

Weekly Report to the City Council for the Week of

January 16th - January 20th, 2017

Administrator

City Administrator's Office

This Monday was the celebration of Martin Luther King Jr. Day and city offices were closed. The CA joined the Mayor and Council Members by participating in the MLK Day parade that kicked off at the County Courthouse and ended at Anderson Park.

City Administrator (CA) Stewart, Finance Director Carsten, City Engineer Karleskint and Airport Manager Peacock met with Mr. Corbett Alday of Guardian CRM to lay the groundwork needed for a city CDBG grant application. The application will be for a utility infrastructure project.

Utility Director Berndt and the CA attended a regional water supply conference put on by the Peace River Manasota Regional Water Supply Authority. There was a good deal of discussion about dwindling water supplies against increasing demands.

The CA attended the dedication ceremony for the downtown historical marker placed by the DAR and Historical committee. City staff installed the sign and DAR representatives were quite pleased with the work.

The CA and Systems Supervisor Fred Lewis met with representatives of the proposed Turner Five Ash project to review city requirements for acceptance of the existing infrastructure.

The CA attended the investiture ceremony for the new Assistant State Attorney and the meet and greet at the Turner Center.

It was discovered that the west bay overhead door for the old city hall fire station was damaged and that the fire station was closed with all units being moved out and over to the Airport Road station. This was discovered by city staff with no report from county FD about it. The CA contacted the County Administrator and expressed concern about the lack of report. She was very understanding and cooperative in working through this.

The Classification and Compensation study was presented to council and received their approval to move forward with a recommendation for implementation.

On line utility bill payment was finally completed and implemented.

The city received a report that indicated an airplane from the city airport had struck power lines on SR 31 just east of the airport. A check of incident reports from both the Sheriff's Office and the county FD validated this did take place. When the FBO was queried on this incident, their response was essentially that it was none of the city's business. City staff set that straight fairly quickly.

Planning & Zoning

Weekly Report for the Week Ending January 20, 2017

01/16/17 Office closed for Martin Luther King Day holiday

01/17/17 I received an e-mail from Pat Lindsay of Arcadia Main Street requesting a list of new businesses from 10/01/16 to 12/31/16 for her quarterly state report.

01/17/17 I attended and helped set up the HPC meeting this morning to assist Penny Delaney, City clerk @ 9a.m. Business owners in attendance wanted copies of the color chart for the Sherwin Williams paint color's allowed for the HPC, I made copies for them per Carol Mahler.

01/17/17 I got the list of new business for Main Street typed and emailed to Pat Lindsay for the last quarter of 2016 as she requested.

01/17/17 I received several calls from people that were at the splash pad and wondering why the water was not coming on. I called Carrie Taylor and she said it is closed for repair, waiting on parts so Carrie does not know when it will be back up and running.

01/17/17 I gave out a LBT application for NTFH, they stopped by to see if they had renewed it for the 2016-2017 year and they had not. I told them what the fee would be including late fee and what we will need to process the license.

01/17/17 I am reviewing the Agenda for the City Council meeting for tonight @ 6p.m. as I did not get to see how that was put together as I did the HPC meeting agenda so I wanted to see how the City Council meeting agenda was put together.

01/17/17 I received a LBT application from a new business called ERM Medical Consulting. The applicant did not have cash or check to pay only credit card, but had all required documents. He will come back with a check tomorrow and understands it can't be processed without being paid.

01/17/17 I continued working on labeling binders for Penny's office

01/17/17 Beverly Berry stopped by to drop off some papers for Shelly Peacock. I put them on her desk.

01/17/17 I made copies of proclamations after the Mayor signed them before the council meeting at 6pm

01/18/17 I scanned completed applications /permits to my email to put in the proper folders

01/18/17 I had a discussion with Mr. Stewart regarding the building of a home @ 802 Harris Rd. and he explained to me the reasons why he can't build a new home on the property due to zoning & FLU guidelines. The only things he can do are remodel or add on to the existing structure up to 50% of the home value. The only other option would be to re-zone and file for a change to the FLU (which is not recommended)

01/18/17 I spoke with a resident that stopped by the office that resides at 104 S. Watson Ave. about sewage blockage. He had a plumber come out and clean the lines all the way to the main, and the plumber said the issue was on the City side. I called Fred Lewis and he will go out to have it checked out as soon as he can this morning

01/18/17 Brian Newton came in to talk to Linda about a position he applied for with Public works & Systems laborer. He stated Linda had called him, but he was out of town and so he stopped by So Linda did see him in her office.

