

Weekly Report to the City Council for the Week of

April 3rd - April 7th, 2017

Administrator

City Administrator's Office

City Administrator (CA) Stewart met with several individuals from Lions Club International who informed him they are working to start a chapter of the Lions Club here in Arcadia once again. They explained there had been a local club previously. They further explained that Lions love to work together with local governments to provide grant funding for special projects and asked for a list of some projects that would be helpful to the community. Later in the week the CA joined Mayor Wertz-Strickland in a similar meeting with these individuals.

The CA participated in a conference call that included Engineer James Bushouse, Architect John Salt and Utility Director Berndt to discuss potential water/sewer service to a planned assisted living facility to be built near the hospital. Our city engineer has opined that the sewer force main has inadequate capacity to handle the addition of this new facility. We discussed various options that are available to resolve this matter.

The CA attended the Chamber of Commerce's Early Bird Breakfast held at the Health Department offices at Lake Katherine. During the meeting, a Mr. Alibaba Lumumba spoke with him about his organization and their desire to find a location for their house of worship and services to their congregation. He asked for a meeting to further discuss this matter and was assured it would happen. Later in the week, the CA did meet with Mr. Lumumba and a Mr. Said who he introduced as the lead cleric for their congregation.

Code Officer McQuay met with the CA to review the draft Special Events Ordinance and it was agreed the ordinance was ready for presentation to the City Attorney for his final review.

Mr. Terry Stark of Ygrene Energy and DeSoto County Economic Development Director Michael Taber met with the CA. Mr. Stark represents a company that is a provider for assessment based funding aimed at storm hardening and energy efficient improvement projects. It was agreed the CA will set up meetings to inform council members of this program and its funding mechanism.

Planning & Zoning

Weekly Report for the Week Ending April 7, 2017

4/3/2017 Penni Zelinkoff called this morning and wants information for property 06-38-25-0000-0220-0000. She wants to know if it is zoned for Mobile Home Park and if not, what is the *process in changing* the zoning for a mobile home park. Penni would like information emailed back to her. I have emailed Jeff this request.

4/3/2017 Emailed Jeff site plan & zoning request for shed for property 723 E. Cypress St.

4/3/2017 Mr. Russ Summers came in to pick up a Zoning Request for a fence on his property. A zoning application was filled out today

4/3/17 Reviewed applications on wall, updated the ones that needed to be updated and made copies.

4/3/2017 Mr. Myron Carlton from Carlton Construction called and was requesting information for B-3 zoning. I have emailed him the information

4/3/2017 Mr. Gutierrez who lives @ 418 N. Volusia Ave. came in, in regards to his driveway. A piece of his driveway is in his neighbor's property. Has questions on how to resolve this matter. Wants to know how or what he has to do with his driveway to get it out of his neighbor's property. I have to call public works and see if they can call Mr. Gutierrez and see what he has to do.

4/3/2017 Paul with Distinct Contracting called and wanted information on zoning for some properties he is looking into. He requested copy of Land development codes for the City of Arcadia, I have emailed him the information.

4/3/2017 Tim Baldwin requesting information on storage metal containers, if permitted in the city. I let him know that storage sheds are allowed but not the ship metal containers, those that are in the city now are from back when Hurricane Charley hit and were able to be kept in the city.

4/4/2017 Russ Summers dropped off Certificate of Appropriateness for a fence on his property at 706 E Magnolia St.

4/4/2017 Issued a Local Business Tax for Dollar Tree

4/4/2017 Celina Muse came in for information on placing a privacy fence at her business on 150 S. Polk.

4/4/2017 Continued working reviewing applications and making copies of what was needed

4/5/2017 Printed packets for Planning and Zoning and Board of Adjustments for the Board, put 7 packets together. Also emailed packets to P&Z board members

4/5/2017 Emailed Jeff a Right of Way permit for 213 Harris Rd. Also emailed him complete zoning request for Russ Summers for 706 E. Magnolia St.

