

Weekly Report to the City Council for the Week of September 26th- September 30th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart handled a complaint from a person who rented the Golf Course banquet room for a wedding reception. They were unhappy that the city was engaged in some painting/improvements there that would not be completed before the wedding the next day. The decision was made to return the rental payment and it was also mutually agreed the wedding reception would be held, as it was too late for them to find another location.

The CA sent out a reminder for the State of Florida required four hour Ethics Training.

CA Stewart and Golf Course Director Kotzker traveled to Sebring to participate in a Division of Forestry presentation on attaining the Tree City USA designation. It is hoped that our City can participate in and qualify for the designation.

Mr. Jerry Jerondal visited with the CA to express his concerns about how the city's insurance carrier handled a pothole damage complaint made by his wife.

Communicated with representatives of the Arcadian regarding the proposed Politics in the Park event to be held at the Golf course.

The CA asked Finance Department staff to develop an improved Golf Course banquet hall rental policy.

The area received a good deal of rain with some minor isolated flooding.

The CA met with Golf Course Director Kotzker to discuss needed improvements to the club house courtyard. Several ideas were reviewed for consideration.

WEEKLY REPORT FOR THE AIRPORT

Fuel Pump- Still having the same issues. Works when it wants. Receiving quotes for a new fuel dispenser.

Saturday 9-24-16 Accident at the airport. Pilot was flying his motorized parachute taking off from turf runway 13 when he realized he was not gaining the altitude that he needed. Made a sudden left turn, and then facing the terminal parking lot where his wheel hit the power line and chute wrapped up over the power line causing the two seater to hit the ground. Thankfully the Pilot and his passenger were wearing helmets and were okay. FAA was notified at the time of the accident. Police and Fire Rescue responded and both were there immediately. Reports filed through all agencies, FAA came out the following Monday to inspect and meet with the Pilot.

Arcadia.com website- This week did not work on the website at all. Hope to work on this next week to finish up soon.

Mowing and maintenance- Parks Supervisor, Carrie Taylor sent her crew out to help. They took care of the entire turf runway and all of the grass between the taxiway and runways.

Collecting rent for hangars.

Waiting on the new edge markers to be delivered to Public Works. They will take the place of the old yellow tires for the turf runway.

Received a quote for a new tractor, mower and roller from Fields Equipment. This quote has the discounted rate with NJPA discounts. The tractor is a John Deere 6110M Model, closed cab. For the tractor and two additional accessories, its \$101,884.28.

Met with Beverly on Friday.

Lee from Systems replaced the old windsock.

Flying Club at the airport has turned in all of the required paperwork. "Aviation City Flying Club LLC". Required information listing the officers and insurance has been received. They plan to meet monthly at the Pavilion at the Aviation City Campsite. They will also let the FBO know of the dates they plan to meet.

Contacting everyone on the hangar list to see if anyone is interested in small storage space located at the end of the T-hangar rows. This space is available to rent for aviation purposes but will need to be next on the list.

Planning and Zoning

Received LBTR renewal application from the below businesses after approval by Fred Lewis in Utilities the renewed Certificate of Local Business Tax Receipts were mailed to applicants:

9/27/16:

Red Wagon Barbeque LLC	1018 East Magnolia Street
Treasure Alley	108 West Oak Street
Elite Wireless Group – Cricket	917 East Oak Street
Kountry Cottage Home Décor	209 West Oak Street
Rattlers Old West Saloon	111 West Oak Street
Wells Fargo Bank NA	1328 East Oak Street
Cyndy's Place, LLC	105 S. Brevard Avenue

9/28/16:

Kansas City Life Insurance Company	3520 Broadway, KANSAS CITY, MO 64111
Assurity Life Ins. Company	PO Box 82533, LINCOLN, NE 68501
The Ohio State Life Insurance Company	PO Box 410288, KANSAS CITY, MO 64141
United Fidelity Life Insurance Company	PO Box 410288, KANSAS CITY, MO
Great Southern Life Insurance Company	PO Box 410288, KANSAS CITY, MO 64141
Investors Life Insurance Co. of N. America	PO Box 410288, KANSAS CITY, MO