01/18/17 Penny had me send out an email to Rhonda Murphy, Shelley Peacock, Mike Kotzker, and Sally Heishman to notify them about the cleaning out of City Hall. There are certain items that they may want and they have until Friday January 20th, 2017 to get them before they go on govdeals website.

01/18/17 Bill Niblock, an architect from Sarasota called on behalf of Dorothy Rule's property located @ 127 N. Polk Ave. He stated he had a meeting with the fire marshal and needed to know the setback for the property. I gave him the information and also informed him of the property being in the Historical District and what that would entail. Mr. Niblock then stopped by the office and spoke with Carl McQuay and myself in regards to the materials for the use of a structure. We informed him of this being presented to the HPC, and approved by them before he could use the material. We got his information to get him on the agenda for the next HPC meeting.

01/18/17 Penny asked me to make Binder covers for all the council members, Mayor, and Deputy Mayor for the monthly agenda packets. I am working on these today.

01/18/17 I contacted Mr. Shine about the construction of the new home he wants to build @ 802 Harris Rd. that is not approved, or permissible and he will stop by tomorrow to discuss as he was busy when I called.

01/18/17 I sent an e-mail to Jeff Schmucker (copied Mr. Stewart & Carl McQuay) about Mr. Shine's project to let him know that I have set up a meeting to discuss with him tomorrow and to see if he had any other suggestions or issues for discussion for this project

01/19/17 Penny asked me to contact Gary Frierson about the discs from the last (2) meetings to clarify if he wanted the 1/3/17 & 1/17/17 or 12/20/17 & 1/3/17, he verified with me that he wants the discs from 12/20/17 & 1/3/17.

01/19/17 Penny asked me to contact Tami Jewell @ the Arcadian about the copies of proof of publication be sent to us. I called and left a message to ask her to get this to us. Tami called back to say they were put in the mail on Friday January 13th, 2017.

01/19/17 I worked on the City council meeting agenda cover for binder books. I got the O.K. from Penny that they were o.k. to complete. Penny also gave me other binders to make labels for.

01/19/17 Mr. Shine stopped by so I could discuss the reason why he can't build a new home located @ 802 Harris Rd. I gave him Jeff Schmucker's information to contact if he needed further information (per Jeff's email) and also told him Mr. Stewart or Carl could also speak with him about his options if he wanted more information

01/19/17 (3) new hire employees came in to see Linda. Each scheduled within ½ hour of each other. Took them back as Linda called for the next one: Jeff Farley, Willie Molnar, and Mark Anderson

01/19/17 I received LBT renewal for La Michocana Restaurant, and a new business applied for their LBT Precise Painting (mobile painting company)

01/19/17 Tracy Hay stopped by the office to check on the zoning for the property located @ 226 N. Brevard that she is interested in purchasing. She wanted to know if building a (2) store front office and apartments in the back would be allowed. I looked up the zoning (B-3) General Business Commercial and made sure it was not in the Historical District. I printed the information for her of what can be built according to the zoning, and then got her phone number (239-398-6087) because I told her I wanted to run this by our City planner and I would get back with her.

01/20/17 Hope White with Staples called about picking up a desk. I found out it is one that is over at the City Garage. Hope said she wanted to schedule a pick up for Monday January 23rd, 2017. I called Rhonda to confirm, she said they could come anytime between 7am and 3:30 PM. I relayed the message to Hope with Staples and they will schedule the pickup accordingly.

01/20/17 I put the binder covers in the binders for all councilmember's, Mayor and Deputy Mayor. Penny asked me to also make one for City Attorney TJ Wohl and City Administrator Terry Stewart.

01/20/17 Processed (2) LBT receipts after Fred Lewis approved Magnolia's Seafood & Grill and Precise Painting then mailed to business owners.

