

# **Weekly Report to the City Council for the Week of**

## **February 6 thru February 10, 2017**

### **Administrator**

#### **City Administrator's Office**

City Administrator (CA) Stewart met with Ms. Ashley Coone who provided him with an update on the Smith Brown project. She asked for an opportunity at a council meeting to speak with the city council about the progress of the project and seek further support.

The CA joined PW Director Underwood in meeting with a restoration expert here to assess the antique fire engine for restoration of the power train. He will be providing advice on what must be done to restore the engine of that unit and the estimated cost.

The City Council met in workshop to learn about the services proposal from the FATHOM Company and directed staff to bring back an action item for final decision.

PW Director Underwood and the CA participated in a joint meeting of our city, DeSoto County and the FDOT to review progress on various FDOT funded projects in DeSoto. Our specific projects are the 10<sup>th</sup> Ave and Cypress Street projects. The status on these is that we now have approval to proceed to the design stage.

HR Director Lowe and the CA met with Ms. Theresa Collins-Hill from who represents a workforce program based out of South Florida State College (SFSC). The program pairs program participants with local employers to provide work experience to participants who also get their GED through the program. With GED in hand the participants are placed with employers and the program pays for up to 200 hours of their wages. Employers are not required to retain the program participants after that time but of course can do so if they wish. The CA intends to have the City be a participant.

CA Stewart joined Mayor Wertz-Strickland, Deputy Mayor Simons and Council Member Heine in attending the Ridge League of Cities monthly meeting in Davenport.

The CA met with Mr. Jeff Miller regarding the San Juan Bosco project and its next phase.

CA Stewart and Airport Manager Shelley Peacock met with Mr. Jamie Hill and Mr. Rickey Hilton regarding Mr. Hill's desire to locate his aviation business at our city airport. At the conclusion of the meeting it was decided that on Saturday Feb 11, the CA would travel to Myaka to the site of Mr. Hill's current business location in order to better grasp both the size and nature of his operations. That visit did take place.

CA Stewart and his spouse attended the Leadership Shootout Under the Stars fundraiser event

## Planning & Zoning

02/06/17 I received a call from officer Tom Whitmore who is taking the road crew out to clean up/cut grass for code enforcement CE 170041 and CE 170042 and needed to verify the address. I pulled the files for the cases in Carl's office to verify where the crew needed to go.

02/06/17 I continued to work on preparing/folding the HPC letters to be mailed out to residents and businesses within the Historical District.

02/06/17 I received a call from Brandy Emde, a visitor from Germany who was in Arcadia Friday with a group of people and had parked in front of Arcadia Mainstreet office, while loading the vehicle they left a baby stroller in front of the building and did not realize until Saturday when they went to use it that they forgot it. Pat Lindsey from Arcadia Mainstreet had come by Friday afternoon to let us know there was a stroller left on the street in front of their building and she had put it inside in case someone was looking for it. I e-mailed Pat the woman's information so she can make arrangements to get back to Arcadia to pick it up since they are staying in Cape Coral.

02/06/17 I received an application/payment for a Demolition Permit from Edward Adams for 514 N. Monroe Ave. I scanned to Jeff Schmucker and will give to Fred Lewis for Utility approval.

02/06/17 I received a call from Bryan's Farm Supply wanting information on 64 feet of privacy panel fence @ 122 N. 11<sup>th</sup> Ave. I told him the required documents and fee's and he said he would stop by to pick up the application.

02/06/17 I called Jeff Schmucker to follow up on the e-mail he had sent to Penny asking if we had the most recent approval letter and site plans for the new Desoto County Fire Station. I discussed with Jeff everything that I have and he said I have all the most recent plans and approval letter.

02/06/17 City Clerk, Penney Delaney had me contact Jackie Bierman @ the Arcadian to make sure an ad for the paper would be run in this week's issue Thursday February 9<sup>th</sup> and she did confirm with me it made the deadline and that as soon as she had the typeset she would send over the proof.

02/06/17 I finally received the completed application for LBT from Triest Irrigation Company as they had mailed in a check, and all other required documents back in September 2016 to renew, but no signed application. I can now issue the LBT receipt and they asked it be mailed to their corporate office in SC.

02/07/17 Penny asked me to make sure the ad in the shopper for the HPC member does not run again; this is the last week it needs to be advertised. I notified Angela Harrell @ PRS via e-mail that this will be the last week it needs to be run.

