

# Weekly Report to the City Council for the Week of

October 24th- October 28th, 2016

## Administrator

### City Administrator's Office

City Administrator (CA) Stewart met with Mr. John Herman, a principal at Arminius an engineering consulting firm. The firm's specialty is utility systems, water and wastewater. Mr. Herman provided information about his firm's background and experience and was interested to know if there might be opportunities for the city to use his services. He was advised to file a vendor application document with the city to insure he is included in future RFP notifications.

The CA joined with city staff members Finance Director Carsten, Utility Director Berndt, Public Works Director Underwood and City Engineer Julie Karleskint in a meeting with Mr. Thierry Boveri of PRMG to begin discussions on the work needed to develop a rate study for water, waste water and solid waste service of the city. This project is the result of direction previously received from the City Council.

CA Stewart and City Marshal Anderson attended a function at the St. John's Missionary Baptist Church to greet attendees at the United Baptist Fellowship conference. The CA was there on behalf of Mayor Coker who was out of town on that date.

The CA joined Finance Director Carsten and Utility Director Berndt in a meeting with Mr. Eddie Quinn of Fathom to review their utility management software program. The functionality, data and reporting capabilities of the program were impressive. Staff will be further examining this.

CA Stewart attended the annual Cattleman's Association Fall Dinner at the Turner Center.

The CA participated in the Prevention Day Policy Maker's Workshop in Punta Gorda dealing with Drug Free work places and communities.

Over the weekend beginning this week, there was an aircraft crash on the turf runway at the city's airport that did not result in injuries to the pilot but did substantial damage to the aircraft. The CA received notification of the incident and immediately responded in order to provide any assistance necessary on the city's behalf.

## AIRPORT

Fuel Pump-  
Waiting on Purchase Order Paperwork from Finance.

Received purchase order for Trident Buildings to replace the weather seals on the maintenance building that Eagle Vistas currently lease. Next Wednesday they plan to be out and install the new weather seals. Will coordinate with FBO to make sure building is available and someone on site for the duration of the time that it takes to install.

Received purchase order to buy paint, primer, and paint stripper from Sherwin Williams for Friends to re-paint the wind tee. Friends have pressure washed wind tee, and scraped paint off. Painting should take place in the next week.

10/23/16 AT 2:33P.M. Sunday Received phone call from Airport FBO and Rickey Hilton that one of the float planes had an accident on the turf runway. FBO contacted FAA and 911 immediately. I notified CA and he quickly rushed to the airport. All responders were there in a very short time. Arcadia Police, County Sheriffs Dept, County Fire and rescue were all on the scene very quickly.

10/24/16 FAA Inspector of Wrecked Airplane came out. Inspector reviewed all of Hilton's data for the plane, this was caused by "pilot error".

10/24/16 FDOT annual inspection took place.

Runway 13/31 Inspector pointed out many trees that are not on airport property that are in the approach and take off safety zone for turf runway 13/31. FDOT recommended for a temporary fix, advised we need to layout 8 additional cones (4 at each end) where the displaced threshold and pilot touch-down points should be. This will show the pilots the 20:1 slope that is needed to safely takeoff and land. I advised FDOT inspector once the extra cones are purchased we will layout the cones where needed and send photos to show the mitigated deficiency is temporarily resolved. City will work with County to make sure homeowners that live close to the airport know the airspace and obstruction airspace hazards in accordance with Chapter 333, F.S. and work together for a long-term plan.

FDOT also mentioned the lighting that needs to be changed at each end of runway 6/24. Both lights on each end need to be removed and capped. This deficiency will be taken care of right away. Basically, we have additional lighting that is not needed.

Runway 6/24; at the beginning of runway 6, there are a clump of trees that are on airport property that need to be removed or pushed back. They are in the safety zone and this should be removed and taken care of within the next three months. Once trees are clear from the safety zone, there is at least a 25:1 slope. With this being our main runway, this approach or take-off is very clear from any obstruction making it very safe and more than the 20:1 slope needed. The end of 24 is free and clear as well, this end has brush that continues to grow and often needs maintained. This end was clear for inspection and no deficiencies of obstruction for this end reported.

