

Weekly Report to the City Council for the Week of February 27th thru March 3rd, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart met with Mr. Mike Nuckols regarding Planner Schmucker's denial of his company's request to place a communications tower in the ROW at Roan and Turner.

Airport Manager Peacock and the CA joined in a conference call with Marisol from the FAA to determine if a proposed business placement at the city airport would have any obstacles to overcome with the FAA. It was learned that as long as the Master Plan includes the placement of these operations there will be no problem. It was further learned that dollars remain on the original Airport Master Plan grant that can be utilized to cover the cost for our consultant to prepare and amendment.

Airport Manager Peacock and the CA held a telephone conference with Mr. Jamie Hill of SW Florida Aviation to discuss the above conversation with the FAA and to outline next steps.

The CA and Airport Manager met with Friends of the Airport to discuss progress on securing restrooms for the airport campsite area.

CA Stewart and Parks Supervisor Carrie Taylor met with DeSoto High Tennis Coach Dennis LaCava to examine the city tennis courts and discuss possible maintenance and rehab of the facility.

PW Director Underwood and the CA met with representatives of the FDOT to outline steps needed to accomplish the two state approved SCOP grants.

PW Director Underwood and the CA examined the railroad track path for the Seminole Gulf RR including some which crisscross city streets. Some of those tracks are currently encased within asphalt paving.

The CA stopped in at Badcock furniture and Habitat Restore to inform management about our work in the alleyway in repairing the storm drain and potholes.

AS a member of the Grant Writer Selections Advisory committee, the CA Stewart participated in the first meeting for that selections process.

The CA attended the bid opening for the proposals on the Lee Avenue utility project.

Planning & Zoning

Weekly Report for the Week Ending March 3, 2017

02/27/17 There was a message on the general voicemail system from Saturday @ 12:15 PM from a woman name Joan Burnam, phone number 863-263-6424. She wants to talk to Mr. Stewart because she was giving out free government phones on private property owned by Delroy Saunders on Martin Luther King Jr. St. without permission and was asked to cease by Code Enforcement officer Carl McQuay.

02/27/17 Amber Collins stopped by the office to get a verification of zoning and setbacks for her property located @ 508 N. Orange Ave. for the County Building Department. This was for an already existing carport that she wants to add on to and enclose. She will come back on Thursday to pick up the letter as she had another appointment to get to. I told her it would be ready for her to present to the Building Department with the information.

02/27/17 Mr. Conklin of the Planning & Zoning board stopped by the office to find out some information on adding on to his home located @ 301 Bridle Path. I gave him all the information he needed and the application to draw up the plans to see if he can do what he wants to do on the property.

02/27/17 Penny Delaney, City Clerk needed a new cover sheet for Councilmember Turner's binder for the City council packet. I e-mailed the saved document I had so she can print them whenever she needs one to replace them in any of the binder books.

02/27/17 Carlton Construction called wanting to get some information on a building to use for an office. He wanted to check on zoning requirements and the difference of downtown area (Historical District) compared to an area that was not in that area. I gave him information on the requirements and differences so he can decide where he might open an office here in Arcadia.

02/27/17 Penny Delaney, City Clerk had me contact Tami Jewel @ the Arcadian regarding a public ad for the Planning & zoning board (notice of public hearing) to make sure the ad makes it in the newspaper in time and get the proof back.

02/27/17 Penny Delaney, City Clerk had me contact Bill Wight with Zebra Photography about the re-do of the color to Councilwoman Coker's picture. He dropped off a new CD with the changes and I gave it to Penny Delaney to get printed.

02/27/17 Carl McQuay gave a resident an application for a Certificate of Appropriateness (minor) as he was re-painting the front porch, but it turned out to be the same color it has been for the past 20 years (beige). I called the Chairman of the HPC, Bruce Neveau and he said as long as the color was not being changed he did not need approval from the committee. So the applicant did not need to pay for an application to be approved.

02/28/17 I typed a verification letter for the Desoto County Building Department for the property located @ 2124 NW Legion Dr. to determine zoning and setback information for an AMA Handicap ramp to be put in by Habitat for Humanity and inspected by the Desoto County Building Department.

