

Weekly Report to the City Council for the Week of September 5th - September 9th, 2016

City Administrator's Office

This week was short week due to the Labor Day Holiday.

City Administrator (CA) Stewart and Golf Course Director Kotzker met to review the progress on the agronomy of the course and the next steps in that area for the upcoming 2016-2017 fiscal year.

Utility Director Berndt and the CA met to review upcoming projects slated for his department and especially those related to Wastewater operations. There was a discussion of the proposed Lift Station Maintenance Program and the need to prepare it to begin immediately with the new fiscal year.

CA Stewart along with Marshal Anderson attended the Local Mitigation Strategy meeting at the DeSoto County Emergency Management Office.

The Ca met with Mr. Earl Hahn DeSoto County Community Development Director and Mike Glover from his office to review the Safe Routes to School Grants Program and potential applications the City and County might join together in.

Airport Manager Peacock and the CA met with Mr. Jamie Hill of SW Florida Aviation to continue discussions about how he can bring his business to the Arcadia Airport.

Arcadian Reporter Lex Menz sent an e-mail to the CA with a request for the Arcadian to use City Council Chambers for a Meet the Candidates' Forum prior to the upcoming November election. This would include all candidates. No specific date for that event yet. The CA advised that as soon as the city is provided with that date he would bring it to the council for approval.

CA Stewart spoke with Mr. Blake Swafford of Hanson regarding the City's concern about Hanson not notifying the city that the project manager for his team was changed prior to the Council Meeting during which the selection was made and the city was not notified. We learned of this change when Mr. Swafford introduced himself at the beginning of Hanson's presentation to the council. He was instructed to officially notify the city in writing as is required by the RFQ.

CA Stewart along with Council Members, Wertz-Strickland and Turner attended a celebration in honor of Elizabeth Missionary Baptist Church Pastor Jerry Alexander. Pastor Alexander is the Arcadia PD Chaplin and has been the pastor at Elizabeth for five years and in the ministry for 25 years.

Planning and Zoning

9/5/16 Holiday

9/6/16 Received LBTR renewal application from American Commerce Insurance Company at 211 Main Street, Webster, MA. Certificate of Local Business Tax Receipt was mailed to applicant.

9/6/16 Received LBTR renewal application from Embarq Florida at 100 Century Link drive in Monroe, LA. Certificate of Local Business Tax Receipt was mailed to applicant.

9/6/16 Received LBTR renewal application from Cutting Edge Pizza dba Domino's Pizza at 1332 A East Oak Street. Application was given to Fred Lewis for Utilities approval. 9/7/16 Fred Lewis approved application and application was mailed to applicant.

9/6/16 Received LBTR renewal application from American Commerce Insurance Company at 211 Main Street, Webster, MA. Certificate of Local Business Tax Receipt was mailed to applicant.

9/6/16 Received LBTR renewal application from United Home Life Insurance Company in Indianapolis, Indiana. Certificate of Local Business Tax Receipt was mailed to applicant.

9/6/16 Received LBTR renewal application from Mapfre Insurance Company of Florida at 211 Main Street, Webster, MA. Certificate of Local Business Tax Receipt was mailed to applicant.

9/6/16 Received LBTR renewal application from Colorado Bankers Life Insurance Company at 5990 Greenwood Plaza Blvd., Suite 325 in Greenwood Village, CO. Certificate of Local Business Tax Receipt was mailed to applicant.

9/6/16 Received LBTR renewal application from Yellow Brick Road Antiques & Collectables at 112 West Oak Street. Application was given to Fred Lewis for Utilities approval. 9/7/16 Received approval from Fred Lewis and LBTR was mailed to applicant.

9/7/16 Received SP Application for 7 E. Oak Street for two new signs from Nassau Electric. Application sent to Jeff Schmucker for approval.

9/7/16 Received ZU Application for 251 ½ Hernando Avenue from Roger Penner of Jewel Contracting. Application sent to Jeff Schmucker for approval.

9/7/16 Received Fred Lewis at Utilities approval for 16-17SP Sign Permit requested by Jack D May, Magee Sign Service for Discount Auto Parts, Inc., at 409 S. Brevard. Mr. May was called to pick up the approved application.

9/7/16 Received Fred Lewis at Utilities approval for 16-32ZC from Ron Yates for a car port/pole barn. Mr. Yates was called to pick up the application.

