

Weekly Report to the City Council for the Week of October 3rd- October 7th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart attended the grand opening ceremony for the San Juan Bosco residential community and participated in the ceremonies along with Mayor Coker, who was a featured speaker. Although the community is not within our city limits, we do provide them with utility services.

The CA traveled to Sebring to attend and chair the Technical Advisory Committee for the Heartland Regional Planning Council.

Due to the approach of Hurricane Matthew, the City Council met in special session to pass an ordinance declaring a state of local emergency in order to position the city in case the storm path shifted and it headed in our direction.

The CA spoke with County Administrator Hines about the approach of Hurricane Matthew early on Thursday morning. There was discussion about what the County and City would do regarding when offices would be closed so that we could maintain consistency amongst the various local government entities.

The City closed its offices the afternoon of Thursday, October 6 in order for employees to be able to begin preparing their homes and families. This precaution was taken to insure as many employees as possible would be prepared to ride out a storm and be ready to respond to work immediately thereafter. We also suspended operations for Friday, October 7, due to the approaching storm. As a result there was no garbage pickup that day.

CA Stewart met with PW Director Underwood and HR Director Lowe to discuss how to proceed with filling vacant positions at the city garage.

The CA and various staff members met in the first Airport Consultant contract negotiations session with Hanson. That session was very positive and went well.

Code Enforcement

Code Enforcement Officer McQuay was off Monday, October 3, 2016.

Code Enforcement was contacted by Councilman Fink about a horse that defecated on the city sidewalk in front of his business. Site investigation revealed that there were horse's feces on the side walk. Mr. Fink stated to me that he had contacted the Arcadia Police Dept. to lodge a complaint. Ofc. Bierman responded to the complaint and advised Mr. Fink that there was no criminal law broken and to contact Code enforcement. Code Enforcement explained to Mr. Fink that there was no code violation for Mr. Travis Bass to ride or walk his horse within city limits. But he is in violation for not cleaning up after his horse. Mr. Bass was issued a warning notice for not cleaning up after his horse.

Code Enforcement informed Mr. Fink that Public Works would be called to come and remove the horse feces. Code Enforcement called the Director of Public Works, Mr. Steve Underwood to advise him of the situation and have him send his workers to remove the feces.

City Administration closed at 2:00 pm on October 6, 2016 and did not open for business on Friday October 7, 2016 due to Hurricane Matthew.

Code Enforcement Topic Counts
For Date Period From 10/02/2016 Through 10/08/2016

Topic	Count
Garbage and Debris	1
Overgrown grass, weeds, bushes	1
Demolition of Dilapidated Structures	1
Public Nuisances	1
Trash Left in Public Right of Way	1
Total	5

Code Enforcement Violation Counts
For Date Period From 10/02/2016 Through 10/08/2016

Violation	Count
Grass or Weeds	3
Trash	1
Premises to be Kept Clean (a)	1
Unsafe Building or Structure	1
Rats, Mice, Snakes or other Vermin	1
Keeping horses, cows and similar animals	1
Total	8

WEEKLY REPORT FOR THE AIRPORT

Fuel Pump- Still having the same issues. Works when it wants. Received two different types of quotes. The City will need to pay the difference if we choose to go with the digital pump. Insurance company informed me they will cover the pump that is most like our current one.

Monday, October 3, 2016 I received an email from TJ letting me know that he received a letter from our FBO's Attorney. The letter that he received was a complaint on the city not taking care of the fuel pump issues, maintenance issues, and replacement seals that have not been taken care of on the maintenance hangar that they lease from the city.

Met with Mr. Stewart on Oct. 4, 2016. We discussed new hangar policies that will be in effect by FAA July 2017. Mr. Stewart mentioned we need to establish a program and a plan to make sure the planes that our in the hangars are all airworthy. This program will entail of inspections for each hangar and making sure that each plane is also registered to the tenant assigned to the hangar. This will also help with updating our annual inventory that FAA requires us to send each year.