02/28/17 I scanned all approved applications and permits from the last week that were processed into the system to put in the proper folders, and then filed them.

02/23/17 Penny Delaney, City Clerk had me work on the Agenda Packets for the HPC meeting for March 14th, 2017 and then let her approve. I have done this and now made copies of all documents to put in order with the Agenda to put packets together. Penny also had me call Bruce Neveau to see if there was anything else to go on the agenda.

02/23/17 I emailed completed packets to all HPC members per Penny Delaney, City Clerk . I also scanned packets into system, and printed hard copies for all committee members and gave original back to Penny Delaney, City Clerk.

02/28/17 Louis Kirschner stopped by the office to inquire about obtaining a copy of the plans for his professional office that was built back in 1984 located @ 936 North Mills Avenue. I told him the records would be located in City Hall and that I would inform the City Clerk, Penny Delaney to pull the records.

03/01/17 I sent Penny Delaney, City Clerk an e-mail about the records request for Mr. Kirshner so she would have a heads up as to what we are needing to go looking for at City Hall

03/01/17 I received a complaint from Chuck Inderwiesen (owner of Chuck's Sheds & The Painted Lady downtown) about the debris on the corner of 17 S & 70 E. I sent Rhonda an e-mail about this. He also stated a street light was out on the corner of 17 N & 70 E near the Train Depot, I called Sally in utilities to let her know and she said they would take care of it.

03/01/17 Penny Delaney, City clerk asked me to contact Pam Ames to stop by the office to sign the minutes from a previous HPV committee meeting when she was still Chairperson, she came in to sign.

03/01/17 Penny Delaney, City clerk asked me to contact Bill Wight with Zebra Photography again about the photo for Councilwoman Susan Coker. He brought in several new prints to choose from to try to match the others as far as the color scheme of the background.

03/01/17 Penny Delaney, City clerk asked me to work on the cemetery deeds, figure out the fee's and also get them e-filed.

03/01/17 I received a call from Amy Wulriech with the Health Department located @ 1031 E. Oak St. She stated that her employees were parking in the alley, city ROW and she told them they could not park there. But, the Daycare center was parking their buses back there, I wrote up a code enforcement complaint form for Carl McQuay to check on this.

03/01/17 Campos Taxi came in to have a 2005 Chrysler Town & Country added to their existing license and remove the Ford Explorer. I changed the vehicle for their LBT per Carl McQuay and mailed them the new license reflecting the change in vehicles.

03/02/17 I worked on all the cemetery deeds given to me by Penny Delaney, City Clerk to calculate the fee's for each one. I will get with Daniela Touch to make sure that she invoices each owner for the cost after they are e-filed to include all costs and clerical fees.

03/02/17 I sold a yard sale permit to Juanita Vasquez located @ 221 W. Magnolia for a sale to be held on March 3rd & 4th and Josefina Garcia

03/02/17 I sent an e-mail to the E-file system support to try to obtain a user name and password for the recording of the cemetery deeds.

03/02/17 I received a call from Laquanda @ Forbes in regards to a Retirement Proclamation for Adam Morgan. I sent an e-mail to Penny Delaney, City Clerk to check on this for her and respond via her e-mail she had given as to an update on the status of this.

03/03/17 I attended the 10 AM meeting with the Finance department for the City grant writing applicants and helped set up the recording machine with Penny Delaney, City Clerk.

03/03/17 I Contacted Amy Wulriech with the Desoto County Health Department. I wanted to let her know that our code enforcement officer checked on her issues about the Daycare in the building, and her own employees parking in the alley (city ROW) behind the building. They are not violating or blocking anything according to Steve Underwood and Carl McQuay.

03/03/17 I found out that I need to use Simplifile not E-file on the clerk's website to record the cemetery deeds. I was able to log in with the City clerk's user ID and Password once it was updated. I got one cemetery deed recorded and received confirmation from Rona @ the clerk's office that it was received and done properly as I had to call the support phone number to help me get the documents to download. The gentlemen that helped me from Simplifile support suggested that I do one at a time instead of a group as it will be easier to look up in the future.