02/07/17 I contacted Bill Wight with Zebra Photography about his invoice for the pictures he did of the council members. We needed an invoice that had an address on it to be able to process it for payment, so he dropped a new one off for Penny Delaney, City Clerk.

02/07/17 I finished folding all the letters to go out to the residents and businesses for the HPC; I also got all of them stuffed into City of Arcadia letterhead envelopes per Mr. Stewart with the address labels put on them. I ran out of envelopes for the last 87 letters and will have to wait until we get more in per Carol Jones. I will wait until we check our postage meter to run them with postage as the cost will be around \$200

02/07/17 Councilmen Turner came in to look at his photo's on the CD and pick the one he liked best for the headshot's to be hung on the wall in the Margaret Way building.

02/07/17 I was copied on an e-mail from Jeff Schmucker to Mobilitie, LLC about the ROW application 16-38RC from September 2016 that was approved by systems for a Telecommunication tower, but not approved by City Planner. Jeff Schmucker referenced the code per article 2 of the LDR that defines a "Communication Tower", and so denied the application for ROW construction.

02/07/17 I received a complaint from a resident about debris on the corner of US 17 S and SR 70E concrete blocks, visquene, and trash. I sent an e-mail to Steve Underwood to let James know, Steve then called me and said to call Todd Bomer with the road projects @ 863-381-3012, so I called and reported it to him and he said he would check it out.

02/08/17 Per Penny Delaney, I verified deadlines for running ads in the Arcadian and Council packets for Jeff Schmucker and sent him the information via-e-mail. ( for March meeting)

02/08/17 I processed a LBT receipt for Triest Irrigation who had turned in the application and paid the \$40 fee back in September 2016 but there were documents missing that I had requested from them when I started in November 2016 (I found this and several other applications in a "holding" file) that I have been following up on. I finally received the missing documents yesterday so I could complete their LBT and mail it out per their request.

02/08/17 Continued to work on updates for the City of Arcadia website

02/08/17 I received a phone call from Manny @ FCS about sending over a copy of the testing sheet for a backflow device. I told her to e-mail this to Fred Lewis or fax it to the office to give to him.

02/08/17 I received a phone call from a resident about the Rodeo Parade. The person wanted to know when it was going to be. I asked Carl McQuay about this special event and he pulled the paperwork that shows it to be on March 8<sup>th</sup>.

02/09/17 I received a call from a business owner downtown who wanted a dead bird removed from the road @ the corner of Oak St & Monroe because the shoppers downtown were having to walk around it to cross the street. I called James Arndt and he said they would take care of it.

02/09/17 Typed up labels for code enforcement official letters to be mailed out certified and regular mail for cases.

02/09/17 Mr. Yovany, the owner of a business located at the corner of S. Parker Ave and US 17 stopped by the office to inquire about adding on to an existing parking lot area. Carl and I discussed this and were not sure they would need a permit from us to do this. Carl suggested I contact Jeff Schmucker to verify.

02/09/17 I received a call from Daryll Cliché; project services manager with Hallmark Companies Inc. about a verification of zoning letter he needed for 1514 E. Cypress St. (McPines Apt.)

02/10/17 I received a phone call from Terry Richer about our City workers repairing pot holes @ 63 Rio Vista Rd. during school bus pick up time and blocking the traffic @ Gibson & Rio Vista 5 way stop. She also wanted to know about a sign put in the neighborhood for disabled child in the neighborhood. I told her to contact Public works dept. and gave her the phone number.

02/10/17 I sent Jeff Schmucker an e-mail about the addition of parking lot @ Mr. Yovany's store located on US 17 & S. Parker Ave.

02/10/17 I emailed the verification letter to Daryll Cliché for 1514 E Cypress St. (McPines Apt.) after verifying the information with Carl McQuay.

02/10/17 I received e-mail back from Jeff Schmucker about the parking lot addition for Mr. Yovany's business located @ US 17 & S. Parker Ave. with the specifications and answers to what he wants to do. Jeff said no permit is required from the City, we would require site plans to be reviewed to make sure it meets the City's design standards, coordinate with the water management district and also coordinate with the building dept. for local construction permits. I called Mr. Yovany to let him know of all the requirements.