4/5/2017 Issued a yard sale permit to Dianne Livingston located at 223 N. Monroe Ave for days of 4/15/2017

4/5/2017 did some research for Carl on some property for fence permits

4/5/2017 Received Right of way permit back from Jeff and prepared for Fred

4/5/2017 mailed out new local business tax for new business Martial Arts School of Sarasota, owner Carlos Anzurez location 414 S. Brevard Unit 416

4/6/2017 Issued a yard sale permit to Josefina Garcia Hernandez located at 1502 E. Maple St. for days of 4/7/2017, 4/8/2017, & 4/9/2017

4/6/2017 worked on preparing agenda for Historical Preservation Commission for upcoming meeting on Tuesday April 11, 2017.

4/6/2017 Local Business Tax for new business Twice as Nice Antiques, owner Randi Goffe location 114 W. Oak Street

4/7/2017 Printed packets for Historical Preservation Commission and also emailed copy to all commission.

4/7/2017 Updated contact info for board members on the Historical Preservation Commission

4/7/2017 Received payment for Special Event Fishing Tournament out at Lake Katherine

4/7/2017 Received new Local Business application for new business Economy Used Appliances, sending it to Fred for approval

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

Answer 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: 4/3-4/7/17

WEEKLY REPORT FOR THE AIRPORT

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

LED Light- Windemuller fuel Tech will come back out to fix LED. Notified Windemuller that invoice for installation will not be paid until the work is complete.

FBO sent in request to have their motor home kept at the airport while they make preparations to attend Sun n Fun for the week. FBO informed city that her staff will assist pilots during business hours while she and Randy are away. FBO Staff will lock up and unlock terminal building before and after hours.

Contacted Mr. Greene, tenant of A2 who we sent eviction letter to. New Agreement made between him and the city. He will vacate the hangar in June. City Attorney prepared a new agreement, waiting for Mr. Greene's Signature.

On Monday April 3rd, FAA requested update for the Pre-Application, for the T-Hangar Taxilane Project. Advised this is on the City Council agenda for the following day April 4th.

Tuesday, April 4th I attended the city council meeting. Airport Report for February was on the agenda and T-Hangar Rehabilitation Design Project, Hanson Task Order No. 4. Both approved. Notified FAA City Council Approved T-Hangar Design Project as presented.

Notified FDOT for funding assistance in the T-Hangar Rehabilitation Design Project. Using FAA Entitlement Funds of \$150,000. Total amount for Design, Permitting & Bidding Services \$189,572. Requesting FDOT Participation of \$39,572.00.

On Wednesday April 5th, I attended the Continuing Florida Aviation System Planning Process (CFASPP) Meeting. Meeting was in Lakeland Fl, after meeting airport manager's attended the Sun n Fun event.

On Wednesday April 5th Parks Supervisor & Golf Course Interim Supervisor, Carrie Taylor sent her staff to mow the airport. Parks Department Staff did an excellent job!

Met with CA and discussed airport planning. CA requested that I get budget numbers for a 12,000 square foot metal building. CA advised we need to know the upfront cost for everything and get these figures as soon as possible. He added that he would like for me to get a response from either FAA or FDOT, if we pay the upfront cost for a row of T-hangars, within a couple of years will they reimburse us with grant funds.

Made many calls and sent emails requesting budget figures for building, concrete, plumbing and electrical. Made contact with many helpful contractors that were able to assist.

Contacted FAA and FDOT regarding reimbursement for T-hangars. Received response from FAA. I was advised to check with FDOT we would have a better chance from them. Will continue to look forward to FDOT response & I hope I have an answer for you in my next weekly report.

WEEKLY REPORT TO THE CITY ADMINISTATOR FOR THE WEEK OF

April 3, 2017 – April 8, 2017

Code Enforcement

4/3/17

Code Enforcement Officer worked until 11:30 am

4/4/17

Code Enforcement issued a verbal warning to Mrs. Judy Jones of the Bread Of Life Ministries to obtain a special event permit prior to setting up within the City limits to give out food. She was advised that she would be issued a cease & desist if she sets up again without a permit and closed down. She would also be taken directly to the next Special Master Hearing.

4/5/17

A representative from the Bread Of Life Ministries came in with a application for a special event. The application was not accepted because he did not have a notarized letter from the owner of the property where they wanted to hold the event. He was advised that all documents and the application filled out completely would be needed before the application can be accepted. He was also advised that if the application was not turned in by 12:00 p.m. April 6, 2017 that it would not be placed on the upcoming City Council agenda for April 18, 2017.

