

Weekly Report to the City Council for the Week of

August 29th- Sept 2nd, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart and Airport Manager Shelley Peacock met at the airport with Mr. William Taylor who expressed interest in providing paraglide lessons out of the Arcadia Airport.

The CA joined Utility Director Berndt, Golf Course Director Kotzker and City Engineer Karleskint in a meeting to discuss a potential project for additional storage of reuse water at the city golf course. That project would entail use of one of the existing ponds to store that water. There is an opportunity to seek funding assistance from the SWFWMD on this project.

Mr. Dean Crowley met with the CA to in a post-project meeting to review the final outcome of the Splash Pad feature at McSwain Park.

Resident Frank Baxley met with CA Stewart to complain about yard waste pick up by the city. He feels that the current method of requiring residents to call in the need for a pick up is not working and that we need to improve that service to the way it once was.

Airport Manger Peacock and the CA met with Mr. Jamie Hill regarding his interest in relocating his operations to the Arcadia Airport. He is currently attempting to work with the Airport FBO about subleasing a building from them.

The CA and Airport Manager Peacock met with Friends of the Airport members Chase, Hilton and Hutchinson regarding their concerns about the availability of the Pilot's Lounge and showers in the terminal building. They feel that availability to the aviation public is inappropriately limited.

HR Director Lowe and the CA met to discuss the current policy on employee probationary periods. It is the opinion of the CDA that our current 60 day period is too short to adequately assess new or newly promoted employee performance.

The CA met with Golf Course Director Kotzker to review the Marketing Plan for the Airport and to begin preparing for the upcoming season.

Planning and Zoning

8/29/16 Received LBTR renewal application from Scott Brown for Fantastic Sam's of Arcadia at 1719 East Oak Street. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/29/16 Received LBTR renewal application from David J. Dale at Owens-Ames-Kimball, a mobile contractor business. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/29/16 Received LBTR renewal application from First Step of Sarasota, Inc. at 10 East Oak Street. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/29/16 Received revised ROW Application from the following:

1. Arcadia Family Optometry Center – 122 N Brevard Ave., Arcadia, FL 34266
2. Arcadia Children’s Healthcare Center _ 250 N Brevard Ave., Arcadia FL 34266
3. Community Care Family Healthcare Services – 1110 E. Gibson St., Arcadia, FL 34266
4. Community Care Family Clinic - 1148 Gibson St. Bldg C , Arcadia, FL 34266
5. Community Care Family Clinic Counseling Services - 725 N. 12th Ave. Arcadia, FL 34266
6. Community Care Family Center – 709 N 12th Ave. Arcadia, FL 34266
7. Community Care Family Center – 707 N 12th Ave. Arcadia, FL 34266
8. Twin River Medical Center – 888 N Roberts Ave. Arcadia, FL 34266

Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/29/16 Received LBTR renewal application from Dennis Tyson at May Margaret’s Tea and Biscuit at 10 South Polk. Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/29/16 Received County Tax License and State of Florida Division License from Jean Vitali. Local Business License was mailed to applicant.

8/29/16 Received Registration of Fictitious Name from Ahmad Elabed for Jim’s Fashion and Arcadia Fashion. Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/29/16 Received LBTR renewal application from Timothy D. Backer at 10 S. Desoto Avenue #201 for Real Estate appraiser. Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/29/16 Received phone call from Ken Jacobson at 941-993-2299 who works for the Habitat and called about an occupancy certificate. Fred Lewis sends a letter from Utilities. Information was forwarded to AJ Berndt and he advised that Fred will handle when he comes back from vacation on 8/31/16. 8/30/16 Called Mr. Jacobson and advised that Fred Lewis will be contacting him when he returns tomorrow. Let message for Fred in his LBTR file.

8/29/16 Received signed and sealed site development plans from James Bushouse for Martin Apartments project located at 210 East Magnolia Street. Letter of Site Development Plan Approval for the development was received from Jeff Schmucker. 8/30/16 Set of the plans and letter copy were given to DRC Committee. James Bushouse was phoned to pick up the letter and his three sets of approved plans.