9/7/16 Received LBTR renewal application from Rebecca Minnear of Red Door Shirts & Fabrics Galore, a mobile vendor. Certificate of Local Business Tax Receipt was mailed to applicant.

9/7/16 Received approval from Fred Lewis for Servicios Latinos MG along with a letter from Systems Department for a backflow prevention device to be installed at 583 S. Brevard Avenue. LBTR and letter was mailed to applicant.

9/7/16 Received approval from Fred Lewis for Blanca Velasco for LBTR. LBTR was mailed to Ms. Velasco.

9/7/16 Received approval from Fred Lewis for Compos Taxi at 414 S. Brevard Avenue. LBTR was mailed to applicant.

9/7/16 Received approval from Fred Lewis for Lucy's Southern Hair at 14 N. Polk Avenue. LBTR was picked up by applicant.

9/7/16 Emailed the Historical Preservation Commission the agenda packet for the September 13th meeting.

9/8/16 Received LBTR Application for Dollar Tree Stores at their new location, 1411 East Oak Street. Applicant was called to send in renewed Desoto County License. Application was given to Fred Lewis for Utilities approval and sent to Juanita Gaitan for Fire Marshall Inspection.

9/8/16 Mailed renewal of LBTR's to Genworth Life Insurance Company and Genworth Life and Annuity Insurance Company at 6604 W. Broad Street, Richmond, VA 23230.

9/8/16 Received renewal of LBTR from Alley Cat Antiques at 114 West Oak Street. Application was given to Fred Lewis for approval.

9/8/16 Issued Yard Sale Permit for 9/9-10 at 1703 Eastling.

9/8/16 Fred Lewis caught up from vacation on two week's worth of approving the Local Business Tax Receipt Applications and paper work is completed. Good job, Fred!

9/8/16 Received LBTR for new business, Healthy and Fit, located at 5 North Luther. Application was sent to Fred Lewis for Utilities approval and to Juanita Gaitan for Fire Marshall Inspection. 9/9/16 Received approval from Fred Lewis. LBTR was mailed to applicant.

9/9/16 Called Miriam Morales about Zoning Certificate 16-34-ZC. She picked up information below to give to her husband:

- Right-of-way, survey shows the alley as being closed. What documentation do you have that the right-of-way as being vacant? On the Property Appraiser's website the right-of-way appears active. (We will need to contact Property Appraiser.)
- Amount of building coverage on the site, City's Code for property zoned R-1C, the maximum lot coverage is 35%. Based on lot size 14,189.5 Sq. Ft. and existing area under roof today 4,847 sq. ft. total lot coverage is currently 34%. Pole barn, 8 x 12, would bring coverage up to 35%, additional of shed would exceed the max. lot coverage allowed.
- Fence; cannot exceed 6 ft in year and side yards, 4 ft. in front yard.

- Deck; Size of deck is fine as indicated; location may need to be adjusted with the right-of-way conflict.

9/9/16 Received renewal of LBTR from Magana's Lawn Care, a mobile business. New LBTR was issued and given to Mrs. Magana.

9/9/16 Received renewal or LBTR from Save-A-Lot at 1325 E. Oak Street. Application was given to Fred Lewis for approval. Approved by Fred Lewis of Utilities and sent via mail.

9/9/16 Mr. Stewart requested information on the Martin Apartments and if they were in the Historical District. It was confirmed that the Martin Apartments are in the Historical District. James Bushouse had submitted a Certificate of Appropriateness for the project and paid for it in March. 16-02-CA for 210 E. Magnolia Street was sent via email to Mr. Schmucker along with a GIS Map identifying the location of property and requesting how this was approved before have the HPC approval. Pam Ames, Chairman for the Historical Preservation Commission has agreed that the Certificate of Appropriateness can be a walk on for the HPC meeting on Tuesday, September 13th at 9 AM. Mr. Bushouse was called and advised of the information needed to be presented on Tuesday. Mr. Stewart is contacting Mr. Martin.

9/9/16 Received LBTR renewal for Circle K #0025 at 405 N. Brevard Avenue and Circle K #7136 at 1401 East Oak Street. Applications were given to Fred Lewis for approval.

Answer Planning and Zoning questions from the public.

WEEKLY REPORT FOR THE AIRPORT

Fuel Pump- Still having some issues with the pump. Windemueller Fuel Technicians sent their report to forward to our insurance company. This will add to our existing lightning claim that took place back in May. We were monitoring our pump, making sure the pumping issues that were intermittent were related to the lightning storm that struck all of our fuel farm and lighting at the airport.

