

Weekly Report to the City Council for the Week of

May 29th thru June 2nd, 2017

Administrator

City Administrator's Office

This week included the Memorial Day Holiday on Monday May 29th.

City Administrator (CA) Stewart was out of the office this week in attendance at the Florida City County Management Association's annual conference in Orlando, Florida.

Planning & Zoning

5/29/2017 OFF Memorial Day

5/30/2017 Mr. Arico came in to pay for his code violation

5/30/2017 Ms. Lopez came in to drop off a zoning application to place a fence on N. Mills Ave.

5/30/2017 Mr. Correa called to see height on fence, he is replacing his fence and would like to know how high it can go.

5/30/2017 Ernest came in for a shed zoning application, I will be emailing to Jeff

5/31/2017 Mr. Chuck came in to pay his fees for code enforcement

5/31/2017 Mr. Reaves came in to get zoning application for his property on 210 S. Orange Ave.

5/31/2017 Mr. Tim called in regards to a property on Mills Ave . checking zoning to see if bakery can be placed.

5/31/2017 Mr. Kline called in regards to splitting a parcel on W Magnolia St.

5/31/2017 Mr. Correa on N. Lee Ave came in to pick up a zoning application to place fence on property.

6/1/2017 La Zeta Mexicana came in to renew local business tax for 2017-2018

6/1/2017 Ms. Lopez came in to check on property and ask to have her fence inspected

6/1/2017 Owners from Dos Amigos apartments came in to see if a local business tax was needed from the City of Arcadia, I let them know that only one local business tax needed is from the county.

6/1/2017 Maribel called to check on zoning for property N. Brevard if a bakery could be run in building. I have emailed information.

6/1/2017 Mr. Reaves was back in the office requesting more information on his property. He wants to apply for a variance.

6/2/2017 Jessica with Property Dept. Research requesting information on property off of Sunset Ave.

6/2/2017 Prepared HPC Agenda packets, emailed all HPC members

6/2/2017 Michael Owens submitted CA application and ZC application for Rose Creek

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: 5/29-6/2/17

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.

Working on Budget Expense Request for FY2017-18.

Department of Environmental Protection (DEP) inspected airport on May 31 2017. He was concerned about storm water and also how used oil and other used chemicals are being stored. Making sure hazardous chemicals did not go into storm water.

On Friday June 2nd Environmental Services came out to get a soil sample of the black area next to maintenance hangar. Results should take approximately 10 days.

T-Hangar Taxilane Design Project: 90% Funded by FAA,
Sent the Revised T-hangar Taxilane Pre-Application to city clerk to be placed on the June 6th city council agenda.

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. This will be an agenda item on the June 6th meeting.

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 will be on the agenda for June 6th city council meeting.

Gov Deals highest bidder received all of the PAPI lighting and removed off of airport property.

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. Nothing further at this time.

Worked on trying to get one more quote for finance for a carport . This is required as indicated in our purchasing policy. Not having any luck with the third quote with a company to purchase from and erect the carport. Also, many shed retailers do not have carports.

Received invoices from Finance. Mailed invoices to renters.

Maintenance needed for 2 taxiway lights. Need to purchase the wiring unit for both. Was hoping to have Windemuller do this when they came back out to work on the Fuel Farm.

All other areas of the airport clean and well maintained.

Code Enforcement

5/29/17

Memorial Day

5/30/17

Code Enforcement spoke to Mrs. Sarah Bail about her property lot located on East Hickory ST. Parcel #31-37-25-0224-00E0-0130. She was informed that she could not place advertising signs on the property because of the property being zone residential and that the Northern part of her property is not large enough to build on.

5/31/17

Code Enforcement spoke to Liana Lopez about scheduling a inspection on her property located at 123/125 N. Mills Ave. Inspection of her property was set for June 1, 2017 at 2:00 pm.

6/1/17

Code Enforcement spoke to Liana Lopez about the correction of violation on her property located at 123/125 N. Mills Ave. Code Enforcement inspected the property and found that all violation had been corrected. Case has been closed.

