

# **Weekly Report to the City Council for the Week of January 9th- January 13th, 2017**

## **Administrator**

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

City Administrator (CA) Stewart and PW Director Steve Underwood attended the Technical Advisory Committee (TAC) meeting of Heartland Regional Transportation Planning Organization, (HRTPO) in Sebring. At this meeting, the CA was unanimously reelected as chair for the TAC.

Immediately following the TAC meeting Director Underwood and the CA attended and FDOT Project application and priorities workshop at the same Sebring location.

City Attorney Wohl and the CA discussed the State of Emergency Ordinance in preparation for the upcoming hurricane season beginning June 1.

Mr. Bruce Neveau representing the City's Beautification Committee met with the CA. He informed that the group wishes to become active again. In addition, he spoke of the group having a treasury of about \$600 they wish to divest and he suggested it be donated to the city to provide plantings for entrance signs on SR70 east and west.

Mr. Miles Christian-Hart met with the CA to explain his desire to rehabilitate housing in Arcadia.

The CA and Golf Course Director Kotzker met to discuss the progress of restoring the physical condition of the golf course. The greens are in excellent shape and the feedback being received had been very positive. The amount of play is increasing.

CA Stewart and the City Attorney joined in a conference call to review items for the declaration of emergency ordinance.

## **Planning & Zoning**

### **Weekly Report for the Week Ending January 13, 2017**

01/09/17 I continued to work on Maps (marking and organizing)

01/09/17 I received a call from Maribel @ Turner Real Estate ph# 990-2853 about the zoning of (2) vacant lots (N. Twelfth Ave. and 1205 E. Effie St.). Maribel wanted to know if the lots would be buildable. I looked it up according to LDR zoning requirements for R-1B, and the size of the lots according to the County Property Appraisers website and it looks like they would be. I sent e-mail to Jeff Schmucker to verify.

01/09/17 Jeff Schmucker verified that the above lots were buildable as long as it did not conflict with ROW of any street. I emailed the response to Maribel @ Turner Real Estate.

01/09/17 Richard Boarsmann stopped by to complain about not being able to call Public Works to schedule a pick up for yard debris. I sent an e-mail to Rhonda to call him @ 494-7815 and also let her know the answering machine is not working.

01/09/17 I received completed demolition permit from Lester Hornbake for demolition of Darrell's Wrecker Service located @ 663 S. Brevard Ave. I wrote receipt for \$45 fee and recorded on deposit log sheet. Will give to Fred Lewis to sign off on utility and scan to Jeff Schmucker to sign off for approval from P & Z.

01/09/17 Carl asked me to make the new 2017 Calendar for all scheduled meetings.

01/09/17 Received email from Jeff with letter of approval for Mr. Stewart to sign on the Fire Station project. Once signed, scanned to Jeff to send to County and I sent to all other Departments he asked me to send it to.

01/09/17 Penny had me contact all council members about getting or updating their Bio's for the website.

01/09/17 Penny asked me to send out an e-mail to the council members to see if they want to participate in the MLK day parade.

01/10/17 Sent out e-mail to council members about participating in the MLK day parade with the golf carts as there will be no floats involved.

01/10/17 Sent e-mail to Jeff Schmucker about Mr. Shine's major site development for the construction of a new home located at 802 Harris Rd. The site plans were too large to copy so I wanted to let him know when I scanned the application, does he want the plans over nighted or just wait until he is here today for the P&Z meeting. I am waiting for his response.

01/10/17 Jeff Schmucker responded that he is not attending P&Z meeting today since there is nothing to present, so he would like me to overnight the site plans for 802 Harris Rd. Sent out today, he should receive this tomorrow.

1/10/17 I took a message from Carol Mahler for Penny Delaney about the CLG application, Miles Christian Hart's application for HPC, and the fee change for CA application.

1/10/17 Penny asked me to call Carol Mahler back and discuss these issues (her office was being torn down for new furniture and she did not have access to her phone or computer):

CLG application- o.k. to set up meeting with Penny next week to discuss

Miles Christian Hart, no application has been turned in so no rush on her letter of recommendation for his position to replace Pam Ames on the HPC.

The motion for the fee change for the CA application from \$165 to \$65 to be addressed at the next council meeting in February, it was not on the agenda for the January 17<sup>th</sup> meeting, she wants to bring it up at the HPC meeting as old business since it is not on the agenda for HPC either.

