

Weekly Report to the City Council for the Week of

July 3rd thru July 7th, 2017

Administrator

City Administrator's Office

This week included the July Fourth holiday and as such was a shorter work week. The first Tuesday of the month of July fell on the July Fourth holiday, so the meeting date was moved to Wednesday, July fifth.

City Administrator (CA) Stewart and Main Street president Pam Ames joined in a conference call with the city's grant writing team INREM/Langton to discuss the grant needs of Main Street and what grants might be available to assist them.

The CA and HR Director Lowe visited local DeSoto County business Horizon Coach for a tour of the company's facility and to learn what they bring to DeSoto County economic development.

CA Stewart participated in a Round Table discussion with local community leaders and Governor Rick Scott at the DeSoto County Chamber of Commerce. The CA expressed to the Governor his concerns about the erosion of local government Home Rule in the State of Florida.

CA Stewart met with Ms. Connie Bateman to hear of her desire to initiate a community outreach initiative aimed at improving the reading skills of preschool children.

The CA spoke with City Engineer Karleskint and gave direction for a review of a storm water back up on Monroe south of SR 70E. Also requested was a possible solution.

CA Stewart spoke with Mr. Brian Schaper regarding a parcel of property that he wishes to develop as an RV park and desires access to city water and sewer utilities. In order to do so there must be an agreement to annex into the city which he has expressed a willingness to do. The city currently has an underlying land category for RV parks but not zoning policies for that use.

Received a notification from new Council Member Keith Keene that he was officially resigning his position on the City's P&Z board due to his appointment to the City Council.

To: Mr. Stewart, City Administrator
From: Shelley Peacock, Airport Manager
Date: 7/3-/7/7/17

Airport

Airport Manager on Vacation.

Code Enforcement

7/3/17

CE spoke to Mr. Darby Ellis about acquiring a beer/wine licenses and also liquor licenses for his business, The Hot Spot. It was explained to him that he is allowed to have either one of the licenses for his business. Mr. Ellis also inquired about extension of the hours of the sale alcohol from 12 am to 2 am.

7/4/17

City Administration closed for the 4th of July holiday.

7/5/17

Code Enforcement spoke to Mrs. Jennifer Bower, the Program Manager for Habitat for Humanity about holding a special event at the Rodeo Grounds in late July 2017. All information was given to Mrs. Bowser concerning what is required to hold a special event within the City limits.

Code Enforcement spoke to Mr. McClare, the owner of Arcadia Capital Inc. about his property located at 1303 E. Oak St. Mr. McClare wanted to know if he could add an addition to the rear of his building. The property is located in a B3 zoning. It was explained to him that all approvals for additions will have to be approved by the City Planner.

7/6/17

Mr. Johnny Drymon came in to inquire about any violations on the property located at 404 E. Oak Street. Mr. Drymon was advised that there were several violations on the property and that the property is also located in the Historical District and it was being set for Special Master Hearing in early August.

Code Enforcement mailed out a release of lien to Deutsche Bank National Trust Company for the property located at 501 Sunset Drive. A check in the amount of \$5,343.76 was paid for to the City Of Arcadia for penalties/fines satisfying the lien that was placed on the property.

7/7/17

Code Enforcement met with Mrs. Damaris Ramirez about the courtesy notice that was issued to him about his property that is located at 109 W. Walnut St. Mr. Ramirez's property was is located in the Historical District. He was issued a courtesy notice because work was being done on the structure without obtaining a Certificate of Appropriateness. Mr. Ramirez was given a application and explained what is need to correct the violation.

Code Enforcement Violation Counts For Date Period From 07/02/2017 Through 07/08/2017

Violation	Count
Grass or Weeds	4
Unsafe Building or Structure	2
Abandoned or Inoperable Vehicle	1
Weeds and Vegetation	1
Total	8

Code Enforcement Action Counts
For Date Period From 07/02/2017 Through 07/08/2017

Action	Count
Case Notes	39
Courtesy Notice	8
Return Receipt Received	2
Other	1
Verbal Warning Given	1
Total	51

Code Enforcement Topic Counts
For Date Period From 07/02/2017 Through 07/08/2017

Topic	Count
Overgrown grass, weeds, bushes	3
Abandoned or Inoperable automobiles	2
Demolition of Dilapidated Structures	2
CITY OWNED PROPERTIES	1
Property lien search	1
Total	9

Finance Department

To: Terry Stewart
From: Beth Carsten
Date: August 8, 2017
Subject: Weekly report for Finance for week of July 3-7, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$97,633.07
 Meter Deposits - \$1450.00
 Airport Rent - \$3,613.07
 Golf - \$1,204.17

Mobile Home Rent & Laundry – \$6,816.00
Special Events – Code Enf /Planning -\$0.00
Permits - \$130.00
City Fines – \$0.00
Cemetery - \$150.00
Misc - \$0.00
Impound - \$250.00
Saturday Night Lights – \$0.00
Business Licenses - \$20.00
State of Florida - \$0.00
Lien Searches – \$20.00
Fingerprinting - \$30.00
Parking Tickets - \$20.00
Yard Sales – \$0.00
Taxi - \$0.00
Tip a Cop - \$0.00

Payroll:

Accounts Payable:

- Processed 128 invoices out of operating totaling \$131,187.76

Purchasing:

- Processed 24 Purchase Orders

Ongoing Projects and Tasks:

- Budget – Preparing for Budget Workshop with City Council
- Fathom - Preparing for data dump on August 1.