01/20/17 I received an email back from Jeff Schmucker regarding the property located @ 226 N. Brevard Ave. Apartments are not permitted so I called Mrs. Tracy Hay and let her know and she stopped by the office to get further information on what would be permissible in the B-3 zone and others that might be more suitable for what she wants to do so she will know what is allowed in all the different zoned areas.

01/20/17 The Staples order came in for Carrie Taylor @ Parks & Rec, I called her to let her know that the items were here, as instructed by Carol Jones.

01/20/17 I scanned completed LBT and put in the folders on the computer

Continue to renew and accept 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- FBO reported there was a one time situation when the pump stayed on after a transaction. FBO said she had to manually shut off by the emergency shut off switch located next to the terminal building. I advised FBO to keep an eye on it. She reported this has not happened again. I emailed Windemueller to let them know and to find out what caused that. They came out to work on the LED light and tried to make that happen again. LED software did not connect with his laptop. Pump and dispenser is working as it should. Fuel technician has looked it over, everything looks fine and tested fine, calibration was tested, that tested good. Technician turned in calibration report to FBO, report show it is within the required ratio and nothing further to report.

1-17-17 FBO turned in monthly fuel report. This report should indicate fuel gallons that were sold from the previous month (December) when city received report of our FBO selling fuel from their fuel truck during the holidays without city approval.

Met with three companies to show them the cluster of tree's that need to be removed at the end of runway 6. Per FDOT inspection report, this is an obstruction to main runway 6. Turned in all three quotes with a requisition turned in to Finance Department for a Purchase Order to start the work next week.

Met with electrician to show him what lighting need to be removed at the end of both runways 6/24. Per FDOT inspection report, we have too many fixtures at the end of the runways. Last two FDOT reports indicate this same deficiency. Advised this will be removed and pictures sent to FDOT to show the completion.

Attended meeting with Corbett from Guardian, City Administrator, City Finance Director and City Engineer regarding possible CDBG Grant Funding for Neighborhood Project's.

FBO had reported two runway lighting fixtures knocked over and blue glass globe has been broken. I was also advised of two light bulbs burned out on the PAPI light box.

Researched with CA runway lighting company for replacement parts needed. Requisition has been sent to the Finance Department to receive Purchase Order.

Street Department Supervisor, James Arndts received work order for the overgrown vegetation that needed removed at the end of runway 24. His staff and inmates removed the entire ditch line of all overgrown vegetation by cutting, removing and clearing out this location. This is an area that needs maintained at least once a year and can be a potential FDOT deficiency if not maintained. James and his staff did a great job, they cleared all of this in one day. Supervisor made sure his staff was operating safely by notifying FBO of their presence so she could inform pilots over the radio the workers onsite.

Received report of an accident that happened by an Ag plane striking powerlines near the airport. FP&L reported there were 113 customers without power, and a farm pump that took over a day to be back up and running because of this. Report indicated this happened on January 1, 2017 and the city was told by a third party. Incident reports received by Desoto County Sherriff's Office indicating the low flying ag plane took place near Sunrise Mobile Home Park 2371 SE HWY 31 just off from Airport Property. Pilot did not have any injuries.

Email was sent to Eagle Vistas asking if this was their plane that hit the powerlines and why the city was not notified. Eagle Vistas responded to the email confirming this is one of their planes and responded saying this was not any concern of the city because it did not happen on city property. She also mentioned this would not be any different if it happened in Georgia. Email was forwarded to CA. CA responded to Eagle Vistas making them aware of how government works, and reminded them as being our FBO they represent the city. Also, CA answers to the community, we continuously receive many complaints from the community of low flying aircraft. Report by the DCSO says the pilot was test flying a plane.

FBO submitted in writing to extend their FBO Contract and Commercial Operation Contract with the City. To extend options, writing must be received six months prior.

The terms of their contract's are for two years commencing on July 24, 2015 and ending on July 23, 2017. Lessee/Operator has option to renew agreement for three additional terms of three years each upon the same terms and conditions. Letter has been received and forwarded to CA and City Attorney.