Code Enforcement spoke to Mr. Jerome Reaves about his properties that have been taken to Special Master Hearing. He was advised that the property located at 210 S. Orange could not be use as a residence because the structure is unsafe and it has not been occupied in over 180 days. The property converts to the current zoning. The properties current zoning is Light industrial(m-1).

Mr. Reaves was advised that his property located at 700 Spring Ave. had not complied with the Special Master orders and is still in violation. He was notified that fines for this had started to accrued as of June 1, 2017.

Code Enforcement Violation Counts
For Date Period From 05/28/2017 Through 06/01/2017

Violation	Count
Abandoned or Inoperable Vehicle	3
Weeds and Vegetation	2
Premises to be Kept Clean (a)	1
Unsafe Building or Structure	1
Storage or Abandonment Junk or Furniture	1
Total	8

Code Enforcement Action Counts
For Date Period From 05/28/2017 Through 06/02/2017

Action	Count
Courtesy Notice	5
Verbal Wanning Given	2
Total	7

Code Enforcement Topic Counts
For Date Period From 05/28/2017 Through 06/03/2017

Topic	Count
Abandoned or Inoperable automobiles	3
Dilapidated Structure	1
Garbage and Debris	1
Overgrown grass, weeds, bushes	1
Total	6

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: June 5, 2017

Subject: Weekly report for Finance for week of May 29- June 2, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$79,2941.98

Meter Deposits - \$1,750.00

Airport Rent - \$2,932.25

Golf - \$1,277.42

Mobile Home Rent & Laundry – \$1,949.00

Special Events – Code Enf/Planning -\$0.00

Permits - \$220.00

City Fines – \$0.00

Cemetery - \$0.00

Misc - \$0.00

Impound - \$0.00

Saturday Night Lights – \$0.00

Business Licenses - \$44.00

State of Florida - \$96,782.23

Lien Searches – \$0.00

Fingerprinting - \$20.00

Parking Tickets - \$20.00

Yard Sales – \$5.00

Taxi - \$0.00

Tip a Cop - \$0.00

Payroll:

- N/A

Accounts Payable:

- Processed 92 Invoices out of operating totaling \$90,197.63
- Processed 4 invoices out of Airport totaling \$471.35

Purchasing:

- Process 22 Purchase Orders
- Processed 4 Change Orders
- Processed 3 Emergency Purchase Orders

Ongoing Projects and Tasks:

- Audit work continues
- Opening Bid for Sidewalk Improvements

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: June 2, 2017
Re: Weekly Report

During the week of May 29 – June 2, 2017, I performed the following:

- attended directors meeting on May 29, 2017; updated Action Review Register
- started compiling the June 20, 2017 City Council packets
- finished transcribing minutes for the City Council Workshop on Medical marijuana which was held on May 23, 2017
- discussed files with File Clerk at old City Hall
- attended demonstration with representative of OnBase Electronic File System
- traveled to and from Courthouse to record Quit Claim Deed between the City of Arcadia and G and A, Inc.; prepared letter to G and A, Inc. to provide said deed; instructed Administrative Clerk to advise Mr. Frierson the deed is ready and to inquire as to whether he wishes to pick it up at City Hall or have it mailed
- prepared various Cemetery Deeds; prepared requisition for recording purposes of same
- spoke with Cemetery Clerk regarding issue pertaining to distribution of cemetery spaces if Grantees are deceased (additional spaces)I spoke with City Attorney regarding same
- attended Bid Opening for Sidewalk Improvements Unit Pricing Contract #2017-02 on June 1, 2017; reviewed submittals with Fiscal Clerk Darlene Davis to ensure such submittals met necessary requirements
- spoke with Administrative Clerk regarding status of information regarding time limits of committee/board members
- finished transcribing minutes for Special Master Hearing which was held on May 25, 2017

- scanned and e-mailed US Bankruptcy Court vs. 21st Century Oncology Holdings, Inc. lawsuit to City Attorney
- received Proof of Publication from The Arcadian regarding Notice of Public Hearing as such pertains to Ordinance 1024
- prepared and e-mailed Notice of Public Hearing as such pertains to Ordinance 1025 to The Arcadian for publication

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: June 05, 2017
TO: Terry Stewart
FROM: Linda Lowe, Human Resource Director
SUBJECT: Weekly Report May 29 – June 02

City offices were closed on Monday, May 29 for the Memorial Day holiday.