Mowing from Parks, Streets and Sanitation took place the week before the inspection. Each department did a beautiful job and FDOT complimented on how nice our airport looked. They were also there the following morning after the plane crashed on the turf runway. They were there to see the plane get removed from the turf runway and were impressed with the removal process. Rickey Hilton removed wrecked aircraft with his tractor once he received written notification on 10/24 Monday Morning from NTSB. That written notification was forwarded to Hilton by Airport Manager.

FDOT also admired the airports Aviation City camp site. One of the inspectors asked about information on how to register so he and his wife can fly down from Tallahassee to camp at our airport. Besides the wrecked aircraft being the first thing they noticed when they arrived, they said our airport is a "one of a kind gem".

Event Planning for November 12<sup>th</sup> Pancake Fly-in & Family Fun Day at the Airport. On-going and will continue to advertise for this event all next week.

Pavement Core Testing will take place on November 3<sup>rd</sup>, 2016. Notices have been sent out and placed at the airport. The paved runway will be closed for approximately 5 -6 hours for drilling, turf runway will remain open as long as weather permits.

Collecting rent for hangars.

October 23<sup>th</sup>, File has been sent to finance for preparation of the November invoices.

Airport Flowage Report sent to City Clerk for November 1<sup>st</sup>, 2016 City Council Meeting.

**Code Enforcement**

Code Enforcement assisted and helped covering the front desk area. Code enforcement processed 2 fence permits, 1 zoning certificates, 3 yard sell permits, and 5 Local business tax licenses and maintains the daily deposit for all moneys received.

Code Enforcement signed off on the zoning permit for use of alcohol at the new restaurant going in at the Old Clock's restaurant. Azul Tequila meets all requirements to sell alcohol. All information was verified by Jeff Schmucker of Central Florid Planning.

Code Enforcement received a complaint about the property located at 121 E. Pine St about the over grown weeds and grass. Research and code warning process started.

Code Enforcement received a complaint about the Cynd Please from Mrs. Dorothy Denson. She stated that there were open sewer pipes and that her yard had not and would not have sod placed on it. She also stated that she should not have been able to move into her property without these issues being done first. Code Enforcement advised DeSoto County Building Official Lester Hornbake about the situation.

**Code Enforcement Action Counts**  
For Date Period From 10/23/2016 Through 10/29/2016

Action	Count
Case Notes	7
Verbal Wanring Given	4
Notice of Visit (Door Hanger) left at Property	1
Total	12

**Code Enforcement Topic Counts**  
For Date Period From 10/23/2016 Through 10/29/2016

Topic	Count
Overgrown grass, weeds, bushes	2
Garbage and Debris	2
Abandoned or Inoperable automobiles	1
Total	5

## **FINANCE DEPARTMENT**

**To: Terry Stewart**

**From: Beth Carsten**

**Date: Monday, October 31, 2016**

**Subject: Weekly report for Finance for week of October 24-28, 2016**

### **Highlights for the Week:**

#### **Revenue Receipts:**

Water & Sewer – \$83,597.96  
Meter Deposits - \$750.00  
Airport Rent - \$1,157.20  
Golf - \$13,444.58  
Mobile Home Rent & Laundry – \$942.00  
Permits - \$0  
City Fines – \$0  
Cemetery - \$750.00  
Misc - \$0  
Impound - \$375.00  
Saturday Night Lights – \$0  
Business Licenses - \$92.00  
State of Florida - \$38,784.42  
Lien Searches – \$20.00  
Fingerprinting - \$130.00  
Parking Tickets - \$0  
Yard Sales – \$0  
Taxi - \$0  
Tip a Cop - \$10,287.69

#### **Payroll:**

- Processed 85 employees in the amount of \$133,744.51

#### **Accounts Payable:**

- Entered 24 Purchase Orders

#### **Updates:**

10/26/2016- RFP2017-02 Financial Auditing Services was issued.