Continue to renew City of Arcadia Local Business Tax Receipts and collect permit fees when applied for.

Answer 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: 2/27-3/3/17

WEEKLY REPORT FOR THE AIRPORT

Fuel Farm- Fuel Dispenser and Fuel pump working as it should.
LED Light- Windemuller fuel Tech will come back out to fix LED.

Collecting rent for Hangars. Mailed out invoices

On Monday 2/27/17 FAA responded to my email asking if a business can relocate to our airport even though the AMP and ALP does not reflect this. Marisol FAA Planner set up a conference call to discuss further with Mr. Stewart and I. We were advised there are funds left over to show this in our AMP and ALP before the Grant is closed out. Marisol mentioned this is perfect timing, she was in the process of closing this grant out.

Airport Consultant Hanson have been notified to make changes to the desired area of the AMP and ALP to show future business with two buildings.

FDOT notified us to confirm that our construction phase for the turf runway drainage project has been added to the 2018 fiscal year. Construction Phase is contingent on the design phase.

2/28/17 Met with George, Ross, Mike Tobor with the County, David Noel Consultant for SBDC and CA to discuss possible funding for bathrooms for the airport campsite.

2/28/17 Mr. Stewart and I had conference call with Rickey and Jaime giving them an update from our conference call with Marisol, FAA Planner.

3/1/17 Received a call that a motorized parachute had a small accident trying to take off. Pilot was very fortunate that he never gained altitude and left the ground. The morning was extremely foggy, not sure what went wrong but Rickey Hilton advised the pilot bent the frame when he rolled his aircraft.

Emailed CA asking his approval for CFASPP Meeting at The City Council Chambers in June. Hanson will sponsor and order the food.

Received PCN Reports from our Pavement Core Testing by RDM International. The core samples from our pavement at the airport will help toward getting future pavement grants.

Update and scanned NOTAM information to Flight Services.

Received quotes from shed company to use as a bathroom building.

On Friday 3/3/17 I attended the Grant Writing RFP Committee Meeting.

Spoke to City Attorney regarding Mr. Greene tenant that is past due on his hangar rent.

Code Enforcement

2/25/17

Code Enforcement worked and covered the 4th Saturday Antique Fair.

2/27/17

Code Enforcement explained to Mr. Charles Conklin the requirement needed to add a addition to his home.

Code Enforcement assisted Mrs. Tonya Potter with her utility bill. Mrs. Potter had become loud and disruptive in the hall way. Code Enforcement advised Mrs. Potter to calm down and explain what the problem is. She stated that her water bill was not correct and that she was being charged an additional \$35.00 for a previous amount left on a old account. Mrs. Potter was told that she would need to speak to the Finance Director and that she was not available at this time. Mrs. Potter's information was taken and forwarded to the Finance Director.

Code Enforcement processed taxi driver permit for Mr. Louis Cepero.

2/28/17

Mr. Worley came back in and requested the ordinance for panhandling and stated that he was told by City Marshal Anderson that he was not allowed to panhandle within the city limits. Mr. Worley also asked for a copy of the taxi driver ordinance. Mr. Worley was given a copy of the both ordinances.

3/2/17

Code Enforcement spoke to Mrs. Amber Collins with a zoning question. Mrs. Collins needed a verification letter of zoning for her property.

3/3/17

Code Enforcement spoke to Mrs. Caroline Rodgers about her complaint regarding the fence that the Elk Lodge advised her they were going to be erecting. Code Enforcement advised her that there is no violation at this time and that the Elk Lodge was advised of the proper procedures to obtain a fence permit.