Lighting: Electrician has been called out to fix the runway light that Beverly reported. Waiting on electrician to fix this. This was more than just changing a bulb. Beverly advised the wiring in the base must be bad.

Waiting on a response from the homeowner at the end of runway 13. Sent second notice.

Arcadia.com website-Received confirmation email has been received letting me know the board approved our request to use the pictures for our website that Carol Mahler had requested.

Mowing and maintenance- Did not have mowing all week.

Pavement inspection took place on Friday 9-9-16 by RDM International. This PCN testing will provide us with pavement strength.

Mailed out September invoices for hangar rent. Collecting rent

Storage Tank Liability paperwork is complete. Mildred sent everything over.

All Florida Fire came out and serviced all the extinguishers. Coordination with Eagle Vistas and Wingman Aviation. Everything is current and up to date.

Prepared a victory list for Mr. Stewart. This list included everything that I have accomplished at the airport.

Meetings this week that I attended were: Council Meeting, Eagle Vistas, Friends of the Airport and Southwest Aviation meeting with Mr. Stewart.

Code Enforcement

Code Enforcement spoke to owners of the property located at 1104 E. Maple St. Mr. Amaury Juvier and his daughter Ana Juvier. After being advised by Jeff Schmucker of Central Florida Regional Planning Council, it was explained to them the process for rezoning a property and that if the property was not being rezoned it would have to abide by the current zoning regulation. It was also explained to her that if the property was rezoned the structure would be a non conforming structure and if the structure was destroyed and replaced with a new structure that it would have to meet all current zoning codes.

Code Enforcement has been instructed to create a form and start enforcing City ordinance **Sec. 14-62. - Notice of existence of *alarm* system; permit.**

Code Enforcement received Special Master Orders for the following:

CE-16-0208, 500 W. Oak St.

CE-16-0192, 222 N. Arcadia Ave.;

CE-16-0209, 511 W. Oak St.

All orders were mailed and posted on properties.

Code Enforcement gave a warning notice to Gulf Coast Auto for curb stoning. They were advised before that they could sell up to 3 vehicles a year and all vehicles had to be registered to the owner of the business, this was in February 2016. The vehicles at that time were 3 motorcycles. Site investigation revealed that there was a boat, a S10 Chevy truck and motor cycle there with all vehicles having a for sell sign on them. The manager that was there refused to give his last name.

Kim Morr, the owner of Gulf Coast Auto came in and questioned why Code Enforcement did not contact her first as instructed to. Code Enforcement informed her that I asked for the manager or the owner and the gentleman name David identified himself as the manager. She then stated to me to look at her when I speak to her so she could see if I was lying. At that time I advised her that we should speak to my supervisor, Mr. Stewart. Mrs. Morr had met with me and Mr. Stewart before about this same matter. It was determined that Code Enforcement will determine how long a vehicle can be for sell and a copy of the complaint to be provided to Mrs. Morr.

Code Enforcement received a complaint about an unsafe structure at 351 Valdosta Rd. Site investigation revealed that the carport had caved in and was being covered by a tarp. Code Enforcement contacted Building Supervisor Lest Hornbake about the property. Case was turn over to County Code Enforcement. Property was also given a warning notice for high grass/weeds over 12 inches.

Code Enforcement received a complaint about high grass/weeds over 12 inches at the property located 1412 NE Hickory. Site investigation revealed that the rear of the property was in violation of high grass/weeds but Code Enforcement could not entered the property because of the grass being so tall and junk throughout the back yard. Code Enforcement also noticed several dogs in cages on the property. The dogs looked as if they had not been fed nor had water. DeSoto County Animal was contacted to start their investigation.

