

Weekly Report to the City Council for the Week of

June 19th thru June 23rd, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart Joined in a conference call with new grant writers In REM/Langton to lay ground work for indentifying grant priorities.

HR Director Lowe and the CA conducted employment interviews with applicants for the Golf Course Director position. Three applicants were interviewed and a fourth that was scheduled called to cancel his interview.

The CA met with Arcadia Main Street representatives to discuss possible use of the old PD building for office space.

The CA worked together with Utility Director Berndt on a plan to re-open the interconnect between the City and DeSoto County Utilities.

The CA communicated with Attorney Geri Waksler regarding potential annexation of a property proposed for development as an RV park.

CA Stewart communicated with Mr. Ed Ponce of FDOT regarding the city's SCOP application and to insure it was complete.

The CA communicated with Ms. Jane Breylinger of Habitat for Humanity to obtain her assistance in making contact with and getting cooperation from a resident of a Habitat Home located near our City airport. The property has a tree that has grown to a height that causes an obstruction to the normal flight path of aircraft landing on the grass runway. The city offered to retain a tree removal service and cover the cost of removal if the property owners would grant permission for removal. Ms. Breylinger was vital in securing that permission.

The CA and Airport Manager Peacock continue to address the possible hazardous/toxic material spill next to the maintenance building at the city airport. A testing lab was retained to retrieve soil samples and test it to determine the contents. Without seeking permission from the city to do so on this city owned site, Eagle Vistas hired a local contractor to excavate the spill and remove it.

To: Mr. Stewart, City Administrator
From: Shelley Peacock, Airport Manager
Date: 6/19-6/23/17

AIRPORT

Fuel Farm- Fuel Dispenser and Fuel pump working as it should.
LED Light- Working as it should.

FBO contacted city informing us that she cannot log on to fuel master or run her reports. Notified Fuel Master and IT to help. Following day she was able to download and run her reports from many calls to technical support at fuel master and city IT.

Working on Budget Expense Request for FY2017-18.

Contacted SWS Environmental Services for soil testing. The soil next to the maintenance hangar appeared to be contaminated. Tested soil results came back this week with hits of LED and PERC. We were informed we should either complete more testing to receive levels of the hazardous waste, or have the soil excavated and removed and hauled off to a landfill that accepts hazardous waste. While we were determining what we should do next, we learned from Eagle Vistas, they had a company come in and remove before they received test results back for the contaminated soil.

On June 21st, Rich Miller from DEP called to confirm my email address. He mentioned that he is sending over the report from his inspection, advised the only important issue that he noticed was that we did not have a storm water plan for the airport. He advised that we will need to have that and complete annual inspections of the storm water.

On June 21st, Attended a webinar to learn more about FS 333; Airport Zoning. CA invited Earl Hahn , Growth Management Director for the County, and Mike Taber from the County. We learned there is a high percentage of public airports that are not in compliance and will not be by the deadline, but it is important to get this done and completed and submitted to FAA. Deadline is July 2017, Airport consultants, city staff, and county have been working on this and we hope to have this done very soon.

City Administrator contacted Jane Breylinger with Habitat. She reached out to the homeowner of the home that sits at the end of runway 13. After she made contact with the homeowner advising them the city would like to remove their tree in their side yard. Since then, we've had full cooperation with them and they agree to letting the city remove the tree and replace with a tree of their choice that will not exceed 10 feet high, and do this at the city's expense.

For many years this has been an obstruction to runway 13. FDOT made us show the displaced threshold markers by using extra white cones for pilots to see the 20:1 ratio. Once this tree is removed, FDOT and the pilots that like to use our turf runway will be very happy!

On June 22nd CA, City Attorney and I met with Eagle Vistas and their new Attorney relating to many issues that needed discussed from both sides. We all agreed on any flight operation questions we will seek FAA advice and have the same point of contact. Also agreed to make slight changes for the approval process when renting space to a student for the Butler Building.

