pumps , classifier , blower , and muffin’ monster . Sprayed down rising stems on isolation gates , with lubricant at West side CL2 contact chamber for upcoming cleaning . Washed down East clarifier of build up scum and solids .



- Apr. 25, 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 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 . Air Centers Of Florida here to check compressors , oil getting into sand filter air feed lines and roto - meter controls for air supply . Placed sump pump in Housing Authority lift station to remove water from pump compartment to pull bad #2 pump . Desoto Plaza lift station pump #1 tripping out , switched power feed supply to run pump backwards to blow out obstruction in unit , hooked power back for normal running , pump and station back in service . Closed gates on West CL2 contact chamber , isolated both INF. and EFF. sides , started draining to head of plant for cleaning . Received sand delivery to East side sand filters , to bring both bays to normal level of sand for proper operation .
- Apr. 26, 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 . While performing daily check of W.W.T.P. lift station found station at Lincoln Park #1 pump not running , had plant maintenance check , shut off pump at panel , will check tomorrow . Plant maintenance pulling #2 pump in housing Authority lift station , not pumping , found broken impeller shaft , replaced motor drive on pump , will have Pierre' check out unit before installation back in station . Turbidity meter feed pump not pumping , took apart found debris in pump , cleaned out back in service . Systems department lift station out of service , pulled pump , cleaned cutters on bottom of pump , station back up and running . Inmates here to cut grass on compound .
- Apr. 27, 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 19.5 tons ( 39,000 lbs. ) to county landfill used for cover on top of trash pile . Checked sludge blankets in all clarifiers and operation of assigned sludge pump . Turbidity meter feed pump clogged and stopped again , found snail shells in pump feed ports , cleaned out , pump back in service . Inmates here to do sweep out of built up solids in CL2 contact chamber after flushing , West side clean , closed drain valve for slow fill , opened both INF. and EFF. gates , back on line . Plant maintenance pulling pump at Lincoln Park lift station , found bad pump unit will send in for rewind and bake . Pulled pump at Story Book Park lift station , found scarf wound up in pump impeller , pulled out , pump running normal , station back in service .

- Apr. 28, 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 . Sent off Lincoln Park lift station pump unit , pulled yesterday , for rewind and bake of motor . 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 575 gals.

#### Weekly Summary Week ending 04-28-17 **Systems Department**

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

- April 22, 2017 (Saturday) - Normal Systems Operation.
- April 23, 2017 (Sunday) -Normal Systems operation.
- April 24, 2017 (Monday) – We repaired the 6" irrigation main and 4 ¾" control lines at the city cemetery.
- April 25, 2017 (Tuesday) – We replaced 4 feet of ¾" ploy and the ¾" curb stop at 1685 SW Apple Dr. We then did a utilities locate at 213 Harris Rd .We also dressed up the job site at the cemetery from the irrigation repair. We dug and prepped the fire hydrant at 700 N Roberts for replacement on 4/26/17.
- April 26, 2017 (Wednesday) – We replaced the fire hydrant at 700 N Roberts a precautionary boil water notice was given to 721 N Roberts. We cleaned the lift station wet well at the systems building. We also mowed the pond area at the water plant. We assisted Gordon in the repairs of the systems lift station. We installed a fire hydrant meter at five ash and Nat wolf Rd for Ajax paving.
- April 27, 2017 (Thursday) – We did a utilities locate at 1308 N Arcadia. We then installed a ¾" irrigation line and hose bib at the tree of knowledge park. We also replaced the meter box at 433 N 17<sup>th</sup> Ave. We assisted the WTP crew at the Story book lift station by removing waste with the Vac truck. We then cleaned the sewer main from Columbia to Arcadia on Ridgewood.
- April 28, 2017 (Friday) – We installed a new water meter at 29 Winifred St. We also mowed easements in the SW section and cleaned Systems building.

## **Public Works**

### **Public Works Recap for Week 4/22/2017 thru 4/28/2017**

#### **General Information**

The PWD and the Streets Supervisor attended a Contraband Seminar sponsored by DeSoto Correctional Institution on Wednesday.

#### **Cemetery**

Mowed, weed eaten and picked up dead flowers and debris. Marked 2 sites for burials. Assisted 3 visitors in locating grave sites. Some sprinklers were repaired.

#### **Streets**

26 loads of brush were picked up throughout the City. A Streets employee drove the Sanitation dumpster truck for 1 day. Trimmed trees on Manatee, the corner of Maple & Turner. A Streets employee began cross training to drive the Sanitation dumpster truck. Picked up trash for the PD on Myrtle. Met with Code Enforcement on Virginia in reference to a non-licensed tree service. Cleaned easement curbs on Manatee. Repaired the gate and concession door at Jim Space. Placed 4 barricades at Ash and Citrus. Replaced some Stop signs and poles on N. Manatee and cleaned signs that could still be used. Replaced a speed limit sign and pole at Singleton & Pine. The Streets Supervisor assisted with boarding up of a window at the City Hall Building.

#### **Sanitation**

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

#### **Parks**

Litter was picked up, the trash cans were emptied and the restrooms were cleaned and stocked at all of the City parks. Replaced the pump filters and chemicals at the Splash Pad. Painted the fountain at the Tree of Knowledge.

#### **Garage**

Road call to the old livestock market to put fuel in the tractor. Replaced 2 batteries on the Systems vac truck. Installed a gun lock in a PD vehicle. Installed a flash light holder in a PD vehicle. Replaced the ignition key switch on the Parks golf cart. Replaced a tire on a PD vehicle. Plugged a tire on a Parks trailer. Replaced a turn signal fuse for a WTP vehicle. Replaced a tail light fuse for a Parks vehicle. Built a valve wrench for the Cemetery. Repaired a valve wrench for Systems.

#### **Facility Maintenance**

A window was boarded up at the City Hall Building. The windows were tinted at the Tenth Ave. building. Rebuilt one park bench. Placed a cover over a LED screen at City Hall. Installed water line brackets at the Tree of Knowledge. Re-hung the sky box door at Jim Space. Straightened up a gate post at Jim Space.

## Inmates

MONDAY: Performed grounds maintenance at the old livestock market on Hwy. 17.

TUESDAY: Performed grounds maintenance at the old livestock market on Hwy. 17.

WEDNESDAY: Performed grounds maintenance at the old livestock market on Hwy. 16.  
Performed grounds maintenance at the WWTP. Weed eated at the Cemetery.

THURSDAY: Cleaned right of way on Bridle Path. Washed fleet vehicles at the Public Works Yard. Cleaned a lot and trimmed trees at S. Alabama and W. Gordon. Cleaned the recycle water tanks at the WWTP.

FRIDAY: Cleaned downtown Arcadia. Continued cleaning the lot on S. Alabama and W. Gordon.