October 5, 2016 Met Trident Buildings at the maintenance hangar the FBO's lease. They were called out to give a quote for replacement of the weather seals that FBO had reported to be in bad condition.

Monday, October 6, 2016 I responded to TJ's email with dates of every issue regarding the fuel pump. Clearly see this has been an issue that had not been ignored. Other maintenance issues, I attached pictures with my response to show TJ the neglect that has been taking place. The runways and taxiways are their responsibility and this has not been maintained in over a year. The first time I asked of this to be taken care of, they contacted their attorney saying I was "threatening them". I did mention they would not get their discount if it is not taken care of, but not any way that could be misconstrued as a "threat" the way it was mentioned to Beverly.

Turf Runway closed week of 10-3- through 10-7-16 due to ground saturation. NOTAM has been issued to make pilots aware of the runway closure.

Due to hurricane Matthew, it was recommended for all airports to update the airport status through the Florida Aviation Database. Our airport status was updated with listing turf runway closed.

City Council approved the old Papi lighting to be placed on the government surplus website.

Collecting rent for hangars.

Called hangar renter of A10 to inform him of his past due balance. Said he would be in to pay Friday.

Received email from Jim Halley, FDOT Aviation System Manager letting us know the Arcadia Airport has a nice article in the AOPA news that mentions a new flying club that started up in Arcadia. The new is already spreading. He congratulated us for our airport getting attention from AOPA.

Contacting everyone on the hangar list to see if anyone is interested in small storage space located at the end of the T-hangar rows. This space is available to rent for aviation purposes but will need to be next on the list.

Hangar space will be available to next one on the list at the end of October.

PANNING AND ZONING

Received LBTR renewal application from the below businesses after approval by Fred Lewis in Utilities the renewed Certificate of Local Business Tax Receipts were mailed to applicants:

10/03/16:

Galarza Palomas Taxi	1300 N.E. Oak Street, Apt. 5105
Massage Therapy Center	240 N. Brevard Avenue
Lake Manatee Wholesale LLC	18 West Magnolia Street

10/04/16:

Hackney Ames & Company, PA	128 W. Oak Street
Glass, Antique or Not	127 W. Oak Street
Biggar and Biggar Antique Mall	133 W. Oak Street
Therapeutic FX LLC	1311 E. Oak Street
Fraternal Order Orioles #332	150 S. Polk Avenue

Futuristic Construction Inc.	23 West Magnolia Street
Paulson Agency & Associates, Inc.	23 West Magnolia Street
Gator Done Property Services LLC	2552 NE Turner Avenue, Lot #120
Sweet Southern Treasures	168 Bridle Path
Hotspot	307 S. Alabama Avenue
Albritton Insurance Services, LLC.	301 N. Brevard Avenue, Ste B
Wheelers Café	13 S. Monroe Avenue
American Equity Investment Life Co.	6000 Westown Pkwy, WEST DES
MOINES, IA 50266	
Advantage Workers Compensation Ins. Co.	PO Box 571918, SALT LAKE CITY, UT
84157-1918	
Massachusetts Mutual Life Insurance Co.	1295 State Street Corp., SPRINGFIELD,
MA 01111	
CM Life Insurance Company	1295 State Street Corp., SPRINGFIELD,
MA 01111	
American Interstate Insurance Company	2301 Highway 190 West, DERIDDER, LA
70634	
Eagle Life Insurance Company	6000 Westown Pkwy, WEST DES
MOINES, IA 50266	
Foremost Signature Insurance Company	PO Box 2450, GRAND RAPIDS, MI 49501
Bristol West Insurance Company	PO Box 2450, GRAND RAPIDS, MI 49501
LifeSecure Insurance Company	10559 Citation Drive Ste 300, BRIGHTON,
MI 48116	
Humana Insurance Company	PO Box 740026, LOUISVILLE, KY 40201
John Hancock Life Ins. Company USA	601 Congress St., BOSTON, MA 02210
Dearborn National Life Insurance Company	1020 31 st Street, DOWNERS GROVE, IL
60515	
Arch Insurance Company	210 Hudson Street, Ste 300, JERSEY CITY,
NJ 07311	
First Health Life & Health Ins. Company	151 Farmington Avenue, HARTFORD, CT
06156	
Farmland Mutual Insurance Company	One West Nationwide Blvd., COLUMBUS,
OH 43215	
Victoria Fire & Casualty Company	One West Nationwide Blvd., COLUMBUS,
OH 43215	
Depositors Insurance Company	One West Nationwide Blvd., COLUMBUS,
OH 43215	
Nationwide Agribusiness Insurance Co.	One West Nationwide Blvd., COLUMBUS,
OH 43215	
Allied Property & Casualty Insurance Co.	One West Nationwide Blvd., COLUMBUS,
OH 43215	
AMCO Insurance Company	One West Nationwide Blvd., COLUMBUS,
OH 43215	
Nationwide Insurance Company of America	One West Nationwide Blvd., COLUMBUS,
OH 43215	
Allied Insurance Company of America	One West Nationwide Blvd., COLUMBUS,
OH 43215	
Nationwide Affinity Ins. Co. of America	One West Nationwide Blvd., COLUMBUS,
OH 43215	
Crestbrook Insurance Company	One West Nationwide Blvd., COLUMBUS,
OH 43215	

