

Weekly Report to the City Council for the Week of October 10th- October 14th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart attended the Ridge League of Cities monthly meeting with Council Member Judy Wertz-Strickland.

The CA met with Arcadian reporter Lex Menz and answered her questions about city ordinances that might be related to horses in the down town area. She also inquired about Code Enforcement and how we routinely handle complaints about animals.

Staff received a telephone notification that due to the presence of Hurricane Matthew, in the Atlantic, the Politics in the Park Event scheduled for the Golf Course was being cancelled.

The CA received a contact from County Administrator Hines inquiring about whether the city had approved the MOA with the State Department of Economic Opportunity. She was informed that our city was not aware of this matter but would proceed post haste to accomplish it.

The CA and Airport Manager Peacock worked together with City Attorney Wohl to prepare a response letter to the attorney for Eagle Vistas regarding unfounded complaints the company lodged against the city.

The CA and HR Director Lowe received the first draft of the Compensation and Classification study for review from our consultant.

The CA assisted the Finance Department in identifying a State of Florida office to answer questions about the use of National Joint Purchasing Agreement contracts.

WEEKLY REPORT FOR THE AIRPORT

Fuel Pump-

Paperwork has been sent to finance with three quotes. I have researched different types of fuel dispensers, comparing the different models and finding what will be compatible with our Fuel Master Software and credit card reader.

Paperwork for weather seal replacement for the Maintenance Hangar has been turned in to Finance. Finance recommended that I do a budget transfer for building repair account. Building repair was budgeted for \$3,000 and the repairs needed to replace the weather seals at the maintenance building cost \$3,253.00. Transfer has been done for that amount.

BPO has been done for Napa, batwing mower needs tire and bearings replaced.

BPO has been done for Sherwin Williams for paint, primer, brushes, rollers and trays. This is what is needed for Friends of Arcadia Airport to paint the wind tee. They will start the primer on Tuesday October 25th, 2016.

Making preparations for the FDOT annual inspection at the airport on 10/24/16.

Carrie Taylor Parks Department Supervisor sent help to mow the turf runways and all other areas around the T-hangars to make sure everything looked nice at the airport. Tractor mowing has been moving along completing large areas of the airport.

Saturday October 15th, 2016 Friends of Arcadia Airport had another successful turn out for their pancake fly-in. They cooked pancakes to feed 400 and they mentioned they didn't have any left. Next event will be November 12, 2016.

Receiving quotes for different entertainment and activities for the November 12, 2016 event.

Collecting rent for hangars.

Mailed out invoices for hangars.

Contacted Dr. Abdul Hatim, Aviation Engineering Manager of FDOT to find out when the core samples of the runway will take place.

Email from Tim Mentel on 10/19/16 of RDM International advised the drilling on the runways for core samples will take place on November 3, 2016 beginning at 11:00. This will take 5-6 hours and the runway will be closed until the testing is complete!

Eagle Vistas has been notified of the dates for the core testing. Waiting to hear back if they have student's scheduled for this day.

Wingman Aviation has been notified of the core testing dates. Waiting to hear back making sure he does not have anything scheduled.

Code Enforcement

Code Enforcement was contacted by City Marshal Matthew Anderson about the property located at 703 N Lee Ave. The complaint was about constant running of a generator. This property was given a warning about this once before and told that the generator could be run during the day but must be shut off by 9 pm. Site investigation revealed that the property had several violations other than the running of the generator after hours. Property has not had utilities since April 13, 2015. While on site I spoke to Debra A. Yates. She showed me a power of attorney giving her authority over the property. She stated to me that the owner of the property was recently sentenced to 3 years in prison. She was given a 2 week to correct all violation and a cease and desist for running the generator.

Code Enforcement received several calls from Mr. Jason Pickle requesting information on use of the Tree of Knowledge to hold an open air revival. He was informed of the procedures to hold a special event on city property and the available dates. Mr. Pickle stated to me that if his organization just went to the Tree of Knowledge and held a service there without a permit, what would be the consequences? Code enforcement informed him that his organization would be cited and taken in front of the Special Master for a hearing.

