

Weekly Report to the City Council for the Week of

April 17th- April 21st, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart met with Utility Director Berndt to review the status of the ongoing engineering analysis of the city's Wastewater Treatment Plant. We have undertaken a complete examination of the plant in order to determine what elements of plant operation are functioning as required and in a sustainable manner. This will also identify those elements that are in need of replacement/rehabilitation. An example is the Sand Filter element which is a Council approved project and is in the final stages of rehabilitation. One very important piece of information we have gained from this analysis is that the structural condition of the plant is sound. Those structural elements are quite costly to construct and we are fortunate that those elements are sound with only one exception, and that element (the influent station) is the smallest and least costly to rehab/replace.

The CA attended the Arcadia Main Street Annual Partnership Appreciation Dinner.

The RFP opening for Information Systems Technical Assistance and Maintenance Services was held on Monday, April, 17. There was only one submittal received and that was for website design and maintenance. That bid alone was well above the amount budgeted for the service. Staff will be bringing this to council at an upcoming meeting with the recommendation to reject the single submittal and initiate the RFP process again.

Airport Manager Peacock and the CA met with three representatives from the Friends of the Airport organization led by organization president, George Chase. They presented a list of concerns and complaints about the city FBO, Eagle Vistas. They expressed their concerns that the FBO is not fulfilling its obligations to the city contract in several areas and that the company's representatives are not presenting a positive image to the general aviation community. They advised they would be scheduling meetings with the Mayor and City Council to inform them of their concerns.

CA Stewart participated in an online presentation with representatives of the Capital Resilience Group. The company specializes in disaster preparedness and mitigation and offered information and insights into a flood damming product.

The CA and Utilities Director Berndt met to discuss the current methodology for roadway repair after utility work for which a road must be opened to effect repair. Currently, it is the Utility Department Systems staff that is responsible for initiating and fulfilling that work. After some discussion, it was determined that the best way to handle this situation is to have our Public Works Streets division be responsible for all patch/repair work.

Planning & Zoning

Weekly Report for the Week Ending April 21, 2017

4/17/17 Isaac with SBA communications called to see if we had received any new permits for towers for the City of Arcadia since February 2017 to now.

4/17/2017 Terry Street came in for a local business tax (mobile business lawn service)

4/17/2017 William Brady came in to request information on Rezoning and vacation right of way on some property N. Desoto Ave. Rezoning, Vacation of Right away and Comprehensive Plan Amendment application was given to him.

4/17/2017 Russell Summers submitted his Zoning Certificate application for 706 E. Magnolia St. for his fence. I have scanned and emailed to Jeff.

4/17/2017 filed complete applications and local business tax

4/18/2017 gentleman came in to get information on placing a shed and placing fence on his property. His property is in the historic district so I made sure to also give him the Certificate of Appropriateness along with Zoning Certificate.

4/18/2017 gathered packets that will be going to council meeting in May and placed in Penny's office.

4/18/2017 letters for realtors were prepared and a copy of the historic map and copy of letter that was mailed out to property owners was attached to letter.

4/19/2017 Called Historical Preservation Commission to verify emails and also planning and Zoning Board to verify emails. I also sent an email as a test to make sure my emails are being received.

4/19/2017 mailed out letter to realtors on Arcadia Historic District

4/19/2017 Read some of the LDR

4/20/2017 Continue reading the LDR

4/20/2017 Went to Special Masters to translate at 10:00am for Mrs. Nieves Maria Antonia Cano

4/20/2017 Mrs. Cano at 147 Sumter Ave came in to ask questions on what is needed to place a wood fence in her property. I did give her the application for Zoning Certificate and also Certificate of Appropriateness because she lives within the historic district. I explained to her the steps of the applications.

4/20/2017 Mr. Jerome Reaves came in to ask about permits because he is making renovations to his home. I asked him if he is adding to his home or adding any structures to his

property, he said no. I explained to him because he is not adding to his home he is just remodeling then he will not need a zoning certificate. He has to go to the Desoto Building Department for his permits.