8/29/16 Received LBTR for new business from Eric Stafford at 11A West Oak street for a second hand store under his name. Application forwarded to Juanita Gaitan for fire inspection and to Fred Lewis for approval.

8/30/16 Issued Yard Sale permit to Anjelica Maria Aguilar located at 414 N. 14th Street.

8/31/16 Received payment for Magee Sign Service for Family Dollar Store at 409 S. Brevard for Signage Certificate Application. SP Application was sent to Jeff Schmucker for application approval. 9/2/16 Received approval from Jeff Schmucker and given to Fred Lewis/Lee Snyder for Utilities approval.

8/31/16 Received renewed County License for Turner Realty for LBTR. Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/31/16 Received renewed County License for The Williamson Group Realty for LBTR. Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/31/16 Sent Agenda Package for Planning and Zoning, September 13th meeting to Planning and Zoning Board. Melva Sawyer was called to pick up her copy.

8/31/16 Request was received from Chris of Alley Cat Antiques to send Local Business Tax Receipt to her home address. Application with Local Business Classification or Type page with Retail information was sent via US Postal.

8/31/16 Signage certificate from Jack May for Family Dollar at 403 S. Brevard Avenue was received. Certificate was sent to Jeff Schmucker for approval. 9/2/16 Received approval from Jeff Schmucker and given to Fred Lewis/Lee Snyder for Utilities approval.

8/31/16 Issued Yard Sale Permit to Maria Castillo located at 311 N. 10th Avenue.

8/31/16 City Clerk copy charge of \$3.75 was received and deposited, a quarter change was left for City coffee can.

9/1/16 Received renewal of LBTR for Cathy Post at The Cutting Edge at 2 E. Oak Street. Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

9/1/16 Received renewal of LBTR and Owner change for Sigy's Donuts and Kolaches at 11 N. 10th Avenue. License was given to applicant and file being held for Fred Lewis to review when he returns from vacation.

9/1/16 Received renewal of LBTR for Max's Window Cleaning a mobile business. License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

9/1/16 Received renewal of LBTR for Oranday Industries, LLC, a mobile business. License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

9/2/16 Received LBTR renewal for Desoto Pavers, a mobile concrete business. License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

9/2/16 Received LBTR application renewal for Florida Federal Land Bank Association for the bank and (Name changed from a merger from Farm Credit of Florida.) Licenses were mailed to applicant, one for bank, one for insurance, file being held for Fred Lewis to review when he returns from vacation.

9/2/16 Received Zoning Certificate for 124 S. Osceola Avenue for a fence, shed and decking. Application was sent to Jeff Schmucker for approval.

Answer Planning and Zoning questions from the public.

WEEKLY REPORT FOR THE AIRPORT

Fuel Pump- Still having some issues with the pump. Working on getting (3) quotes for a new pump.

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

Spoke to FAA regarding tree at the end of runway 13. FAA suggested that we notify homeowner. Prepared a letter for the homeowner of S. E. Maple Street regarding the tree/ obstacle at the end of runway 13. Letter has been sent, waiting on a response. Beverly will issue NOTAM of exact latitude and longitude and elevation of obstacle to make pilots aware and use caution.

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- On-going. Coordinated with Eagle Vistas providing them with several 5 gallon buckets of round up to maintain runways and taxiway areas. Round-up also applied at the Butler Building.

Preparing for Runway PCN testing, September 9, 2016. Runway closure for 6/24 during specific hours. Will send NOTAMS out to inform pilots of this operation. We will coordinate with Eagle Vistas, making sure student pilots are not training during this time of operation. Had meeting with RDM International outlining all of the details for the PCN testing. Mr. Stewart and Beverly also attended this meeting.

Mailed out September invoices for hangar rent.

Storage Tank Liability paperwork is complete.