Code Enforcement Violation Counts
For Date Period From 02/25/2017 Through 03/03/2017

Violation	Count
Premises to be Kept Clean (a)	3
Abandoned or Inoperable Vehicle	2
Trash	1
Storage or Abandonment Junk or Furniture	1
Total	7

Code Enforcement Topic Counts
For Date Period From 02/25/2017 Through 03/03/2017

Topic	Count
Garbage and Debris	4
Zoning Code Violation	2
Public Nuisances	1
Non-Code Enforcement Related	1
Business License Violations	1
Right of Way Obstruction or Encroachment	1
Construction without a Permit	1
Abandoned or Inoperable automobiles	1
Signs	1
Occupied Vehicle / RV	1
Total	14

Code Enforcement Action Counts
For Date Period From 02/25/2017 Through 03/03/2017

Action	Count
Case Notes	24
Courtesy Notice	5
Verbal Warning Given	3
Inspection / Site Visit	2
Complaint	2
Hearing Notice	1
Other	1
Total	38

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: March 6, 2017

Subject: Weekly report for Finance for week of February 27 – March 3, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$116,355.53

Meter Deposits - \$2,200.00

Airport Rent - \$1,451.28

Golf - \$12,589.72

Mobile Home Rent & Laundry – \$2,305.00

Permits - \$0.00

City Fines – \$0.00

Cemetery - \$100.00

Misc - \$0.00

Impound - \$0.00

Saturday Night Lights – \$0.00

Business Licenses - \$50.00

State of Florida - \$190,778.49

Lien Searches – \$5.00

Fingerprinting - \$0.00
Parking Tickets - \$0.00
Yard Sales – \$10.00
Taxi - \$50.00
Tip a Cop - \$0.00

Payroll:

- Processed payroll for 96 employees totaling \$151,540.91

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: March 3, 2017
Re: Weekly Report

During the week of February 27 – March 3, 2017, I performed the following:

- attended staff meeting on February 27, 2017; updated Action Review Register
- received Public Hearing Notice from the City Planner to be advertised in the local newspaper; forwarded same to Newspaper for publication
- took photos of Councilmember's, again, to be developed so same could be placed in hall at City Hall; communicated with photographer again regarding issues with background of photos
- scanned Weekly Reports to City's website; posted Notice of Selection Committee Meeting regarding RFP 2017-01: Grant Writing Services to City's website
- finished compiling the March 7, 2017 City Council packets for workshop and regular meeting 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
- spoke with Ashley Coone regarding being placed on upcoming City Council agenda regarding Smith-Brown Community Foundation update

- started compiling the March 21, 2017 City Council packet
- spoke with City Attorney regarding a requested Satisfaction of Mortgage from Clara Nunnally as such pertains to her home located at 141 S. Baldwin Avenue; researched minutes regarding same
- prepared Cemetery Deeds for individuals who had purchased lots; spoke with Administrative Clerk regarding recording of same
- traveled to old City Hall to search for building plans for Dr. Kirschner dated 1984
- attended and took notes at the Selection Committee Meeting for RFP 2017-01: Grant Writing Services on March 3, 2017
- Scanned agreements to appropriate directories and filed hard copies in appropriate files
- updated website to reflect new meeting dates for various boards and committees

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: March 20, 2017

TO: Terry Stewart

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report February 27 – March 03

I attended and participated in the Director's Meeting on Monday, February 27.

Interviews were held on Monday and Tuesday for the positions in the Public Works Department and the part time File Clerk position. The successful candidates will be selected by end of week so that mandatory screenings can take place and employees are ready to begin work upon my return to the office.

I attended and participated in the Safety Committee Meeting on Wednesday, March 1.

Perspective employees were sent for drug screenings and pre-employment physicals. If all goes well, one employee will begin work on March 16 and the second will begin work March 20.

I was on vacation on Thursday, March 2 and Friday, March 3.

Water Treatment Plant

Weekly Summary Week Ending 3-04-17: A.J. Berndt

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

- February 25, 2017 (Saturday) – Regen anion #2 after final stage of caustic clean, back in service.
- February 26, 2017 (Sunday) –
- February 27, 2017 (Monday) – Refill chemical in chem scan room. Replaced all filters in chem scan room. Regen Anion #3 and Cation #1 Clean, sweep, vacuum.
- February 28, 2017 (Tuesday) – Exercised valves on top of Anions. Refilled NH3 day tank. Ammonia Delivery, Chlorine Delivery. Work on chlorine analyzer. Clean, sweep, vacuum.
- March 01, 2017 (Wednesday) — Refill acid jugs and DI water in chem scan room. Regen #2 cation. Replace piston and fix automatic flusher at golf course, back in service. Clean, sweep, vacuum.
- March 02, 2017 (Thursday) — Regen #2 anion, Regen #3 anion. Adjust valves on #2 anion. Fix copper pipe leak on HSP #2. Reset flushing times at golf course flusher. Clean, sweep, vacuum.
- March 03, 2017 (Friday) — Refill ammonia day tank. Cl2 delivery. Clean caustic pit. Clean, sweep, vacuum, water plant.

