

Weekly Report to the City Council for the Week of

June 5th thru June 9th, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart participated in a telephone conference call in update of work by the city's grant writing team In Rem Solutions, Inc.

The CA participated in a meeting with SWFWMD representatives regarding the Looping Project grant.

The CA attended a collaborative meeting with Florida Department of Environmental Protection (FDEP) held at the DeSoto County Emergency Management facility.

The CA attended a City Council Shade Meeting regarding the Catherine Miller Lawsuit.

The CA welcomed attendees to the Continuing Florida Aviation Planning Process (CFASPP) monthly meeting held here in our Council Chambers. Airport Manager Shelley Peacock is actively engaged with this group and this was its first time ever meeting in Arcadia.

Utility Director Berndt and the CA met with County Administrator Mandy Hines and her Utility Director Ed Miller to discuss making the interconnection between the City and County's potable water lines operational again. That connection has been in place for some time now with the City receiving a metered flow of potable water in order to keep the county's flowage at a level that would enable them to limit the amount of water they would need to dump to keep their chemical balance within regulations. The valve was closed by the city due to matters related to chemical imbalance between the systems. The Southwest Florida Water Management District had recently asked the city to work together with DeSoto County to open the interconnection to reduce dumped water for the county. We agreed to pursue that objective.

The CA joined Mayor Wertz-Strickland and Council Member Coker in attending the Ridge League of Cities monthly dinner meeting.

Finance Director Carsten and the CA meet with City Auditors in our weekly annual audit update.

Planning & Zoning

6/5/2017 Jessica called to see if she could get information on Sunset Ave, if any liens

6/5/2017 Mr. Taylor came in to submit zoning application for Brevard Ave for a carport.

6/5/2017 took in complaint for code enforcement for N. Polk Ave.

6/5/2017 Prepared the Planning and Zoning packets

6/5/2017 Rhonda called to get information on zoning for property off SE Hargrave

6/6/2017 Resent emails for the HPC, having issues with emails

6/6/2017 Mr. Ramirez called to see if he is able to split property on Gibson Ave.

6/6/2017 Badcock submitted a special event application for July 4th tint sale

6/6/2017 Lucy's Fashions & Services dropped off LBT application for new business on N. Brevard Ave.

6/7/2017 Talynn called requesting information for zoning on 1300 N. Oak St. of when it was rezoned.

6/7/2017 Maria came in for to check on a CA application that she had applied for Oct. 2015 for a sign to be painted on her business building.

6/7/2017 took in complaint for code enforcement for N. Polk Ave

6/7/2017 took in complaint for code enforcement for E. Magnolia St.

6/8/2017 Received 2 Planning & Zoning search request for Oaks Trail and Jacaranda, I have emailed to Jeff

6/8/2017 complaint for property on corner of Granger and Monroe, trash is everywhere

6/9/2017 out all day

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: 6/5-6/9/2017

AIRPORT

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

LED Light- Windemueller notified airport manager that he is not the Division Manager for Windemueller and has relocated out of Florida. Since receiving the email, Syntech Systems has been contacted, now waiting to hear back from them on what their own Syntech technician would charge coming from Tallahassee.

Tuesday June 6th FBO called and reported power outage for half of the terminal building including AC. There were many phone calls back and forth from FPL and our electrician. Electrician and FPL found meter box burned and needed a full replacement of the meter box. Lester from the County Building Dept. & FPL had to complete a inspection before the power could be turned back on. This outage was fixed within four hours.

On June 6th, attended the city council meeting. I had three items on the agenda and our FBO did a presentation of their business growth and showed economic impact to our airport. Same presentation was presented to the county the week before.

Working on Budget Expense Request for FY2017-18.

Waiting on soil test results near maintenance hangar.

T-Hangar Taxilane Design Project: June 6th, city council approved the revised project cost from \$189,572.00 to \$115,712.00. Signed documents have been forwarded to FAA and received confirmation.

Received another grant from FDOT: On June 6th city council approved the 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. Signed documents have been forwarded to FDOT.

AMP & ALP Project:

Upon our request, Hanson updated the airport master plan and layout plan showing six 12,000 sq feet buildings to add to our existing amp & alp. This updated document was approved at our June 6th, city council meeting and will be forwarded to FAA by Hanson.

FDOT Tractor Project: Received the roller on Monday June 5th. FDOT came out on June 9th to inspect all of the equipment received. Waiting on final invoice from Fields Equipment for the roller.

Turf Runway Drainage Project:

Kick off Meeting was held on May 2nd, 2017. Not anything further at this time.

Coordinated with FDOT to have the June 7th, CFASPP Meeting (Continuing Florida Aviation Systems Planning Process) to be held at the Way Building. Hanson sponsored the lunch from Mary Margaret's tea and biscuit and the meeting was a success!

Met with Rickey and Jaime on Thursday June 8th. Advised that City Council approved the updated amp & alp.