01/10/17 I met with Fred Lewis to go over applications approved by Jeff Schmucker that now needed his approval.

01/10/17 Scanned completed/approved Sign permit for Azul Tequila by Designs to go in to permit files.

1/10/17 I sent a Demolition permit for Darrel Sugg's old building to be taken down by L-F Trucking (Lester Hornbake) located @ 663 S. Brevard Ave. Fred Lewis had already approved for systems.

01/10/17 Continue working on marking and organizing maps

01/10/17 I am helping Penny Delaney with the packets to put together for the HPC meeting on January 17<sup>th</sup>, 2017. I had to call Pam Ames about getting the updated letter to property owners in the Arcadia Historic District on the agenda. Pam Ames said she would get that to us tomorrow before the deadline. I also checked with Carl McQuay on elevation plans from Dorothy Rule regarding property located @ 127 N. Polk Ave. and he has not heard anything back from them on this project so this will not need to be on the agenda.

01/10/17 I spoke with a resident by the name of Michael Smith, Fred Lewis sent him to the office. Mr. Smith had filled out an application for water/sewer service and Fred Lewis checked the locates. Mr. Smith would like to build a home on each lot that he owns located at the following address:

507 N. 15<sup>th</sup> Ave  
511 N. 15<sup>th</sup> Ave  
515 N. 15<sup>th</sup> Ave  
519 N. 15<sup>th</sup> Ave  
523 N. 15<sup>th</sup> Ave  
527 N. 15<sup>th</sup> Ave

Carl & I explained the process that he would need to go through for each location and gave him a major site development application to submit site plans. Mr. Smith left us his ph# 407-489-4691 as a contact in case we needed to give him any further information.

01/11/17 Updated the Agenda for the HPC meeting, remove the provision of elevation plans by Dorothy Rule regarding property located @ 127 N. Polk Ave. as resident has not turned in anything further.

01/11/17 Filed scanned/approved documents in file cabinet.

01/11/17 Received documents back from Fred Lewis for Sign permit @ O'Reilly's Auto Parts located on 1119 E. Oak St. and Minor structure application for shed for Mary Caviness located @ 219 N. Hillsborough Ave. These had already been approved by Jeff Schmucker.

01/11/17 Sold (1) YS Permit to Deborah Clifton for property located @ 1307 NE Oak St. for the dates of February 3<sup>rd</sup> -4<sup>th</sup>.

01/11/17 Called council members to follow up on participation in the MLK Day parade on Monday January 16<sup>th</sup>, to find out who will need a golf cart, and also to check with Susan Coker about any changes to her BIO on the website. Susan said that she is still working on any changes she may want to do to her BIO. Councilman Heine Jr. will not be participating in the parade as he has a Dr's appt. All other council members will participate, but J. Simons does not need a golf cart.

01/11/17 John Parker called to speak with Carl to check on a property (lots) located on Singleton Ave. to make sure that the cleanup was done adequately. I called Carl on his cell phone since he was out in the field to go check on this.

01/11/17 I spoke with Nancy from FP&L about the *proposed* work for installation of poles in the City that Lea Valdez had sent to me. She informed me that in the past they would just get an o.k. from Christina Blattner that we were aware of the poles as long as we get a 72 hour notice for Utilities to check on the drops (Fred Lewis). I verified this with Fred and Carl and they said as long as Fred has a (5) day notification to check for utilities before they do the actual work that is fine, there is no need for

permits or for me or Fred to verify for proposed work that is going to be done . I sent an e-mail to Nancy & Lea Valdez to notify them of this procedure. They then called me to let me know that they would contact Fred Lewis on this matter in the allotted time frame before the work was to be done and not sooner.

01/11/17 Mr. Smith stopped by the office today because he will be out of town and was not able to get his site plans from James Bushouse , but wanted to know if I would send an e-mail to all that will be involved in this process to give them a heads up for hooking into water/sewer at each location. I forwarded the information we have so far on the locations to Steve Underwood, AJ Berndt, Fred Lewis, Juanita Gaitan, Julie Karleskint and Jeff Schmucker per his request.

01/12/17 I looked up information and made notes on all locations that Mr. Smith wants to build home sites referenced above. I checked on zoning, building requirements, setbacks and future land use.