AMP & ALP Project: Received email from FAA, City has been advised to close out and finalize this project asap. Forwarded message to Hanson and received updated ALP and AMP.

Also received final invoices from Hanson to complete this task Will forward invoices to finance and forward to FAA for reimbursement once this is paid.

Turf Runway Drainage Project:

Kick off Meeting was held on May 2nd, 2017. Surveyors out on June 20th, they advised this will take about 5-10 days to get all of their information they need.

Carport paperwork sent over to finance for purchase order request. Made changes to paperwork to show there are two vendors for this project, Superior Sheds (receive deposit) and Carolina Carports receive balance after installation is complete.

Collecting rent for hangars.

Maintenance needed for 2 taxiway lights. Need to purchase the wiring unit for both. Hope to have Windemuller take care of this soon.

Sprayed round up around T-hangars.

Mowing is needed now every week. Coordinating with parks department to add the airport to weekly schedule.

Planning & Zoning

Weekly Report for the Week Ending June 23, 2017

6/19/2017 Ms. Boyd called in regards to Splash Pad not working over the weekend

6/19/2017 Mr. Carol w/ FDOT called in regards to projects on state road 70

6/19/2017 Printed 487 Local Business Renewals

6/20/2017 Confirmed size of sign and shape for Rose Creek per Jeff with owner

6/20/2017 going through local business taxes that were printed making sure everything is correct before mailing out.

6/20/2017 Mr. Hernandez dropped off a zoning application for a fence for property on Orange on Ave.

6/21/2017 Mrs. Blackburn came in to drop off her LBT and requested information on fire inspections for her new location

6/21/2017 Mr. Sussi came in to pick up information for his new business

6/21/2017 Mr. Nelson came in to apply for his Local Business Tax

6/21/2017 going through local business taxes that were printed making sure everything is correct before mailing out.

6/22/2017 Mr. Grant came in to get information on property on W. Magnolia St. he wanted to know if a mobile home could be placed on it. I let him know that a mobile home can only be placed on City Mobile Home Park.

6/22/2017 Mr. Thomas came in to pick up a zoning application for a carport he is placing on S. Monroe Ave.

6/22/2017 Ms. Mahler came in to submit a complaint form to code enforcement

6/23/2017 Arturo came in and requested information on property located on Bridle Path

6/23/2017 Emailed Jeff zoning request letters from The Planning & Zoning Resource Company

6/23/2017 Filed and scanned

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.

Code Enforcement

Code Enforcement Manager attended F.A.C.E conference

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: July 11, 2017

Subject: Weekly report for Finance for week of June 19-23, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$57,199.34

Meter Deposits - \$1,950.00

Airport Rent - \$0.00

Golf - \$275.99

Mobile Home Rent & Laundry – \$316.00

Special Events – Code Enf/Planning -\$0.00

Permits - \$90.0

City Fines – \$0.00

Cemetery - \$260.00

Misc - \$0.00

Impound - \$125.00

Saturday Night Lights – \$0.00

Business Licenses - \$0.00

State of Florida - \$0.00

Lien Searches – \$20.00

Fingerprinting - \$50.00
Parking Tickets - \$0.00
Yard Sales – \$5.00
Taxi - \$0.00
Tip a Cop - \$0.00

Payroll:

- Processed 85 employees payroll in the amount of \$152,869.81

Accounts Payable:

Purchasing:

Ongoing Projects and Tasks:

- Audit work continues
- Budget

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: June 23, 2017
Re: Weekly Report

During the week of June 19-23, 2017, I performed the following:

- attended directors meeting on June 19, 2017; updated Action Review Register; attended directors meeting on June 21, 2017
- attended and took notes at the June 20, 2017 City Council meeting; transcribed minutes for same
- finished compiling the July 5, 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
- miscellaneous filing