02/10/17 Mr. Conklin of the Planning & Zoning Board stopped in to inquire about the meeting on February 14<sup>th</sup> as he had not received an agenda packet. I contacted Jeff Schmucker and it had gotten overlooked since there was nothing on the agenda but approval of the January minutes. Jeff had me e-mail him the minutes and he put the packets together and sent it to me. I then e-mailed them to all members once O.K.'d by City Clerk, Penny Delaney. I also made copies for all the members, and called Melva Sawyer to let her know that the packet was here for her to pick up. Ms. Sawyer did inform me that she will not be able to attend the meeting, but would try to stop by Monday to pick up the agenda packet.

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

Answered planning and zoning questions from the public by phone, e-mail or in person if they stop by the office.

### 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.

Checked NOTAMS, Advised FBO to please remove one that is listed "permanent" for spraying within 5 nm of the airport.

Received quote from electrician to replace (1) taxiway light fixture, (1) runway light fixture, two PAPI light bulbs.

Coordination with Street Department Supervisor, James Arndts with adding additional stakes in the ground for the newer cones. The cones were added to show the displaced threshold for turf runway 13/31.

Approved Wingman Aviation's request to do sheet metal work in building F and upgrade the lighting.

Collecting rent for Hangars.

USDA /APHIS Wildlife Service's contacted airport manager to advise they will be in the area on February 21-25 and March 2-4 and will need access to our airport. They also advised they will need to park their

fuel truck at the recommended location. They will have the appropriate fire extinguishers for the Jet A Fuel and they will not be leaving the fuel truck over night. Their helicopter will stay tied down on the ramp during these dates at no charge to USDA, gate combo has been given for helicopter access after hours if needed. FBO has been notified.

2/10/17 met with CA, Mr. Jaime Hill and Rickey Hilton discussing possible growth opportunities for the airport.

Received email from FAA Community Planner advising that she will need to close out the Airport Master Plan & the Airport Layout Plan. Close-out documents are needed in their office. Airport Manager advised this information will be turned in as soon as possible, and asked what the timeline was for this. FAA Community Planner advised there are a few months yet, but wanted to advise in advance. We will coordinate with Hanson on these close-out documents.

Responded to Friends of Arcadia Airport request for meeting dates. Friends of Arcadia Airport are hoping to find other funding resources for public bathrooms at aviation city. Dates have been added to the calendar to meet with CA, County, Friends, Mr. Noell.

Found out more information from the FASDO Office of FAA regarding "Spot Landings". Mr. Edwards with FAA advised to have the group that wants to do the spot landings have waivers filled out so the responsibility does not fall back on the city.

#### **Code Enforcement**

**2/6/17**

Code Enforcement was out for the day

**2/7/17**

Code Enforcement processed a Special Event application for the Garcia Bros Ring Circus which will be held at 414 South Brevard Ave. All appropriate documents and fees were turned in. The event will be on the February 24 2017 through February 27. 2017 from 6:00 pm to 10:00.

**2/8/17**

Code Enforcement received a complaint from Mrs. Kenya Stroman about the right away next to her property being over grown and needing to be mowed and clean. Property is located at East of 111 W. Myrtle St. Work order has been forwarded to Public Works.

**2/9/17**

Code Enforcement processed taxi cab driver permits for William Dean Roe and Curtis Clark. Both gentlemen will be driving for Randy's Taxi.

**2/10/17**

Code Enforcement did a site inspection for Planning and Zoning at 60 Rio Vista Rd. about a fence that Mr. Alton Christ wants to erect on his property. Mr. Christ was informed that he will be required to

apply for a variance to erect his fence because of the location that he is wanting to place the fence. Code Enforcement inspected a taxi for Galarza Taxi.

**2/11/17**

Code Enforcement tagged 2 vehicles at the old Winn Dixie parking lot and issues a cease and desist order for Mrs. Kim Shreyer to stop sell rugs and obtain permission from the owner and acquire a mobile vendors permit .

**Code Enforcement Violation Counts**  
For Date Period From 02/06/2017 Through 02/11/2017

<b>Violation</b>	<b>Count</b>
Abandoned or Inoperable Vehicle	2
Trucks and Commercial Vehicles	1
Nonconforming Uses and Structures.	1
Grass or Weeds	1
<b>Total</b>	<b>6</b>

**Code Enforcement Topic Counts**  
For Date Period From 02/06/2017 Through 02/11/2017

<b>Topic</b>	<b>Count</b>
Commercial Vehicle Parking	1
Overgrown grass, weeds, bushes	1
Zoning Code Violation	1
Abandoned or Inoperable automobiles	1
<b>Total</b>	<b>4</b>

