

Weekly Report to the City Council for the Week of

May 22nd thru May 26th, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart Met with Mr. Ron Heilig regarding the Yellow Deli. Mr. Heilig advised that his group was in the process of buying the adjoining building to the south of the old dry cleaner building in order to simplify the build of the intended deli operation.

The CA met with County Administrator Mandy Hines to discuss the Public Safety Assessment and whether the city might annex the Turner Center location.

The CA met with Ms. Ashley Coone who discussed the progress of the Smith Brown Project and asked if the city might be able to provide some budgeted funding for it. She was advised that question should be put to our elected officials. She will be on an upcoming agenda to present her request.

Airport Manger Peacock and the CA visited the city airport for the purpose of and inspection of the facilities under lease to Eagle Vistas. The inspection was to insure there were no outstanding issues with the properties prior to lease renewal. The inspection did reveal a petroleum oil spill on the ground next to maintenance building and a new alteration to the building/site which was comprised of a large rainwater collection system.

The CA attended the City Council's Workshop on medical marijuana.

The CA prepared a letter of support for inclusion with the grant application to the Ridge League of Cities for its Florida League of Cities Annual Conference First Time Attendees Grant. The letter is in support of our City Council's nomination of Deputy Mayor Jaccarie Simons.

Finance Director Carsten and the CA met in a regularly scheduled meeting with City Auditors to review the progress of the City's annual audit.

The CA met with Mr. Bruce Neveau, chair of the Historic Preservation Board to discuss matters related to that board.

The CA met with Ms. Pam Ames and Ms. Sadie Winter of Arcadia Main Street. They inquired about the possibility of the city providing financial support to Main Street as did in past years. They were advised that this is a question that should be put to the City Council. As a result a request was made to be placed on a council agenda to present their request

Planning & Zoning

5/22/2017 Amber called to request information on fencing property on Pasco. Emailing her the information.

5/22/2017 Mr. Ruiz came in to get information on adding a deck to his property on Hickory St.

5/22/2017 Mr. Sanchez came in to see what could be done about some trees that are in city property but are going over his property.

5/22/2017 Mr. Sears called requesting information for a sign for property off S. Brevard Ave. I have emailed him the information.

5/22/2017 Teresa came in to see if her fence zoning request has been approved. Fred will be going out to her property to inspect it.

5/22/2017 Emailed approved amended sign application for Vision Ace to Amy

5/22/2017 scanned and filed

5/23/2017 Arturo from Bridle Path came in to get information to replace his fence

5/23/2017 Norma called to get information to place 2 sheds on Monroe which is on the historic district, I have emailed Jeff on questions about placing shed on that property.

5/23/2017 Garth and Kim Grant came in for special even permit

5/24/2017 Property lien search came in for 501 Sunset Ave

5/24/2017 Dorothy requested information on placing a privacy fence on her property. I have emailed Jeff to get the information for her because she wants to know if she would be able to place it up to 6' in height on the side of her house by the road.

5/24/2017 Ms. Lopez came in to see if she would be able to place a fence on her property

5/25/2017 Sharon with Yellow Brick Road to request information for signs

5/25/2014 Larry came to get information on placing a carport between 2 commercial properties, I have emailed Jeff the request.

5/26/2017 M.Y. Promotions Inc. came in to submit special event permit to use the park, but has decided to pull application back

5/26/2017 Leslie came in to submit a LBT for name change on business

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: 5/22-5/26/17

WEEKLY REPORT FOR THE AIRPORT

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

LED Light- Windmueller came out to work on the LED, they are still having problems with it working with our new pmc dispenser.

Tuesday, May 23rd, CA and airport manager toured the buildings that Eagle Vistas lease from the city, due to upcoming lease renewal. FBO Beverly present, EV Staff TY and Peace River Citrus Pilot to observe on behalf of EV request.

Working on Budget Expense Request for FY2017-18.

Received a budget number for new row of T-hangars to fit 10 aircraft. Emil at Airside Doors mentioned \$85,000 would cover site work and erect hangar row. Updated project cost in Airport Planning hoping FDOT will provide us with a grant for T Hangars. Their work program development cycle begins July-October.