Interested individual wanting to purchase the old PAPI lighting from govdeals has made contact with me inquiring more information. I have taken his request, opened up the old PAPI light box and still cannot give him any further information. More pictures sent to him by email.

Approving two 19 foot cargo trailers to be parked on airport property on a short term lease. Trailers will be in a location out of the airport movement areas. FAA does not have a problem with the temporary trailers being parked at the airport property, as long as it does not impede airport facilities or airport tenants. The trailers will be used for storing ultralight aircraft both with FAA registered N Numbers.

Parks Department Supervisor Carrie Taylor sent her crew out to mow the airport and make sure everything looked nice for the weekend pancake fly-in. Parks Department Staff did a very nice job making sure the airport looked nice for the event. Turf runway was cut looking very nice and around the paved runway and taxiway areas were also nicely cut.

Received report on Saturday from Friends of Arcadia Airport, They hosted one of the busiest pancake fly-ins so far! They served 800 pancakes and had people walk in, fly in, ride a bicycle in, etc. I also got report that many people had to wait for pancakes and wait for a place to sit. Friends of Arcadia Airport continue to be an asset to our airport and community as they promote the airport and bring in visitors from all over.

Code Enforcement

1/16/17

City of Arcadia was closed for Martin Luther King Holiday

1/17/17

Code Enforcement prepared 10 cases to be heard at Special Master Hearing on January 26, 2017 @ 10:00 a.m.

Code Enforcement attended HPC meeting and advised committee on updates on the following properties that are in violation of City Ordinance 1014.

303 E. Oak

1 E. Magnolia St.

500 W. Oak St.

Code Enforcement spoke to Mrs. Bessie Cook regarding her vacant lot Par# 36-37-24-0015-0070-0110 located on Alabama Street. Mrs. Cook advised me that she has signed an affidavit of trespass and forwarded it to Lt. Gary Evans at the PD.

1/18/17

Code Enforcement spoke to Mrs. Jackie Tucker regarding the insurance documentation needed to complete her special event application for the Arcadia Rodeo Parade that is to be held on March 11, 2017. As of January 23, 2017 we have not received the needed documentation to complete the special event application.

Code Enforcement received a letter from Heritage Baptist Church requesting to hold the fourth annual teen revival, "The War of Special Forces" on February 1, 2017 to February 3, 2017 from 6 p.m. to 7 p.m. This event will be held on grassy area behind the old City hall.

Code Enforcement spoke to Mrs. Carinthia Harrison Ross about her property located at 720 Martin Luther King Blvd. Code enforcement is scheduled to meet with her and determine if her property is a single family home or if it is being used a multifamily home.

Code Enforcement Violation Counts
For Date Period From 01/15/2017 Through 01/21/2017

Violation	Count
Premises to be Kept Clean (a)	1
Abandoned or Inoperable Vehicle	1
Trucks and Commercial Vehicles	1
Permit required (92)	1
Total	4

Code Enforcement Topic Counts
For Date Period From 01/15/2017 Through 01/21/2017

Topic	Count
Construction without a Permit	2
Abandoned or Inoperable automobiles	2
Garbage and Debris	1
Total	5

Code Enforcement Action Counts
For Date Period From 01/15/2017 Through 01/21/2017

Action	Count
Verbal Warning Given	2
Case Notes	2
Hearing Notice	1
Total	5

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: January 23, 2017

Subject: Weekly report for Finance for week of January 16-20, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$102,031.84
Meter Deposits - \$1,950.00
Airport Rent - \$0
Golf - \$10,068.62
Mobile Home Rent & Laundry – \$912.00
Permits - \$110.00
City Fines – \$0.00
Cemetery - \$3,075.00
Misc - \$0.00
Impound - \$0.00
Saturday Night Lights – \$0
Business Licenses - \$165.00
State of Florida - \$803.92
Lien Searches – \$0.00
Fingerprinting - \$0.00
Parking Tickets - \$0.00
Yard Sales – \$10.00
Taxi - \$0.00
Tip a Cop - \$0.00

Payroll:

- Processed payroll for 92 employees in the amount of \$147,977.56

Accounts Payable:

- Entered 65 invoices and processed 36 checks, totaling \$21,561.05 from Operating
- Issued 31 Purchase Orders

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: January 20, 2017
Re: Weekly Report

During the week of January 16-20, 2017, I performed the following:

- attended staff meeting on January 17, 2017; updated Action Review Register
- attended and took notes at the Historical Preservation Commission meeting on January 17, 2017; transcribed minutes regarding same
- attended and took notes at the City Council workshop and meeting on January 17, 2017; started transcribing minutes for meeting
- continued compiling the February 7, 2017 City Council
- traveled to City Hall and spoke with staff member regarding organization of equipment and files at the old City Hall (numerous times throughout the week)
- scanned various agreements and documents to appropriate directory and filed in appropriate hard files
- received e-mail from City Attorney's paralegal regarding Resolution 2017-03 which supports the protection of Municipal Home Rule; after execution, forwarded to Ruthanne Stonewall, Florida League of Cities
- completed execution of documents approved at City Council meeting on January 17, 2017 (Extension to Agreement for Representation and Fees by Swaine and Harris, two (2) SCOP Agreements, and Resolutions 2017-01 and 2017-02)
- updated website regarding City Council and various boards and commissions meetings
- prepared letter to Attorney Wohl to provide a fully executed copy of the Extension to Agreement for Representation and Fees as approved at the 01-17-17 City Council meeting

Human Resources

DATE: January 23, 2013

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report – January 16 - 20

The Martin Luther King, Jr. holiday was observed on January 16.

On Tuesday, January 17, I attended and participated in the Director's Meeting.

I attended the City Council Meeting on January 17 where the Classification and Compensation implementation process was presented to the Council. The Council voted to accept the implementation over a two (2) year period.

On Wednesday, January 18, I once again attended and participated in the Director's Meeting. The results of the City Council vote were shared with all Directors' and the process for Human Resources and Finance to implement all changes was explained.

New employee sign-up for the Public Works Laborer and CDL Laborer in the Streets Department were held on Thursday and Friday. These new employees will begin their employment within the week.

Efforts were continued this week to gather information for the Safety Committee regarding Hepatitis vaccinations and the provision of appropriate footwear for employees. This information will be shared with the Safety Committee next week.

Water Treatment Plant

Weekly Summary Week Ending 1-21-17: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- January 14, 2016 (Saturday) – Overnight regen in brine on anion #1.
- January 15, 2016 (Sunday) – Flush road prison. Cation #1 regen.
- January 16, 2016 (Monday) – Refill sulfuric acid in chem scan. Regen #3 anion. Clean, sweep, vacuum.
- January 17, 2016 (Tuesday) – Refill DPD buffer and DPD indicator. Regen #1 anion. Refill ammonia day tank. Regen #2 cation. Flush hydrant at golf course. Clean, sweep, vacuum.
- January 18, 2016 (Wednesday) – Regen #2 anion. Clean sweep, mop, and vacuum water plant. Blew out ammonia and chlorine room. Mop out chem scan room.
- January 19, 2016 (Thursday) – Regen #3 anion. Touch up paint on exterior of chemical building. Regen #1 cation. Flushed hydrants Airport Rd across from Napa, se central ave. And se tangelo ave., peach and central, 2064 Hillsborough Clean, sweep, vacuum, water plant. Sweep, mop, pump room.
- January 20, 2016 (Friday) – Regen #1 anion. regen #2 cation. Refill titrate chemicals. Cl2 delivery. Refill ammonia day tank. Replace copper pipe leak at Remote GST. Hosed down salt area. Clean, sweep, vacuum, water plant.

Summary for the Week Ending Jan.20, 2017: Utility Department– A.J. Berndt

Waste Water Plant

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

- Jan.14, 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 . Reset bar screen conveyor on top of pre treat . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Daily check of W.W.T.P. system lift stations , found breaker tripped in panel , reset station back in service . Turned on reuse pumps for golf course watering tonight .