4/20/2017 Renewal local business tax was submitted for The Valley Florist Downtown

4/20/17 Kourtney with Water's Edge Dermatology called to get information for the location in Arcadia 163 N. Brevard Ave. Looking into painting the building and she said that it is in the historical district and wanted to know what she has to do. I explained it by phone and Kourtney requested information to also be via email along with documents that must be filled out.

4/21/2017 I was out of the office all day

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

Answer all calls coming in and transferring to person for whom call is for, Planning and zoning questions from the public by phone, e-mail, or in person if they stop by the office.

To: Mr. Stewart, City Administrator
From: Shelley Peacock, Airport Manager
Date: 4/17-4/21/17

WEEKLY REPORT FOR THE AIRPORT

Fuel Farm- Fuel Dispenser and Fuel pump working as it should.

LED Light- Windemuller fuel Tech came out on 4/19/17 to work on the LED light. They advised we will need to purchase an additional part for it to work. Will process paperwork for finance department for the cost of part and labor to install \$648.00.

During a visit to the airport, I witnessed a barrel that had grey smoke coming out of it located on the leased property of the maintenance building that our FBO is currently Leasing. Barrel was burning and did not see anyone close by to ask what was burning. Stopped in to ask FBO at the terminal building, she informed me that our FBO, Randy Berry was burning plastic containers that were from his new spraying business. I advised her to put the fire out and mentioned that she cannot burn the plastic containers on airport property. I am unaware of the chemical that were used in the containers, Beverly mentioned both wet and dry chemicals are used for this operation and in plastic containers.

While onsite with Windemuller, FBO advised me of pavement deterioration near an old tie down parking spot closest to the fuel farm. Inspected Pavement with FBO, it appears this is a drainage issue, Nothing significant. Will contact Public Works Director to find out if a small asphalt patch is necessary.

FBO advised that her computer in her office isn't connecting to Fuel Master Software but her front office computer is. Checked with IT, he suggested FBO should be responsible for her extra connections as this was something that she paid IT to do initially. City Server did go down but her other computer is not affected. She is still able to get her fuel reports and download all recent fuel transactions.

Two days later, FBO advised of GUEST WIFI not working. This is only what the "Guest" use. Other WIFI still working as it should in the terminal building. Asked IT to check on this.

On 4/17/17 Met with Rickey of Wingman Aviation and Jaime Hill of Southwest Florida Aviation.

Tenant of Hangar building A2 had difficult time getting into his T-hangar. Contacted Public Works Director Steve Underwood and he contacted his maintenance staff to help with the entry door. Tenant had key, but it would not unlock. Contacted locksmith, did emergency purchase paperwork and submitted to finance. Paperwork approved by finance and before contacting the locksmith tenant was successful at getting inside the T-hangar door.

Requesting Independent Cost Estimates for T-Hangar Taxilanes. This is required by FAA if the cost of the Project is predicted to be of \$100,000 or more. So far made contact with one engineering firm that believes this project should only cost \$70-80,000 compared to Hanson this to be \$170,000. Contacting one more engineering firm to find out what they come up with for the T-hangar Taxilane Project.

FDOT responded regarding a reimbursement request for a grant for a row of T-hangars. They advised this funding request will have to be addressed during the Department's next work program cycle which begins shortly after the new fiscal year July 1 and concludes mid-October. FDOT added the JACIP will need to have accurate cost estimates for this. I have contacted Trident for an estimate cost for another row. Waiting to hear back from Trident.

Completed City Fuel Report, submitted to Finance, Darlene Davis.

Emailed Fields Equipment to get an update on when our new tractor will arrive. Waiting to hear back.

Coordinating dates with Airport Consultant for a "Kick off Meeting" for the design of the Turf Runway Drainage Project.

4/19 & 4/20 Proofed Fathom Agreements with City Clerk and City Administrator.

On 4/19/17 FBO sent an email with the subject as: Follow up on pending items with the city of Arcadia.

On 4/21/17 Met with Friends of Arcadia Airport and City Administrator.

On 4/21/17 Returned phone call from a citizen complaining of planes flying too low near his home at Arcadia Village.

On 4/21/17 Received Budget Expense Request for FY 2017-18 from Finance Director Beth Carsten.