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: July 7, 2017
Re: Weekly Report

During the week of July 3 – July 7, 2017, I performed the following:

- attended directors meeting on July 3, 2017; updated Action Review Register; attended directors meeting on July 6, 2017
- uploaded 2015-16 Annual Audit to City's website

- finished transcribing minutes for Special Master Hearing which was held on April 20, 2017
- uploaded Weekly Reports to City's website
- scanned various agreements/ordinances to appropriate files
- prepared various minutes to minute book pages to be signed by Mayor and then placed in Minute Book; met with Mayor regarding execution of same
- transcribed minutes for Development Review Committee meeting held on June 13, 2017
- prepared corrected Cemetery Deed
- received resignation from Keith Keene regarding the P&Z Board
- attended and took notes at the July 5, 2017 City Council meeting; transcribed minutes for same
- prepared City Council Action Report for July 5, 2017 City Council meeting and forwarded same to City Administrator
- received requested public records request from finance and forwarded to requestor
- updated website to reflect updated committee/board/City Council meetings
- contacted The Peace River Shopper regarding advertisement for vacancy on Planning & Zoning Board
- prepared Ideas to Action Forms to turn into FACC in order to receive credit for attendance at FACC Conference
- finished compiling the July 18th City Council packets and made copies of same to be placed in the City Council Member's mailboxes, along with e-mailing same to City Council and other recipients. Compilation of the current check warrants was also completed and same was placed, along with the Council packet and Council agenda, on the City's website. I then scanned and uploaded the individual agenda items to the laptop in the Council Chambers in preparation of the City Council meeting
- spoke with IT regarding enabling Councilmember Keene's e-mail; communicated with Councilmember Keene regarding email password and login information and also photo being taken to be placed on wall at City Hall;
- received updates from state regarding records retention

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: July 10, 2017
TO: Terry Stewart
FROM: Linda Lowe, Human Resource Director
SUBJECT: Weekly Report - July 3 - 7

HR Director was on annual leave on Monday, July 3.

Tuesday, July 4, was an observed Holiday by the City of Arcadia.

On July 5 and July 6 the HR Director was involved in a variety of human resource related projects. Interviews were scheduled for next week as well as two meetings with employees.

On Friday, July 7, HR Director and City Administrator went to local business Horizon Coach to observe their operations and to tour the Tiny Home they currently have on their lot. Mr. Waller and his staff were very gracious and accommodating.

Utility Departments

Water Treatment Plant

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

- **July 01, 2017 (Saturday):**
 - Collect well totals.
 - Regen anion #1.
- **July 02, 2017 (Sunday):**
 - Regen cation #2.
- **July 03, 2017 (Monday):**
 - Regen Cation #1
- **July 04, 2017 (Tuesday):**
 - Regen Anion #1

- **July 05, 2017 (Wednesday):**
 - Regen #2 cation.
 - Completed Lead and Copper Sampling

- **July 06, 2017 (Thursday):**
 - Regen Anion #2.
 - Refill acid jug and DI water in chem scans.
 - Fix bolts on well #1 scada box to close shut tightly.
 - Clean caustic pit.
 - Regen cation #1.
 - Flushed San Juan Bosco
 - Checked Remote GST building

- **July 07, 2017 (Friday):**
 - Regen #1 anion.
 - Chlorine delivery Odyssey
 - Cleaned Caustic Pit
 - Picked up trash in front of Plant

Wastewater Treatment Plant

(Donald Saftenberg, Jim McKernan, Dominick Wolcheck)

- July 01, 2017 – (Saturday) - Normal plant operation - Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Recorded weather readings and added enzymes to clarifier feed. Checked housing authority lift station. Reset the bar screen conveyor. Digester pump switch from #1 to #2.
- July 02, 2017 (Sunday) - Normal plant operations - Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube and turned aerators on . Blew off accumulated moisture in air supply lines feed to lift tubes. Cl2 was running low, switched tanks from the time until the delivery. Drained water out of air lines, yielded no water.
- July 03, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – Drained moisture from air feed lines on sand filter air lift supply . Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump. Switched flow from ponds to tank. Grove #8 turned on in the morning and off before the end of the shift. Sent weekly samples to lab due to holiday.
- July 04, 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 . Took #3 sand filter O.O.S. and put #4 in service. Mowed rain reservoirs on the plant. Washed down bottom of pre-treat area. Checked city park lift station.

