

Weekly Report to the City Council for the Week of

August 22nd- August 26th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart and Arcadia Golf Course pro Mike Kotzker toured the course with Arcadian reporter Lex Menz. The purpose of this tour was to introduce Ms. Menz to the course and explain the city's efforts to enhance improve and revitalize it. A very positive and accurate article did appear in the Arcadian.

The CA and Airport Manager Peacock met with Mr. Mentel of RDM International regarding airport runway/taxiway condition. RDM is a consultant for the FDOT tasked with undertaking assessments of airport runway taxiway pavement conditions. Our airport is in line for this evaluation and Mr. Mentel was here to inform us of the process and establish an assessment date.

CA Stewart attended the Heartland Regional Transportation Planning Organization (HRTPO) meeting in Sebring. He serves as chair of the Technical Advisory Committee for the HRTPO and was there to answer questions and support the work of the organization.

The CA met with Ms. Karole Fitzgerald of Enterprise Fleet Management who desired to learn about our fleet operations and whether the city might have an interest in her company's services. She was informed, that is dependent on whether there is a true cost benefit to the city.

The CA met with representatives of DeSoto Signs to discuss specific elements of the city's sign code regarding banners and other temporary signs.

Mr. Pat Backer met with the CA regarding a potential pavilion construction project at the city park where Jim's Space is located.

CA Stewart attended the funeral services for former City Council Member Robert Allen.

Planning and Zoning

8/22/16 Received LBTR for Jean D. Vitali at 223 E. Oak Street. The LBTR application is being held for receipt of County License, Sales Tax Certificate, and FL State License.

8/23/16 Received LBTR approval from Fred Lewis for Suncoast Investments, Inc. dba Magee Sign Service at 1511 20th Avenue E., Palmetto, FL 34220. Certificate was sent to applicant via mail.

8/23/16 Received LBTR application approval from Fred Lewis for Casa Mexicana at 5825 S. Brevard Avenue. Certificate was sent to applicant via mail.

8/23/16 Received LBTR application approval from Fred Lewis for Goodwill Industries Manasota, Inc. at 1701 E. Oak Street. Certificate was sent to applicant via mail.

8/23/16 Received LBTR approval from Fred Lewis Eagle Fence at 2693 N.W. Pine Creek Avenue. Certificate was sent to applicant via mail.

8/23/16 Received LBTR approval from Fred Lewis for Ronald R. Dees Concrete, Inc. at 18505 Paulson Drive, Unit D8, Port Charlotte, FL 33954. Certificate was sent to applicant via mail.

8/23/16 Received LBTR approval from Fred Lewis for Wood Park Point Apts. RRH at 1070 Whitfield Avenue, Sarasota, FL, 34243. Certificate was sent to applicant via mail.

8/23/16 Received LBTR approval from Fred Lewis for Wood Park Point II of Arcadia Ltd. at 1070 Whitfield Avenue, Sarasota, FL, 34243. Certificate was sent to applicant via mail.

8/23/16 Received LBTR approval from Fred Lewis for The Vintage garden at 14 W. Oak Street. Certificate was sent to applicant via mail.

8/23/16 Received LBTR approval from Fred Lewis for Winn Dixie Store #2492 at 1737 East Oaks Street. Certificate was sent to applicant via mail.

8/23/16 Received LBTR approval from Fred Lewis for Winn Dixie Store #2491 at 1737 East Oaks Street. Certificate was sent to applicant via mail.

8/24/16 Received LBTR renewal application from Elizabeth Newberry for The Cutting Edge at 2 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.

8/24/16 Received LBTR renewal application from Ahmad Elabed for AEN Wireless at 8 N. Desoto Avenue. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/24/16 Received LBTR renewal application from Ahmad Elabed for AEN Wireless at 1301 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.

8/24/16 Received LBTR renewal application from Martha A. Clements for Slim's BBQ at 319 S. Brevard Avenue. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/24/16 Received LBTR renewal application from Ahmad Elabed for Jim's Fashion at 1303 East Oak Street. Letter was sent to Mr. Elabed advising that the fictitious name is inactive and needs to be reinstated for approval of the License.