Compiling carport paperwork to send to finance for approval.

Collecting rent for hangars.

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

All other areas of the airport clean and well maintained. Mowing is definitely needed this week after all of the rain that we had last week.

Code Enforcement

Code Enforcement Manager was on vacation this week.

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: June 12, 2017

Subject: Weekly report for Finance for week of June 6-9, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$116,064.55

Meter Deposits - \$1,910.00

Airport Rent - \$3,690.29

Golf - \$909.22

Mobile Home Rent & Laundry – \$5,796.00

Special Events – Code Enf/Planning -\$0.00

Permits - \$65.00

City Fines – \$2,906.29

Cemetery - \$278.00

Misc - \$0.00

Impound - \$250.00

Saturday Night Lights – \$0.00

Business Licenses - \$0.00

State of Florida - \$0.00

Lien Searches – \$10.00

Fingerprinting - \$40.00

Parking Tickets - \$60.00

Yard Sales – \$0.00

Taxi - \$0.00

Tip a Cop - \$0.00

Payroll:

- Processed 95 employees payroll in the amount of \$164,058.17

Accounts Payable:

- Processed 79 Invoices out of operating totaling \$61,583.63
- Processed 4 invoices out of Airport totaling \$810.13

Purchasing:

- Process 29 Purchase Orders
- Processed 4 Change Orders
- Processed 2 Emergency Purchase Orders

Ongoing Projects and Tasks:

- Audit work continues
- Preparing for Fathom Kick-off
- Began budget work
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City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: June 9, 2017
Re: Weekly Report

During the week of June 5-9, 2017, I performed the following:

- attended directors meeting on June 5, 2017; updated Action Review Register; attended directors meeting on June 7, 2017
- continued compiling the June 20, 2017 City Council packets
- discussed files with File Clerk at old City Hall
- traveled to and from Courthouse to record various Cemetery Deeds; scanned recorded deeds into appropriate directory files
- communicated with Jeff Schmucker of Central Florida Regional Planning Council regarding upcoming packet for Planning and Zoning Board meeting on June 13, 2017;
- communicated with Cape Coral Clerk's Office regarding records disposition
- Codified coversheet for Ordinance 1025 and sent to City Attorney for his approval

- attended and took notes at the City Council shade meeting and regular meeting on June 6, 2017; transcribed minutes for same
- received public records request; contacted finance regarding same
- communicated with Ashley Coone regarding Smith Brown Community Foundation financials
- spoke with Cemetery Clerk regarding issue pertaining to distribution of cemetery spaces if Grantees are deceased (additional spaces); spoke with City Attorney regarding same;
- finished transcribing minutes for Special Master Hearing which was held on May 25, 2017

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: June 12, 2017
TO: Terry Stewart
FROM: Linda Lowe, Human Resource Director
SUBJECT: Weekly Report June 05 – 09, 2017

I attended and participated in the Director's Meeting on Monday, June 05, 2017.

I attended the regular meeting of the City Council on Tuesday, June 06, 2017.

Interviews were conducted on June 6 for the Public Works positions.

Met with three (3) perspective employee and sent for drug screenings.

Spoke with employees on a number of topics: health insurance, retirement, reinstatement into former position, and disciplinary procedures.

I researched and replied to two (2) Department of Revenue claims; also scheduled an appeal hearing with the Department of Revenue.

Continued work on Exit Interview format and COBRA insurance information.

Hepatitis Vaccines have been scheduled for June 13, 2017 at 9:00am. There are currently 16 employees scheduled to begin this program.

Continued work on Uniforms and shoes for designated employees.

Utilities Departments

Water Treatment Plant

Weekly Summary Week Ending 6-10-17: A.J. Berndt

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

- **June 03, 2017 (Saturday):**
 - Regen anion #3.
 - Organize laboratory counter and sort everything on it.
 - Grease HSP's #1 and #2.

- **June 04, 2017 (Sunday):**
 - Regen cation #1.
 - Scrub a portion clean of concrete pad outside that had algae on it from anion overflows leaking.
 - Grease HSP #3.

- **June 05, 2017 (Monday):**
 - Regen #1 anion
 - Clean computer desks.
 - Regen #2 cation.

- **June 06, 2017 (Tuesday):**
 - Regen #2 anion.

- **June 07, 2017 (Wednesday):**
 - Refill ammonia day tank.
 - Regen #1 cation.
 - SALT delivery.
 - Flush 133 N. Polk Ave.
 - Clean remote GST building, sweep floor, blow out electrical panels, and wipe grease off of HSP's.
 - Cleaned and consolidated under sink and Lab Counter
 - Cleaned all windows.

- **June 08, 2017 (Thursday):**
 - Regen cation #2.
 - Systems brought shell rock to right side of building at WTP.
 - Regen anion #1.
 - Replace 3 chemscan filters and sweep/mop chem scan floor.
 - Wipe dust off all filter piping in chem scan room.

