

Weekly Report to the City Council for the Week of August 15th, to August 19th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart and PW Director Steve Underwood attended a seminar on the FDOT's Local Technical Assistance Program (LTAP). This was a half day seminar presented in North Ft. Myers to provide information to local governments regarding the services available to them. The program is administered and operated through the University of Florida. Though this program has been around for thirty years not one of the attendees had ever heard of it or used it.

CA Stewart submitted his monthly article covering City information to the Arcadian.

Mr. Steve Fussell visited with the CA to inquire about the zoning of a parcel on the east side of town located just south of the Wells Fargo and west of the old Winn Dixie building. Mr. Fussell sells real estate and has a client who may be interested in the parcel.

The CA met with Utility Director Berndt and Airport Manager Peacock to follow up on potential areas of the city that might be eligible for CDBG funding for water/sewer projects.

CA Stewart attended the Politics in the Park event at McSwain Park sponsored by the Chamber. He also sang the National Anthem to help kick off the event.

The CA instructed Finance Director Carsten to prepare and distribute to the City Council a document detailing with the impact of changing utility rates from the automatic 3% increase to either 2%, 1% or 0%. That document was provided.

At the Council meeting of 8/16/16 the CA informed City Council of a request from the School District to repair and repave La Solona Avenue in front of the Schools Administration Office.

Following City Council's approval of the Joint Participation Agreement with FDOT covering the purchase of a new tractor to maintain the turf at the airport, staff prepared the appropriate and necessary documents. We will begin the acquisition process.

Planning and Zoning

Weekly Report for the Week of August 15, 2016

8/15/16 Received Zoning Certificate, 16-30-ZC, from Martin Perez for a shed at 128 S. Luther Avenue. Zoning was checked and application was sent to Jeff Schmucker for approval. 8/15/16 Received approval from Jeff Schmucker – to Fred Lewis for Utilities Approval. 8/18/16 Received approval from Fred Lewis, applicant was called to pick up application.

8/15/16 Received Zoning Certificate, 16-31-ZC from Arcadia Housing Authority for a shed at 11 Booker R. Wash Road. Application sent to Jeff Schmucker for approval. 8/17/16 Application was approved by Jeff Schmucker. Application was given to Fred Lewis for Utilities Approval. 8/19/16 Fred Lewis approved and applicant was called to pick up.

8/15/16 Received LBTR for Desoto Auto Xchange at 3 E. Palmetto Street. Application was sent to Jeff Schmucker for approval and to Juanita Gaitan to notify of new business. 8/17/16 Application approved by Jeff Schmucker and given to Fred Lewis for approval of Utilities Department. 8/19/16 Fred Lewis approved and applicant was called to pick up.

8/15/16 E-mailed the Local Business Tax Receipt Application as requested per phone call.

8/15/16 Mailed the Local Business Tax Receipt Application to Ronald Dees Concrete at 18505 Paulson Drive, Unit D8, Port Charlotte, FL 33954 as requested per phone call.

8/16/16 Received LBTR application approval from Fred Lewis for Desoto Coin Laundry at 137 ½ Brevard Avenue. Renewed Certificate was mailed to applicant.

8/16/16 Received LBTR application approval from Fred Lewis for Great Florida Insurance Agency at 4 West Oak Street Ste. A. Renewed Certificate was mailed to applicant.

8/16/16 Received LBTR application approval from Fred Lewis for Arcadia Electric Co., Inc. at 440 North Brevard Avenue. Renewed Certificate was mailed to applicant.

8/16/16 Received ROW Construction Certificate Application approval from Fred Lewis for Century Link, requesting fiber optic cable along Manatee Avenue. Certificate was scanned and emailed to Ken Lutz at Century Link.

8/16/16 Received LBTR application for Abdalrahim Zaben for new business at 519 S. Brevard Avenue. Application sent to Jeff Schmucker for verification of zoning. Application was sent to Juanita Gaitan for notification of new business. 8/19/16 Fred Lewis approved and certificate was mailed to applicant.

8/16/16 Received Renewal for LBTR from Redbox Automated Retail, LLC. At 2551 SE Highway 70. Application was given to Fred Lewis for approval. 8/18/16 Received approval from Fred Lewis. Renewal certificate being held until County License received.

8/17/16 Received LBTR application renewal for Willy's Wagon Wheel at 165 S. Polk Avenue. Application was given to Fred Lewis for approval. 8/18/16 Received approval from Fred Lewis. Renewal certificate sent to applicant.

8/17/16 Faxed copy of the ZC Zoning Certificate Application as requested by phone call.

