

Weekly Report to the City Council for the Week of

October 17th- October 21st, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart and HR Director Lowe participated in a conference call with Compensation and Classification consultant Oel Wingo regarding the initial draft of the plan.

The CA toured several holes of the golf course with Course Pro Mike Kotzker to review the progress of the grounds rehabilitation project.

The CA met with City Council candidate Mr. Jaccarie Simon to answer his questions about our city government and how the city operates and on some of the major issues such as needed infrastructure improvements.

Representatives from the State and Federal Flood Management/Community Rating System (CRS) Program met with the CA to review the City's efforts. Though the City adopted an ordinance to enable participation in the program in 2013, nothing additional has been done. The CRS is a classification system with a 1- 10 rating scale. Flood insurance rates are established using the rating system with a rating of one enabling the lowest rates and 10 the highest. Our city is currently classified with a rating of 10. There are several things we, the city can do to improve that rating and we have begun work on this. A rating improvement will save our property owners money on their flood insurance.

The CA spoke with Mr. Robert Heine, a City Council candidate and also answered his questions about how the city operates and on some of the major issues such as needed infrastructure improvements.

The CA brought in his personal speaker system to attach to the Council Chamber system as an extension into the chamber lobby for an expected standing room crowd at the Candidate Forum hosted by the Arcadian Newspaper. The CA also attended that forum.

The CA and Utility Director Berndt met to discuss the amended contract with the Florida Department of Transportation (FDOT) for the lighting maintenance work the city does in maintaining traffic signals and street lighting along state roadways. This contract will be placed on an agenda for approval by the City Council.

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 assisted and helped covering the front desk area. Code enforcement processed 2 zoning certificates, 1 demo application, 5 yard sell permits, 7 Local business tax licenses and maintain the daily deposit for all moneys received.

Code Enforcement assisted Arcadia Police Dept. with Cancer Walk held on October 22, 2016. Code Enforcement also covered the Antique Association special event that is held every 4th Saturday of the

Code Enforcement explained the requirements that would be needed for Mr. Nunez to add an addition to his home located at 200 N. Mills Ave. All information given out was verified by Jeff Schmucker of Central Florid Planning.

Code Enforcement processed 4 taxi cab renewal permits and inspected 3 taxies.

Code Enforcement Violation Counts
For Date Period From 10/16/2016 Through 10/22/2016

Violation	Count
Abandoned or Inoperable Vehicle	1
Storage or Abandonment Junk or Furniture	1
Permit required (92)	1
Total	3

Code Enforcement Action Counts
For Date Period From 10/16/2016 Through 10/22/2016

Action	Count
Case Notes	4
Verbal Warning Given	1
Total	5

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, October 24, 2016

Subject: Weekly report for Finance for week of October 17-21, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$122,921.37

Meter Deposits - \$1,200.00

Airport Rent - \$886.68

Golf - \$941.24

Mobile Home Rent & Laundry – \$186.50

Permits - \$0

City Fines – \$4830.15

Cemetery - \$750.00

Misc - \$0

Impound - \$0
Saturday Night Lights – \$0
Business Licenses - \$1,196.45
State of Florida - \$302330.75
Lien Searches – \$20.00
Fingerprinting - \$0
Parking Tickets - \$0
Yard Sales – \$20.00
Taxi - \$0
Tip a Cop - \$5,554.13

Payroll:

- N/A

Accounts Payable:

- Entered 41 invoices and processed 33 checks, totaling \$29,610.90 from operating
- Issued 56 Purchase Order

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: October 21, 2016
Re: Weekly Report

During the week of October 17-21, 2016, I performed the following:

- attended staff meeting on October 17, 2016; updated Action Review Register; attended staff meeting on October 19, 2016
- updated website regarding City Council/committee/board meeting dates and placed Weekly Report for October 3-7, 2016 on website
- completed Ideas to Action Forms (forms which must be filled out after completion of classes and returned to the FACC to ensure credits) and forwarded same to FACC
- transcribed minutes for October 4, 2016 regular meeting and October 5, 2016 emergency meeting regarding Hurricane Matthew