Code Enforcement Topic Counts
For Date Period From 10/09/2016 Through 10/15/2016

Topic	Count
Overgrown grass, weeds, bushes	4
Construction without a Permit	1
Total	5

Code Enforcement Action Counts
For Date Period From 10/09/2016 Through 10/15/2016

Action	Count
Case Notes	7
Courtesy Notice	4
Phone Call	1
Total	12

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, October 17, 2016

Subject: Weekly report for Finance for week of October 10-14, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$91,266.38

Meter Deposits - \$2,100.00

Airport Rent - \$2,221.28

Golf - \$303.44

Mobile Home Rent & Laundry – \$3,402.00

Permits - \$0

City Fines – \$0

Cemetery - \$1,500

Misc - \$0

Impound - \$0

Saturday Night Lights – \$0

Business Licenses - \$2,040.00

State of Florida - \$0
Lien Searches – \$20.00
Fingerprinting - \$0
Parking Tickets - \$0
Yard Sales – \$0
Taxi - \$0
Tip a Cop - \$367.00

Payroll:

- Processed 89 employees in the amount of \$139,025.37
- Ran 3rd Quarter Reports

Accounts Payable:

- Entered 113 invoices and processed 58 checks, totaling \$218,699.67 from operating
- Entered 16 invoices and processed 8 checks, totaling \$4,207.31 from Airport

Sales Tax:

- Filed Sales tax for Airport, Mobile Home Park and Golf course.

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: October 14, 2016
Re: Weekly Report

During the week of October 10-14, 2016, I performed the following:

- attended FACC Fall Academy in Orlando. I appreciate City Council and you allowing me to attend this. As always, the classes are so informative and the networking is very vital and supportive
- caught up on e-mails and correspondence during my absence at Academy
- sat in on interview with applicant for Administrative Clerk position
- attended and took notes at the DAC meeting on October 14, 2016 regarding The Yellow Deli

- communicated with Jeff Schmucker regarding scheduling a meeting between himself and new employee (once hired) to review procedures regarding the planning department
- started compiling the November 1, 2016 City Council packet

Human Resources

DATE: October 17, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – October 10 - 14

HR Director attended and participated in the Director's Meeting on Monday, October 10.

HR Director continued efforts this week to get the best qualified candidates for the open positions within the City. Interviews were conducted on Wednesday, October 12 through Friday, October 14. A total of 12 interviews have been conducted and additional interviews are scheduled for next week. HR Director spent several hours in conducting complete screenings and verifications on each applicant.

HR Director met with various employees this week and answered various questions and inquiries.

Water Treatment Plant

Weekly Summary Week Ending 10-15-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- October 08, 2016 (Saturday) – Regen cation #1. Wipe down gray electric lines around brine supply.
- October 09, 2016 (Sunday) – Regen anion #2.
- October 10, 2016 (Monday) – Regen #1 anion. Hose down salt area. Clean, sweep, vacuum. Regen #2 cation.
- October 11, 2016 (Tuesday) – Regen #3 anion. Clean, sweep, vacuum.
- October 12, 2016 (Wednesday) – Refill ammonia day tank. Collect stage 2. Clean algae off of anion waste tank. Salt delivery.
- October 13, 2016 (Thursday) — Regen anion #1. Pull bac't samples from wells. Oil front gate chain. Acid clean, flush, zero, both chem scans. Clean algae off of cation waste

- tank. Rec'd ammonia delivery. Hose down salt tank and salt area. Clean, sweep, mop, vacuum, water plant & clean bathroom. Refill acid jug chem scan room. Mop chem scan room.
- October 14, 2016 (Friday) — Regen cation #2. Cl2 delivery. Blew out dirt from chlorine and ammonia rooms. Clean, sweep, vacuum.

Summary for the Week Ending Oct.14, 2016: Utility Department— A.J. Berndt

Waste Water Plant

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

- Oct.8, 2016 – (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. Ball field North Arcadia , “Willie” called for reuse water , reuse pump wouldn’t come on shut down power at panel for pump control reset , still not running notified ball field , left note for plant maintenance .
- Oct.9, 2016 (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 to lift tubes. Discharge pipe from North clarifier scum pit broke at check valve inlet , shut down sludge pump and isolated with valve at main sludge line , left note .
- Oct.10, 2016 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “B” , Compressor # 1 , and Hydro pump #1 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Made repair of North clarifier scum pit sludge line , cut out damaged piping at check valve , replaced with parts obtained from systems stock . Made rounds to all reuse connections in system to read down meters for yearly reuse usage report to D.E.P. Turned on reuse pumps for “Willie” North Arcadia ball fields , wanted for 2 hours , then shut down after use .
- Oct.11, 2016 (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 . Washed down sidewalk area from sludge line that broke on scum pit discharge line . Pulled fecal samples on creek for D.E.P. to compare to manhole over flow data when plant was maxed out . Turned on reuse pumps for North Arcadia Ave. ball field to water . Calibrated CL2 analyzer in contact chamber booth.
- Oct.12, 2016 (Wednesday) - Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Made check of clarifiers and sludge blankets , found North clarifier high , run sludge pump in hand to thin out dark thick sludge .