Code Enforcement Topic Counts

For Date Period From 09/04/2016 Through 09/10/2016

Topic	Count
Overgrown grass, weeds, bushes	5
Signs	1
Business License Violations	1
Total	7

Code Enforcement Action Counts

For Date Period From 09/04/2016 Through 09/10/2016

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

Code Enforcement Violation Counts

For Date Period From 09/04/2016 Through 09/10/2016

Violation	Count
Grass or Weeds	4
Prohibited Signs.	1
Storage or Abandonment Junk or Furniture	1
Total	6

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, September 12, 2016

Subject: Weekly report for Finance for week of September 5-9, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$85,976.60

Meter Deposits - \$1,500

Airport Rent - \$6230.11

Golf - \$0

Mobile Home Rent & Laundry – \$6,986.00

Permits - \$300.00

City Fines – \$0

Cemetery - \$1,500.00

Misc - \$0

Impound - \$0

Saturday Night Lights – \$0

Business Licenses - \$1,396.00

State of Florida - \$0

Payroll:

- N/A

Accounts Payable:

- Entered 107 invoices and processed 31 checks totaling \$169,728.02 from operating
- Issued 13 purchase orders.
- 3 Sole Source Notices

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: September 9, 2016

Re: Weekly Report

During the week of September 5-9, 2016, I performed the following:

- attended staff meeting on September 7, 2016; updated Action Review Register;
- contacted members of the Property Maintenance Standards Review Committee meeting to advise there would not be a September meeting
- attended and took notes of the City Council's First Budget Hearing and regular meeting; transcribed minutes for same
- finished transcribing minutes of the Historic Preservation Commission special meeting on August 16, 2016
- prepared agenda and packet for Historic Preservation Commission meeting scheduled for September 13, 2016; provided same to commission members
- continued compiling the September 20, 2016 City Council packet
- transcribed minutes for the RFQ2016-01 Airport Consulting Services Presentations which took place on August 11, 2016

Human Resources

DATE: September 14, 2016
TO: Terry Stewart, City Administrator
FROM: Linda Lowe, Human Resource Manager
SUBJECT: Weekly Report – September 05 – September 09

On Tuesday, September 6, a great deal of time was spent getting information to the staff regarding Long Term Disability Insurance. Each employee was provided information regarding their monthly benefit and the cost of the insurance. A good deal of time was spent in enrolling employees and getting the application process completed.

The Human Resource Manager attended the Budget Hearing and the City Council Meeting on September 6.

The Human Resource Manager attended and participated in the Director's Meeting on Wednesday, September 7.

The Human Resource Manager met with Pam Calary of American Fidelity to discuss options she may be able to provide to the City. Ms. Calary will be sending a formal proposal for review.

Efforts continued this week to fill the vacancies in the Public Works Department.

Work on position descriptions for the anticipated Operator Trainee positions was started, along with the Trainee Program protocol.

Friday, September 9, was spent in reviewing all applications for insurance changes made during Open Enrollment. A great deal of effort has gone into this Open Enrollment period so that the transition will be smooth.

Water Treatment Plant

Weekly Summary Week Ending 9-10-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- September 03, 2016 (Saturday) – Regen anion #1. Check bray valves on anion 1 and 2.
- September 04, 2016 (Sunday) – Regen cation #2.
- September 05, 2016 (Monday) – Replaced chemical in TOC chem scan. Blew off pavement. Acid clean and flush TOC chem scan. Regen #3 anion. Refill ammonia day tank. Clean, sweep, vacuum Water plant.
- September 06, 2016 (Tuesday) – AJ saved city money fixed elec on booster pumps. AJ replaced tubes in chem scan. Replaced DI water in chem scan. Hosed down salt area. Regen #1 anion. Clean, sweep, vacuum, water plant. Regen #1 cation.
- September 07, 2016 (Wednesday) – Clean chem scan room walls and floor of dirt and bugs. Sprayed bug spray around front and side doors. Regen #2 anion
- September 08, 2016 (Thursday) – regen cation #2. Drain and clean caustic pit. Blew out ammonia and chlorine rooms. Blew off pavement. Vacuum pump room floor. Clean, sweep, mop, vacuum water plant. Clean bathroom.
- September 09, 2016 (Friday) – regen anion #1. Resin delivery for vessels. A.j. submitted MOR and well totals. Regen #3 anion. Clean, sweep, vacuum, water plant.

Summary for the Week Ending Sept. 9, 2016: Utility Department – A.J. Berndt

Waste Water Plant

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

- Sept. 3, 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. Plant EFF. pump station #2 pump won't run in high range, overheating, turned off pump for cool down, #1 placed in hand to keep up with flow. Check of W.W.T.P. lift

stations found City Mobile Home Park leaking at under ground connection , called systems call man to check .