WEEKLY REPORT TO THE CITY ADMINISTRATOR FOR THE WEEK OF

August 21, 2016 – August 27, 2016

Code Enforcement

Code Enforcement (CE) Held a Special Master hearing on the August 25, 2016. The following cases were heard by Special Master Nielander.

CE-16-0169	Federal National MTG Accco. 259 W. Bay St.	Pulled-request for extension
CE-16-0192	Ronald Waldron 222 N. Desoto Ave.	Correct violation within 10 days Cease & Desist for 2 years \$25.00 fine per day for High grass/weeds. \$48.86 City's cost paid with 60 days. Special Master Fees pending.
CE-16-0208	Roger Egner 500 W. Oak St.	Correct violation within 10 days Cease & Desist for 2 years \$25.00 fine per day for High grass/weeds \$150.00 a day for 6 vehicles untagged \$48.86 City's cost paid within 60 days Special Master Fees pending.
CE-16-0042	Gene A. Finkler 511 W. Oak St.	Correct violation within 10 days Cease & Desist for 2 years \$25.00 fine per day for High grass/weeds \$47.61 City's cost to paid within 60 days
CE-16-0025	Arcadia General Corp	Pulled-request for extension

Code Enforcement spoke to Fire Marshal Juanita Gaitan about input on adding Desoto County approval signature on the City's Special event application. She referenced the tents that were set up at the Politics is the Park event that was held on August 18, 2016. She is saying that some of the larger tents need to be inspected by the fire dept. A meeting has been set to discuss this matter on August 30, 2016.

Code Enforcement spoke to Mr. Struges on August 23, 2016. Mr. Struges requested to be pulled from the Special Master Agenda due to a death in his family. Request was granted and the case will be placed on the next Special Master hearing.

Code Enforcement spoke to Mr. Ron Jones, the Commander of the American Legion. He requested to information on holding a bazaar/fund raiser at the American Legion Hall. I informed him of the procedures to obtain a permit to hold such event.

Code Enforcement spoke to Mrs. Pam Vowels of Sunny South Packing Company about the abundance of false alarms. Arcadia Police Dept. report a total of 62 false alarms in a two year span. A meeting has been set to meet with Sunny South Packing on August 31, 2016 @ 0900.

Code Enforcement did a spot inspection of vehicles on Hernandez taxi. Two out three vehicles passed inspection. The Gray Mazda MPV van # 61 was pulled from service due to rear passenger door not opening from the outside of the vehicle. Vehicle cannot be used until it has passed inspection.

Code Enforcement and City Administrator met with Mr. Carl Wiley to discuss the signage ordinance. Mr. Wiley was informed the steps to change the ordinance and to address City Council about his concerns.

Code Enforcement Action Counts
For Date Period From 08/21/2016 Through 08/27/2016

Action	Count
Courtesy Notice	6
Pre Special Master Site Visit	3
Case Notes	1
Notice Returned Unclaimed	1
Total	11

Code Enforcement Violation Counts
For Date Period From 08/21/2016 Through 08/27/2016

Violation	Count
Grass or Weeds	5
Abandoned or Inoperable Vehicle	2
Premises to be Kept Clean (a)	1
Total	8

Finance Department

To: Terry Stewart
From: Beth Carsten
Date: Tuesday, September 6, 2016
Subject: Weekly report for Finance for week of August 29 – September 6, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$104,173.62
Meter Deposits - \$1,600
Airport Rent - \$0
Golf - \$163.75
Mobile Home Rent & Laundry – \$2,767.00
Permits - \$120.00
City Fines – \$0
Cemetery - \$0
Misc - \$0
Impound - \$0
Saturday Night Lights – \$350.00
Business Licenses - \$694.00
State of Florida - \$104,571.79

Payroll:

- Processed payroll of \$143,180.78 for 91 Employees

Accounts Payable:

- Entered 66 invoices and processed 40 checks totaling \$60,532.11 from operating
- Issued 26 purchase orders.
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City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: September 2, 2016
Re: Weekly Report

During the week of August 29, 2016 – September 2, 2016, I performed the following:

- attended staff meeting on August 29, 2016; updated Action Review Register;

- e-mailed IT regarding issue with loading City Council packet to City's website and requested IT do so
- communicated with Jeff Schmucker regarding next month's Planning and Zoning Board meeting on September 13, 2016
- contacted IT by phone regarding posting of City Council packet to City's website
- attended, took notes and transcribed minutes of the Planning and Zoning Board meeting on August 30, 2016
- started transcribing minutes of the Historic Preservation Commission special meeting on August 16, 2016
- finished compiling the September 6, 2016 City Council packet 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
- September 20, 2016 City Council Packet

Human Resources

DATE: September 6, 2016
TO: Terry Stewart, City Administrator
FROM: Linda Lowe, Human Resource Manager
SUBJECT: Weekly Report – August 29 – September 02

Human Resource Manager attended and participated in the Director's Meeting on Monday, August 29.

Open Enrollment was completed in August. Many employees attended one of the presentations and made selections for the upcoming year. Enrollment seemed to go much better this year with the changes that were made to the process.

Human Resource Manager meet with City Administrator this week to discuss various issues and to get feedback. Safety Manual was presented to City Administrator for his input/comments.

Several hours were spent this week checking employment and personal references of applicants for the Public Works Laborer positions. There are currently four (4) positions which need to be filled.

Interviews were held Friday morning with six (6) persons being interviewed.

The Human Resource Manager met with two (2) members of the public after a confrontation at the utility window. The customer was very irate and knocked over a trash container while attempting to leave the building. The customer then proceeded to slam the door into the side of the building. I spoke with the customer and her companion trying to come to a solution to the problem. While unable to actually provide a solution to the problem, I was able to speak with the customer and ease the situation. The customer was advised that any further behavior such as was exhibited today would not be tolerated. Police officers did respond and speak with the customer as well.

Water Treatment Plant

Weekly Summary Week Ending 9-3-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- August 27, 2016 (Saturday) – Regen anion #1. FPNl came to remote to fix a power outage.
- August 28, 2016 (Sunday) – Regen anion #3.
- August 29, 2016 (Monday) –Regen #1 cation. Hose down salt area. Clean, sweep, vacuum.
- August 30, 2016 (Tuesday) – Refill ammonia day tank. Regen #2 cation. Clean, sweep, vacuum. Salt Delivery.
- August 31, 2016 (Wednesday) – Replace DI water chem scan. Refill acid cleaner bottle. Clean Cl2 analyzer. Spray bug spray around front door. Regen anion #1 and anion #2.Hosed down salt tank and salt area.
- September 01 Clean, sweep, mop, vacuum, water plant. Clean bathroom.
- September 02, 2016 (Friday) – Diesel fuel delivery for generator. Cl2 delivery. Regen cation #1. New tires on a.j.'s truck. Clean, sweep, vacuum, water plant.

Summary for the Week Ending Sept. 2, 2016: Utility Department– A.J. Berndt

Waste Water Plant

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

- Aug. 27, 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 traffic light at intersection of Polk Ave. and Hwy. 70 West watched lights cycle , working