- prepared the City Council Action Report regarding the June 6, 2017 City Council meeting and forwarded same to the City Administrator
- received information from FACC Legislative Chair regarding update on three (3) bills recently signed by the Governor; forwarded one (1) to Marshal Anderson regarding Autism Awareness Training for Law Enforcement Officers; spoke to Administrative Clerk regarding one (1) regarding fictitious name registration and how such relates to Business Tax Receipts
- received public records request and forwarded same to finance department
- received proof from the Arcadian regarding Notice of Public Hearing for Ordinance 1026 to be heard at the July 5, 2017 City Council meeting for review; noted one correction
- provided instructions to Administrative Clerk regarding arranging to get copy of Councilmember Turner's picture to provide to family (upon request)
- provided instructions to Administrative Clerk to contact Judge's office regarding requesting Judge's attendance at the July 5, 2017 City Council meeting to swear in Councilmember Keene
- provided instructions to Administrative Clerk regarding contacting photographer to arrange photo to be taken of Councilmember Keene to be hung at City Hall
- received public records request regarding audit; communicated with Finance Dept. regarding same

Human Resources

DATE: June 23, 2017
TO: Terry Stewart
FROM: Linda Lowe, Human Resource Director
SUBJECT: Weekly Report of June 19 - 23

HR Director attended and participated in the Director's Meeting on Monday, June 19.

HR Director completed process of e-verify and reporting to Department of Revenue for all new employees hired last week.

Met with a former employee who would like to return to City employment. Person was encouraged to complete and application and consideration would be given to his request when a position was available.

Completed purchase orders and approved payments for several outstanding billings that were received.

HR Director attended and participated in the City Council Meeting on Tuesday, June 20. Presentation of City Administrator's yearly performance evaluation was given.

HR Director attended and participated in the Director's Meeting on Wednesday, June 21.

A good deal of time was spent this week processing received applications and making calls to schedule interviews for next week. Looking to hire for a position in Streets Department, the Systems Department and a part time position in the Parks Department.

On Thursday, the HR Director and City Administrator conducted interviews for the Director of Golf Course Operations. Three (3) interviews were conducted and the final interview will be conducted next week.

Begin work on budget for the next fiscal year. Working on uniform contract was begun.

Utility Departments

Summary for the Week Ending: June 23, 2017 for Utility Department, A.J. Berndt

City of Arcadia Wastewater Treatment Plant

(Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- June 17, 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. County started bringing non-potable water into the leech tank. Unclogged leech drain . Watering Grove # 2
- June 18, 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. Watering #1 Grove
- June 19, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – Switched air compressors due to stuck contact. Electrician was called and he fixed the contactor. Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill sent fill samples with lab driver . Started Influent and Effluent samplers. 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 . Started plant samplers at influent and effluent stations. Watering # 7 Grove.
- June 20, 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 . Collected Influent and Effluent samples

- for weekly test, pulled sand filter EFF and plant EFF fecal samples for reuse tank fill , sent samples with lab driver . Plant generator running noted in Fuel Oil and Generator Inspection Log. Switched the flow from the ponds to the river. Watering # 8 Grove
- June 21, 2017 (Wednesday) - Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . C.E.C. back to work on plant INF. station , turned on grit pumps for sand removal , classifier EFF. Started pressure washing the plant concrete. Started cascade testing. Cleaned out W. Clarifier scum pit. County stopped hauling leech water. Watering #1 Grove.
- June 22, 2017 (Thursday) - Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill and sent with lab driver . Tripped East digester float for sludge settling . Weekly run on sludge press, from East digester. Reset influent pumps 4 and 5 due to high level alarm. Influent sampler put out of service, initiated use of the old back-up sampler. Watering #2 Grove.
- June 23, 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 pre treat . Employee training on DMRs. Started Monthly pesticide and herbicide application on plant grounds, reuse and all lift stations. Replaced and rewired #2 air compressor drain timer. Unclogged sump pump at WTP. Watered #7 Grove.