Americo Financial Life & Annuity Ins. Co.	PO Box 410288, KANSAS CITY, MO 64141
Golden Rule Insurance Company	7440 Woodland Drive, INDIANAPOLIS, IN
Security National Insurance Company	PO Box 2450, GRAND RAPIDS, MI 49501
United Casualty Insurance Co. of America	12926 Gran Bay Pkwy West, JACKSONVILLE
Ponger-Kays-Grady Funeral Home	50 N. Hillsborough Avenue
Blanding's Lawn Care etc. LLC	518 N. Hillsborough Avenue
Darrell's Wrecker Service	663 S. Brevard Avenue
Angela's Café Italiano LLC	117 W. Oak Street
North Side Shell	610 N. Brevard Avenue
Maassen Oil Company	612 N. Brevard Avenue
Smith's Ranch & Garden Center	117 West Magnolia
Parker Apartments	715 East Magnolia
Chemical Containers, Inc	413 ABC Road, LAKE WALES, FL 33859
Advance Auto Parts #9127	433 S. Brevard Avenue
El Charro	420 N. Brevard Avenue
Arcadia Do It Best Hardware	1705 East Oak Street,
Maddy's Antiques	121 West Oak Street
Desoto Glass & Mirror, Inc.	135 N. Brevard Avenue
Stanley Convergent Security Solutions, Inc	6161 E. 75 th Street, INDIANAPOLIS, IN 46250
Davidson Insulation & Acoustics	PO Box 380939, MURDOCK, FL 33983
United Insurance Company of America	12926 Gran Bay Pkwy W., JACKSONVILLE, FL
32258	
Boston Mutual Life Insurance Co.	120 Royall Street, CANTON, MA 02021
JPMorgan Chase Bank, NA	One Chase Manhattan Plaza, New York, NY
GuideOne Mutual Insurance Co.	1111 Ashworth Road, West Des Moines,
Iowa 50265-3538	
United Fire & Casualty Company	118 Second Avenue SE, Cedar Rapids, IA
52401	
The Painted Lady Vintage Emporium	207 West Oak Street
American Amicable Life Ins. Co. of Texas	425 Austin Avenue, Waco, TX 76701
9/28/16: Conti.	
American Family Life Assurance Co. of GA	1932 Wynnton Road, Columbus, GA 31999
The Lincoln National Life Insurance Co.	100 North Greene Street, GREENSBORO, NC
27401	
5 Star Insurance Company	909 North Washington Street, ALEXANDRIA,
VA 22314	
Commonwealth Annuity and Life Ins. Co.	132 Turnpike Road, Ste 210,
SOUTHBOROUGH, MA	
First Allmerica Financial Life Insurance Co.	132 Turnpike Road, Ste 210,
SOUTHBOROUGH, MA	
Amerisure Insurance Company	26777 Halsted Road, FARMINGTON HILLS,
MI 48331	
Amerisure Mutual Insurance Company	26777 Halsted Road, FARMINGTON HILLS,
MI 48331	
Pioneer American Insurance Company	425 Austin Avenue, WACO, TX 76701
Pioneer Security Life Insurance Company	425 Austin Avenue, WACO, TX 76701
Old Republic Insurance Company	133 Oakland Avenue, PO Box 789,
GREENSBURG, PA	
Foremost Property and Casualty Ins. Co.	PO Box 2450, GRAND RAPIDS, MI 49501

9/29/16:

Fidelity Life Association	8700 W Bryn Mawr Avenue, CHICAGO, IL
Infinity Indemnity Insurance Company	2201 4 th Avenue N, BIRMINGHAM, AL 35203
Infinity Assurance Insurance Company	2201 4 th Avenue N, BIRMINGHAM, AL 35203
Infinity Auto Insurance Company	2201 4 th Avenue N, BIRMINGHAM, AL 35203
Infinity Insurance Company AL 35243	3700 Colonnade Parkway, BIRMINGHAM,
Western Surety Company 60604	333 South Wabash Avenue, CHICAGO, IL
State Farm Mutual Automobile Ins. Co. 61710-0001	One State Farm Plaza, BLOOMINGTON, IL
State Farm Fire and Casualty Company 61710-0001	One State Farm Plaza, BLOOMINGTON, IL
State Farm Florida Insurance 61710-0001	One State Farm Plaza, BLOOMINGTON, IL
State Farm Life Insurance Company 61710-0001	One State Farm Plaza, BLOOMINGTON, IL
Plaza Insurance Company 64112	700 West 47 th Street, KANSAS CITY, MO
CIGNA Health and Life Insurance Co. 06152	Tax Department, C6TAX, HARTFORD, CT
Connecticut General Life Insurance Co. 06152	Tax Department, C6TAX, HARTFORD, CT
Life Insurance Company of North America 06152	Tax Department, C6TAX, HARTFORD, CT
American Contractors Indemnity Company 90017	601 S Figueroa Street, LOS ANGELES, CA
HM Life Insurance Company 15222-3099	120 Fifth Avenue Place, PITTSBURGH, PA
Hibbett Sports #862	1723 East Oak Street
Beall's Outlet Store #202	1407 East Oak Street
Meximarket	134 N. Brevard Avenue
Full Circle LLC	824 E. Oak Street
A's Giant Sandwiches of Arcadia	301 North Brevard Avenue
Knights Inn of Arcadia	504 South Brevard Avenue
Precious Moments Family Home Day Care	102 Bridle Path