8/17/16 Talked to Hector Rodriguez and Elsi about getting the water turned on at Azul Restaurant. (The Clock) The water department could not turn on the water without a business license. The company does not have State, County, or City licenses. They need the water for construction and contract work. Per Mr. Stewart the Construction Company can open a temporary account for the work to be done, paying the deposit at that time. The deposit will be returned to the Construction Company when the work is done. At that time the business should

transfer to their name and pay a deposit. Licenses should be done at that time. Spoke with Ana in the Water Department of this decision.

8/18/16 Received LBTR renewal application for Luca A. Fusco, DDS, at 803 E. Magnolia Street. Application was given to Fred Lewis for approval. 8/18/16 Received approval from Fred Lewis. Renewal certificate mailed to applicant.

8/18/16 Received County License from Christopher Meiler for Eastside Automobile. LBTR was given to Fred Lewis for approval. 8/19/16 Approved by Fred Lewis and applicant was called to pick up.

8/18/16 Received LBTR renewal application for Casa Mexicana at 525 S. Brevard Avenue. Application was given to Fred Lewis for Utilities approval.

8/18/16 Received LBTR renewal application for La Zeta Mexicana at 519 S. Brevard Avenue. Application was given to Fred Lewis for Utilities approval. 8/19/16 Approved by Fred Lewis and mailed to applicant.

8/19/16 Received LBTR renewal application from Winn Dixie #2491 at 1737 E Oak Street. Application was given to Fred Lewis for approval.

8/19/16 Received LBTR renewal application from Winn Dixie #2492 at 1737 E Oak Street. Application was given to Fred Lewis for approval.

8/19/16 Received rest of payment for LBTR renewal from Wood Park Pointe II of Arcadia. The vending machines had been omitted from the original paperwork. Request was given to Fred Lewis for approval.

8/19/16 Received rest of payment for LBTR renewal from Wood Park Pointe RRH LTD. The vending machines had been omitted from the original paperwork. Request was given to Fred Lewis for approval.

8/19/16 Received LBTR renewal application from The Vintage Garden at 14 W Oak Street. Application was given to Fred Lewis for approval.

Answer Planning and Zoning questions from the public.

To: Mr. Stewart, City Administrator

From: Shelley Peacock

Date: 8/19/16

WEEKLY REPORT FOR THE AIRPORT

Fuel Pump- Still having some issues with the pump. Working on getting (3) quotes for a new pump. Replaced and installed new credit card transaction printer machine to the fuel master card reader. After using the credit card at the pump, the receipt comes out as it should. This part was under warranty. Cost for the electrician to install \$120.00

Lighting: No problems. All lighting at the airport is working.

Sent an Email to FAA regarding tree's at the end of our runways 13-31 being too tall. The trees are dangerously high and obstructing the 20:1 slope that is required.

Sent runway pavement information to Mr. James Howell with Kimley-Horn.

PCN values will be tested soon on our runway. (Pavement classification number) This is required when grants are received from FAA.

PCN meeting scheduled for next Tuesday at the Airport.

Arcadia.com website- Working with Carol Mahler for the history section of the website. She requested that I send a letter to the President of DCHS Board asking for permission to use images to be used for the website. Letter had been sent to President Adrian Cline, he responded letting me know this will be added to the agenda for the August 22, 2016 Board of Director's meeting for their approval.

Mowing and maintenance- This is a joint effort with Public Works Department and Airport. Thursday, Parks Supervisor, Carrie Taylor sent help to the Airport to knock out some mowing. This made a big difference and got a lot accomplished. The rented tractor has been moving more this week and getting the high grass knocked down.

Received pump and 30 gallon weed killer for the airport. Plan to apply all around the airport soon.

Collecting rent for August.

Attended the placement of the canopy for the Air Force T-33 Plane. This took place Saturday August 13, 2016 at Lake Katherine.

Storage Tank Liability paperwork is still with Jared from World Fuel. This should be turned in next week to Mildred at Desoto Insurance.

Tractor Rental/ Kelly tractor paperwork is complete. They have proof of insurance and purchase order numbers. This was a joint effort, Tami Hunt from the Finance Department made sure they had all of the necessary paperwork.

Hangar A-12 has been rented out to the next one on the waiting list.

FDOT asked that we close out two older projects that had been completed. Lighting Project and Pavement Conditioning and Marking Project.

In accordance with the JPA Agreement Section 16.00; Guidelines were met for this agreement and certification of completion had been sent to FDOT for close out for both projects.