01/12/17 I spoke with Penny Delaney about the HPC Agenda packet for the January 17<sup>th</sup> meeting. We have received all the information to complete the Agenda and get them sent out to the members via e-mail, and also have me make copies of the Agenda packets for the members of the committee to have at the meeting.

01/12/17 I told Penny I am finished marking all the maps that were in a box in my office, she will have them moved and give me more to work on.

01/12/17 I reminded Penny of the upcoming MLK Day parade and how many golf carts we may need for the council members. She will get with Mr. Stewart about his, and Beth about getting them here once we know exactly how many we need.

01/12/17 Linda Lowe informed me of a new ad for a part time person for the Pro shop at the City Golf course so to expect calls or people stopping by for an application. She also let me know she had several people coming in this morning to see her that had been interviewed for some of the Public works positions that we have been taking applications for.

01/12/17 Bruce Neveau stopped by to see Carol about making an appointment to see Mr. Stewart next week. She spoke with him and set up a time for the meeting.

01/12/17 Penny gave me some binders to work on for her to make labels on the side for easier reference.

01/12/17 I received a call for Shelly from James Arndt, street supervisor to let her know that the inmates have completed the work she requested to be done at the City Airport.

01/12/17 I gave out a LBT application for a new business license to a gunsmith located inside Gator Guns, a renewal application for Sonic Drive in and The Dotted line & more mobile notary service.

01/12/17 I corresponded with Michael Giardullo about the fee's for the water/sewer utility connection fee for the Fire station project. He needed the amount due to process the payment and also needed to know who to make the check out to. I informed him the fee was \$2,237 and to make payable to "The City of Arcadia". I also informed him that the applicant (Mandy Hines) needs to sign the completed approved application.

01/12/17 I called Carol Mahler to discuss letter she put together along with Arcadia Main Street to go out to the business & home owners in the historical district to see if there is anything else that needs to be changed, or added to the letter for the agenda packets, she said all was good.

01/12/17 Penny had me add the letter of resignation for Pam Ames that she had submitted to the City Clerk via email to the agenda packet.

01/12/17 I contacted Carol Mahler again to make sure we have the final letter for home and business owners in the Historical district of the City. Carol said she will email it to me to with any changes.

01/2/17 Penny had me call Carol McCormick at the Fla. League of Mayors (850-222-9684) to inquire about our Annual dues of \$350, inv#108FLOM1617 to see if they had been paid. I called and got voice mail and left a message.

01/13/17 Per Penny Delaney, put final Agenda packet together for the HPC meeting scheduled for January 17<sup>th</sup>, 2017 @ 9 a.m. Printed out last month's minutes from the HPC meeting that need to be in the Agenda packets also so they can be approved by the committee.

01/13/17 E-mailed the Agenda packet to all members of the HPC committee. I also made (7) copies of the Agenda packets for the committee members to have at the meeting Tuesday January 17<sup>th</sup>, 2017 @ 9a.m.

01/13/17 I received a call from Bonnie Stewart in regards to a fence permit located @ 203 N. Brevard Ave. I verified this was not in the historic district, checked on the zoning and it was B-3 (commercial) so I checked with Jeff Schmucker to make sure a fence would be permitted. Jeff responded that this zoning would still permit fence as long as it meets the visibility clearance standards.

01/13/17 Bonnie Stewart stopped by to pick up an application for a fence permit and I explained to her the procedure and how to fill out the form with the site of the fence. I told her to contact me if she had any other questions about the application.

01/13/17 Carl McQuay wanted to be added to the HPC Agenda to present an update on code enforcement issues. I added this to an Amended agenda and e-mailed it to the committee members, and also added to the front of the Agenda packets for the meeting January 17<sup>th</sup>, 2017 @ 9a.m.

01/13/17 I contacted Mr. Baldwin (contractor) about his minor structure permit for a cover over the ice machine at the Citgo station located @ 335 S. Brevard Ave. I let him know that the ZC was approved and he may pick up a copy.

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 1-9-17- 1-13-17

Fuel Farm, FBO reported we do not have any fuel pumping issues. Waiting on Windemuller to receive software for the LED unit to work with our new digital fuel dispenser. This will allow pilots to see the gallons and dollars they are pumping from a further distance. Everything else has been perfect without any complaints.

FBO advised that the Army did not come out over the weekend for their training exercise. She said the weather was not the greatest that might have been why they chose not to come out.