Nationwide Assurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Victoria Automobile Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Freedom Specialty Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
10/04/16 Cont:	
Victoria Select Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Titan Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Titan Indemnity Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Scottsdale Indemnity Company OH 43215	One West Nationwide Blvd., COLUMBUS,
National Casualty Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Harleysville Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Harleysville Preferred Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Nationwide Life and Annuity Insurance Co. OH 43215	One West Nationwide Blvd., COLUMBUS,
Nationwide Life Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Harleysville Life Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Nationwide Insurance Company of Florida OH 43215	One West Nationwide Blvd., COLUMBUS,
Nationwide General Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Nationwide Property & Casualty Ins. Co. OH 43215	One West Nationwide Blvd., COLUMBUS,
Nationwide Mutual Fire Insurance Co. OH 43215	One West Nationwide Blvd., COLUMBUS,
Nationwide Mutual Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
Harleysville Worcester Insurance Company OH 43215	One West Nationwide Blvd., COLUMBUS,
ReliaStar Life Insurance Company of NY GA 30327	5780 Powers Ferry Road, NW, ATLANTA,
Voya Retirement Ins. and Annuity Co. GA 30327	5780 Powers Ferry Road, NW, ATLANTA,
Westfield Insurance Company 5001	One Park Circle, WESTFIELD, OH 44251-
Guggenheim Life and Annuity Company 46280	401 Pennsylvania Pkwy Ste 300, INDY, IN
Constitution Life Insurance Company MARY, FL 32746	1064 Greenwood Blvd., Ste 200, LAKE
RSUI Indemnity Company 30326	945 East Paces Ferry Road, ATLANTA, GA
United Concordia Insurance Company 17110	4401 Deer Path Road, HARRISBURG, PA

Oxford Life Insurance Company 85004	2721 North Central Avenue, PHOENIX, AZ
National Teachers Assoc. Life Insurance 75001	4949 Keller Springs Road, ADDISON, TX
Pruco Life Insurance Company Companion Life Insurance SC 29223	100 Mulberry Street, NEWARK, NJ 07102 7909 Parklane Rd., Suite 200, COLUMBIA, SC 29223
Accident Insurance Company Inc. SC 29212	One Harbison Way, Ste. 115, COLUMBIA,
American General Life Insurance Company TN 37250	451N American General Ctr, NASHVILLE,
John Hancock Life and Health Ins. Co. ReliaStar Life Insurance Company GA 30327	US Taxation, Z-6A, BOSTON, MA 02210 5780 Powers Ferry Road, NW, ATLANTA,
PHL Variable Insurance Company 06102-5056	One American Row, HARTFORD, CT
Sentry Select Insurance Company WI 54481	1800 North Point Drive, STEVENS POINT,
Sentry Life Insurance Company WI 54481	1800 North Point Drive, STEVENS POINT,
Sentry Insurance A Mutual Company WI 54481	1800 North Point Drive, STEVENS POINT,
Middlesex Insurance Company WI 54481	1800 North Point Drive, STEVENS POINT,
Peak Property and Casualty Ins. Company WI 54481	1800 North Point Drive, STEVENS POINT,
Patriot General Insurance Company WI 54481	1800 North Point Drive, STEVENS POINT,
Dairyland Insurance Company WI 54481	1800 North Point Drive, STEVENS POINT,
Fidelity Security Life Insurance 64111	3130 Broadway, KANSAS CITY, MO
The American Road Ins. Company DEARBORN, MI 48126	One American Road, MD 7600,