**Code Enforcement Action Counts**  
For Date Period From 02/06/2017 Through 02/11/2017

<b>Action</b>	<b>Count</b>
Case Notes	4
Verbal Warning Given	3
<b>Total</b>	<b>7</b>

## Finance Department

**To:** Terry Stewart

**From:** Beth Carsten

**Date:** February 13, 2017

**Subject:** Weekly report for Finance for week of February 6-10, 2017

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

#### **Revenue Receipts:**

Water & Sewer – \$115,054.50  
Meter Deposits - \$2,300.00  
Airport Rent - \$2,448.49  
Golf - \$11,954.83  
Mobile Home Rent & Laundry – \$12,000.75  
Permits - \$45.00  
City Fines – \$0.00  
Cemetery - \$0.00  
Misc - \$0.00  
Impound - \$0.00  
Saturday Night Lights – \$0.00  
Business Licenses - \$0.00  
State of Florida - \$68.00  
Lien Searches – \$5.00  
Fingerprinting - \$0.00  
Parking Tickets - \$0.00  
Yard Sales – \$5.00  
Taxi - \$225.00  
Tip a Cop - \$0.00

## City Clerk

### **MEMORANDUM**

**To:** Terry Stewart, City Administrator

**From:** Penny Delaney, City Clerk

**Date:** February 10, 2017

**Re:** Weekly Report

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During the week of February 6-10, 2017, I performed the following:

- attended staff meeting on February 6, 2017; updated Action Review Register; attended staff meeting on February 8, 2017
- attended and took notes at City Council Workshop and Regular Meeting on February 7, 2017; transcribed minutes for same
- reviewed photographs of City Council Members with City Administrator in preparation to place same in City Hall and on the website; distributed the appropriate pictures to appropriate Council Members for their selection
- traveled to old City Hall regarding arranging of files for beginning of disposition process
- sent ltr to FDOT re SCOP
- sent ltr to Hanson Professional Services regarding contract
- sat in meeting with City Administrator and Theresa Collins-Hill regarding a program offered by the local college in which individuals who had dropped out of school and later obtained their GED could be used in certain positions of the City
- attended and took notes of the presentations for RFP 2017-02 on February 6, 2017: Financial Auditing Services
- attended and took notes of the Pre-Bid Conference regarding RFP 2017-01: Lee Avenue Water and Sewer Improvements on February 8, 2017; transcribed minutes for same
- communicated with Guardian and newspaper staff regarding the public notice pertaining to the second CDBG hearing
- started compiling the February 21, 2017 City Council packet
- scanned various agreements and documents to appropriate directory and filed in appropriate hard files
- transcribed minutes for the Special Meeting of the City Council regarding the first public hearing of the FF2016 CDBG and one agenda item (Lincoln Park Water and Sewer Improvements) on January 31, 2017

## **Human Resources**

DATE: February 13, 2017  
TO: Terry Stewart, City Administrator  
FROM: Linda Lowe, Human Resource Director  
SUBJECT: Weekly Report – February 6 - 10



I attended and participated in the Director's Meeting on February 6.

Applications for the Golf Course Pro Shop Assistant were processed. Interviews were offered and will be conducted on Thursday, February 9.

Worked on Weekly Reports and processed same to Carol.

I assisted Ms. Peacock with the CDBG Grant Application by preparing a minority employment report.

A large number of applications have been received for the Utilities Clerk position. The process of screening of these applications, and conducting pre interview verifications, was started this week and interviews should be able to begin next week.

Interviews for the Golf Course Pro Shop Assistant were conducted on Thursday. Selection will be made and final details will be conducted next week. New employee should be able to come onboard the week of February 20 – 24.

Once again this week, I assisted an employee who was at a provider's office and was having difficulty with accessing her benefits through Florida Blue. This process took more than one hour to resolve however, employee was able to see the provider and receive the needed services. There has been an increase in this problem since Florida Blue has "separated" their different health plans. This is not a problem caused by Agents, but directly by Florida Blue in that the different areas of service cannot communicate.

I attended and participated in a class at South Florida State College on Friday. The class was "Dealing with Difficult People – Conflict in the Workplace". Class was excellent presented and very informative. These classes are being offered at no charge to us and have been an excellent opportunity. I and other Directors and supervisors have taken this opportunity for growth. I will be attending the class "Legal Side of Management" next Friday.