- Jan.15, 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. Opened sand filter INF. track discharge valve and flushed build up , washed out feed track and sand filter bay gates / guides of debris . Started slow fill of sand filter bays brought back on line , feed water from clarifiers clear . Turned on reuse water for North Arcadia ball fields to water field before game tonight . Dropped off weekly time cards to W.T.P. for AJ to work on . Turned on reuse pumps for golf course watering tonight .
- Jan.16, 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 . Odyssey (bleach company) her to finish pumping out bleach from East holding tank , washing out holding tank pumping to M/H back to head of plant .
- Jan.17, 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 . Started quarterly Bio– Assay pulled four (4) one gallon samples , sampled every six (6) hours , iced samples down for delivery to lab tomorrow . Received CL2 bleach delivery , transferred 1,550 to tank cleaned and pumped out by Odyssey . Greased both tricking filter drums and cleaned out arms on filter , brought North filter on line . Received SO2 delivery from Breentag Co. used for dechlorination of water prior to outfall .
- Jan.18, 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 . Sent Bio– Assay samples to Marine Co bio– assay lab in Sarasota . D.E.P. inspector her to look over plant , report of bad odor , walked entire plant found no problems . Turbidity meter (Mico Tol) rep. Bill Lazenby , here to go over functions of unit , made calibration of plant unit , will send annual certification paperwork of unit . Sharp rise in turbidity , checked meter , found no feed to unit , flushed same meter back on line
- Jan.19, 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 . Flushed and cleaned CL2 analyzer at contact chamber booth . Pulled pump from sand filter INF. track and rolled up discharge hose , used to remove excess sludge . Tripped East digester float for sludge settling . Weekly run of sludge press , pulling from East digester , sent 21.5 tons (43,000 lbs.) to county landfill used for cover on top of trash pile . Checked sludge blankets in all clarifiers and operation of assigned sludge pump .

- Jan.20, 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 . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent reuse samples with lab driver . 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 .

Public Works

Public Works Recap for Week 1/14/2017 thru 1/20/2017

General Information

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

Cemetery

4 visitors were assisted in locating burial sites. 2 sites were marked for burial. Mowed and weed eaten. Trimmed trees and picked up brush and debris.

Streets

24 loads of brush were picked up throughout the City. A Streets employee filled in for a Sanitation driver for 1 day. Discussed closing alley way with Wheeler's restaurant. Searched for barricades missing from events. Patched the alley way beside Wheelers restaurant. Patched the intersection of Arcadia Ave. and Gibson. Met with the Golf Course Manager in reference to parking lot repairs. Began patching the Golf Course parking lot. A Historic sign was placed at the Tree of Knowledge

Sanitation

All routes were run as normally scheduled Tuesday thru Friday. All of the Sanitation trucks were cleaned.

Parks

Picked up barricades from week end events. Began repairing and painting playground at the 10th Ave. location. Mowed at the Airport. Cleaned up Louis Anderson Park after the weekend event.

Garage

Replaced an ignition coil and control module on the Cemetery truck. Replaced headlight bulb and plugged a tire on a PD vehicle. Replaced a rear tire on a PD vehicle. Replaced cutter bar and pan and sharpened blades on a Streets mower. Replaced a front tire on a Systems mower. Installed gun locks in 2 PD vehicles. Cleaned the carburetor on Parks pressure washer. Replaced a brake light bulb socket on the MHP truck. Replaced a tire on the MHP wheel barrel. Installed bug shield and a dash mat on a PD vehicle.

Inmates

TUESDAY: Cleaned the Public Works yard and shop. Weed eaten at the Cemetery.

WEDNESDAY: Weed eaten at the Cemetery.

THURSDAY: Washed fleet vehicles at the Public Works Yard.

FRIDAY: Cleaned downtown Arcadia. Cleaned the work crew van, trailer and work equipment.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Saturday, January 21st, 2017

Subject: Weekly report for Golf Course for week ending January 20th 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 01/14-1/20 is \$9,944.22 plus \$745.92 sales tax.

Continue sanding of Greens on Golf Course where needed.

Received new Mower on Friday.

Have meetings with starters each morning.

Public play starting to pick up.

Parking lot should be done by the first week of February.

Tony O-Connor doing comedy show on Saturday.

Got my Seasonal Help back but Berella is leaving February 4th.

Putting together the Candian vs America tournament.