HR Director attended and participated in the Director's Meeting on Tuesday, May 30, 2017.

All needed information for the Hepatitis vaccinations have been received. HR Director has been in touch with the Health Department and we are in the process of scheduling date(s) for these vaccines.

HR Director was supposed to have an Appeal Hearing with the Department of Revenue on Wednesday, May 31. After waiting for 30 minutes beyond the allotted time for the hearing, HR Director placed a call to the Department of Revenue only to find the hearing had been re-scheduled upon the request of the Claimant's attorney. The new date for this hearing is June 12.

The HR Director met with an employee regarding health insurance benefits.

Late in the day on Wednesday, May 31, the HR Director was notified of an employee situation that would require investigation. HR Director spent several hours investigating report and found report to be truthful. Appropriate action was taken.

On Friday, June 2, HR Director met with employees regarding health insurance and various other benefits available to them. Each employee made selections and necessary paperwork was completed.

HR Director attended luncheon for long time employee Jones who is leaving City employment. Well wishes were extended to Mr. Jones and he was thanked for his many years of service to the citizens of Arcadia.

Utilities Departments

Water Treatment Plant

Weekly Summary Week Ending 6-03-17: A.J. Berndt

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

- **May 27, 2017 (Saturday):**
 - Regen anion #1.

- **May 28, 2017 (Sunday):**
 - Regen cation #1.

- **May 29, 2017 (Monday):**
 - Regen cation #2
 - Replaced Chemical in Chem Scan
 - Cleaned, Swept, Vacuumed

- **May 30, 2017 (Tuesday):**
 - Regen #3anion.
 - Regen Anion #1
 - Fixed Cl-17 Analyzer
 - Cleaned, Swept, Vacuumed

- **May 31, 2017 (Wednesday):**
 - Regen Cation #1.
 - Regen Cation #2.
 - Touched up paint on green pipes around plant.
 - Cleaned, Swept, Vacuumed

- **June 01, 2017 (Thursday):**
 - Hose out ammonia and chlorine rooms.
 - Recorded Well Readings.
 - Fire dept flushing.

- **June 02, 2017 (Friday):**
 - Regen #2 anion.

- Replace blue chem scan filters in chem scan room.
- Regen #1 anion.
- Replaced Damp Rids in Scada Boxes (Inside/Outside)

Summary for the Week Ending June. 2, 2017: Utility Department– A.J. Berndt

Waste Water Plant

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

- May. 27, 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. 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 ser speeds . Received LC – 300 chemical delivery off loaded to storage tank for use , received 4,600 gals. to tank .
- May. 28, 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. Calibrated P/H meter at CL2 contact chamber booth .
- May. 29, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “C” , Compressor # 2 , and Hydro pump # 2 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 .
- May. 30, 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 . 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 . C.E.C. company here to start rehab work on plant INF. station . P/H probe not calibrating proper unit old and worn out , had new probe ordered from Guardian Equipment Sales for replacement .
- May. 31, 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 . 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 . Sprayed weed killer around compound , pumps , tanks and buildings .

- June. 1, 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 . Tripped East digester float for sludge settling . Weekly run of sludge press , pulling from East digester , sent 24.5 tons (49,000 lbs.) 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 .
- June. 2, 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 588 gals. Red Equipment “ Rodney” here to do quarterly inspection on plant generator and fuel feed lines .