Airport Lighting Project No. 433003-1-94-01

Airport Pavement Conditioning and Marking Project No. 431372-1-94-01.

City Council approved the Tractor Project JPA Agreement last Tuesday August 16, 2016.

Project No. 439794-1-94-01. Received signed JPA agreement from City Clerk. Paperwork has been sent to FDOT for Fully Executed copies.

Attended Airport Consultant Selection Committee Meeting 8/18/16. Results for first choice and second choice were provided by Amanda Albritton from Finance. Committee recommendations were made and will be presented at the next City Council Meeting September 6, 2016.

Mailed out Friends of Arcadia Airport rack cards that were provided by Friends.

WEEKLY REPORT TO THE CITY ADMINISTRATOR FOR THE WEEK OF

August 14, 2016 – August 20, 2016

Code Enforcement

Code Enforcement (CE) stopped and helped elderly gentleman who had fell in the street near Wheelers Café. Fire rescue was called by young women that also witnessed the gentlemen fall. Once fire rescue arrived Code Enforcement left the scene.

Code Enforcement spoke to Mr. Struges who had come in to discuss his Notice of Hearing letter. It was explained to him again that the hearing will be held on August 25, 2016 at 10:00 a.m., and that he would be able to explain his side of the case to the Special Master. After calming Mr. Struges down and explaining again what is needed to correct the violation at 644 N. Brevard Ave. He was told that the vehicles located on his property are his responsibility regardless if he owns them or not. The vehicles need to either be road legal or removed from the property. He was also told that the vehicles that are there now was said to be an overflow from Eastside motors and that they were being removed from there as room became available at Eastside Motors fixed vehicles and then rotated out. Code Enforcement site inspection has revealed that the vehicles have not be moved in weeks. He was told that Mr. Meiler the owner of Eastside Motors has applied for a Local Business License to open a minor automotive repair shop at 644 N. Brevard Ave. and that the vehicles still cannot just sit there as a storage facility. They need to be vehicles that are waiting to be fixed and returned back to their owners. Mr. Struges stated to Code Enforcement that he would speak to Mr. Meiler about correcting the violation before the Special Master Hearing.

Mrs. Jael Menendez came in and spoke to Code Enforcement. She requested a 2 week extension to correct the violations on her property located at 309 N. Hernando Ave. Code Enforcement granted an extension until Aug 25, 2016.

Code Enforcement received a call from the supervisor of Tremron, Bobby Vansickle stating that the door front door of the plant has not came in yet and is on back order. The door should be in by Friday August 19, 2016.

Code Enforcement conducted a spot inspection on Randy's Taxi. Inspection revealed that the maroon Honda Odyssey Tag# 315 QYS, city permit#18 is not operational and unsafe to be used as a taxi at this time. The passenger side door will not open from the inside which is a safety violation. Mr. Hugo Rodriguez was advised not to use vehicle until inspected and passed by code enforcement. Arcadia Police Dept. was notified to stop this vehicle if seen operating after hours.

Code Enforcement Topic Counts
For Date Period From 08/14/2016 Through 08/18/2016

Topic	Count
Public Nuisances	1
Business License Violations	1
Total	2

Code Enforcement Action Counts
For Date Period From 08/14/2016 Through 08/18/2016

Action	Count
Re-Inspection	3
Case Notes	2
Inspection / Site Visit	1
Total	6

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday August 22, 2016

Subject: Weekly report for Finance for week of August 15-19, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$90,935.62
 Meter Deposits - \$1,400.00
 Airport Rent - \$0
 Golf - \$212.00
 Mobile Home Rent & Laundry – \$1,975.00
 Permits - \$580.00
 City Fines – \$0
 Cemetery - \$0
 Misc - \$1,359.01
 Impound - \$500.00
 Saturday Night Lights – \$1,100.00
 Business Licenses - \$754.00
 State of Florida - \$796.75

Payroll:

- Processed 84 Employees totaling \$134,955.37

Accounts Payable:

- Entered 110 invoices and processed 49 checks totaling \$156,789.84 from operating.
- Issued 29 purchase orders.