- proper . Reset #2 INF. pump at M.C.C. building on control panel . Turned reuse pumps on at control power panel for golf course watering .
- Aug. 28, 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. #2 INF. pump tripped out again , pump unit won't reset , keeps throwing breaker left note for plant maintenance . Shift check of W.W.T.P. collection system lift station found Desoto Plaza station full , cycled H.O.A. switch pumps come on , running in auto , will check station later . Made check on station was pumped down , straightened floats , running normal .
 - Aug. 29, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – , Compressor # 1 , and Hydro pump # 1 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Sight scale on reuse tank stuck . cable off pulley , removed covers reset cable on guides , gage back working . Pulled out #2 INF. pump from station , unit burnt out . Started Pulling samples for Bio Assay test from plant discharge at cascade outfall . Guardian repair , Bill Finch , here to service CL2 pumps and SO2 injection system at reuse facility ,.
 - Aug. 30, 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 . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver . Guardian Equip. out at reuse facility doing maintenance on SO2 injection.
 - Aug. 31, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Plant EFF. station , #4 pump tripped out , won't reset , called Pierre' to check , bad breaker in power feed to pump to order repair part , #4 EFF. pump out of service , locked out . Shut off feed of LC – 214 to North clarifier as scum layer build up on surface is excessive . #1 compressor unit having problem building up air pressure , brought #2 air compressor on line , shut down and valued off supply lines .
 - Sept. 1, 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 37 tons (74,000 lbs.) to county landfill used for cover on top of trash pile . Plant maintenance installing new INF. pump in #2 slot at INF. station , wired into place #2 pump back in service .
 - Sept. 2, 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 . Air Centers here to check #1 air compressor as is not building up pressure for air lifts , compressor in need of rebuild will send Quote for parts and labor . Heavy rain arrives system flow excessive , manhole to plant over flowing , notified AJ and Julie (Hazen and Sawyer) Placed CL2 tablets in flow and surrounding manhole . Reset #3 INF. pump at power panel in M.C.C. building .

Public Works

Public Works Recap for Week 8/27/2016 thru 9/2/2016

General Information

The PWD attended the Directors' meeting Monday. The PWD picked up the LaFrance Fire Truck from Punta Gorda. The PWD conducted employment interviews with HR. The PWD took photos for the Storm Water Master Plan and forwarded to the City's engineers.

Cemetery

Marked 3 grave sites for burials. Assisted 4 people in locating plots. Mowed and weed eaten each day, as rain allowed.

Streets

A streets employee drove a Sanitation truck for 4 days. Cut and removed asphalt and replaced with shell on a section of Monroe. Filled in a sink hole with shell on Whidden. Repaired a sink hole on Maple due to a deteriorating storm drain. Unloaded the LaFrance Fire Truck at the Tenth Ave. Public Works site. Trimmed trees over the sidewalks on Thirteenth and NE Hickory.

Sanitation

All routes were ran as normally scheduled.

Parks

All City Parks were mowed and weed eaten. All of the Parks restrooms were cleaned and stocked with paper goods.

Garage

Replaced serpentine belt and left front window switch for the Utilities Meter Reader car. Replaced choke cable and deck belt on the Cemetery mower. Removed radiator and hydraulic cooler on the Streets backhoe. Replaced the battery and alternator on a PD vehicle. Road call to the Cemetery to repair an electrical problem on a mower. Plugged a tire on a Streets mower. Replaced 4 tires on WTP truck. Replaced a battery in a PD vehicle. Road call to remove stripped spindle bolt on a Cemetery mower.

Inmates

MONDAY: Mowed and cleaned vacant lots on Sunset, Alabama, Gordon and Lee.

TUESDAY: Mowed and weed eaten the ditch behind O'Reilly Auto Parts and the Clock.

WEDNESDAY: Mowed at the Cemetery.

FRIDAY: Cleaned down town.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Monday, September 5th, 2016

Subject: Weekly report for Golf Course for week of August 27th-September 2nd 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.

Updated our four week planner for social media.

Updated our Chelsea Accounting System so we have a Category for Food.

Repairing Sprinkler Heads around Greens.

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

Review Bills for payment.

Laman Field Maintenance applied Fertilizer this past Tuesday.

Met with Julie & Mr. Stewart on Waste Water Project.

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.

Painted Tee Markers for Golf Course.

Changed Cups & Pins on Friday with Lee.

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

Total Revenue from 8/27-9/2 is \$229.76 plus \$17.24 sales tax.

Checked on prices for paving parking lot.

Rotate Golf Carts and changed oil on Gas Carts.