1-9-17 FBO advised of the helicopter AG training that will take place and be a subcontractor for her business. I advised to put that in writing and email her request.

1-10-17 Received phone call from CA that he witnessed Eagle Vistas plane flying low not in a flight pattern at approximately 150-200 feet above the airport. Also making a 180 turn from takeoff from runway 24.

CA advised there was a goose neck trailer parked on the ramp and wanted to know if there has been permission given for the parked trailer to be on the ramp.

Airport Manager checked in to the parked trailer on the ramp and found out Eagle Vistas sub contracted with a helicopter pilot to be part of their AG Spraying operation. The parked trailer is used as a helipad he lands on top of the trailer above the fuel tanks on a platform then fills up, with JET A. This operation needed approval from the City. When airport manager advised Eagle Vistas of needing approval from the city, and advised the trailer needed to be removed off the ramp, Eagle Vistas complained about needing permission for everything, airport manager tried explaining the trailer needed to be moved off the ramp in case of spills etc. This had fuel tanks holding JET A. Eagle Vistas advised she had no way of moving it.

1-11-17 Trailer used for the helicopter operation has been removed off the ramp and relocated to the side of the maintenance hangar.

1-12-17 received the extra cones that were purchased for the displaced thresholds for runway 13/31. Placed cones inside the storage facility until cones can be placed in the correct measured locations. Hope to have in the displaced threshold on Friday January 20<sup>th</sup>.

1-13-17 Receiving quotes on tree removal companies to remove clump of trees at the end of runway 6. Trees need to be cut down and removed out of the 20:1 slope for this runway. This is causing a deficiency for our main runway and FDOT need this to be corrected with pictures indicating trees have been removed. Deadline January 30<sup>th</sup>.

1-13-17 FBO notified airport manager of the broken runway and taxiway lighting fixtures. Reviewed lighting fixture with CA and reviewed website with CA making sure the part needed were the same as on the website. Receiving quote for couplings and globes. Order will be placed with adding a few extra to have as a back-up when needed.

1-13-17 Received quote from electrician to remove extra lighting at the end of runway 6/24. FDOT documented in the inspection report that our runway has too many light fixtures at each end of the paved runway 6/24. Extra lighting need to be corrected required by FDOT, removed and capped. Photos required.

1-13-17 FBO contacted airport manager with fuel mater on the same line. They asked to stop the server and restart so she can run her fuel master reports. FBO mentioned she cannot add cash to her prepaid cards and her and fuel master technician got her software running to add cash on her cards. This appeared to be an issue on her end.

## **Code Enforcement**

**1/9/17**

Code Enforcement spoke to Mr. John Parker about the vacant lot located on Singleton Ave. Par# 36-37-24-0173-00Q0-0040. Mr. Parker called to inform Code Enforcement that his property had been corrected. Site inspection revealed that property had been corrected and case has been closed.

Code Enforcement spoke to Mrs. Dianna Brinkley about obtaining a liquor license within the city limits. It was explained to her that the City of Arcadia does not issue liquor licenses but we do determine where the sale of alcohol is allowed based on the zoning.

### **1/10/17**

Code Enforcement department received a complaint from System Supervisor Fred Lewis about the property located at 98 Citrus Ave. The property's fence is encroaching onto city property which is not allowing City workers to gain access to the city's main sewer line. Code Enforcement made contact with the owner of the property, Mrs. Gabriela Barajas and set up an appointment to meet at the property on January 13, 2017 @ 3:00 pm.

Code enforcement received a request from Mrs. Cora Lee Jackson to visit Elizabeth Baptist Church and see if there are any code violations on the property. Code Enforcement informed her that the DeSoto Fire Marshal will also be asked to assist in the inspection of the property. The appointment for the inspection was scheduled for January 13, 2017 @ 10:00 am.

Code Enforcement contacted Mrs. Joseph Marci of Seminole Gulf Rail Road about violations on properties owned by his company. Mr. Marci was informed about a violation on vacant lots located on Pine Street and he was also so informed about a complaint from Mrs. Barbara Jackson about damage that had been done to her vehicle crossing the rail road tracks at the corner of Orange Ave. and Pine Street.