City Clerk**MEMORANDUM**

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: August 19, 2016

Re: Weekly Report

During the week of August 15-19, 2016, I performed the following:

- attended staff meeting on August 15, 2016; updated Action Review Register; attended staff meeting on August 17, 2016
- took Sharon around to County Administration Building and County Courthouse to familiarize her with County offices;
- attended and took notes at the Historic Preservation Commission special meeting on August 16, 2016
- started compiling the September 6, 2016 City Council
- contacted members of the Planning and Zoning Board regarding scheduling of upcoming meeting due to the last meeting not taking place due to lack of a quorum
- began transcribing minutes for the Budget Workshop
- met with Mayor Coker regarding signing of Quit Claim Deed related to the Sesco issue;
- attended and took notes at the August 16, 2016 City Council meeting
- continued records research regarding when the City of Arcadia's first City Administrator/Manager was appointed
- performed records search regarding outside construction work done on weekends or holidays

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: August 22, 2016
TO: Terry Stewart, City Administrator
FROM: Linda Lowe, Human Resource Manager
SUBJECT: Weekly Report – August 15, - August 19

Human Resource Manager attended and participated in the Director's Meeting on Monday, August 15.

The HR Manager once again meet with gentleman regarding his liability claim after his wife had hit a man hole causing damage to the tire of her vehicle. He does not understand why his claim was denied and cannot understand why the City is "satisfied" with this outcome. He wanted to know what further the City was planning to do as the reason given from denying his claim "makes no logic". It was suggested he contact his insurance company and let them handle the situation from this point.

Human Resource Manager consulted with employees who have now become eligible for insurance benefits and helped them make decisions for benefits. All necessary paperwork completed. Continued to meet with employees regarding the Open Enrollment and answered questions regarding benefits for the upcoming year.

HR Manager completed the first draft of the Safety Policy and Procedure Manual. The manual was distributed to the members of the Safety Committee and will be reviewed by same at the next meeting.

Ad was prepared and placed in the Peace River Shopper for three positions in the Public Works Department.

HR Manger met with new Public Works employee Valdez on Friday to complete the new employee paperwork. Mr. Valdez will begin his employment in the Sanitation Department on Monday, August 22.

Many hours spent this week working on housekeeping issues.

Water Treatment Plant

Weekly Summary Week Ending 8-20-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- August 13, 2016 (Saturday) – Hose down bugs off WTP building. Spray bug killer around doorways. Spray for ant hills. Regen anion #1.
- August 14, 2016 (Sunday) – Regen anion #3. Blow off sidewalks. Regen cation #1.
- August 15, 2016 (Monday) – Regen #2 cation. Replaced filters in chem scan room. Clean, sweep, vacuum water plant. Regen #1 cation.
- August 16, 2016 (Tuesday) – Regen #2 anion. Clean, sweep, vacuum, water plant. Hose down salt area.
- August 17, 2016 (Wednesday) – Regen #1 anion. Hose clean back side of building for bugs and spray bug killer. Clean CL2 analyzer.
- August 18, 2016 (Thursday) – Regen anion #3. Hose out and clean caustic pit. Ammonia delivery. Regen cation #2. Clean glass and cabinetry in lab. Replace chemicals in chem scan room. Sweep pump room floor. Clean, sweep, mop, vacuum, water plant. Clean bathroom.
- August 19, 2016 (Friday) – Regen cation #1. Cl2 delivery. Change out potassium iodide in chem scan. Hosed down salt area. Clean, sweep, vacuum, water plant.

Summary for the Week Ending Aug. 19, 2016: Utility Department– A.J. Berndt

Waste Water Plant

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

- Aug. 13, 2015 – (Saturday) – Normal plant operation -- Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Reset bar screen conveyor on top of pre treat . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Reset #5 INF. pump at panel in M.C.C. building . North Arcadia ball fields using reuse to check sprinklers on field , found small water leak in hose fence area , systems department to repair . Plant power surge made plant walkthrough check , reset P/H min./max. readings on meter , reset LC- 214 mixer shutdown with unit control to let timer time out .
- Aug. 14, 2015 (Sunday) --- Normal plant operations -- Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Blew off accumulated moisture in air supply lines feed sand filter lift tubes. #5 INF. pump tripped again , reset pump at panel in M.C.C. building . Shut down feed water to West digester as Aerators and Mixers are floating .