Systems Department

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

- June 17, 2017 (Saturday) - Normal Systems Operation.
- June 18, 2017 (Sunday) -Normal Systems operation.
- June 19, 2017 (Monday) – We repaired the 3/4” galvanized water service at 27 Iowa. We then replaced the meter registers at 143 S Pasco, 245 S Hillsborough, 161 S Brevard and 128 S Sumter. We also repaired a 2 ½” hydrant meter. We then removed the traffic control devices from the intersection of Brevard and Magnolia. We also maintained the daily water turn ons and offs.
- June 20, 2017 (Tuesday) – We filled in wash outs in the sewer easement between W Pine and Magnolia. We then leveled Spring St easement. We responded to a leaking fire hydrant at 137 No. Polk we valved off and bagged the hydrant and called for locates. We replaced a ¾” poly curb stop at 325 N 16th. We then placed a hydrant meter at the intersection of Lee and Imogene for Go underground. We also maintained the daily water turn offs and ons.

- June 21, 2017 (Wednesday) – We replaced the fire hydrant at Volusia and Maple. We also maintained office work offs and ons.
- June 22, 2017 (Thursday) – We repaired the fire hydrant at 137 N Polk using a grade lock and 2 6" STD gasket kits. We also flushed the sewer main between Baldwin and Parker. We then cleaned the storm sewer curb inlets at Johnson and Gibson. We also maintained office work offs and ons.

June 23, 2017 (Friday) – We also maintained office work offs and ons. We transported 251 to the garage for repairs. We then cleaned the systems building and fleet vehicles

Public Works

General Information

- The PWD attended the Directors' Meetings on Monday and Wednesday. The PWD completed scoring 5 LAP Funding submissions from competing engineers for the Turner, Roan and Gibson project.

Cemetery

- Flagged 2 plots for burials. Trimmed trees, mowed, weed eaten and picked up dead flowers and debris. Assisted 3 visitors with locating burial sites. Repaired 3 water sprinklers.

Sanitation

- The Sanitation routes were run as normally scheduled.

Streets

- 23 loads of brush were picked up throughout the City. Scraping and leveling the sides of Arcadia Ave. for drainage. Cut and removed 2 large limbs from the easement on Arcadia Ave and 1 from the alley behind Total Pest Control. Repaired pot holes on S. Polk. Meeting with the engineers, and PWD at Oak & 17 in regards to a repaving project. Met with the PWD and AJAX in reference to an upcoming project on Lee Ave. Cleaned out 2 catch basins on Gibson and Johnson. Inspected a storm water man hole on Lee and Imogene intersection due to milling project on Lee. Replaced and readjusted a step on a Sanitation truck. A Streets employee mowed at the Cemetery for 1 day. Replaced a valve box on a Sanitation truck.

Garage

- Replaced a tail light circuit board on a Streets truck. Replaced a battery in a PD vehicle. Replaced a tail light bulb on a Streets truck. Replaced the distributor cap and a rotor on a Parks truck. Replaced 2 door hinge pin kits on a Streets truck. Plugged a tire on a Cemetery mower. Replaced snap ring on a Streets mower wheel. Replaced a shaft on a Streets weed eater. PM performed on a PD vehicle. Replaced a tire on a Sanitation truck. Replaced a fuel injector and o-rings on the Shop truck. Replaced a rear step on a Sanitation truck. Replaced the A/C blower motor on a Streets truck. Replaced inner tie rod ends on the Systems back hoe. Replaced a window regulator on a Parks truck.

Parks

- Cleaned the filters and added chemicals at the Splash Pad. Mowed and weed eated all of the City Parks.

Inmates

- MONDAY: Cleaned the easements and sidewalks along with trimming trees off of the sidewalk on N. Arcadia Avenue. Cut up and removed a fallen tree on Johnson Avenue.
- TUESDAY: Assisted the Streets Dept. with patching pot holes on Oak, N. Lee and 11th Avenue.
- WEDNESDAY: Weed eated and mowed at the Cemetery.
- THURSDAY: Began painting the P.W.'s building on 10th Avenue.
- FRIDAY: Cleaned downtown Arcadia. Cleaned the P.W.s shop. Continued painting the P.W.'s building on 10th Avenue.