### **1/11/17**

Code Enforcement received a complaint from Arcadia Police Dept. about a vendor selling BBQ in Louis C. Anderson Park. Site investigation revealed that Mr. Dakar Tyler was selling BBQ on City owned property. He was issued a cease and desist and ordered to leave the property.

Code Enforcement received a complaint about a foul odor coming from the property located at 1409 E. Cypress Street. Site investigation revealed that there were 13 dogs on the property. Code Enforcement contacted DeSoto Animal Control to assist with inspection of property. Mr. Markis Thompson was told that he could only have 8 dogs on his property and that he had to provide all appropriate shot records for all the animals within 2 weeks. He was cited for premises to be kept clean and high grass/weeds over 12 inches. All violations need to be corrected within 10 days.

### **1/13/17**

Code Enforcement met with Fire Marshal Juanita Gaitin to inspect the following properties:

108 S. Orange Ave – Property had no code violation.

98 Citrus Ave - Property owner was ordered to remove fence from city right away within 5 days.

807 Magnolia – Owner Susan Schemer was ordered to clean property within 2 weeks and to dismantle all makeshift tents on her property.

**Code Enforcement Violation Counts**  
For Date Period From 01/08/2017 Through 01/14/2017

<b>Violation</b>	<b>Count</b>
Premises to be Kept Clean (a)	3
Use of barbed wire fences	1
Odors	1
Occupational License required (1)	1
Building Permit required	1
Abandoned or Inoperable Vehicle	1
<b>Total</b>	<b>8</b>

**Code Enforcement Topic Counts**  
For Date Period From 01/08/2017 Through 01/14/2017

<b>Topic</b>	<b>Count</b>
Garbage and Debris	2
Vending/Sales without required License / Permit	1
Right of Way Permit	1
Non-Code Enforcement Related	1
Public Nuisances	1
<b>Total</b>	<b>6</b>

**Finance Department**

**To:** Terry Stewart

**From:** Beth Carsten

**Date:** January 18

**Subject:** Weekly report for Finance for week of January 9-13, 2017

**Highlights for the Week:**

**Revenue Receipts:**

Water & Sewer – \$111,190.75

Meter Deposits - \$1,200.00



Airport Rent - \$3,084.39  
Golf - \$16,604.84  
Mobile Home Rent & Laundry – \$3910.00  
Permits - \$110.00  
City Fines – \$2,545.80  
Cemetery - \$3,075.00  
Misc - \$0.00  
Impound - \$0.00  
Saturday Night Lights – \$0  
Business Licenses - \$0.00  
State of Florida - \$89.50  
Lien Searches – \$0.00  
Fingerprinting - \$0.00  
Parking Tickets - \$0.00  
Yard Sales – \$15.00  
Taxi - \$0.00  
Tip a Cop - \$0.00

**Payroll:**

- N/A

**Accounts Payable:**

- Entered 107 invoices and processed 49 checks, totaling \$100,293.81 from Operating
- Issued 22 Purchase Orders

**City Clerk**

**MEMORANDUM**

To: Terry Stewart, City Administrator  
From: Penny Delaney, City Clerk  
Date: January 13, 2017  
Re: Weekly Report

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During the week of January 9-13, 2017, I performed the following:

- attended staff meeting on January 9, 2017; updated Action Review Register
- continued compiling the February 7, 2017 City Council
- made copies of January 17, 2017 City Council Regular Meeting Packet 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 for both packets to the laptop in the Council Chambers in preparation of the City Council workshop and regular meeting

- attached agenda for the City Council Workshop regarding the Special Event Ordinance to packet provided by Code Enforcement Officer McQuay and placed agenda packets for the same in the City Council Member's mailboxes, along with e-mailing same to City Council and other recipients; placed same on the city's website; scanned and uploaded the items to the laptop in the Council Chambers in preparation of the City Council workshop
- received e-mail from Kristi R. Whitcomb of Hazen and Sawyer providing a scanned copy of the Water/Wastewater/Public Works CIP Development and Rate Sufficiency Analysis Specific Authorization No. 25 and advising the original would be sent via USPS
- broke down and set up office due to the removal of old furniture (desk, table and desk/credenza) and installation of new office furniture
- prepared City Council Action Report for City Council Meeting held on January 3, 2016 and forwarded same to City Administrator
- traveled to City Hall to store old financial records
- prepared proclamation regarding Martin Luther King Day to be presented by Mayor at the Martin Luther King Day Parade on January 16, 2017
- provided instruction to Administrative Clerk regarding preparation of Historical Preservation Commission agenda regarding January 17, 2017 meeting; reviewed said packet and instructed Administrative Clerk to e-mail to commission members
- scanned various agreements and documents to appropriate directory and filed in appropriate hard files

## **Human Resources**

DATE: January 17, 2013  
TO: Terry Stewart, City Administrator  
FROM: Linda Lowe, Human Resource Director  
SUBJECT: Weekly Report – January 09 - 13

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The HR Director was off on Monday, January 09, for approved annual leave.