- helped prepare set-up for upcoming Candidate Forum scheduled for October 20, 2016
- prepared the Week of the Family proclamation for the Mayor's approval for the November 1, 2016 City Council meeting
- prepared the Human Trafficking and Awareness proclamation for the Mayor's approval for the January 3, 2017 City Council meeting
- attended and took notes at the October 18, 2016 City Council meeting; transcribed minutes from same
- coordinated with The Arcadian staff and Jack Welch of the local radio station regarding the Candidate Forum scheduled for October 20, 2016; assisted in set up of Council Chambers for event; attended same
- corresponded with Jodie Skitka DeLoach of the QuitDoc Foundation regarding a possible presentation/introduction to City Council regarding the organization's mission; corresponded with Mayor regarding same
- continued compiling the November 1, 2016 City Council packet
- sat in on four interviews for the Administrative Clerk position vacancy

Human Resources

DATE: October 24, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – October 17 - 21

HR Director attended and participated in the Director's Meeting on Monday, October 17.

HR Director attended the City Council Meeting on Tuesday, October 18.

HR Director continued efforts this week to secure the best qualified candidates for the open positions within the City. Interviews were conducted on Wednesday, October 19 for Code Enforcement Clerk positions.

HR Director attended and participated in the Director's Meeting on Wednesday, October 19.

Interviews continued on Thursday for the Code Enforcement Clerk position and the positions for Public

Works. Follow-up of employment references and personal references for various applicants was completed.

On Friday, October 21, interviews were conducted for the Administrative Clerk position. Follow-up work for this position was continued. First interviews were conducted for the Operator Trainee Positions in the Water and Waste Water Treatment Plants.

HR continued to provide services to employees and Department Directors as needed.

Water Treatment Plant

(AJ Berndt, John Ristau, Kevin Broder)

- October 15, 2016 (Saturday) – Regen anion #2.
- October 16, 2016 (Sunday) – Regen anion #3. Regen anion #1.
- October 17, 2016 (Monday) – Mop chem scan room. Regen #1 cation. Clean, sweep, vacuum, water plant.
- October 18, 2016 (Tuesday) – Refill ammonia day tank. Hose down salt area. Regen #2 cation. Clean, sweep, vacuum, water plant.
- October 19, 2016 (Wednesday) – Regen #1 Anion. Flush hospital hydrants and golf course.
- October 20, 2016 (Thursday) — Hose down salt tank and salt area. Regen #3 anion. Flush boat ramp hydrant, tractor supply hydrant, and line going out to prison Mop chem scan room. Clean, sweep, mop, vacuum, water plant. Clean water plant bathroom. Regen #2 anion.
- October 21, 2016 (Friday) — Continue overnight brine mode on anion #2. Regen cation Flush road prison, check remote GST residual. Cl2 delivery. Clean, sweep, vacuum. water plant.

Waste Water Plant

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

- Oct.15, 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. Made switch to #1 compressor as pressure relief valve is leaking on #2 unit , left note for plant maintenance . Picked up replacement batteries at Smith Ranch And Garden for T.D.S. meter .
- Oct.16, 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.

- Oct.17, 2016 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “B” , Compressor # 2 , and Hydro pump #2 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Completed monthly calibration of P/H meter in contact chamber booth . Changed CL2 analyzer in contact chamber booth , motor drive on unit seized up , won't run , replaced with spare , will send old analyzer in for repair . Turned on reuse pumps for golf course watering tonight .
- Oct.18, 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 . Tightened packing on grit pumps at pre treat to slow down excessive dripping from pump shaft . Reuse pumps on for golf course watering tonight .
- Oct.19, 2016 (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 samples to short lab , filling tank . Plant electrician (Brian) here to check 4 / 20 signal to SO2 injection unit from river flow meter unit shows loss of signal and is running in factory default , meter isn't sending pulse , called Avanti (meter company) to check out meter assembly . Cleaned around manhole at D.O.T. and 70 West of dried paper and wrappers called in by customer , picked up barricade and sign . Guardian Equipment (Bill Fitch) here to remove old SO2 injection system at reuse facility and replace with new updated unit while injection is off for tank fill .
- Oct.20, 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 22 tons (44,000 lbs.) to county landfill used for cover on top of trash pile . Inmate crew working on Oak Ridge Drive clearing low limbs for delivery truck to reuse facility and cutting grass at reuse . Guardian finished up SO2 injection system and is working on CL2 bleach system installing gas blow off valves on bleach pumps and piping vents back to bleach tanks . Turned on reuse pumps for golf course watering tonight .
- Oct.21, 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 500 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat. Checked weight in both SO2 cylinders against scale reading as SO2 is not feeding proper from South cylinder , rotated valves , checked piping , switched tubing around but problem still exists , Guardian

determined that tank has problem and needs to be sent back to company and new tank ordered . Cleaned view scale in LC – 214 day transfer tank . Turned on reuse pumps for golf course watering .