9/26/16 Sent revised drawing for 16-02-SD Larry Taylor to Planning and Zoning. Jeff Schmucker requested a meeting of DRC for this request early next week. Everyone was queried and Monday, October 3rd at 11:30 was best for Committee members. Meeting was scheduled for then. Attendees were notified.

9/27/16 16-37ZC 308 Singleton was sent to Jeff Schmucker for approval of a car port. 9/30/16 Application was denied by Mr. Schmucker. Carport must be attached to the house to fall within the zoning requirements. 10/3/16 Jeanette Kelly was called and advised of decision and will stop in the office today.

9/28/16 Sent application 16-10ZU Roger Penner – 801 Parkview Road to Jeff Schmucker for approval. 9/30/16 received email from Jeff Schmucker for confirmation of lot and layout from Roger Penner.

9/28/16 Received approval from Fred Lewis on 16-02-CA Martin Apartments at 210 East Magnolia. Application was given to Penny Delaney for HPC meeting in November.

9/30/16 Received 16-10CA from Dorothy Rule for 127 North Polk. Application was sent to Jeff Schmucker for approval.

Answered multiple zoning and planning questions from the public.

Code Enforcement

WEEKLY REPORT TO THE CITY ADMINISTRATOR FOR THE WEEK OF

September 24, 2016 – September 30, 2016

Code Enforcement gave a verbal warning to Mr. Lazarus Fernandez, who is the manager of Spotlight Events. He was ordered to remove the Pumpkin Festival sign from city property and obtain a temporary sign permit. Mr. Fernandez came in the following day and asked to see the city ordinance on signs. CE provided him with a copy of the ordinance and had Mr. Fernandez filled out a temporary sign application.

Code Enforcement spoke Cynthia Mizell about special event permit for the DeSoto Home Coming Parade. Mrs. Mizell did not apply for the special event within the required time to have it go to the City Council for approval. Mr. Stewart will address this permit during the Council meeting.

CE spoke to Mr. Darby Ellis, who is the owner of the Hot Spot restaurant, about having a special event on the Thanks Giving Holiday. Mr. Ellis business is located at 307 S. Alabama Ave. Mr. Ellis would like to block all through traffic on Alabama Ave. at the intersections of Court ST. and Harris Rd. CE provided Mr. Ellis with the special event application and explained to him all the requirements need to have the event.

Code Enforcement received a complaint from Public Works Director Steve Underwood about the property located at 1220 NE Hickory Street, having more than the allowable trash pickup for a residential zoned. Investigation of property revealed that the business, DeSoto Seamless Gutters was being run out of the home. CE spoke to the owner of the property Mrs. Patricia Estrada about the business being ran out of her home and advised her that such a business was not allowed in this zoning area and that the business would have to be closed or moved from this location to a allowable zoning area.

Code Enforcement Action Counts
For Date Period From 09/25/2016 Through 10/01/2016

Action	Count
Courtesy Notice	4
Verbal Warning Given	2
Case Notes	2
Total	8

Code Enforcement Violation Counts
For Date Period From 09/25/2016 Through 10/01/2016

Violation	Count
Grass or Weeds	4
Premises to be Kept Clean (a)	2
Occupational License required (1)	1
Prohibited Signs.	1
Storage or Abandonment Junk or Furniture	1
Trash	1
Total	10

Code Enforcement Topic Counts
For Date Period From 09/25/2016 Through 10/01/2016

Topic	Count
Overgrown grass, weeds, bushes	3
Garbage and Debris	2
Property lien search	1
Signs	1
Total	7