- Aug. 15, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 pump “B” , Compressor # 1 , and Hydro pump # 1 in service. Spraying W.W.T.P. system lift stations with weed killer while dry days are here for good kill effect , also sprayed around valves and meters at reuse facility . Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump .
- Aug. 16, 2015 (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 generator running noted in Fuel Oil and Generator Inspection Log . Turned on Aerators and Mixers in West digester , after floating units , to keep motors operational .
- Aug. 17, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Changed out bad power receptacle in reuse tank meter pit for sump pump power , plugged in pump to remove ground water from pit . Continued painting and trim work in break area and main office space . Pumped sludge build up from dead end of sand filter INF. track to keep T.S.S. loading on sand filter bays down .
- Aug. 18, 2015 (Thursday) --- Batched LC – 214 polymer in mixing unit and transferred to day storage tank . Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Weekly run of sludge press , pulling from East digester , sent 33 tons (66,000 lbs.) to county landfill used for cover on top of trash pile . Reset bar screen conveyor , top of pre treat to send collected debris to collection dumpster . Continued painting and trimming building work area . Pumped down meter pit at reuse facility of accumulated ground water . Call out for Armory lift station , checked station cleaned grease around floats that may keep floats from tipping properly for pump control , both station pumps running in auto .
- Aug. 19, 2016 (Friday) ----- Filled Plant truck #21 with fuel for upcoming weeks use, fill ticket to garage . Started decant of East digester , pulling clear water from top of settled sludge . Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Received CL2 bleach delivery , transferred to holding tank , received 575 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Continued painting walls in main office building on compound . Hosed down CL2 Bleach containment area of dust , dirt , and hosed down bleach tanks of build up .

Public Works

Public Works Recap for Week 8/12/2016 thru 8/19/2016

General Information

The PWD attended the Department Head meeting on Monday. The PWD along with the CA attend a Local Technical Assistance Program put on by the University of Florida. The PWD met with an electrician pertaining to the air conditioning at the Way Building. The PWD threw trash for one of the Sanitation trucks on Friday.

Cemetery

Mowed and weed eaten each day.

Streets

The Streets Dept. received delivery of and training for the hot asphalt pothole trailer. Patched potholes at intersections of Magnolia & Hillsborough, Oak and Hillsborough and Cypress and Hillsborough. Patched pot holes on Baldwin, E. Lowe, S. Polk, Volusia. Delivered a drum of weed killer to the Airport. Delivered Street Sweeper to the Airport and returned the Street Sweeper to the Public Works yard. Inspected sink hole at Polk and Palmetto. Inspected sink hole on Monroe. Removed speed bumps from LaSolona. Evaluated trees that need trimmed. A Streets employee threw trash for a Sanitation truck on Friday. 16 loads of brush were picked up throughout the City.

Sanitation

Due to unforeseen circumstances, one of Monday's routes was not completed until Tuesday.

Parks

All City Parks were mowed and weed eaten. All Parks and Tree of Knowledge restrooms were cleaned and stocked with paper goods. Mowed at the Airport. On Sunday, The Parks Supervisor went to the Splash Pad and turned pumps back on after power outage. A power pole was replaced in the City Mobile Home Park.

Garage

Replaced a hitch pin on the Airport mower. Replaced cab marker light lens and reinstalled 2 marker lights on Sanitations' front loader. Welded a manhole cover to ring at Mills and Maple. Replaced water function switch on a Streets' claw truck. Replaced hydraulic fitting on a Streets' vehicle. PM performed and radiator replaced on a PD vehicle. Replaced headlight bulb on a PD vehicle. Replaced heater hose and thermostat on a PD vehicle. Repaired wiring for trailer lights

for the inmate work crew trailer. Repaired brake light on a Streets vehicle. Replaced batteries in the MHP golf cart. PM performed on Code Enforcement's vehicle.

Facility Maintenance

Greased the hose reel chain at the Airport's fuel farm.

Inmates

MONDAY: Threw trash for one of the Sanitation truck routes.

TUESDAY: Threw trash for one of the sanitation truck routes.

WEDNESDAY: Mowed and weed eaten at the Cemetery.

THURSDAY: Threw trash for one of the Sanitation truck routes.

FRIDAY: Mowed and weed eaten at the Cemetery.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Monday, August 22nd, 2016

Subject: Weekly report for Golf Course for week of August 13th-August 19th 2016

Been in contact with Swiftmud about a grant to interconnect ponds and to pump from ponds which will be supplied from the waste water.

In the Process of writing an example for Swiftmud.

Repairing Sprinkler Heads around Greens.

Looking to obtain Tree Grant for Golf Course and City of Arcadia.

Review Bills for payment.

Do Schedule for September 2016.

Meet with Jason & Jett from Laman Field Maintenance and went over entire Golf Course.

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Looking to maybe install Cages on the Driving Range.

Changed Cups & Pins on Friday with Lee.

Check all Satellites on Golf Course and make sure they have the correct sequence.

Total Revenue from 8/13-8/19 is \$240.20 plus \$18.05 sales tax.

Scheduled Workshop registration to become a Tree City and possibly obtaining a Tree Grant.

Going over prices in computer for upcoming season.