T-Hangar Taxilane Project: Funded by FAA.

Sent the revised T-hangar Taxilane Pre-Application to city clerk to be placed on the June 6th city council agenda. Hanson was able to get the cost lower from 189,572.00 to 115,712.00 after they were able to do a site visit.

Received another grant from FDOT; this is a Joint Participation Agreement (JPA) to participate in the rehabilitation project for the T-Hangar Taxilanes including drainage improvements. The participation will not exceed \$18,957.00. FDOT will participate 10% of the T-hangar Taxilane Project. Airport Manager informed FDOT the 10% will be reduced now that Hanson was able to get the cost lower, they advised anything left over can be applied to the construction of this project.

Airport Manager sent this JPA Agreement to the city clerk for this item to be placed on the June 6th, city council agenda.

AMP & ALP Project:

Hanson sent revised ALP to reflect future buildings for growth and business opportunity near runway 6 and turf runway 13. The revised ALP document has been sent to city clerk to be placed on the June 6th, city council agenda.

Received confirmation from Finance both reimbursement requests have been received.

Requested Reimbursements from FAA: AMP & ALP Project.

May 3, 2017 requested reimbursement of \$4,223.50

May 11, 2017 requested reimbursement of \$94,852.00

Total: \$99,075.50

FDOT Tractor Project: Currently waiting on the roller before we can close out this project.

Fields Equipment advised the roller is expected to arrive the first week of June.

FDOT has been informed as well.

Turf Runway Drainage Project:

Kick off Meeting was held on May 2nd, 2017.

Gov Deals highest bidder Mr. Ellis came out and picked up a truck load of the old Papl Lights. He advised he will have the remainder removed by next Friday June 2nd.

Received two quotes for the carport for the new tractor. Will submit to CA and finance for their approval.

Contacted County Road and Bridge asked to send someone to mow in front of the airport on county right of way along airport road.

Mowing & Maintenance:

On Tuesday May 23rd, Parks Supervisor Carrie Taylor sent staff to mow the turf runway 13/31. Runway looks good for the Memorial Day Weekend.

Maintenance needed for 2 taxiway lights. Need to purchase the wiring unit for both.

All other areas of the airport clean and well maintained.

Code Enforcement

5/22/17

Code Enforcement Spoke to Mrs. Maenedina Lopez about her property that was issued a warning notice for having construction equipment on her property. She was also told to adhere to setbacks for the fence that is not with code.

Code Enforcement spoke to Mr. Timothy Lyons about his property located at 245 W. Magnolia Ave. Mr. Lyons obtain all the required permits from the DeSoto County Building Department and passed all inspection needed.

5/23/17

Code Enforcement was notified by the Utility Department that the Business Lukas Salon, located at 444 S. Brevard water has been disconnected since May 15, 2017. A cease and desisted was placed on the door of the business.

5/24/17

Code Enforcement received a complaint from Andy of the Catholic Charities about the homeless camp that is behind their property. This is the second complaint on this property. A warning notice was mailed to the owner of the property on April 18, 2017 to correct all violation within 30 days. As of May 29, 2017 there has been not response from the owner of the property. Case will be set for the next Special Mater Hearing.

5/25/17

Special Master Hearing was held.

Case # P12-4304 Veronica Dufresn - Dismissed

210/212 S. Luther Ave.

Property was cited on July 11, 2012 for violation of keeping of horses, cows, and similar animals. Mrs. Dufresne was ordered to remove all horses from the property within 14 days of the Order sign December 15, 2012 and a cease & desist for 2 yrs.

April 19, 2017 CE McQuay witnessed a horse on the property. A courtesy notice and door hanger was leftt on the front gate stating to contact Code enforcement. Mrs. Dufresne called code enforcement on April 20, 2017 and she was informed to remove the horse within 7 days. She stated that she would remove would remove the horse within 7 days. On May 19, 2017 Code Enforcement Ofc. did a site follow up and viewed that the horse was still there. Mrs. Dufresne was advised to appear for the Special Master Hearing to be held on May 25, 2017 @ 10:00 a.m.