On Friday 4/21/17 Received a phone call from a commercial pilot wanting to hook his banner and tow from our airport. After checking with FAA Flight Standards Office and researching everything necessary, Approval has been given to allow Pilot of hooking his banner from our airport. Pilot submitted all the necessary licenses and proof of insurance. Contacted FBO advised of pilot setting up his equipment near the turf runway and taxiway. FBO had been advised to notify all Arcadia traffic of this operation for safety.

Researched FAA Codes, 14 CFR 119.1

WEEKLY REPORT TO THE CITY ADMINISTRATOR FOR THE WEEK OF

April 16, 2017 – April 22, 2017

Code Enforcement

4/16/17

Code Enforcement Spoke to Joe Macre from Seminole Rail Road about properties owned by his company that are located within the city limits. We discussed a routine schedule for mowing and maintaining their properties.

Code Enforcement issued a cease and desist to Mr. Buck Knipper who was doing tree removal service for Mrs. Connie Reckart at the property located 351 Valdosta Rd. It was also explained to Mrs. Reckart that the City of Arcadia would not pick up the tree trimming because she had already had a pick up earlier in the month and she will need to have all the tree trimming removed from her property.

4/17/17

Code Enforcement spoke to Mr. Frank Baxley, who is a new member of the Historical Preservation Committee. He complained about several properties located within the City limits.

111 N. Oseola - Dump truck parking in residential area

125 N. Mills Ave. - Construction Equipment in residential area

4/18/17

Code Enforcement spoke Mr. Alababa about property located at 414 S. Brevard. Mr. Alababa asked if a House of Worship could be placed in the same plaza as business that is already there that sells alcohol. It was explained to him that yes a House of Worship could be placed there because the other business was established before the House of Worship was placed there.

4/19/17

Code Enforcement did pre Special Master Hearing inspection for the following cases:

1. CE-17- 0055 Nieves Maria Antonia Cano Premise to be Kept clean

147 S. Sumter Avenue, Arcadia, FL 34266

2. CE- 15-0164 Jerome Reaves C/PR/Post Unsafe Building Structure

Vacant House – 210 South Orange

50 – 102 (4)

Properties liens/penalties

1. CE -- 16- 0092 Donna Whitlock Estate C/PR/Post 50-102(4) Unsafe Spring
Avenue, Arcadia, FL 34266 Structure

2. CE – 17-0010 Farmer & Gwendolyn White
– 515 Bond Street – Arcadia, FL 34266

C/PR/Post 50 -102(9) Illegal vacant Lot
Conduct

3. CE- 16 -- 0009 Ronald Johnson
Orange Avenue – Arcadia, FL 34266

C/PR/Post 50-102(12) High 607 S.
Grass/weeds

4/20/17

Special Master Hearing held

4/21/17

Code Enforcement spoke to Mrs. Debbie Jeter about holding a special event at the Tree of Knowledge. She was given all information needed to hold a event at the Tree of Knowledge.

Code Enforcement Violation Counts
For Date Period From 04/16/2017 Through 04/22/2017

Violation	Count
Grass or Weeds	3
Trucks and Commercial Vehicles	1
Sanitary Facilities	1
Delinquency or Failure to Obtain License (a)	1
Abandoned or Inoperable Vehicle	1
Total	7

Code Enforcement Action Counts
For Date Period From 04/16/2017 Through 04/22/2017

Action	Count
Case Notes	24
Courtesy Notice	5
Pre Special Master Site Visit	3
Inspection / Site Visit	3
Pre Lien Hearing Site Visit	2
Verbal Warning Given	2
Inspection	2

Extension Granted	1
Extension Requested by Respondent	1
Total	43

Code Enforcement Topic Counts
For Date Period From 04/16/2017 Through 04/22/2017

Topic	Count
Overgrown grass, weeds, bushes	5
Vending/Sales without required License / Permit	1
Commercial Vehicle Parking	1
Zoning Code Violation	1
Abandoned or Inoperable automobiles	1
Total	9

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: April 24, 2017

Subject: Weekly report for Finance for week of April 17-21, 2017

Highlights for the Week:

Revenue Receipts:

- Water & Sewer – \$104,083.52
- Meter Deposits - \$2,100.00
- Airport Rent - \$3,821.63
- Golf - \$3,239.45
- Mobile Home Rent & Laundry – \$2,149.00
- Special Events – Code Enf/Planning -\$25.00
- Permits - \$65.00
- City Fines – \$0.00
- Cemetery - \$750.00
- Misc - \$0.00
- Impound - \$375.00
- Saturday Night Lights – \$0.00

Business Licenses - \$145.00
State of Florida - \$0.00
Lien Searches – \$0.00
Fingerprinting - \$30.00
Parking Tickets - \$0.00
Yard Sales -- \$0.00
Taxi - \$0.00
Tip a Cop - \$0.00

Payroll:

- N/A

Accounts Payable:

- Paid 111 Invoices out of operating, totaling \$112,881.87
- Processed 11 Purchase Orders
- Processed 3 Change Orders
- Processed 3 Sole Source Requisitions
- Processed 3 Emergency Purchase Orders

Accounts Receivable:

N/A

Ongoing Projects and Tasks:

- Preparation for Audit

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: April 21, 2017
Re: Weekly Report

During the week of April 17-21, 2017, I performed the following:

- attended directors meeting on April 17, 2017; updated Action Review Register; attended directors meeting on April 19, 2017
- transcribed minutes for Planning and Zoning Board / Board of Adjustments meeting which was held on April 11, 2017

- attended, opened bid packages and took notes at Bid Opening for Technical Support Services on April 17, 2017
- attended and took notes at the April 18, 2017 City Council meeting; transcribed minutes for same
- continued compiling the May 2, 2017 City packets
- scanned Weekly Reports to City Council and placed same on website
- updated website to reflect upcoming meeting dates
- spoke with City Administrator regarding letters to be sent out by HPC regarding volunteer work in particular areas; called Bruce Neveau regarding scheduling an appoint with Mr. Stewart to discuss same
- attended and took notes at the Special Master Hearing on April 20, 2017
- continued reviewing information regarding electronic file system
- proofed FATHOM Software as a Service Agreement, Master Equipment Lease/Purchase Agreement and Escrow Agreement with Shelley Peacock; scanned same to City Attorney
- communicated with Jeff Schmucker regarding assigning of resolution number to Frierson ROW – Vacation Petition; also regarding assigning of ordinance numbers for sidewalk cafes and ROW encroachments (balconies/terraces);
- met with Lt. Gary Evans regarding setting the laptop and screen for videos to be shown at the Bridge the Gap Forum scheduled for April 20, 2017
- attended Bridge the Gap event sponsored by the Arcadia Police Department

Human Resources

DATE: April 24, 2017

TO: Terry Stewart

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report April 17 - 21

On Monday, April 17, I attended and participated in the Director's Meeting.

I continued correspondence with Mike McCollum, PGA Employment Consultant, who is assisting me in getting our ad for the Director of Golf Course Operations, in the PGA CareerLinks system. Mr. McCollum has been very helpful in making certain we have a successful ad.

Two (2) employees were sent for physical exams today. One of these employees will begin employment tomorrow in the Sanitation Department, and the second will start on Thursday in Systems.

Spoke with Stephen Kotzin regarding the claim for the old Police Department building. We are waiting for the air quality/moisture content testing to be completed before the claim can be finalized.

I attended and participated in the Director's Meeting on Wednesday, April 19.

I contacted ServePro regarding the air quality/moisture content testing for the old Police Department building. I did this because the previous company contacted to perform this testing was not cooperating with our Purchasing Department in providing necessary documentation. ServePro indicates they can do this testing and can provide the necessary documentation.

On Thursday, April 20, I completed the necessary application for the City of Arcadia to place an ad in the PGA CareerLinks system. The ad for the Director or Golf Course Operations will be published tomorrow.

I met with three employees today regarding various questions concerning insurance, salary rates, and disciplinary issues.

On Friday, April 21, I begin to see the results of the ad posted through CareerLinks. I received several applications for the position. It appears we will receive some very well qualified applicants for this position.

I completed the appeal process with the Department of Revenue regarding an application for unemployment.