4/6/17

Code Enforcement sent Mr. Paul O'Neal a corrective notice about his property located at 404 E. Oak St. The property was in foreclosure but has now been turned back over to the owner.

Code Enforcement was scheduled to meet with Mr. O'Neal to review the violation on his property but was not able to meet with him at the scheduled time.

4/6/17

Code Enforcement issued a cease & desist to Mr. Chuck Craven for construction being done on his property without a permit. The property located at 29 & 33 E. Oak. Mr. Carven was advised to obtain a permit from the DeSoto Building Department before continuing work.

Code Enforcement Violation Counts
For Date Period From 04/02/2017 Through 04/08/2017

Violation	Count
Grass or Weeds	5
Abandoned or Inoperable Vehicle	3
Premises to be Kept Clean (a)	2
Storage or Abandonment Junk or Furniture	2
Historical Preservation Ordinance No. 1014	2
Building Permit required	1
Permit required (92)	1
Accessory Building (a)	1
Allowing fowl to run at large	1
Height of fences in residential area	1
Trash	1
Total	20

Code Enforcement Action Counts
For Date Period From 04/02/2017 Through 04/08/2017

Action	Count
Case Notes	30
Courtesy Notice	8
Verbal Warning Given	4
Hearing Notice	3
Extension Granted	2
Inspection	2
Extension Requested by Respondent	2
Total	51

Code Enforcement Topic Counts
For Date Period From 04/02/2017 Through 04/08/2017

Topic	Count
Overgrown grass, weeds, bushes	4
Historical Preservation District	2
Garbage and Debris	2
Abandoned or Inoperable automobiles	2
Zoning Code Violation	1
Public Nuisances	1
CITY OWNED PROPERTIES	1
Total	13

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: April 10, 2017

Subject: Weekly report for Finance for week of April 3-7, 2017

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$100,016.83
Meter Deposits - \$3763.60
Airport Rent - \$0.00
Golf - \$4,306.14
Mobile Home Rent & Laundry – \$1,980.00
Special Events – Code Enf/Planning -\$0.00
Permits - \$25.00
City Fines – \$0.00
Cemetery - \$750.00
Misc - \$0.00
Impound - \$0.00
Saturday Night Lights – \$0.00
Business Licenses - \$68.00
State of Florida - \$0
Lien Searches – \$5.00
Fingerprinting - \$0.00
Parking Tickets - \$40.00
Yard Sales – \$5.00
Taxi - \$0.00
Tip a Cop - \$0.00

Payroll:

- N/A

Accounts Payable:

- Paid 169 Invoices out of operating, totaling \$107,306.70
- Issued 22 Purchase Orders

Accounts Receivable:

- Issued 23 invoices, totaling \$8,073.83 for April 2017 hangar rent
- Issued 2 invoices, totaling \$150.00 for Cemetery plot payments
- Issued 15 invoices for Cemetery Deed filing, totaling \$342.20

Ongoing Projects and Tasks:

- Preparation for Audit

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: April 7, 2017
Re: Weekly Report

During the week of April 3-7, 2017, I performed the following:

- attended directors meeting on April 3, 2017; updated Action Review Register; attended directors meeting on April 5, 2017
- amended 04-04-17 City Council Agenda; distributed same by e-mail to appropriate individuals and placed hard copies in the City Council Members 'mailboxes
- attended and took notes at the April 4, 2017 City Council meeting; transcribed minutes for same
- finished compiling the April 18, 2017 City Council packets 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
- prepared Proclamation regarding Youth Week to be placed on the April 18, 2017 City Council agenda
- prepared Proclamation regarding Aviation Appreciation Month in Florida to be placed on the April 18, 2017 City Council Agenda
- communicated with Jeff Schmucker of the Central Florida Regional Planning Council regarding publication of Notice of Public Hearing advertisement regarding Ordinance 1021; communicated with newspaper regarding same; spoke with Jeff Schmucker regarding having Agenda Item 13 on the April 18, 2017 City Council Agenda pulled; spoke with City Attorney regarding same
- received Services Agreement for Code Enforcement Special Master from Attorney Nielander; scanned same and filed in appropriate file and director