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, October 3, 2016

Subject: Weekly report for Finance for week of September 26-30, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$94181.96

Meter Deposits - \$2,515.00

Airport Rent - \$853.50

Golf - \$462.50

Mobile Home Rent & Laundry – \$525.00

Permits - \$235.00

City Fines – \$0

Cemetery - \$750.00

Misc - \$3,706.04 (reimbursement for use of lights at park)

Impound - \$387.50

Saturday Night Lights – \$150.00

Business Licenses - \$6,989.05

State of Florida - \$73,840.95

Lien Searches – \$5.00

Fingerprinting - \$100.00

Parking Tickets - \$20.00

Yard Sales – 5.00

Taxi - \$700.00

Payroll:

- Processed payroll of \$124,329.93 for 87 employees.

Accounts Payable:

- Entered 43 invoices and processed 31 checks totaling \$71,382.61 from operating

Updates:

Closed out last year and opened new fiscal year.

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: September 30, 2016
Re: Weekly Report

During the week of September 26-30, 2016, I performed the following:

- attended staff meeting on September 26, 2016; updated Action Review Register
- finished compiling the October 4, 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; prepared Amended Agenda for October 4, 2016 City Council meeting to include Request for Approval of Homecoming Parade and placed same in the City Council Member's mailboxes, along with e-mailing same to City Council and other recipients
- provided the Affidavit of Publication of the Notice of Adoption of Resolution 2016-13 to Jeff Schmucker of Central Florida Regional Planning Council and communicated with him regarding the need to record the Affidavit of Publication of the Notice of the Hearing, the resolution itself and the Affidavit of Publication of the Notice of the Adoption; prepared requisition regarding recording fee;
- communicated with Carol Mahler regarding color palettes for Historical Preservation Commission; spoke with City Administrator regarding status of letter to property owners within the Historic District; spoke with Sharon regarding contacting Jeff Schmucker of Central Florida Regional Planning Council and Fred Lewis in relation to getting a Certificate of Appropriateness signed off on; prepared agenda for Historical Preservation Commission and forwarded same to commission
- placed Weekly Reports to City Council on City's website and updated various committee and board meetings dates
- attended zica virus presentation provided by Keith Keene of the DeSoto County Health Department
- continued research regarding minutes per records request regarding retiree's insurance coverage

- prepared Proclamation regarding Veterans Appreciation Week
- called Simplifile e-recording again regarding establishing a new user name and received follow-up e-mail from representative with training information

Human Resources

DATE: October 03, 2016
TO: Terry Stewart, City Administrator
FROM: Linda Lowe, Human Resource Manager
SUBJECT: Weekly Report – September 26 – September 30

I attended and participated in the Director's Meeting on Monday, September 26.

Recruitment efforts were the main focus this week. Human Resources is currently advertising eleven (11) positions with current vacancies and the new positions allocated with the new budget. I reached out to the Florida League of Cities for help with recruitment of a Water Treatment Plant Operator, and other areas are being explored to help with recruitment in this area.

Human Resources facilitated the presentation of a program on the ZIKA Virus which was presented by Keith Keene of the DeSoto County Health Department. There was a good turnout for this presentation with staff and City Council participation. Some very good information and prevention techniques were presented.

Human Resources attended the Safety Meeting on Wednesday, September 28. This committee is currently working on a Safety Manual and will soon be starting safety inspections of the various areas.

I received word that the Classification and Compensation Study is nearing completion. I will be meeting with the consultant next week to go over a few details and she will have the study ready for us within a week.

Open Enrollment activities for this year were completed on Friday, September 30.

Efforts were continued this week to remove old files and prepare for storage. Human Resources will be working with the City Clerk in the very near future to organize Human Resource files currently stored in the Old City Hall.

Water Treatment Plant

Weekly Summary Week Ending 10-01-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- September 24, 2016 (Saturday) –Regen anion #1.

- September 25, 2016 (Sunday) – Regen anion #2. Flush San Juan bosco hydrants, and boat ramp hydrant.
- September 26, 2016 (Monday) – Flush road prison hydrant. Regen cation #2.
- September 27, 2016 (Tuesday) – Sweep sidewalks .Regen #3 anion. Clean, sweep, vacuum.
- September 28, 2016 (Wednesday) – Regen #1 anion. Refill ammonia day tank. Regen #1 cation.
- September 29, 2016 (Thursday) — Flush 5 hydrants near san juan bosco. Flush 8 hydrants in town.
- September 30, 2016 (Friday) — Regen cation #2.