10/05/16:

Super Matt (Clean Clothes IV, LLC)	1727 East Oak Street
Super Matt (S&R Ventures Unlimited, Inc.)	607 East Hickory Street
Arcadia Oaks Assisted Living	1013 East Gibson
City Vapor & Ecig III	4 West Oak Street
The Imagination Station	726 East Magnolia Street
Desoto Abstract and Title Co.	11 North Polk Avenue

10/05/16 Conti:

Peddler's Boutique/The Basket Peddler	25 West Oak Street
Hot Skilletts	161 South Brevard Avenue
Klassie Kuts Pet Grooming	906 East Magnolia Street
Animal Ark of Arcadia	109 South Desoto Avenue
Manny's Odd and Ends Inc.	132 West Oak Street
First State Bank (400 Brevard)	400 N. Brevard Avenue
First State Bank (335 Brevard)	335 N. Brevard Avenue
Lil' Kreative Handz Dev. Center Too	101 S. Manatee
Lil' Kreative Handz Development Center	1300 B NE Oak Street

Martin Realty
Cardenas Liquor
Cardenas Laundry
Cardenas Supermarket
Cliptomania Hair Salon LLC
Rinaldi's Small Engine Repair
Seacoast Bank

207 East Magnolia Street
200 West Magnolia Street
216 West Magnolia Street
210 West Magnolia Street
47 West Magnolia Street
202 N Brevard Avenue
1601 East Oak Street

10/06/16: Closed early – Storm

GuideOne Mutual Insurance Company
Iowa 50265

1111 Ashworth Road, West Des Moines,

10/07/16: Closed - Storm

PERMITS:

10/3/16 Received request from Jeff Schmucker to set up a meeting with the DRC on the application for Bruce Carver (Yellow Deli). Invitations were sent and the meeting is set for 10/14/16 at 3:00 pm.

10/3/16 Received email from Jeff Schmucker requesting that I advise Bruce Carver (Yellow Deli) that their property is located within the City's designated Historic District. As such they will need to file an application for a Certificate of Appropriateness.

10/4/16 Revised drawing was sent to Jeff Schmucker 16-37ZC 308 Singleton Avenue. Application was denied per requirements of Section 6.10.00 there is not enough room to locate the carport at the location.

10/5/16 Responded to Jeff Schmucker on Roger Penner 16-10ZU 801 Parkview Road on the parcel and how it has been broken down into three lots. This request is the corner lot and one half of the next lot. **10/6/16** Jeff responded that everything is fine with this application and would return the approved application on Monday.

10/6/16 Sent email to Jeff Schmucker to contact Ivan at Rivera Southern Auto on the exception he worked on for them. There are questions on the requirements.

10/6/16 Sent email to Jeff Schmucker on plot in question by Habitat in Oak Ridge Park Estates. It is zoned R1B but has a lot width of 50 feet which should be zoned R1C. Jeff replied back that he suggests that they rezone or the City Administrator can decide to proceed as a city-initiated amendment. I will discuss with Mr. Stewart.

10/6/16 Jeff Schmucker requested additional information on 127 Polk Avenue request by Dorothy Rule. What is the proposed use of the property to be verified? I spoke with Mr. Rule and he confirmed that he use will be a lodge/private club where members only will stay. At this time it will only have one bedroom with more to be added at a later date. Jeff responded that the application was fine for review by the HPC. That more detail regarding layout of the site and development will be met when the applicant submits for development approval.