I begin the process of reviewing and establishing a timeline for a case filed by a former employee against the City for age discrimination. I will be sending a report to Mr. Stewart next week.

Continued the routine activities of the Human Resource Department.

Water Treatment Plant

Weekly Summary Week Ending 4-22-17: A.J. Berndt

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

- **April 15, 2017 (Saturday):**
 - Regen anion #2.
 - Spray bug killer outside doors.
 - Normal operations.

- **April 16, 2017 (Sunday):**
 - Regen anion #3.
 - Normal operations.

- **April 17, 2017 (Monday):**
 - Regen #1 cation.
 - Replace chemical in chem scan.
 - Regen #1 anion.
 - Cleaned, swept, vacuumed, water plant.

- **April 18, 2017 (Tuesday):**
 - Regen #2 cation.
 - Rec,d salt from Walpole
 - Fixed entry gate to WTP

- **April 19, 2017 (Wednesday):**
 - Regen #2 anion.
 - Mop chem scan room.
 - Hose down salt area.
 - Cleaned, swept, vacuumed, water plant.

- **April 20, 2017 (Thursday):**
 - Regen #3 anion.
 - Sprayed bug killer around plant.
 - Replaced screen outside of chem scan room.
 - Fire department flushing on Turner Rd.
 - Clean, sweep, mop, vacuum, water plant.

- **April 21, 2017 (Friday):**
 - Refill sulfuric acid in chem scan. Refill chemical in new chem scan. Regen #1 anion.
 - Took stage 2 and bacti samples in system.

Waste Water Plant

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

- Apr. 15, 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 . Blew off moisture accumulated in air supply line , feeding sand filter lift tube.
- Apr. 16, 2017 (Sunday) - Normal plant operations - Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Blew off accumulated moisture in air supply lines feed to lift tubes. Dropped off weekly time cards to W.T.P. for A.J. Plant truck showing low air pressure on dash , aired all tires to normal running pressure , reset dash message . Classifier for grit removal not flowing , flushed unit with plant water , wouldn't

break free , needs to be taken apart and stoppage removed , two man job left note for Mondays day shift .

- Apr. 17, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “C” , Compressor # 2 , and Hydro pump # 1 in service. Pulled sand filter EFF. and plant EFF. fecal samples for tank fill , sent fill samples with lab driver . Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Washed down bar screen and brushes on top of pre treat station . Pulled apart classifier grit remover at INF. feed of unit , found stoppage at reducer in piping discharge , flushed out lines , reassembled , INF. water flowing to unit at proper amount , back in service . A/C unit not working checked breakers in power panels , Pierre’ here to check power supply to compressor unit , found main power supply tripped out , marked breaker for future reference , lowered building temperature at thermostat as was causing unit to work too hard , overheat and trip out .
- Apr. 18, 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 . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Plant generator running noted in Fuel Oil and Generator Inspection Log .
- Apr. 19, 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 . While performing daily check of W.W.T.P. lift station found station at Lincoln Park full , had plant maintenance check , found bad float in station causing pumps not to operate properly , replaced bad float , station pumped down and back in service .
- Apr. 20, 2017 (Thursday) - Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , pulled sand filter and plant EFF. fecal samples for reuse tank fill , sent weekly and reuse samples with lab driver . Tripped East digester float for sludge settling . Weekly run of sludge press , pulling from East digester , sent 21 tons (42,000 lbs.) to county landfill used for cover on top of trash pile . Checked sludge blankets in all clarifiers and operation of assigned sludge pump . Cleaned plant samplers and checked tubing on #1 INF. sample unit , showed problems of sampling , changed out pump draw tube on unit , back in proper operation . PARKSON sand filter representative here to go over sand filter operation and control panels on bays . Received delivery of sand for newly reworked filters to bring sand to proper operating levels .
- Apr. 21, 2017 (Friday) - Filled Plant truck #21 with fuel for upcoming weeks use. Started decant of East digester , pulling clear water from top of settled sludge , finished decant , raised tube , aerators on . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent reuse fill samples with lab driver . Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Received CL2 bleach delivery transferred to holding tank for use , offloaded 1,150 gals. received another delivery of sand for second sand filter bay to bring up to normal operating level .