On Tuesday, January 10, the HR Director was involved in the moving of furniture from the HR Office and the City Clerk's Office to various other departments with the City. This was in preparation to receive new desks the following day. This made for a very interesting work environment for a couple of days.

New furniture was received on Wednesday and moving back into the HR Office was done. Re-sitting the office took most of Wednesday and Thursday.

Pre-employment screening was processed for three (3) applicants this week. As soon as reports are received employees will begin work in the Public Works area.

The Classification and Compensation Study Results were finished and preparations made to present the final plan to the City Council on January 17. Human Resources Director has worked closely with the Finance Director to see this project completed.

HR Director met with employees who have completed probation this week to finalize insurance and other benefits. Also, uniforms were ordered for these employees as well.

## **Water Treatment Plant**

Weekly Summary Week Ending 1-14-17: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- January 07, 2016 (Saturday) – Regen anion #1. Replace chem scan chemical in organics chemscan.
- January 08, 2016 (Sunday) – Regen cation #1.
- January 09, 2016 (Monday) – Refill FAS titrant. Regen #2 cation. Clean, sweep, vacuum mop water plant. clean bathroom.
- January 10, 2016 (Tuesday) – Regen #3 anion. Clean sweep, vacuum, water plant. Hose down salt area, received salt.
- January 11, 2016 (Wednesday) – regen #1 anion. Refill ammonia day tank. Refill DI water in chem scan. Collected stage 2 samples from road prison and airport .Regen cation #1.
- January 12, 2016 (Thursday) — Regen #2 anion. Flush San Juan bosco and hydrants on Hillsborough ave. before san Juan bosco. Fixed acid wash line in chem scan room. Regen cation #2. Clean, sweep, vacuum, water plant. Mop water plant. Clean, sweep, mop, plant bathroom.
- January 13, 2016 (Friday) — Regen #3 anion. Replace suction line in organics chemscan and acid flush and di flush. Flushed hydrants on N arcadia Ave and Winifred, 1018 N Arcadia Ave, 1511 N Arcadia Ave, last hydrant on N Arcadia Ave, N Arcadia Ave and Gibson St, Imogene and Polk, Granger and orange, W elementary and wood park point. Received 595 gal. chlorine from Odyssey. Clean, sweep, vacuum water plant.

## Waste Water Plant

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

- Jan.7, 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. Turned on reuse pumps for golf course watering tonight .
- Jan.8, 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. Dropped off weekly time cards to W.T.P. for AJ to work on . Turned on reuse pumps for golf course watering tonight .
- Jan.9, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “A” , Compressor # 2 , and Hydro pump # 2 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Guardian Equipment ( Bill Fitch ) here to service and repair LC–300 pump unit and CL2 bleach pump , cut LC–300 discharge piping to fit and buried pipe in ground , covered same , replaced all gauges on CL2 pump dampeners , and charged to proper operating pressure , both LC–300 and CL2 pumps back on line and in service . Lift station crew here to pull bad pump from El Pirata station and delivered to plant to be sent in for repair . Plant maintenance changed out damaged and worn exhaust fan belt for compressor room .
- Jan.10,2017 (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 . Checked #2 clarifier feed pump relay in M.C.C. as LC–300 pump not ramping up to speed and supplying proper chemical flow for treatment , called Pierre’ to check , found arm not making contact to make chemical pump run proper . Ordered new inline tank chemical screen for LC–300 as old screen has small ruptures and is in need of replacement . Set up sump pump to pull gathered sludge at end of sand filter INF. trough , to keep from excess loading of solids to bays . Received SO2 delivery at reuse facility and ordered SO2 ( 1 ton cylinder ) to bring chemical up to working supply on scales , product used for de chlorination before outfall .
- Jan.11, 2017 (Wednesday) - Set weekly composite samplers ( plant INF. and plant EFF. ) per D.E.P. permit . Chemical Rep here to do polymer testing for plant as to see if they can produce a better chemical at a better price , doing settling tests on digester sludge using different concentrations of polymers . Plant INF. venture’ meter not reading proper , removed feed lines and reamed supplies at