Answered multiple zoning and planning questions from the public.

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, October 10, 2016

Subject: Weekly report for Finance for week of October 3-7, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$110,030.45

Meter Deposits - \$2,200.00

Airport Rent - \$3,913.66

Golf - \$124.86

Mobile Home Rent & Laundry – \$7,163.00

Permits - \$165

City Fines – \$0

Cemetery - \$0

Misc - \$0

Impound - \$0

Saturday Night Lights – \$0

Business Licenses - \$2,712.00

State of Florida - \$0

Lien Searches – \$5.00

Fingerprinting - \$0

Parking Tickets - \$0

Yard Sales – \$0

Taxi - \$0

Payroll:

- N/A

Accounts Payable:

- Processed 52 Purchase Orders

General Billing:

- Processed 22 invoices for totaling \$7,923.14 for October's Airport Rent.

Updates:

Prepared for possible emergency due to Hurricane Matthew. Secured cash to be used in case of emergency. Worked with staff to pay what needed to be paid before we closed at 2:00 on Thursday.

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: October 6, 2016
Re: Weekly Report

During the week of October 3-7, 2016, I performed the following:

- attended staff meeting on October 3, 2016; updated Action Review Register; attended staff meeting on October 5, 2016
- compiled the October 18, 2016 City Council packet and made copies of same to be placed in the City Council Member's mailboxes, along with e-mailing same to City Council and other recipients. Compilation of the current check warrants was also completed and same was placed, along with the Council packet and Council agenda, on the City's website. I then scanned and uploaded the individual agenda items to the laptop in the Council Chambers in preparation of the City Council meeting
- received check regarding recording of Resolution 2016-13, the Affidavit of Publication of the Notice of the Hearing, and the Affidavit of Publication of the Notice of the Adoption; traveled to Courthouse to record same
- placed Weekly Reports to City Council on City's website and updated various committee and board meetings dates
- continued research regarding minutes per records request regarding retiree's insurance coverage; transcribed verbatim minutes Item 7 of the 03-05-13 City Council meeting
- attended and took notes at October 4, 2016 City Council meeting; transcribed minutes for same
- attended and took notes at October 5, 2016 City Council emergency meeting regarding Hurricane Matthew
- prepared Public Notice of Ordinance 1019; communicated with Tami Jewel regarding placing same in paper
- researched records regarding emergency management

- spoke to Mayor Coker about proclamations to be placed on the October 18, 2016 and November 1, 2016 City Council Agendas; communicated with Jodi DeLoach regarding information for proclamation to be placed on November 1, 2016 agenda
- attended and took notes at October 6, 2016 meeting with Hanson Professional Services to review contract with City
- office was closed on October 7, 2016 due to Hurricane Matthew

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: October 10, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – October 03 - 07

HR Director attended and participated in the Director's Meeting on Monday, October 3. Hurricane Matthew was discussed and the possible effects on our area.

Recruitment efforts were the main focus again this week. I am currently receiving applications for a total of 11 positions. HR is focusing efforts on recruitment of Water Treatment and Waste Water Treatment Operators, and success has been achieved in finding other avenues to post our positions. The Florida League of Cities has been an excellent resource in this effort. The screening process of all applications was started this week and interviews will begin next week.

On Tuesday, October 4, HR Director traveled to Deland to meet with the consultant conducting the Classification and Compensation Study. There was discussion of some of the positions and the actual duties of that position. This study is nearing completion and a draft proposal will be available within a few weeks now.

HR Director attended and participated in the Director's Meeting on Wednesday, October 5. The main topic of discussion was Hurricane Matthew and the necessary preparations. At this time, the City offices were to remain open and employees were notified. Directors were given various assignments to make sure all areas were ready.