## City Clerk

### MEMORANDUM

To: Terry Stewart, City Administrator  
From: Penny Delaney, City Clerk  
Date: October 28, 2016  
Re: Weekly Report

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During the week of October 24-28, 2016, I performed the following:

- attended staff meeting on October 24, 2016; updated Action Review Register
- prepared agenda and distributed packet to the Historical Preservation Commission
- finished compiling the November 1, 2016 City Council packet 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
- started compiling the November 15, 2016 City Council packets
- transcribed minutes from October 11, 2016 Planning and Zoning Board meeting
- traveled to and from Courthouse to record Resolution 2016-13 (regarding vacation of right-of-way relating to plans for new County Fire Dept.) and advertised notices regarding same
- compiled City Council Action Reports for October 4, 5, and 18, 2016 and the October Monthly Committee Report and forwarded same to City Administrator
- corresponded with City Attorney regarding Ordinance 1019 / City of Arcadia Public Hearing Procedures Summary Sheet
- corresponded with Kim Kutch of the Florida Dept. of Children & Families regarding the placement of a proclamation addressing human trafficking on one of the January 2017 City Council agendas; communicated with City Administrator and Mayor regarding same; prepared said proclamation
- researched files for HPC pertaining to the homes located at 304 E. Oak Street and 303 E. Oak Street

- prepared cemetery deed and forwarded same to appropriate department
- received public records request; communicated with appropriate department

## Human Resources

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DATE: November 10, 2016  
TO: Terry Stewart, City Administrator  
FROM: Linda Lowe, Human Resource Manager  
SUBJECT: Weekly Report – October 24 - 28

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HR Director attended and participated in the Director's Meeting on Monday, October 24.

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 Tuesday, October 24 for positions in Systems and Public Works. A total of 7 interviews were conducted.

Safety Committee meeting was held on Wednesday, September 26.

Follow-up of employment references and personal references for various applicants was completed on Thursday and Friday. The selection for the position of Pro Shop Assistant at the Golf Course was completed.

On Friday, the HR Director met with three employees who had completed their probationary period and helped them with their selections of benefits. All enrollment forms were completed and forwarded to the insurance representatives.

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

## Water Treatment Plant

Weekly Summary Week Ending 10-29-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- October 22, 2016 (Saturday) – Regen anion #1.
- October 23, 2016 (Sunday) – Regen cation #2.

- October 24, 2016 (Monday) – Refill chemicals. Regen #3 anion. Clean, sweep, vacuum water plant.
- October 25, 2016 (Tuesday) – Refill ammonia day tank. Refill 10% sulfuric acid solution in chem scan. Regen #1 cation. Fire extinguisher inspector here. Hose down salt tank and area. Clean, sweep, vacuum, water plant. Regen #1 anion.
- October 26, 2016 (Wednesday) – Finish regen #1 anion. Caustic clean #1 anion.
- October 27, 2016 (Thursday) — Regen cation #2.
- October 28, 2016 (Friday) — Regen anion #3, let sit in brine overnight.

Summary for the Week Ending Oct.28, 2016: Utility Department– A.J. Berndt

### Waste Water Plant

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

- Oct.22, 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. Turned on reuse pumps for “ Willie “ to water North Arcadia Ave. ball fields .
- Oct.23, 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. Raised chemical stoke on LC–300 coagulant pump from 40% to 50% , to keep turbidity low . Turned on reuse pumps for golf course watering tonight .
- Oct.24, 2016 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “C” , Compressor # 1 , and Hydro pump #2 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Called in order for SO<sub>2</sub> ( used for de chlorination ) and LC–300 coagulant ( binding of suspended solids in clarifier ) . Took weekly time cards to Carol in administration . Picked up new “ C “ batteries for D.O. meter in lab , changed same . Reuse pump motor drive installed by plant maintenance at reuse facility , Pierre’ to wire power . Turned on reuse pumps for North Arcadia Ave. ball fields to water . Power outage in area , plant generator up and running , made plant walk through , notified F.P.L. about outage , found line fuse kicked out , closed circuit power back on .
- Oct.25, 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 . Hazen and Sawyer rep. “ Rob “ here to go over new program to complete monthly reports to D.E.P. Received SO<sub>2</sub> cylinder delivery at reuse facility , placed on scales , sent back empties . Shift check of scheduled lift station . found float hung and station full , straightened float , lag