Weekly Summary Week ending 04-21-17 **Systems Department**

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

- April 15, 2017 (Saturday) - Normal Systems Operation.
- April 16, 2017 (Sunday) -Normal Systems operation.
- April 17, 2017 (Monday) – We replaced the ¾” curb stop at 1133 SE MLK. We flushed the sewer main on W Oak ST from 912 W oak to Robinson Court. We then picked up 3 fire hydrants and 1 6” valve from the Hwy 17 S project.
- April 18, 2017 (Tuesday) – We located the water and sewer lines at 410 N Polk and 415 N Hillsborough. We then located the 2” water main and the 4”water main at 1981 SE Maple Drive.
- April 19, 2017 (Wednesday) – We maintained office work and cut offs. We also assisted PCS locate manholes in the City trailer park and in Golden Melody.
- April 20, 2017 (Thursday) – We excavated a 6 “water leak at the City Cemetery. We also took # 96 to the garage for battery repairs and hydraulic fluid. We also witnessed a 2 hour pressure test at the new rodeo grounds on Roan St the main held leek tight with no pressure loss at 150 psi Southern State underground is the contractor.
- April 21, 2017 (Friday) – We replaced the water meter and the standard ¾” curb stop at 145 S Volusia. We then did weekly cleaning at Systems. We also located the water and sewer mains at 339 Valdosta and 915 E Charles.

Public Works

Public Works Recap for Week 4/15/2017 thru 4/21/2017

General Information

The PWD attended the Directors’ Meetings on Monday and Wednesday.

Cemetery

Mowed, weed eaten and picked up dead flowers and debris. Marked 2 sites for burials. Assisted 4 visitors in locating grave sites. Some sprinklers were repaired.

Streets

26 loads of brush were picked up throughout the City. Trimmed trees on Dade, Manatee, the MHP and the intersection of Orange & Effie. Cleared miscellaneous items from a house on

W. Hickory for code clean up. Put fire out at the City burn pile due to current burning restrictions. Patched 10th & 11th Avenues, N. Polk and the intersection of Gibson & LaSolona. Brush pick up on Magnolia and Hickory.

Sanitation

All routes were run as normally scheduled.

Parks

Litter was picked up from all of the City parks. Repaired sprinklers at the Tree of Knowledge and McSwain Park. Repaired slide tubes at Story Book Park. Sprayed weed killer at Rio Vista Park. Mowed at the Tree of Knowledge, Lake Katherine and the Way Building. Returned tables and chairs to the Golf Course.

Garage

Adjusted the hopper camera on a Sanitation truck. Replaced the electric PTO switch and performed a PM on a Cemetery mower. Plugged a tire on a WWTP truck. Replaced a wheel on a P.W.'s yard gate. Replaced wiper blades on a Sanitation truck. Replaced the air filter and adjusted the shut off cable on a Streets mower. A PM was performed on a Parks truck. Installed a gun lock on a PD vehicle. Replaced the blade spindle on a Parks mower. Replaced the rod end and right hand deck tension spring on a Parks mower. Replaced the ignition control module on the Cemetery truck. Replaced the right tail lamp circuit board on a Streets truck.

Facility Maintenance

Replaced a photo cell at the "Welcome to Arcadia" sign on W. Oak. Repaired a border fence at the City Hall. Repaired a water line leak at the Golf Course. Cleaned out the A/C drain at City Hall.

Inmates

MONDAY: Cleaned and mowed a lien property on W. Hickory. Trimmed trees, cleaned grounds and the parking lot at the old livestock market on Hwy. 17.

TUESDAY: Dug up and removed tree stumps at the old livestock market on Hwy. 17.

WEDNESDAY: Weed eaten and cleaned around grave sites at the Cemetery.

THURSDAY: Weed eaten and picked up litter at Lake Katherine. Grounds maintenance performed at the Golf Course. Picked up tables and chairs from the Golf Course and took to the Tree of Knowledge.

FRIDAY: Cleaned downtown Arcadia. Cleaned curbs on S. Monroe. Grounds maintenance performed at the Golf Course. Cleaned the shop at the Public Works yard.