Systems Department

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

- May 27, 2017 (Saturday) - Normal Systems Operation.
- May 28, 2017 (Sunday) -Normal Systems operation.
- May 29, 2017 (Monday) – Holiday
- May 30, 2017 (Tuesday) – We responded to a sewer back up at 156 N Hillsborough Ave we found the sewer main to be clasped we excavated the sewer lateral at 156 N Hillsborough and temporarily relieved the homeowners back up for the evening and called for emergency locates . We took the vac truck to Desoto Ag and auto for jet hose repairs. We maintained cut ons and offs and other office work.
- May 31, 2017 (Wednesday) – We excavated the collapsed sewer main on Cypress at Hillsborough Ave and replaced 16 feet of 8” clay sewer main with 8” PVC and discontinued 2 – 6” clay services. We maintained cut ons and offs and other office work. We cleaned the grit dumpster at the WWTP with the vac truck.
- June 01, 2017 (Thursday) – We did sub road base restoration on Cypress at Hillsborough Ave. We also repaired the sewer lateral at 156 N Hillsborough. We maintained cut ons and offs and other office work. We took 2 truckloads of sewer sand to the land fill.
- June 02, 2017 (Friday) – We turned on the water mainline valves for the new rodeo grounds on Roan and flushed all internal fire hydrants. We maintained cut ons and offs

and other office work. We then cleaned the systems building. We set up M.O.T following the 613 index on Brevard at Oak for Consolidated production group to do road restoration.

Public Works

Public Works Recap for Week 5/27/2017 thru 6/2/2017

General Information

The PWD and the Directors' Meetings on Monday. The PWD and the Streets Supervisor spent Thursday morning receiving a demonstration of a street sweeper from Southern Sewer. The PWD and Streets Supervisor attended a side-walk bid meeting.

Cemetery

Flagged 3 plots for burials. Located 5 burial sites. Trimmed trees, mowed, weed eaten and picked up dead flowers and debris. Assisted 2 visitors with locating sites.

Streets

23 loads of brush were picked up throughout the City. Lincoln, pot holes filled. Streets truck #11 was taken to and picked up from DeSoto Auto Mall for repairs. Keys made. Inspected a catch basin at Orange and Harris. Took a flat bed truck to Tri-County hydraulics for a quote. Millings were delivered to Hillsborough and Cypress for a sewer line collapse. Inspected trees in the ditch on Baker. One Streets employee is being trained for P.W.'s on-call.

Sanitation

There was no garbage pick-up on Monday, Memorial Day, but all other routes were run as normally scheduled.

Garage

Replaced a PCV hose and a multi-function switch on a Systems vehicle. Assisted PD with a ladder. PM performed on a Parks mower. Plugged 2 tires on the Cemetery truck. Replaced an electric PTO switch and engine to deck belt on a Cemetery mower. Road call to jump start and replace the battery on a Systems truck. Replaced the sweeper wall hydraulic hose on a Sanitation truck. Replaced the drive shaft coupling on a PD vehicle. Plugged a tire on a PD vehicle. Replaced the left gate detent pins on 2 Sanitation trucks.

Parks

Trash and debris was picked-up from all of the City Parks. Weed killer was sprayed at the PD, Margaret Way Bldg., Jim Space, Rio Vista, Ridgewood, 10th Ave., 12th Ave., Maple Medians,

Speer Center, Story Book, Louis Anderson Park and the Tree of Knowledge. Louis Anderson Park, Maple medians, 10th Ave., PD, Speer Center, Story Book and Jim Space were mowed. Mowed, weed eaten and sprayed weed killer at the WTP.

Inmates

TUESDAY: Removed shelving and debris from the old P.D. Office on Polk.

WEDNESDAY: Trimmed trees and removed asphalt from golf cart paths at the Golf Course.

THURSDAY: Continued with trimming trees and removing asphalt from the Golf Course.

FRIDAY: Cleaned downtown Arcadia. Cleaned the P.W.s shop. Continued trimming trees at the Golf Course.