- connections for flow to check differential pressures on INF. and EFF. sides of meter sending signal to plant board for reporting .
- Jan.12, 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 24 tons ( 48,000 lbs. ) to county landfill used for cover on top of trash pile . Checked sludge blankets in all clarifiers and operation of assigned sludge pump . Daily check of W.W.T.P. system lift stations , at housing authority station , found #2 pump tripped out reset pump unit , station back in service .
- Jan.13, 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 . Report of traffic light at Desoto and Hickory flashing , checked same , controller had cycled and reset , traffic light back in normal run cycle . 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 1/7/2017 thru 1/13/2017**

#### **General Information**

The PWD, along with the CA, attended the Heartland Regional Transportation Planning Organization meeting and the FDOT Project Application and Priorities workshop on Wednesday. The PWD met with Carol Mahler on how and where to mount this Historical sign at the Tree of Knowledge.

#### **Cemetery**

The cemetery was cleaned of all debris and dead flowers. 4 sites were marked for placement of headstones and 2 sites were marked for burials. The cemetery was mowed and weed eaten.

#### **Streets**

21 loads of brush were picked up throughout the City. Moved boxes and furniture from the Way Bldg. to the City Hall. Inspected site for new sign to be placed at the Tree of Knowledge. Inspected a tree for removal from the City Mobile Home Park. Assisted the garage with repair of Streets truck. Trimmed a tree at the City Mobile Home Park. Trimmed trees on Harris Rd. Repaired a exhaust pipe on a Sanitation truck. Sharpened blades on pole saws and chain saws

for the inmate crew. Directed inmate crew at the Airport for a ditch mow and cleanout. Placed stop sign at Monroe and Pine. Measured Polk between 70 E. and 70 W. for repaving. Placed and set in concrete a sign pole at Tree of Knowledge. Assisted the garage in repairing a door at 13<sup>th</sup> Ave. for the PD.

#### Sanitation

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

#### Parks

Trash and debris were picked up from all of the City parks. Completed pressure washing of the McSwain Park Splash Pad. Mowed the Louis Anderson Park, Story Book Park and Jim Space. Assisted PD with moving auction items from the PD to the Speer Center.

#### Facility Maintenance

Repaired the pre- treatment dumpster for the WWTP.

#### Garage

Road call to repair a flat tire on a Systems mower. Replaced a heater hose on a PD vehicle. Replaced an engine to deck belt on a Streets mower. Replaced a headlight bulb on a PD vehicle. Replaced 2 tires and transmission cooler and AC condenser assembly on a PD vehicle and also serviced the transmission and recharged the AC on the same vehicle. Replaced the door hinge pins on a Streets truck. Plugged a tire for PD. Repaired an exhaust leak on a PD vehicle. Performed a transmission service on a Streets claw truck. Repaired the vac/blower for the inmate crew.

#### Inmates

TUREDAY: Began mowing and cleaning the City Right of Ways on Gibson.

WEDNESDAY: Continued with the mowing and cleaning of the Right of Ways on Gibson.

THURSDAY: Completed with the cleaning and mowing of the Right of Ways on Gibson. Cleaned and cut the City Right of Way on Orange.

FRIDAY: Cleaned downtown Arcadia. Cleaned out the storm drains on Orange.

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

#### Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Saturday, January 14th, 2017

Subject: Weekly report for Golf Course for week ending January 13<sup>th</sup> 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 01/07-1/13 is \$9,049.98 plus \$678.73 tax.

Continue sanding of Greens on Golf Course where needed.

Temporarily Greens Mower is cutting excellent.

Met Jett at 6am Tuesday as he sprayed liquid Fertilizer on Greens.

Met Jet at 6am Friday as he put down a Fungicide and wetting agent on Greens.

Have meetings with starters each morning.

Public play starting to pick up.

Had new countertops Installed new in Men's & Ladies room. I installed new Faucets with one of my volunteers.

FPL fixed main line under the street to our Transformer.

Had Systems repair 2 ½" Sprinkler Line on Golf Course.