8/24/16 Received LBTR renewal application from Ahmad Elabed for Arcadia Fashion at 428 S. Brevard Avenue. Letter was sent to Mr. Elabed advising that there is not a fictitious name for this business registration at Sunbiz is required for approval of the License.

8/24/16 Received ROW Application from Century Link for 204 Oak Ridge Drive. Application was given to Fred Lewis (Lee) for approval.

8/24/16 Received revised ROW Application from Century Link for Hillsborough Ave, SW Palm Street across SR 17 to a vault. Application was given to Fred Lewis (Lee) for approval. 8/26/16 Application was signed by Fred Lewis with the comment: Coordinate with Prince Construction for locates on new utilities. Application was emailed to Kenneth R. Lutz.

8/24/16 Received ROW Application from Century Link for Imogene Street from N. Desoto to east of N. Brevard. Application was given to Fred Lewis (Lee) for approval.

8/25/16 Attended the Special Masters Meeting for August.

8/25/16 Received LBTR Application for Randy's Taxi at 202 Magnolia Street. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/25/16 Received LBTR Application for Advance America at 1717 E. 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.

8/25/16 Received LBTR Application for Charlotte Nephrology Assoc. at 830 N. Mills Avenue. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/25/16 Received LBTR Application for Antiques on Oak at 33 West 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.

8/25/16 Received LBTR Application for Family Dollar at 403 S. Brevard Avenue. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/25/16 Received LBTR Application for Catalyst Walk-In Clinic at 1707 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.

8/25/16 Received notification from Clean Clothes II LLC at 430 South Brevard Avenue that the business closed on July 31, 2016.

8/25/16 Sent email to Jeff Schmucker in regard to 1 N. Luther. Nataly requested if Herbalife could move into the location, if the zoning was ok. Email was a follow-up from a phone message that Carl McQuay left for Mr. Schmucker. 8/25/16 Mr. Schmucker confirmed that a Health food/Dietary. Called Nataly and gave the information.

8/26/16 Received LBTR Application from Linda Lou Hinton for Downtown Treasures at 125 W. 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.

8/26/16 Received LBTR Application from Thomas A. Quigley for Eye Health of Arcadia at 330 N. Brevard Avenue. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

8/26/16 Received LBTR Application from Lori Eskew of Sunny South Packing Co., at 217 S. Polk Avenue. Certificate of Local Business License was mailed to applicant and file being held for Fred Lewis to review when he returns from vacation.

Answer Planning and Zoning questions from the public.

To: Mr. Stewart, City Administrator

From: Shelley Peacock

Date: 8/26/16

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.

Scheduling an appointment for ALL FLORIDA FIRE to come out and service fire extinguishers.

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday August 29, 2016

Subject: Weekly report for Finance for week of August 22-26, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$96,743.22

Meter Deposits - \$1,950.00

Airport Rent - \$241.88

Golf - \$275.24

Mobile Home Rent & Laundry – \$720.00

Permits - \$75.00

City Fines – \$0

Cemetery - \$25

Misc - \$0

Impound - \$0

Saturday Night Lights – \$1,100.00

Business Licenses - \$2,843.19

State of Florida - \$27,133.12

Payroll:

- N/A

Accounts Payable:

- Entered 144 invoices and processed 68 checks totaling \$107,221.10 from operating; \$4,646.44 from Airport.
- Issued 29 purchase orders.

Updates on projects and tasks:

- Finalized BCBS health insurance renewal with Linda and Tom Guidry (DeSoto Insurance)
- Worked on Grant RFP

General Billing

Inventory

Grant Management

Budget Update- Drafted resolutions for 1st Public Hearing for tentative millage rate and budget

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: August 26, 2016
Re: Weekly Report

During the week of August 22-26, 2016, I performed the following:

- attended staff meeting on August 22, 2016; updated Action Review Register;
- finished transcribing minutes for the Budget Workshop
- transcribed minutes for August 16, 2016 City Council meeting
- contacted Ronald McDonald to advise of his appointment to the Airport Advisory Committee
- Prepared agenda and packet for Planning and Zoning Board meeting scheduled for August 30, 2016; provided same to board members
- prepared proclamation recognizing volunteer work performed on T-33 airplane at Lake Katherine
- attended and took notes at the Special Master Hearing on August 25, 2016
- continued compiling the September 6, 2016 City Council packet; communicated with Jeff Schmucker of the Central Florida Regional Planning Council regarding agenda items for said packet
- communicated with newspaper regarding advertising of Resolution 2016-13

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: August 29, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – August 22 – August 26

Human Resource Manager attended and participated in the Director's Meeting on Monday, August 22.

New employee for the Public Works Department reported to work August 22. An ad is currently running Laborers in the Public Works Department as there are currently four (4) vacancies to be filled. There are vacancies in the Streets Department, Sanitation, and Parks Department. Work has been started on the applications that have been received – checking references, etc. – and interviews will be started very soon.

Human Resource Manager attended and participated in the Safety Committee Meeting on Wednesday, August 24. This Committee has been meeting regularly and is making much progress in the safety areas for the City. Efforts are continuing to bring a presentation to the employees regarding the Zika virus and prevention of same.

Open Enrollment has been this month and a great number of hours have been spent in working with employees to ensure they have the benefits they want. Two Open Enrollment information meetings were held with the final meeting being on Friday, August 26. All employees were invited to attend and learn about changes and new benefits available.

Human Resource Director spoke with Terri Harrison of DeSoto High School regarding programs for student interns. Information received was passed along to the Director's who were interested in this program. I will be following up on this in the near future.

Water Treatment Plant

Summary for the Week Ending Aug. 26, 2016: Utility Department– A.J. Berndt

Waste Water Plant

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

- Aug. 20, 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. #3 And #5 INF. pumps tripped out at power panel M.C.C. building reset units both tripped

- again , switched wire feed and run pumps backwards to clear obstruction , set wires for proper rotation , pumps running normal . Turned on reuse pumps for North Arcadia ball fields to water #2 system motor drive burnt out , shut off power to pump motor , notified AJ .
- Aug. 21, 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. Ball Field called , wanted what water left in tank , turned on reuse pumps on for watering .
- Aug. 22, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 pump “A” , Compressor # 2 , and Hydro pump # 2 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Unhooked power feed to reuse motor drive on #2 pump pulled motor unit to send off for repair . Calibrated P/H meter at contact chamber booth . Report of red light (single top red) out at Turner Rd. and 70 East notified AJ , will call for bucket truck to change . Received LC – 300 chemical delivery , transferred product to holding tank .
- Aug. 23, 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 . Replaced motor for pump drive at reuse facility on #2 pump , will have electrician wire unit . Had electrician check clarifier feed pump signal to chemical feed pumps , found one leg out , stripped back reconnected , chemical feed pump back up to speed with pacing . Pulled sand filter EFF. and plant EFF. fecal samples for reuse fill , sent samples with lab driver . Reuse pumps back in service , still not coming up to speed , VFD not working properly electrician to come back and check wiring and power feed to sending unit . Checked grove #2 meter to see if unit was pulled and sent off for repair , unit was pulled and sent off . AC unit at reuse installed and working building and
- Aug. 24, 2015 (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 samples with lab driver . Reuse pumps back on line , still not coming up to speed , VFD not working properly electrician to come back and check wiring and power feed to sending unit . Checked grove #2 on worked performed on meter assembly , meter had been pulled and sent off for repair . AC unit at reuse motor control building , installed and working . Installed back up pump in clarifier feed station in slot #1 , while waiting for repair of unit sent , brought speed of chemical feed to normal .

- Aug. 25, 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 . Reset bar screen conveyor , top of pre treat to send collected debris to collection dumpster . Received Bio Assay sample kit from Fed Ex sent from Marine Co Bio Assay Lab in Sarasota .
- Aug. 26, 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 . Called out for traffic light problem at Magnolia and 17 South , intersection cycling proper , all lights in operation .