Water Treatment Plant

Weekly Summary Week Ending 10-08-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- October 01, 2016 (Saturday) – Continue overnight regen on anion #2. Regen anion #1. Flush 4 hydrants in San Juan bosco. Flush 5 hydrants in town near arcadia ave.
- October 02, 2016 (Sunday) – Continue overnight regen on anion #2. Regen anion #3.
- October 03, 2016 (Monday) – Refill KI solution in chem scan. Caustic clean #2 anion.
- October 04, 2016 (Tuesday) – Change out filters in chem scan room. Mop chem scan room. Refill ammonia day tank. Caustic clean #2 anion. Regen #2anion. Regen #1 cation.
- October 05, 2016 (Wednesday) – Regen # 1 anion. Clean cl2 analyzer. Flush boat ramp hydrant, and campground hydrant. Fluffing bottom resin bed of anions 1 and 2 for 15 minutes.
- October 06, 2016 (Thursday) — Caustic clean anion 3. Fluff all anions bottom layer. Fuel all WTP vehicles. Make wastewater signs for a.j. clean sweep vacuum water plant. Heavy rain. Regen #3anion. Regen #1 anion
- October 07, 2016 (Friday) — Hose down salt area. Clean, sweep, vacuum water plant.

Weekly Summary Week ending 10-07-16 Systems Department

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

- October 01, 2016 (Saturday) - Normal Systems Operation.
- October 02, 2016 (Sunday)-Normal Systems operation.
- October 03, 2016 (Monday)- We did routine sewer cleaning on Hillsborough from Gibson to Maple. We then repaired a 3/4" water service at 70 Arizona.
- October 04, 2016 (Tuesday) - We installed a new water service at 1956 Plum drive 3/4" . We also marked and called for locates at 820 N Johnson.
- October 05, 2016 (Wednesday) - We repaired a 1" poly service at 820 N Johnson . We also helped public works with ditch cleaning on N Johnson.
- October 06, 2016 (Thursday) - We repaired the fire hydrant at the intersection of Lowe and Brevard. We then did storm prep and clean up.
- October 07, 2016 (Friday) - Closed for the storm.

Summary for the Week Ending Oct.7, 2016: Utility Department– A.J. Berndt

Waste Water Plant

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

- Oct.1, 2015 – (Saturday) - Normal plant operation - Tripped East digester float to allow sludge to settle . Batched LC–214 polymer in mixing tank , transferred to day holding tank . Reset bar screen conveyor on top of pre treat . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Completed monthly calibration of CL2 analyzer at contact chamber , noted in plant calibration log . Reset #3 INF. pump at power panel in M.C.C. building .
- Oct.2, 2015 (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.
- Oct.3, 2015 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “A” , Compressor # 1 , and Hydro pump #2 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Checked on SO2 order , delivery will be tomorrow . Emptied pre treat dumpster of collected in organics in inflow , changed bottom drain screen . Report of alarm light at Maple Street lift station , found high level in station , pumps wouldn't reset , bad power breaker had Pierre' change out , station back to normal running operation . Heavy rain arrives with high inflow to plant manholes on Magnolia and Parker over flowing , notified AJ , placed barricades at Magnolia M/H and D.O.T. at 70 West .
- Oct.4, 2015 (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 . Manholes still over flowing notified AJ , sent pictures . Repaired bad wire connection sending signal to plant board from turbidity meter , reading proper to board . Pulled fecal samples from over flow event for D.E.P. reporting , sent samples with lab driver . Delivery of SO2 here , much too wet at reuse for delivery truck , called systems and off loaded on equipment trailer to get to reuse facility , placed on scales hooked up feed injector on line , returned empties to truck driver .
- Oct.5, 2015 (Wednesday) - Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Guardian Equipment (Bill Finch) here to check CL2 pumps as aren't running proper , keep loosing prime . Scales at reuse holding SO2 cylinders jammed , moved linkage to allow smooth operation from cylinder base to scale face for read , working proper . SO2 injection water pump not working , had plant maintenance check out unit , had power , unit seized , to check on