- Compressor repair (Air Centers Of Florida) here to complete service on plant air compressors
- Oct.13, 2016 (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 23 tons (46,000 lbs.) to county landfill used for cover on top of trash pile . Pista Grit motor stopped won't reset called city electric (Pierre') for service check . Calibrated CL2 analyzer in contact chamber booth .
- Oct.14, 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 550 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat. County hauling leach from collection ponds at bottom of trash piles , to plant holding tank . City electric here to repair Pista Grit drive motor on top of pre treat , unit running , found bad contactor in motor , will check for replacement part for motor to complete repair . Turned on reuse pumps for golf course watering tonight .

Systems Department

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

- October 08, 2016 (Saturday) - Normal Systems Operation.
- October 09, 2016 (Sunday) -Normal Systems operation.
- October 10, 2016 (Monday) – We built up the drive way entrance at 800 S Monroe over exposed water main we used 18 yards of shell. We replaced the ¾” poly curb stop at 220 S Hillsborough do to vandalism and filed a police report.
- October 11, 2016 (Tuesday) – We cleaned the drying bed and took debris to the land fill. We also changed the curb stop at 137 N Polk 1” and mowed easements on W Pine.
- October 12, 2016 (Wednesday) – We repaired a 4” force main in the city trailer park. We also assisted Prince Construction in the repair of a 6” water main on Brevard at Reynolds. We then issued boil water notices to the effected customers.
- October 13, 2016 (Thursday) - We did locates along N Roberts from Holton to Dickhaut St. We then located the service at 1112 Se Fifth. We also installed a hydrant meter on MLK.
- October 14, 2016 (Friday) – We made a list of bad manholes to be replaced. We then did general clean up at systems.

Public Works

General Information

The PWD attended the Directors meeting on Monday. The PWD continued to perform general vehicle and equipment maintenance in the Garage.

Cemetery

Marked 5 sites for burials. Mowed, weed eaten and picked up debris each day. Repaired 5 sprinkler heads. The Cemetery was vandalized sometime over the weekend with the shed being broken into and a can of gas was taken. The Police Department was notified of the vandalism.

Streets

A Streets employee filled in for the Sanitation dumpster truck driver for 6 days. Patched Gibson, Mills, Whidden, Lee, City Mobile Home Park, Hillsborough, Eleventh. A Streets employee assisted the Parks Department for 1 day.

Sanitation

All routes were ran as normally scheduled.

Parks

All of the City parks were mowed and weed eaten. Mowed at the Mobile Home Park and at the Airport. Barricades were put out and picked back up from the Home Coming parade. Barricades were put out for the Rodeo.

Garage

Replaced a gas tank on a Streets push mower. Replaced water pump and thermostat in a PD vehicle. Repaired hydraulic leak on one of the Streets claw trucks. Adjusted drive belt tensioner on a Streets mower. Replaced a headlight switch on one of the Streets claw trucks. Replaced a rear tire on a Sanitation truck. Plugged 2 tires and leveled the deck on the MHP mower. 2 light kits and 4 tires were replaced on Parks trailers.

Inmates

MONDAY: Mowed and weed eaten a vacant lot on Manatee. Mowed and weed eaten right of way on Hickory from Baldwin to Morgan Park. Weed eaten and removed debris from a ditch in Bridle Path.

TUESDAY: Weed eaten and removed debris from a ditch in Bridle Path. Weed eaten and trimmed hedges at McSwain Park.

WEDNESDAY: Mowed and weed eaten at the Cemetery.

THURSDAY: Weed eaten and cleaned MLK Park.

FRIDAY: Cleaned downtown. Cleaned the work van and trailer.

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Friday, October 14th, 2016

Subject: Weekly report for Golf Course for week of October 8th –October 14th 2016

Cleaning Golf Carts before Season Starts.

Trying to fix 2 of our Satellites' for Irrigation as I think it is a bad ground. Noticed this Tuesday Morning. Had to run another Wire above ground temporarily from #3 Satellite to #4 Satellite.

Applied updates to our Chelsea Accounting System.

Repairing Sprinkler Heads around Greens.

Review Bills for payment.

Met Laman Field Maintenance on Tuesday Morning as they sprayed liquid fertilizer and nematode prevention.

Met Jett from Lamon Wednesday morning as he put a Fungicide on our 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.

Changed Cups & Pins on Friday with Lee.

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

Total Revenue from 10/08-10/14 is \$432.65 plus \$32.51 sales tax.

Updating prices before Season starts.

Continue sanding of Greens on Golf Course.