Case # CE-17-0132 Jose Valdez

20 W. Walnut St.

Property was cited on April 13, 2017 for Height of fence in residential area: 11-653, Premises to be kept clean: 50-37a, and Abandoned or Inoperable Vehicle: 62-131. Courtesy notice was mailed to property owner on April 12, 2017. Follow up inspection on May 2, 2017 revealed not change to property. Hearing notice posted/mailed to property owner on May 10, 2017.

Case #ce-17-013 Comian X2 Tax Lien LLC

Alabama Ave. Parcel # 363724001501100040

Property was acquired by purchasing Tax deed. Any other information related to this file please referred to file P13- 8000 - (With the previous owner's name - Lillar Stebbins -) Property has lien. Courtesy notice was mailed to owner on April 21 2017 to correct violation by May 2, 2017. Follow up inspection done on May 10, 2017 revealed no change to property. Notice of

Hearing was posted and mailed to owner on May 10, 2017.

5/26/17

Code Enforcement spoke to Mrs. Sally Mere about holding a special event at McSwain Park. She was advised that she would need to complete the application and gain approval from City Council. Mrs. Mere also requested that she be allowed to stay in a camper/RV during the time of the event. She was advised that she could not stay in a camper/RV because it would violate city ordinance.

Code Enforcement spoke to Mrs. Kim Grant about holding a special event at her business, Twin Palm Motors. She stated that it is a family gathering and not open to the public. She was informed that she would need complete that application and gain approval from City Council.

Code Enforcement Violation Counts
For Date Period From 05/21/2017 Through 05/27/2017

Violation	Count
Permit required (113)	3
Occupational License required (1)	1
Grass or Weeds	1
Permit required (92)	1
Trash	1
Abandoned or Inoperable Vehicle	1
Illegal Conduct	1
Total	9

Code Enforcement Action Counts
For Date Period From 05/21/2017 Through 05/27/2017

Action	Count
Verbal Warning Given	6
Pre Special Master Site Visit	3
Case Notes	2
Extension Granted	1
Return Receipt Received	1
Extension Requested by Respondent	1
Special Master Hearing	1
Courtesy Notice	1
Total	16

Code Enforcement Topic Counts
For Date Period From 05/21/2017 Through 05/27/2017

Topic	Count
Business License Violations	3
Vending/Sales without required License / Permit	2
Abandoned or Inoperable automobiles	1
Overgrown grass, weeds, bushes	1
Public Nusiances	1
Total	8

Finance Department

To: Terry Stewart
From: Beth Carsten
Date: June 2, 2017
Subject: Weekly report for Finance for week of May 15-19, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$91,247.03
 Meter Deposits - \$1,350.00
 Airport Rent - \$241.88
 Golf - \$1,156.32
 Mobile Home Rent & Laundry – \$356.00
 Special Events – Code Enf/Planning -\$0.00
 Permits - \$90.00
 City Fines – \$0.00
 Cemetery - \$150.00
 Misc - \$0.00
 Impound - \$0.00
 Saturday Night Lights – \$0.00
 Business Licenses - \$130.00
 State of Florida - \$20,023.00
 Lien Searches – \$5.00
 Fingerprinting - \$20.00
 Parking Tickets - \$0.00
 Yard Sales – \$5.00

Taxi - \$0.00
Tip a Cop - \$0.00

Payroll:

- Processed payroll for 92 employees in the amount of \$157,489.43

Accounts Payable:

- Processed 73 Invoices out of operating totaling \$138,794.02
- Processed 5 invoices out of Airport totaling \$561.49

Purchasing:

- Process 15 Purchase Orders
- Processed 2 Change Orders

Ongoing Projects and Tasks:

- Audit work continues

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: May 26, 2017
Re: Weekly Report

During the week of May 22-26, 2017, I performed the following:

- attended directors meeting on May 22, 2017; updated Action Review Register
- finished transcribing minutes for City Council meeting which was held on May 16, 2017; prepared City Council Action Report for same
- continued compiling the June 6, 2017 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
- performed extensive research regarding lifetime memberships at the Golf Course