Summary for the Week Ending Mar. 3, 2017: Utility Department– A.J. Berndt

Waste Water Plant

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

- Feb. 25, 2016 – (Saturday) - Normal plant operation - Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank , cleaned view scale , transferred to day holding tank . River valve not seated , showing seepage at outfall , tightened down with manual wheel atop river valve , blow by at cascade stopped . SO2 hydro injection unit showing no read on LED face , power to unit on , left note for upcoming week operator . Mixed gallon of CL2 analyzer buffer solution for next weeks use . Call out to Tree Of Knowledge lift station , alarm light on , back flushed pump , station pumping down back in service . Watering Grove # 1 with reuse , both pumps on , golf course to water in the evening . Blew off moisture accumulated in air supply line , feeding sand filter lift tube.
- Feb. 26, 2017 (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. Plant turbidity over permit limit , river valve open , discharge to outfall . Dropped off weekly time cards to W.T.P. for AJ to work on. Turned on Grove #7 for watering with reuse , both pumps on , golf course to water tonight .
- Feb. 27, 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. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Washed down bar screen and brushes on top of pre treat station . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Turned on grove #8 for reuse watering , both pumps on , golf course to water this evening .
- Feb. 28, 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 . Plant generator running noted in Fuel Oil and Generator Inspection Log . County hauling leechae from landfill pile to plants holding tank , helping to dilute caustic solution from cleaning of water treatment plants pressure vessels . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Turned on grove #7 for reuse watering , both pumps on , golf course to water tonight .
- Mar. 1, 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 . Received LC 300 chemical delivery off loaded 4,700 gals. to holding tank for use . Finished monthly calibrations of P/H meter and CL2 analyzer at contact chamber booth . Turned on grove #1 for reuse watering , both pumps on , golf course will water later tonight .
- Mar. 2, 2017 (Thursday) - Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , pulled sand filter and plant EFF. fecal samples for reuse tank fill , sent weekly and reuse samples with lab driver . East clarifier down , no power to drive or sludge pump , called electrician “ Pierre’ ” to check power feed , found draw down coil for unit in M.C.C. panel bad , repaired power to clarifier and sludge pump back on , clarifier back in service . Shut off LC–214 polymer to clarifiers per A J . Daily check of W.W. system lift stations , found Housing Authority #2 pump tripped , reset pump in control panel , both pumps running station pumped down and back in service . 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 . Checked sludge blankets in all clarifiers and operation of assigned sludge pump . Turned on reuse for watering of grove # 8 , both pumps on , golf course to water tonight .
- Mar. 3, 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 . Pump in trickling filter recirculation station out (not running) called “ Pierre’ ” to check , found pump bad , plant

- maintenance will pull unit Monday to send in for repair . C.E.C. crew picked up lift station pump from W.W.T.P. for El Pirata wouldn't run in auto called Pierre'
- found bad float , installed new float assembly station back in service . Received CL2 bleach delivery , transferred to holding tank , off loaded 537 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Turned on reuse for watering of grove # 7 , both pumps on , golf course to water tonight .