- **June 09, 2017 (Friday):**
 - Regen #1 cation.
 - Received 507 gal chlorine from Odyssey.
 - Systems brought more shell rock for front and left side of building.
 - Submitted D.E.P. and S.W.F.M.D reports
 - Cleaned out Lab Car
 - Spread more sell rock along walkways
 - Put bug repellent around gate boxes.

Wastewater Treatment Plant

(Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- June 3, 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. Showing “new” weekend operator , Dave Rhodes , around plant and plant operations at various stations from start to finish , also trouble shooting and operation numbers CL2 , P/H, plus pump speeds. Watering Grove # 2
- June 4, 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. Dropped off weekly time cards to W.T.P. for A.J. Watering #1 Grove
- June 5, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “A” , 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 . 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 6, 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 . C.E.C. company here working on rehab work on plant INF. station . Parkson here to look at sand filters and bar screen. Watering # 8 Grove
- June 7, 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. line clogged pulled

apart at discharge and removed stoppage, unit back in service. Watering #1 Grove.

- June 8, 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, sent 23.24 tons to county landfill used for cover on top of trash pile. Checked sludge blankets in all clarifiers and operation of assigned sludge pump. C.E.C. here to start daily work on plants INF. Station. Systems department here to remove excess sand and grit from pre treat dumpster, accumulating from plant INF. station cleaning and rehab. Watering #2 Grove.
- June 9, 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. Received CL2 bleach delivery transferred to holding tank for use. Watered #7 Grove.

Systems Department

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

- June 03, 2017 (Saturday) - Normal Systems Operation.
- June 04, 2017 (Sunday) - Normal Systems operation.
- June 05, 2017 (Monday) – We installed a new hydrant meter at the fire station on Cypress for Fowler construction. We located the utilities at 405 N Arcadia. We then continued with manhole inspections for Hazen and Sawyer. We also cleaned and stocked truck 176. We maintained office work turn ons and offs.
- June 06, 2017 (Tuesday) – We read cycle 1 and we maintained the office work turn ons and offs. We maintained trash pumps and other inside work Due to rain.
- June 07, 2017 (Wednesday) – We cleaned sand and other debris from the influent station at the Waste water treatment plant. We maintained office work turn ons and offs. We mowed the pond area at the Water treatment plant.
- June 08 2017 (Thursday) – We cleaned sand and other debris from the influent station at the Waste water treatment plant. We maintained office work turn ons and offs. We replaced a leaking 3/4" poly curb stop at 1400 SE Peach. We then installed a water meter at 501 Sunset.
- June 09, 2017 (Friday) – We cleaned the sewer between Brevard and Volusia on Oak. We also cleaned the drying bed at Public works and hauled the debris to the land fill. We

then help the Parks department pump out the water tank at the splash pad. We passed out notices to the residents on N Volusia between Cypress and Maple about the replacement of a fire hydrant on 6/12/2017 and the disruption in service. We maintained office work turn ons and offs.

Public Works

Public Works Recap for Week 6/3/2017 thru 6/9/2017

Cemetery

Flagged 3 plots for burials. Located 4 burial sites. Trimmed trees, mowed, weed eaten and picked up dead flowers and debris. Assisted 4 visitors with locating sites.

Streets

The Street's Supervisor attended the Directors' Meetings on Monday and Wednesday and also attended the City Council Meeting on Tuesday.

Sanitation

The Sanitation routes were run as normally scheduled.

Garage

Replaced the battery in a WWTP truck. Replaced a turning signal bulb in a Sanitation truck. Cleaned the carburetor and replaced the air filter in a Cemetery mower. Replaced bearings for a belt tensioner arm on a Parks mower. Replaced wheel bearings and grease seals on a Systems trailer. Cleaned and painted the wheels on the Code Enforcement car. Repaired the Streets spud bar. Repaired a Streets blower. Road call to jump start the work crew van. Replaced the water pump and serpentine belt on a Sanitation truck. Replaced rivets in the tail gate seal of a Sanitation truck. Welded work crew trailer tail gate. Replaced 3 belts on a Streets truck.

Parks

Videotaped the Cemetery for insurance purposes. Mowed the ROAs on Gibson. Cleaned the filters and added chemicals at the Splash Pad. Mowed and weed eaten all of the City Parks, Maple medians, Way Bldg. and Turner & Gibson.

Inmates

MONDAY: Continued trimming trees and removing asphalt for golf cart paths at the Golf Course.

TUESDAY: Washed golf carts, mowed and weed eated around the Pro Shop and ditches at the Golf Course.

WEDNESDAY: Weed eated around the fences and moved furniture and equipment at the Golf Course.

THURSDAY: Trimmed trees and weed eated around the sidewalks on N. Monroe. Pressure washed the outside of the Pro Shop at the Golf Course.

FRIDAY: Cleaned downtown Arcadia. Cleaned the P.W.s shop.