## **Water Treatment Plant**

(AJ Berndt, John Ristau, Kevin Broder)

- February 04, 2016 (Saturday) – Regen anion #1. Wipe HSP VFD's with general cleaner.
- February 05, 2016 (Sunday) – Regen cation #1. Wipe booster pump VFD's with general cleaner.
- February 06, 2016 (Monday) – Regen #3 anion. Clean, sweep, mop, vacuum, water plant. Clean bathroom.
- February 07, 2016 (Tuesday) – Acid clean and flush both chem scans. Refill ammonia day tank. Clean, sweep, mop, chem scan room. Clean bathroom toilet. Regen #2 cation.
- February 08, 2016 (Wednesday) – clean cl2 analyzer. Collect bact from wells. Regen #1 cation. Hose down salt tank and area. Clean, sweep, vacuum, water plant.
- February 09, 2016 (Thursday) – replaced chemical in chlorine chem scan. Check on

remote GST building. Sweep out building. Regen #2 anion. Refill acid flush jug in chem scan room. Clean lab titrant equipment and trays. Regen #3 anion. Clean, sweep, vacuum. Wipe down window sills in pump room.

- February 10, 2016 (Friday) —Refill ammonia day tank. Rec'd chlorine from odyssey. Sweep pump room floor. Clean bathroom walls and doors with cleaner.

Summary for the Week Ending Feb. 10, 2017: Utility Department— A.J. Berndt

### Waste Water Plant

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

- Feb. 4, 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 . Watering Grove #2 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. Turned on reuse pumps for golf course watering tonight . Shop truck showing low air pressure in tire , found screw in front passenger tire , aired up all tires to proper pressure , dash warning light out .
- Feb. 5, 2017 (Sunday) - Normal plant operations - Found North clarifier scum pit sludge line blown apart , shut down station , shut down clarifier scum arm to wire up as scum pit is down , drive arm wouldn't restart , notified A J . Running North clarifier sludge pump in hand several times a shift , to keep sludge level down as sweep arm is down and not in auto . 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. Dropped off weekly time cards to W.T.P. for AJ to work on. Turned on Grove #1 for watering with reuse , both pumps on , golf course to water tonight .
- Feb. 6, 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. Pierre' ( electrician ) here to check wiring on #1 clarifier feed , not running proper and making loud chatter . Checking North clarifier drive motor , won't restart , found bad ground wire to unit , switched off on grounding wire to motor , drive unit back on and back in service . Took plant Truck #21 to garage for removal of screw in front tire , plugged same . Repaired North clarifier scum pit sludge line , cut out damaged PVC fitting , reconnected line and repaired , all sludge pumps back on . Working on installation of blower assembly at cascade outfall to boost DO in discharge water . Call out armory lift station alarm light on , Floats in wet well dirty , washed and cleaned off station back in service . Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . 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. 7, 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 . North clarifier sludge trough plugged up , flushed drain line from scum pit station , broke stoppage free , washed out trough and sludge line to station . Chlorine analyzer reading erratic highs / lows cleaned sensor probe in unit , calibrated , back in service . Call out to armory lift station , alarm light on , dipped out floatables from wet well , nothing to interfere with float operation , back in service . Plant generator running noted in Fuel Oil and Generator Inspection Log . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Turned on grove #2 for reuse watering , both pumps on , golf course to water tonight .
- Feb. 8, 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 . Still having problems with CL2 analyzer at contact chamber booth , won't keep a steady read , changed out analyzer with spare in stock , calibrated unit reading fine , back in service . Check of armory lift station by plant maintenance , due to call outs , found lead pump float had water in head weighing it down , pulled new float in place , wired in panel and set depth for pump run , station back in service . Reset pumps and alarm light on 14<sup>th</sup> and Cypress Street lift station , notified plant maintenance of station operation . Turned on grove #7 for reuse watering , both pumps on , golf course will water later tonight .
- Feb. 9, 2017 (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 , pulled sand filter 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 32 tons ( 64,000 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 . Only one reuse pump coming on at M.C.C. reuse facility , powered down supply panel on pump not energizing , let panel reset , turned on power to panel , pump came on both pumps in service . Julie here ( Hazen and Sawyer ) to check in at plant for updates on problems and progress .
- Feb. 10, 2017 (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 , finished decant of East digester , raised tube , aerators on . Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Received no CL2 bleach delivery , transferred to holding tank , off loaded 0 Gals. Blew off

- excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat .

### Weekly Summary Week ending 02-10-17 Systems Department

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

- February 04, 2017 (Saturday) - Normal Systems Operation.
- February 05, 2017 (Sunday) -Normal Systems operation.
- February 06, 2017 (Monday) – We took care of office work. We also located for P.C.S.
- February 07, 2017 (Tuesday) – We installed a sewer tap at 835 W Parkview.
- February 08, 2017 (Wednesday) – We located and cycled valves in the NW Section of town.
- February 09, 2017 (Thursday) - We located and cycled valves in the NW Section of town.
- February 10, 2017 (Friday) – We replaced the ¾” water service at 581 S Brevard. We cleaned machines and did routine greasing.

## Public Works

### General Information

The PWD attended the Directors’ Meetings on Monday and Wednesday. The PWD attended the City Council Meeting on Tuesday. The PWD along with the Parks Supervisor and Streets Supervisor attended a Supervisors’ workshop sponsored by SFCC on Friday. On Tuesday the PWD transported a gentleman to and from RSW Airport for inspection of the LaFrance Fire Truck. The Public Works Department held a Staff Meeting on Wednesday.

### Cemetery

4 sites were marked for burials. Mowed, trimmed trees and picked up debris. Assisted 4 visitors in locating burial sites.

### Streets

20 loads of brush were picked up throughout the City. Picked up cones and barricades from the Golf Course. Completed the parking lot repairs of the Golf Course. A streets employee took 2 loads of miscellaneous items to the landfill for Sanitation. Patched a hole on Hernando for the Systems Dept. for a repair. Patched a large pot hole on Baldwin. Patched a pot hole on N. Lee. Removal of a demolished house on S. Orange for Code Enforcement. Patched a hole for the Systems Dept on Park View. Trimmed trees on Whidden and Imogene. Cut and removed a palm tree on N. Hernando. Cut and removed a tree from Spring Avenue. Patched pot holes on Gibson.

### Sanitation

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

#### Parks

Completed the repairs and painting of the restrooms located at the Tree of Knowledge. Put out barricades for the weekend events. Assisted with the set up for Friday's event sponsored by Leadership DeSoto.

#### Garage

Repaired starter on a PD vehicle. Plugged a tire on a WWTP truck. Replaced a fuel pump and fuel pump module on a PD vehicle. Replaced a gas tank on a Streets mower. Replaced handles on a Streets rake and a pitch fork. Replaced wiper blades on a Streets vehicle. Replaced front brake pads and 2 tires on a Streets vehicle. Replaced rear bumper bolts on a Sanitation truck. Repaired marker lights on a Sanitation truck.

#### Facility Maintenance

Hung pictures in the City Clerk's office. Replaced light bulbs in the HR office. Replaced a sink in the Men's restroom at the Tree of Knowledge. Replaced light bulbs in the restrooms at the Tree of Knowledge.

#### Inmates

MONDAY: Cleaned the right of ways S. Potter and Harris, SE Lee and Alabama and S Jordan. Cleaned the foliage at SE Lee and the APD.

TUESDAY: Cleaned the grounds and break room at the Public Works Yard. Assisted with a demolition and removal of debris of a house on S. Orange.

WEDNESDAY: Performed ground maintenance at McSwain Park. Washed City vehicles at the Public Works Yard.

THURSDAY: Performed ground maintenance at the Golf Course.

FRIDAY: Cleaned downtown Arcadia. Performed ground maintenance at Park View. Cleaned the grounds and break room at the Public Works Yard.

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

#### Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, February 12th, 2017

Subject: Weekly report for Golf Course for week ending February 10th 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 02/04-2/10 is \$13,053.27 plus \$979.14 sales tax.

Continue sanding of Greens on Golf Course where needed.

Jett sprayed Tuesday at 5pm for Nematode's and Fertilizer on Greens which I watered in.

Have meetings with starters each morning.

Public play starting to pick up.

Parking lot should be done by the end of this week.

Had 96 players on Tuesday for a Scramble Tournament.

Obtaining quotes for Golf Nets from Vendors I saw at the PGA Show.

Putting together the Canadian vs America tournament.

Met with Neil Simpson from the Heartland Games and is doing an article in the Arcadian about our Golf Course.

Had our Stand Pipe fixed which opens the valve for the Re-claimed water.

Reclaimed Water seems to been getting much better in the last few weeks.

Working on automation for the well so it will start automatically and shutoff when not in use.

Took class at Florida State College for dealing with difficult people.

Tring to fix a valve which controls the 17<sup>th</sup> Tee.

Changing out some sprinkler heads in the Fairways to full circle.

Had three good interviews for the Part-Time Pro-Shop Assistant position.