- pump kicked on , station pumping down , reset alarm light . Plant maintenance changed safety pressure relief valve and cleaned tank water blow off screen , on compressor #2 . Hooked up evaporators to SO2 cylinders received , for injectors to pull gas for de chlorination , water flow weak , pulled meter and placed PVC jumper , as meter was stopped and causing volume feed problem to injector , feeding water proper , pressure gauge reading 40 lbs.
- Oct.26, 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 . Unclogged feed inlet to classifier from grit pumps , found medium / large vertebrae bone wedged in discharge on top of sand screw , classifier in service . Working on plants monthly D.M.R. report to be sent into D.E.P. Turned on mixers and aerators In West digester to exercise units to keep in running order , let units run for 2 hours , shut down at panel in M.C.C. building . Plant maintenance changed operating oil in compressor #2 .
- Oct.27, 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 18 tons ( 36,000 lbs. ) to county landfill used for cover on top of trash pile . Received delivery of LC – 300 ( K – 1000 ) coagulant , pumped into storage tank from tanker , 4,200 gals. off loaded . Checked sludge blankets in all clarifiers and operation of assigned sludge pump .
- Oct.28, 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 , off loaded 400 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Rob ( Hazen and Sawyer ) here to help out with monthly report , going from hard copy to electronic E Z file . Turned on reuse pumps for golf course watering tonight .

## **Public Works**

### **Public Works Recap for Week 10/22/2016 thru 10/28/2016**

#### **Cemetery**

Mowed, weed eaten and picked up dead flowers and limbs. Marked 3 sites for burials. Located 2 sites for visitors.

#### **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. Golf Course parking lot was patched. Patched pot

holes on Winfried, Valdosta and Frankfort. Assisted with repairs on the Sanitation dumpster truck. Replaced a Stop sign at Pine and Hillsborough. Repaired a wash out on Jordan.

#### Sanitation

All routes were ran as normally scheduled. The insides and outsides of all the Sanitation trucks were cleaned.

#### Parks

All of the City parks were mowed and weed eaten.

#### Garage

Replaced a rear tire on a Sanitation truck. Hydraulic service and replaced a hydraulic belt on a Cemetery mower. Adjusted dump bed cable on a Streets truck. Replaced the alternator on Systems arrow board. Replaced 4 rear tires on a Sanitation truck. Replaced the radiator on a PD vehicle. Installed a water cooler rack on a Sanitation and Streets patch trailer. Replaced a tire and front brake pads and rotors on a PD vehicle. Replaced damaged parts on a PD vehicle with parts from a retired car. Repaired mower arm on a Golf Course mower.

#### Inmates

MONDAY: Replace light bulbs at the Tree of Knowledge. Mowed the right of way on O'Hara.

TUESDAY: Mowed and weed eaten behind the Save A Lot plaza.

WEDNESDAY: Mowed and weed eaten at the Cemetery.

THURSDAY: Weed eaten at the WTP's lift stations.

FRIDAY: Cleaned up downtown.

### **Pro Shop/Golf Course**

To: Terry Stewart

From: Michael Kotzker

Date: Saturday, October 29th, 2016

Subject: Weekly report for Golf Course for week of October 22nd –October 28th 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 10/22-10/28 is \$14,134.35 plus \$1060.18 sales tax.

Updating prices before Season starts.

Continue sanding of Greens on Golf Course.

Put down Rye Grass on the Front nine on Tuesday Morning. Applied to the Greens & Tee's.

Trying to water Greens every 4 Hours to keep seed down and germinating.

Do Schedule for November as we are now open 7 days 12 hours per day.

Might have to borrow a Greens Mower when the Rye Grass starts growing.