- replacement . Cleared plant of any objects that might blow around during up coming storm .
- Oct.6, 2015 (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 EFF. and plant EFF. fecal samples for reuse tank fill , started fill of reuse tank , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Weekly run of sludge press , pulling from East digester , sent 16 tons (32,000 lbs.) to county landfill used for cover on top of trash pile . Reset #3 INF. pump at power panel in M.C.C. building . Pulled plant annual samples from cascade outfall . Picked up signs from W.T.P. made up to warn about sewer over flows and attached to barricades at D.O.T. 70 West and Magnolia & Parker . #3 INF. pump Burnt wires into inside power panel at M.C.C. building , notified AJ , also notified plant maintenance , will change out in morning and wire to spare power panel .
- Oct.7, 2016 (Friday) - Filled Plant truck #21 with fuel for upcoming weeks use, fill ticket to garage . Started decant of East digester , pulling clear water from top of settled sludge . Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Received CL2 bleach delivery , transferred to holding tank , received 625 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Plant maintenance changed out #3 INF. pump with back up spare and wired to open power feed supply until burnt wiring can be repaired or replaced in M.C.C. building . Pulled fecal samples for D.E.P. reporting on manhole overflow due to high flows and pump failure , sent samples with lab driver .

Public Works

Public Works Recap for Week 10/1/2016 thru 10/7/2016

General Information

Coordinated and assisted all of Public Works with preparations for Hurricane Matthew. All Public Works departments pulled together and assisted each other in preparation for the hurricane.

Cemetery

The Cemetery was closed on Wednesday and Thursday due to standing water.

Streets

A Streets employee filled in for the Sanitation dumpster truck driver for 5 days. A tree was removed from the right of way on Oak that had fell. Trimmed trees on Citrus, Singleton and W. Myrtle. A Streets employee worked with the Inmate Work Crew clearing ditches for 1 day. The Johnson bridge wash out was fixed with shell. In preparation for the hurricane, several

employees used other vehicles besides the claw truck to pick up all of the brush throughout the City. 2 loads of miscellaneous items were taken to the landfill. One load of shell was placed in a large pot hole at MLK and Monroe. One load of tires were taken to the landfill.

Sanitation

Sanitation routes were not ran on Friday, due to all City and County departments, including the landfill being closed.

Parks

Most of the City parks were mowed and weed eaten. Employees assisted the Streets and Sanitation departments with pick up of miscellaneous items and brush.

Garage

Replaced 2 tires and 2 batteries on a Streets claw truck. Road call to the burn pile to fill the backhoe with fuel. Plugged a tire on a Streets trailer. Replaced a tire on the Cemetery truck. Replaced the A/C compressor on a Streets claw truck. Replaced 2 tires on the Inmate Work Crew van. Replaced 2 blade bolts and sharpened a blade on a Streets push mowers. Replaced a battery in a PD vehicle. Sharpened blades on 2 Inmate Work Crew walk behind mowers.

Inmates

MONDAY: The City rights of ways were cleaned at the end on Court, and also from Hwy 17 down S. Pine. A vacant lot at 211 N. Volusia was mowed.

TUESDAY: Cleaned and cleared the bridge on Johnson. Mowed and weed eaten a lien property at Hillsborough and Maple.

WEDNESDAY: Mowed and weed eaten at the Cemetery.

THURSDAY: Mowed and cleaned the Public Works Yard and the WWTP yard.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, October 9th 2016

Subject: Weekly report for Golf Course for week of October1st- October 7th 2016

We were closed most of week due to all the Rain.

Prepare for bad weather the end of week.

Updated our four week planner for social media.

Applied updates to our Chelsea Accounting System.

Repairing Sprinkler Heads around Greens.

Review Bills for payment.

Jason & Jett from Laman Field Maintenance went over entire Golf Course.

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Changed Cups & Pins on Friday with Lee.

Check all Satellites on Golf Course and make sure they have the correct sequence.

Total Revenue from 10/01-10/07 is \$124.86 plus \$9.38 sales tax.

Fill out Purchase Requisitions and Purchase orders

For finance dept.

Continue sanding of Greens on Golf Course.

FPL fixed the service line going into building on Monday.

Had no phones in Pro Shop on Friday.

Century Link repaired lines on Saturday.