- attended and took notes at the City Council Workshop on Medical Marijuana which was held on May 23, 2017; started transcribing minutes for same
- discussed files with File Clerk at old City Hall
- spoke with representative of OnBase Electronic File System to schedule demonstration
- updated website to reflect upcoming meeting dates
- continued to work with Administrative Clerk regarding time limits of committee/board members
- started transcribing minutes for Special Master Hearing which was held on April 20, 2017
- received presentation from Beverly Berry of Eagle Vistas - regarding presentation at the City Council meeting scheduled for June 6, 2017; scanned and e-mailed same to City Council

Human Resources

INTER-OFFICE MEMORANDUM

DATE: May 26, 2017

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report – May 22 - 26

HR Director Lowe attended and participated in the Director's Meeting on Monday, May 22.

HR Director attended the workshop on medical marijuana on Tuesday, May 24.

Several interviews for various position were held this week; interviews for Public Works on Wednesday and Friday.

HR Director spent several hours on verifications/investigations of applications for various positions.

HR Director did investigation regarding exit interviews for employees, employee evaluations, and continuation of insurance coverage under COBRA. This endeavor has taken many hours and a tremendous amount of readying.

Utilities Departments

Weekly Summary Week Ending 5-27-17: A.J. Berndt

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

- **May 20, 2017 (Saturday):**
 - Regen anion #3.

- **May 21, 2017 (Sunday):**
 - Regen cation #1.
 - Regen anion #1.
 - Checked remote building

- **May 22, 2017 (Monday):**
 - Regen Anion #2
 - Regen Cation #2
 - Sweep, Vacuum, Wipe tables.

-

- **May 23, 2017 (Tuesday):**
 - Refill DI water in chem scan room.
 - Refill chemical in chem scan.
 - Regen Anion #3.
 - Checked Remote Ground Storage
 - Regen Cation #1

- **May 24, 2017 (Wednesday):**
 - Salt delivery
 - Mop out chem scan room.
 - Hose down salt area.
 - Regen #1 anion.
 - Refill chemical in chem scan.
 - Refill ammonia day tank.

- **May 25, 2017 (Thursday):**
 - Regen anion #2.
 - Replace all filters in chem scan room.
 - Regen cation #1.
 - Clean inside of vacuum cleaner and filter cleaned and rinsed.
 - Sweep, vacuum, mop, water plant. Received ammonia delivery

- **May 26, 2017 (Friday):**
 - Regen #3 anion. Hose down salt area.
 - Clean inside of Remote GST building. Sweep, blow out, wipe VFD's, wipe HSP's with light oil.
 - Clean CL2 analyzer, flush line for CL2 analyzer.
 - Regen cation #2.

Waste Water Plant

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

- May. 20, 2016 – (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. Checked 14th and Cypress lift station found check valve arms leaking on both pumps , tightened packing nuts on check valve arms until drip stopped , station in operation . Blower feed line on same station had come apart at supply pvc fitting , pushed back together blower feeding back to station .
- May. 21, 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.
- May. 22, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “B” , Compressor # 1 , and Hydro pump # 1 in service. Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill sent fill samples with lab driver . 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 . Washed down bar screen . Pre treat dumpster full to top with sand from last weeks work on plants INF. station had systems vac truck pull out sand from dumpster as was too heavy for sanitation pack truck to empty .
- May. 23, 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 . Alternated sand filters two from new bank out of service and two from old bank in service . 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 . GML and PSC company here to look over INF. station and work up quote for refurbish and repair of station .
- May. 24, 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 . Clark pest control here to do

- termite inspection on main plant office building , completed inspection and left written quote for fumigation of building .
- May. 25, 2017 (Thursday) - Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent weekly and reuse samples with lab driver . Received “ new “ pump ordered from Electro Mechanical Pumps , off loaded 20 H.P. unit at pump shed . Tripped East digester float for sludge settling . No weekly run of sludge press , pulling from East digester , sent 0 tons (0 lbs.) to county landfill used for cover on top of trash pile . Checked sludge blankets in all clarifiers and operation of assigned sludge pump .
- May. 26, 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 . 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 , off loaded 450 gals.