Weekly Summary Week Ending 8-27-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- August 20, 2016 (Saturday) – Regen anion #1. Refill brine tank by hand to 9ft.
- August 21, 2016 (Sunday) – Regen anion #3. Refill brine tank by hand to 9ft.
- August 22, 2016 (Monday) –Regen #2 cation. Refill brine tank to 9ft.Clean, sweep, vacuum. Hose down salt area.
- August 23, 2016 (Tuesday) – Regen #2 anion. Fill brine tank by hand to 9ft.Clean, sweep, vacuum.
- August 24, 2016 (Wednesday) – Refill ammonia day tank. Blew out ammonia and chlorine rooms. Regen #1 anion.
- August 25, 2016 (Thursday) – Refill chemical tanks. Replace chems in chem scans. Regen anion #3.
- August 26, 2016 (Friday) – Regen cation #2. Red services at WTP to inspect generator.

Public Works

Public Works Recap for Week 8/20/2016 thru 8/26/2016

General Information

The PWD attended the Directors' meeting Monday. Received the LaFrance Fire Truck back from PRIDE. Met with Alert Plumbing about the fountain in Lake Katherine.

Cemetery

Mowed and weed eaten each day. Assisted a visitor in locating the British Airmen site. Assisted 3 separate visitors in locating family plots. Marked 2 sites for burials.

Streets

Trained new employee on procedure for throwing trash on back of Sanitation truck. Threw trash for a Sanitation truck for 1 day. Trimmed trees on Charles, Mills, Gibson, Maple, Osceola & Arcadia Ave. (9 loads). Inspected Golf Course parking lot for repair. Repaired storm drain at Booker T and Harris intersection. Inspected back hoe for hydraulic leak. Patched Arcadia Ave., Robert Ave., 11th Ave., Pine. Cut and removed tree that fell along canal at Trinity United Methodist Church (3 loads). A total of 30 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

Mowed and weed eaten all City parks. Mowed at the Airport. Put out barricades for down town event. Repaired acid line at the McSwain Park Splash Pad. Changed locks on the restroom doors at the Tree of Knowledge. Tuesday evening, after hours, checked a complaint about the smell at the McSwain Park Splash Pad. Sprayed wasp nests at the splash pad.

Garage

Replaced mower blades on 3 Streets mowers. Replaced engine to deck belt on a Streets mower and on the Cemetery's mower. Replaced 4 tires on Code Enforcement vehicle. PM performed on a Systems vehicle. Replaced a water pump on a PD vehicle. Replaced a hydraulic hose on the Streets claw truck. Repaired wiring problems with the spot light and siren on a PD vehicle. Tightened the wheel bearings on a Streets mower. PM performed on Utility/Billings vehicle. Replaced radiator fan and U joints on the drive shaft for the PTO pump on a Sanitation truck.

Facility Maintenance

Removed more old wiring from the outside of the old PD building on Polk Avenue.

Inmates

MONDAY: Mowed and weed eaten at WWTP and Reuse.

TUESDAY: Mowed and weed eaten at Reuse and Baldwin.

WEDNESDAY: Mowed at the Cemetery.

THURSDAY: Mowed and weed eaten and cleaned culvert on Monroe. Mowed a ditch on Nursing Home Drive and on Kelly. Mowed and weed eaten a vacant lot on W. Oak.

FRIDAY: Cleaned down town. Cut and help remove a fallen tree in a canal on W. Oak.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart
From: Michael Kotzker
Date: Monday, August 29th, 2016
Subject: Weekly report for Golf Course for week of August 20th-August 26th 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.

Painting Tee Markers for upcoming season.

In the Process of writing an example for Swiftmud.

Painting inside of Pro Shop as a Friend had paint leftover.

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 on Wednesday regarding the Waste Water Project.

Met with Lex from the Arcadian and Mr. Stewart on Tuesday about making improvements to Golf Course.

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 8/20-8/26 is \$318.79 plus \$23.95 sales tax.

Registered for the Workshop to become a Tree City and possibly obtaining a Tree Grant.

Going over prices in computer for upcoming season.