- Sept. 4, 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. Reset #3 INF. pump several times during shift , needs back flushed . Heavy rain arrives collection system overloaded manholes around plant overflowing , notified AJ of problem .
- Sept. 5, 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 . #3 INF. pump tripped out , manholes overflowing , run pump backward to clear obstruction , back on line . Picked up CL2 tablets from W.T.P. and threw out around overflowing manholes for disinfection . Alarm light on 14th and Cypress lift station wet well high from last nights rain hasn't caught up yet , both pumps running reset alarm light .
- Sept. 6, 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 . Flushed out sand filter EFF. track while flows are high , to move built up sludge from track . Changed out P/H probe on lab equipment , with new unit , old probe worn out too much drift in testing plant samples . Call out by police department , lights out at 17 and 70 , found no problem , lights working properly . Manholes around plant , still overflowing , plant not caught up with inflow . Completed monthly calibration of CL2 meter at C.C. booth , noted in Lab Calibration Log .
- Sept. 7, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Completed monthly calibration of P/H meter in C.C. booth , noted in Lab Calibration Log . Electrician “ Brian “ here to check plant EFF. pump motor , unit burnt up replaced with spare motor , Brian wired in place , pump back in service rotation .
- Sept. 8, 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 18 tons (36,000 lbs.) to county landfill used for cover on top of trash pile . Turned on reuse pumps for golf course for greens watering .
- Sept. 9, 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 587 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Reuse pumps on for North Arcadia Ave. Ball Fields to be watered , Had drive fail on East reuse motor for pump , notified AJ and called electrician “ Brian “ to place on list to check or repair . Back on plant painting and trimming .

Public Works

Public Works Recap for Week 9/3/2016 thru 9/9/2016

General Information

The PWD attended the City Council meeting on Tuesday. The PWD attended the Director’s meeting on Wednesday. The PWD met with a contractor on Friday to receive an estimate on replacing the windows at the Tenth Ave. site.

Cemetery

Mowed and weed eaten each day. Verified 7 burial plots and marked 2. Assisted visitors by escorting them to the British burial location. Picked up limbs and debris after the storms.

Streets

10 loads of brush were picked up throughout the City. Inspected ditches for drainage at Lincoln, Potter, McKinley, Walnut, Nursing Home Dr., Hodges and Johnson. Inspected sink hole at O’Reileys on Tenth. Evaluated the golf course parking lot for future work. Assisted the Systems Dept. with a water leak on Hillsborough. Patch pot holes on Oak , Mills and Polk. Assisted with miscellaneous pick-ups. Dug out a culvert and constructed a head wall at the intersection of Hodges and Johnson. Patched the north bound lane of Arcadia Ave.

Sanitation

Due to the Labor Day holiday, Monday’s residential route was picked up on Tuesday and Tuesday’s route was picked up on Wednesday. Thursday and Friday routes remained 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 motor mounts, upper & lower control arm ball joints, on both sides and 2 rear tires on a PD vehicle. Plugged a tire on the MHP mower. Replaced the left front tire on a Sanitation truck. Replaced left and right rear axle kits, 4 new tires and a starter on the Utilities Billing Meter Reader’s vehicle. PM performed on the CA’s vehicle. Replaced rear brake pads and rotors, both upper control arms, a tire and PM performed on a PD vehicle. PM performed on a PD vehicle. Replaced 2 tires on the Inmate Work Crew van.

Inmates

TUESDAY: Mowed and weed eaten along sidewalks on Cypress from Tenth to Thirteenth. Mowed and weed eaten right of way at the bridge on Lee.

WEDNESDAY: Mowed and weed eaten the ditch on Ash. Mowed and weed eaten at the Cemetery.

THURSDAY: Mowed and weed eaten the ditch behind the Clock Restaurant and the Save-A-Lot shopping plaza.

FRIDAY: Cleaned down town. Mowed and weed eaten the Public Works yard.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, September 11th, 2016

Subject: Weekly report for Golf Course for week of September 3rd –September 9th 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.

Applied updates to our Chelsea Accounting System.

Repairing Sprinkler Heads around Greens.

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

Review Bills for payment.

Laman Field Maintenance did the last aerification to Greens.

Worked with JR Thursday & Friday applying sand to Greens.

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.

Finish painting Tee Markers for Golf Course.

Changed Cups & Pins on Friday as Lee was on vacation.

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

Total Revenue from 9/03-9/9 is \$312.79 plus \$23.46 sales tax.

Updating prices before Season starts.

Rotate Golf Carts and finish changing oil on Gas Golf Carts.