Systems Department

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

- May 20, 2017 (Saturday) - Normal Systems Operation.
- May 21, 2017 (Sunday) -Normal Systems operation.
- May 22, 2017 (Monday) – We repaired the 6” P.V.C water main on 15th Ave at Cypress. We also cleaned the grit dumpster at The WWTP. We then repaired a wiring issue on the equipment trailer. We maintained normal office work.
- May 23, 2017 (Tuesday) – We repaired the packing on the 3/4” curb stop at 309 Valdosta St. We replaced faulty meter registers and maintained normal office work.
- May 24, 2017 (Wednesday) – We located manholes on Lincoln, Garrison, Washington and Potter and established the direction of flow in each manhole. We maintained normal office work.
- May 25, 2017 (Thursday) – We discontinued 2- ¾” water service in the East travel lane of S Brevard between Magnolia and Oak Street. We then preformed road restoration to excavated areas. We maintained normal office work.
- May 26, 2017 (Friday) – We replaced the ¾” water service at 309 N 10th. We maintained normal office work.

Public Works

Public Works Recap for Week 5/20/2017 thru 5/26/2017

General Information

The PWD and the Directors' Meetings on Monday. The PWD, Streets Supervisor, Parks Supervisor and the Public Works Administrative Assistant attended a budget meeting with the Finance Director.

Cemetery

Flagged 1 plot for a head stone. Marked 2 sites for burial. Trimmed trees, mowed, weed eaten and picked up dead flowers and debris.

Streets

18 loads of brush were picked up throughout the City. Placed 8 break-a-way poles next to the speed bumps on Bridle Path. A large wasp nest was destroyed on City property on Harris. A Streets employee drove the dumpster truck for the week and another Streets employee drove a residential garbage truck for 1 week. Two 30 gal containers of weed killer were picked up from CPS. A flat bed truck was taken to the Old P.D. for the clean-up of old floor tiles. N.E. Oak and the intersection of Oak and Hillsborough had pot holes patched. The Streets Supervisor assisted the Garage with the repair of one of the rear load trash trucks. Conducted interviews for vacant Street Department openings. Trees were trimmed and stop signs were cleaned at Valdosta, Macon, Monroe, Granger Orange, Effie and Walnut.

Sanitation

All routes were run as scheduled.

Garage

Replaced a hydraulic hose for the dump bed on a Streets truck. Replace a chain saw sprocket for a Streets saw. Repaired a brake light problem on a Systems trailer. Replaced bolts for a carburetor, fuel line and air filter on a Streets blower. Replaced a pin for a sweeper cylinder on a Sanitation truck. Replaced 2 tires on a Sanitation truck. Replaced a rear wheel brake band and a rear drive belt on a Streets mower. Replaced a tail light assembly on a Streets trailer. Repaired a tire leak and sharpened blades on a MHP mower. Installed drain plugs in the hopper body of 2 Sanitation trucks.

Facility Maintenance

2 mirrors were hung in the hallway of the Way Building.

Parks

Mowed the ROW on Turner, the 10th Ave. Park, the Tree of Knowledge, Lake Katherine, the ROW on Arcadia Ave. and at the Way Building. Picked up the trash from all of the City Parks. Installed a new chain gate at the Golf Course. Hedged at the Tree of Knowledge. Painted pots in front of the Way Building. Cleaned the Splash Pad and checked the chemicals. A Parks employee drove a residential garbage truck for the week.

Inmates

MONDAY: Cleaned the ROW and around the fence on 15th Avenue. Cleaned and mowed the ROW and around the sidewalks of NE Hickory. Cleaned the P.W.s shop and grounds.

TUESDAY: Began removing window tint and old floor ties at the old P.D. Office on Polk.

WEDNESDAY: Pulled weeds and put out herbicide at City Hall. Continued with window tint and tile removal at the old P.D. Office.

THURSDAY: Continued with the removal of tile and window tint at the old P.D. Office.

FRIDAY: Cleaned downtown Arcadia. Removed tile and debris from the old P.D. Office. Cleaned the P.W.s shop and washed fleet vehicles.