Weekly Summary Week ending 03-03-17

Systems Department

Fred Lewis, Lee Snyder, Charlie South, Chris White, Gary Crites, Aaron Perez, Tyler Vest,
Margot Ayers

- February 25, 2017 (Saturday) - Normal Systems operation.
- February 26, 2017 (Sunday) - Normal Systems operation.
- February 27, 2017 (Monday) – We repaired the 6" water main at Polk and Hickory. We then located manholes for P.C.S. We also located valves and cycled them in the NE section.
- February 28, 2017 (Tuesday) – We replaced the manhole ring and cover at the intersection of E Maple and La Solona. We then located manholes for P.C.S.
- March 01, 2017 (Wednesday) – We replaced the ¾ "poly curb stop at 1107 NE Hickory. We also prepped the sidewalk for repairs at 906 E Magnolia.
- March 02, 2017 (Thursday) – We repaired the 4" P.V.C water main at 1126 Melody .We then located valves and cycled them in the NE section.
- March 03, 2017 (Friday) – We replaced the meter box at 1120 S Mills Ave. We then replaced the meter box at 243 N Volusia Ave. We also mowed easements on W Pine.

Public Works

Public Works Recap for Week 2/25/2017 thru 3/3/2017

General Information

The PWD attended the Directors' Meeting on Monday. The PWD met with AJAX to go over the paving schedule that is to begin March 6, 2017. The PWD attended a meet with DOT to go over the SCOP agreement for 10th Avenue and Cypress Street.

Cemetery

Marked 2 sites for burials. Assisted 2 visitors in locating grave sites. Verified 3 burial sites. Mowed, weed eaten and picked up dead flowers and debris.

Streets

28 loads of brush were picked up throughout the City. A Streets employee drove the dumpster truck for Sanitation for 1 day. Pot holes were patched on the intersection of Monroe and Palmetto, Robert, Polk and W. Hwy 70, Arcadia Ave., S. Hillsborough and the alley behind Badcock's. Inspected the storm drain, removed, repaired and replaced the storm grate at 15th Ave. Inspected roads scheduled for paving for tree trimming. Trimmed trees on Waldron, Crawford, Winfred and Johnson. Handed out door hangers for the pavement project. Delivered a load of millings and graded the parking lot and entrance to Jim Space. Attended a quote announcement meeting for the Lee Ave. Project.

Sanitation

All routes were run as normally scheduled. All Sanitation trucks were cleaned inside and washed.

Parks

Picked up trash and debris from all of the City Parks. The bases for the street lights at the Tree of Knowledge were painted. The park on 10th Ave., the medians at Maple and Lake Katherine were all mowed. Trees were trimmed at the Maple medians.

Garage

Replaced a tire on a Sanitation truck. Replaced a pedal pad on a Parks truck. Replaced O rings and added fluid to the Systems' track hoe. Replaced the pull cord on a Systems' chop saw. The wiper blades were replaced on a Garage truck. Replaced bolts on the Streets pot hole trailer. Wired a PD vehicle for radio and box lights. Repaired a vacuum leak and the radiator on a streets truck. Replaced a tire and repaired the brakes on a work crew mower. Installed a canopy on the Streets tractor.

Facility Maintenance

Repaired a window at the City Hall building.

Inmates

MONDAY: Trimmed trees at the Golf Course. Cleaned the Right of Way on Providence and cleaned the ditch behind the Save-A-Lot plaza.

TUESDAY: Assisted with patching asphalt on N. Arcadia Ave, also weed eaten the ditches and picked up litter in the area. Weed eaten and picked up litter in the alley behind Badcock's.

WEDNESDAY: Cleaned the Public Works yard. Took lids off of old dumpsters and put lids on new dumpsters. Assisted with loading of debris on Jordan Avenue.

THURSDAY: Trimmed trees and edged around landscaping down town.

FRIDAY: Cleaned downtown Arcadia. Continued trimming trees down town. Cleaned the culvert and ditches and right of way at Dade and Magnolia.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, March 5th, 2017

Subject: Weekly report for Golf Course for week ending March 3rd 2017

Averaging 125-150 players per day.

Repairing Sprinkler Heads around Greens.

Review Bills for payment.

Meet with 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 02/25th-3/03rd is \$12,867.95 plus \$965.25 sales tax.

Have meetings with starters each morning.

Trying to get as much water on Greens due to the winds and warm weather.

Trying to get our Well to work on automatic.

Set up Staging Areas for the millings so I can make Cart Paths.

Training my new person on the Chelsea System.

Head our American vs. Canada Tournament on Wednesday.

Looking to Pencil Thyme the Greens next week as the warmer weather is starting to take out the Rye Grass.