Systems Department

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

Aaron Perez, Margot Ayres

- October 15, 2016 (Saturday) - Normal Systems Operation.
- October 16, 2016 (Sunday) -Normal Systems operation.
- October 17, 2016 (Monday) – We changed a 3/4inch curb stop at 1307 NE Oak .We then cleaned the manhole at Oak and Brevard. We then repaired a ¾ inch poly service at 35 W Gibson. We cleaned a service pit at the WWTP and emptied the truck of debris.
- October 18, 2016 (Tuesday) – We responded to a sewer backup at the speedway and found the blockage to be on the customer’s side. We also mowed easements on W Pine.
- October 19, 2016 (Wednesday) – We replaced the manhole lid at N Arcadia and Imogene. We also replaced the curb stop at 212 S Luther.
- October 20, 2016 (Thursday) - We setup M.O.T and maintained traffic control devices for the replacement of the manhole in W Magnolia at Monroe.

October 21, 2016 (Friday) – We relocated the water service at 1121 SE Palm for Prince Construction.

Public Works

Public Works Recap for Week 10/15/2016 thru 10/21/2016

General Information

The PWD attended the Directors meetings on Monday and Wednesday. The PWD attended the City Council Meeting on Tuesday.

Cemetery

Moved a headstone to the appropriate burial site. Located a grave site for a visitor and marked a site for burial. Mowed, weed eated and picked up dead flowers and limbs.

Streets

A Streets employee filled in for the Sanitation dumpster truck driver for 6 days. 26 loads of brush were picked-up throughout the City. Patched pot holes on Johnson, Lee & Gibson intersection, Whidden & Lee intersection, S. Mills, Smith and Maple west of Mills. Trimmed trees and cleared right of way on Oak Ridge Drive.

Sanitation

All routes were ran as normally scheduled.

Parks

Barricades were picked up from the Rodeo event. Pump filters were replaced at the McSwain Park Splash Pad. Changed the outside light bulb at the Polk Street. entrance to the Way Building. Mowed along the sidewalk on Hickory leading to Morgan Park. All of the City parks were mowed and weed eated. Mowed at the Mobile Home Park and at the Airport.

Facility Maintenance

Replaced light ballasts and bulbs in the City Administration hallway and the Council Chambers.

Garage

Replaced a tire and tube on a Streets tractor. Installed a tail gate protector on a Streets truck. Cleaned carburetor and an engine to deck belt on a Systems mower. Replaced blade PTO switch on a Cemetery mower. Install mic brackets and PD radio in a new PD vehicle. Removed PD equipment from 2 PD vehicles and removed decals from 1 PD vehicle. Repaired a storm drain cover. Replaced a fuel pump and fuel sending unit on a Cemetery vehicle. Replaced a side light switch in a Sanitation truck. Replaced a hydraulic belt on a Cemetery mower. Replaced a blade on a Streets saw.

Inmates

MONDAY: Weed eated around Lake Katherine. Cleaned ditches between Volusia and Hillsborough.

TUESDAY: Cleaned road and right of way on Spring.

WEDNESDAY: Mowed and weed eated at the Cemetery.

FRIDAY: Cleaned up downtown.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Saturday, October 22nd, 2016

Subject:Weekly report for Golf Course for week of October 15th –October 21st 2016

Cleaning Golf Carts before Season Starts.

Applied updates to our Chelsea Accounting System.

Repairing Sprinkler Heads around Greens.

Review Bills for payment.

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 10/15-10/21 is \$2159.86 plus \$162.07 sales tax.

Updating prices before Season starts.

Continue sanding of Greens on Golf Course.

Planning to Overseed Front nine next Tuesday.