Weekly Summary Week ending 09-30-16 Systems Department

Fred Lewis, Lee Snyder, Charlie South, Chris White, Gary Crites, Aaron Perez

- September 24, 2016 (Saturday) - Normal Systems Operation.
- September 25, 2016 (Sunday)-Normal Systems operation.
- September 26, 2016 (Monday)- We did locates on E Oak , N Volusia , 300 block of N 15th Ave and E Imogene. We then hooked up a new service on Main St in the trailer park. We also removed the register at 307 N Hernando for flushing.
- September 27, 2016 (Tuesday)- We work in the trailer park hooking up new services to empty lots.
- September 28, 2016 (Wednesday)- We relocated the water service at the ice machine on Reynolds St . We attended a meeting about the zika virus. We also responded to a sewer backup at 333 N 15 Ave we found that the sewer lateral had not been connected to the sewer main and made contact with the home builder.
- September 29, 2016 (Thursday)- We replaced a water service at 414 Gordon . We also repaired a 1 1/4 inch tap on N Manatee Ave. We flushed the sewer main between Macon and Valdosta.
- September 30, 2016 (Friday)- We did weekly shop clean up. We responded to a failing manhole in W Magnolia just north of Monroe we made contact with the FDOT to coordinate M.O.T and with the contractor to replace the manhole. We also picked up broken fire hydrant at the intersection of Brevard and Lowe St.

Public Works

Public Works Recap for Week 9/24/2016 thru 9/30/2016

General Information

The PWD attended the Directors meeting on Monday. The PWD assisted with the pot hole patching of the Golf Course parking lot. That the PWD assisted with vehicle and equipment maintenance issues at the Garage.

Cemetery

The Cemetery was mowed and weed eaten each day.

Streets

A Streets employee filled in for the Sanitation dumpster truck driver for 6 days. Streets employees spent 3 days patching the Golf Course parking lot. McKinley & Potter ditch banks were washed out and were filled with shell and graded. Patched pot hole on Pine. Filled a sink hole with patch for DOT on E. Hwy 70. Patched several pot holes on N. Mills.

Sanitation

All routes were ran as normally scheduled.

Parks

Barricades were picked up from the past weekend's downtown event. All City Parks were mowed and weed eaten. All of the Parks restrooms were cleaned and stocked with paper goods. The Rodeo banners were put up downtown. 4 Parks employees mowed at the Airport on Thursday.

Garage

Replace a left rear tire on a Streets truck. Replaced the "A" pillar trim panel on a Sanitation truck. Repaired a hydraulic handle on a Sanitation truck. Jump start and checked the battery on a Streets truck. PM performed on a Streets push mower. Plugged a tire on a PD vehicle. Replaced the pin for blade control handle on the Airport mower. Replaced pull rope assembly on the Inmate Work Crew weed eater. Refilled the hydraulic tank on the Streets backhoe that is at the burn pile.

Inmates

MONDAY: Cleaned and cleared alley way on Citrus. Began cleaning out the ditch on 10th from Hwy 70 to Cypress.

TUESDAY: Completed cleaning out the ditch on 10th.

WEDNESDAY: Mowed and weed eaten at the Cemetery.

THURSDAY: Cleared out the ditch on S. Parker.

FRIDAY: Cleaned down town and put up Rodeo banners. Cleaned the Public Works yard and cleaned out the work trailer and van.

Pro Shop/Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, October 2nd 2016

Subject: Weekly report for Golf Course for week of September 24th –September 30th 2016

Met with the Arcadian Newspaper on layout of Politics at the Golf Course.

Did Schedule for October 2016

Updated our four week planner for social media.

Applied updates to our Chelsea Accounting System.

Repairing Sprinkler Heads around Greens.

Review Bills for payment.

Laman Field Maintenance sprayed a fungicide & wetting agent on the Greens.

Attending a seminar on becoming a Tree City USA with Mr. Stewart.

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

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Changed Cups & Pins on Friday with Lee.

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

Total Revenue from 9/24-9/306 is \$233.93 plus \$17.57 sales tax.

Updating prices before Season start October 1st.

Obtaining prices for the Rye Grass to put on the Tees and Greens.

Continue sanding of Greens on Golf Course.

Lost power to building on Monday. FPL ran a temporary line that evening.