- July 05, 2017 (Wednesday) - Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Started cascade testing. Set composite samplers. Grove #1 turned on. Checked the lab results for June. Calibrated the pH meter and the CCC. Applied pests and herbicides to needed areas on the plant grounds. Grit classifier was cleaned out.
- July 06, 2017 (Thursday) - Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill and sent with lab driver . Pulled influent and effluent composite samplers and monthly nutrient sample. Weekly run on sludge press, from East digester. Reapplied packing seal to grit pump #1 to stop a leak. Fluids maintained in the dump truck and drained air tank. Set out short lab retest sampler. Cleaned lab. Pierre replaced the contactors in the electrical panel on air pump #1. Pressure washed around the repaired grit pump where dirty water stained the concrete. West reuse pump would not reset notified AJ.
- July 07, 2017 (Friday) - Filled plant pickup 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 . Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pretreat. Employee training on DMRs. Switched from ponds to tank. Tightened loose connectors on oil filter for air compressor #2 and added a new drain to the inlet oil filter. Richard Waterous from Kemira was on the plant grounds testing polymer. Pulled influent retest samples. Pulled reject pond samples. Large area in front of the influent station collapsed leaving a gapping whole in the earth below it. West Reuse pump taken O.O.S., removed damaged 70hp motor and replaced with a rebuild, ready for Pierre to wire.

Systems Department

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

- July 01, 2017 (Saturday) - Normal Systems Operation.
- July 02, 2017 (Sunday) -Normal Systems operation.
- July 03, 2017 (Monday) – We replaced a leaking ¾” curb stop and meter box at 1645 SE Maple Drive. We also read cycle 1 meters and maintained daily water turn offs and ons.
- July 04, 2017 (Tuesday) – Holiday.
- July 05, 2017 (Wednesday) – We located the water services at 16 Walnut St , 3 Hackamore St and 223 S Alabama St. We also did cycle 3 cut offs meters and maintained daily water turn offs and ons. We then dressed up the intersection at Clark and Lee from the water repair on 6/28/17.
- July 06, 2017 (Thursday) – We replaced a 3x5 section of sidewalk and water meter box at 305 Citrus Ave. We also maintained daily water turn offs and ons.
- July 07, 2017 (Friday) – We replaced the ¾’ curb stop at 205 S Alabama ST. We also

maintained daily water turn offs and ons. We then back flushed the ¾" water meter at 583 S Brevard. We then did the weekly cleaning and a safety sweep at systems.

Public Works

Public Works Recap for Week 7/1/2017 thru 7/7/2017

General Information

The PWD met with 2 contractors to the old PD for estimates on remodeling of the building. Attended the Council Meeting on Wednesday and the Directors Meeting on Thursday.

Cemetery

Trimmed trees, mowed, weed eaten and picked up dead flowers and debris.

Sanitation

There was no garbage pick-up on Tuesday, July 4th. 3 Sanitation personnel assisted with road way patching for 1 day.

Streets

24 loads of brush were picked up throughout the City. The Streets supervisor attended the Directors meeting. Repaired and replaced street signs. Gibson, Wilson, W. Hickory pothole repairs. Inspected storm drain collapse on Lee and Gibson. Inspected sidewalks for repair and replacement. Removed damaged sidewalk at the Golf Course and formed up for new sidewalk.

Facility Maintenance

Replaced 2 light bulbs and replaced the show case lock at the Way Building.

Garage

PMs performed on 2 Parks mowers. Replaced the starter on the Garage's truck. Replaced the exhaust u-bolt on the Streets tractor. Replaced a belt on the Streets concrete saw. Replaced 2 tires on a Sanitation truck. Adjusted the cutting height on a Systems mower. PM performed on the PWD's truck. Replaced the front wheel bearings on a Parks mower. Replaced 4 bed knives on a Golf Course mower. Replaced a tire on a Streets truck. Replaced 2 strobe lights on a Streets truck. Cleaned the carburetor and welded a bar on a Streets mower. Plugged a tire on a Parks mower. Repaired a hole in the A/C air box on a Systems truck. Replaced 3 tires on a Sanitation truck.

Parks

Put out and picked up barricades for the parade. Cut limbs at Lake Katherine. Put chemicals in at the Splash Pad. The Airport, Story Book, Speer Center, Jim Space, the triangles, Margaret

Way, McSwain, the Post Office and Lake Katherine were mowed. Sprayed weed killer at Lake Katherine, Story Book, Speer Center, Jim Space and the Corner of Valdosta.

Inmates

WEDNESDAY: Weed eated the flower beds and cleaned downtown Arcadia. Mowed and weed eated at the Cemetery.

THURSDAY: Assisted the Streets Dept. with pot hole patching on N. Wilson and E. Gibson.

FRIDAY: Cleaned the P.W.s shop. Removed damaged sidewalk and prepped for a new one at the Cemetery.