- received Planning and Zoning Board and Board of Adjustments packets regarding the upcoming meetings scheduled for April 11, 2017; communicated with Administrative Clerk regarding distribution of same to board members
- communicated with DeSoto County personnel and City Clerks in Wellington and Cape Coral regarding electronic file system
- scanned Weekly Reports to City Council and placed same on website
- communicated with Cemetery Clerk regarding need for additional cemetery deeds to be prepared and recorded in the Public Records of DeSoto County; also discussed titling of deed regarding the Clark children; spoke with City Attorney regarding same
- communicated with Administrative clerk regarding compiling the Historical Preservation Commission packet for upcoming meeting on April 11, 2017 and distribution of same to commission members
- received photos on thumb drive from George Chase to be included in the April 18, 2017 City Council packet
- reviewed April 18, 2017 City Council agenda with City Administrator and forwarded to Mayor Wertz-Strickland for approval
- received agenda for the upcoming Property Maintenance Standards Review Committee meeting scheduled for April 10, 2017; posted same on the City Hall bulletin board
- updated website to reflect upcoming meeting dates and to amend the bid opening date for the Technical Support Services
- received request from Connie Bateman regarding request to be placed on the April 18, 2017 City Council Agenda regarding approval of dates for Saturday Night Lights; prepared agenda item coversheet for same

Human Resources

DATE: April 10, 2017

TO: Terry Stewart

FROM: Linda Lowe, Human Resource Director

SUBJECT: Weekly Report April 03 - 07

I attended and participated in the Director's Meeting on Monday, April 03, 2017

I met with a fellow Director regarding a vacant position in his area. It was decided to advertise once again as none of the current applications meet all requirements for this position.

On Tuesday, Supervisor Taylor and I interviewed a possible candidate for the part time position in the Parks Department. It was discovered the applicant did not have a driver's license (a requirement of the

position) but only a permit. As this was the only applicant, this position will be advertised once again.

I attended and participated in the Director's Meeting on Wednesday, April 05.

I constructed an ad to be placed in the Peace River Shopper beginning on Tuesday, April 11.

Applications for these positions will be accepted until positions are filled.

Offers of employment were made to three (3) applicants this week. These applicants have been sent for pre-employment screenings.

Worked on policy for raise upon a promotion and percentage to pay for above minimum experience for new hire. These will be ready for administrative review in the next week or two.

Day to day operations and answering of employee questions.

Water Treatment Plant

Weekly Summary Week Ending 4-08-17: A.J. Berndt

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

- **April 01, 2017 (Saturday):**
 - Collect March well readings. Regen cation #1.

- **April 02, 2017 (Sunday):**
 - Regen anion #1.

- **April 03, 2017 (Monday):**
 - Refill chemical in chem scan.
 - Hosed down salt area.
 - Regen Anion #2
 - Regen Cation #2
 - Cleaned, swept, vacuumed, and mopped WTP.

- **April 04, 2017 (Tuesday):**
 - Filled Ammonia Day Tank
 - Refill KI in chem scan.
 - Regen Anion #3. Regen cation #2
 - Cleaned, flushed, zeroed, chem scans.
 - Cleaned, swept, and vacuumed, WTP.

- **April 05, 2017 (Wednesday):**
 - Regen #1 cation.
 - Cleaned, swept, and vacuumed, WTP.

- **April 06, 2017 (Thursday):**
 - Refill ammonia day tank.
 - Chlorine delivery from Odyssey.
 - Clean top of WTP building on turner road side for bugs.
 - Clean caustic pit. Clean, sweep, vacuum, water plant.

April 07, 2017 (Friday):

- Regen #2 cation. Hach Company here to work on chlorine analyzer.
- New BRAY valve labels on both cation vessels and clear coated them.

Summary for the Week Ending Apr. 7, 2017: Utility Department– A.J. Berndt

Waste Water Plant

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

- Apr. 1, 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. Discharging to reject pond , plant over turbidity limit to fill reuse tank per permit . Called golf course to inform that they would have limited water for use as level in tank is low .
- Apr. 2, 2017 (Sunday) - Normal plant operations - Started decant of East digester pulled all clear water from top of settled sludge , raised decant tube – aerators on . Switched from reject pond back to tank as turbidity has dropped below permit level to allow reuse tank to be filled . Blew off accumulated moisture in air supply lines feed to lift tubes. Dropped off weekly time cards to W.T.P. for A.J.
- Apr. 3, 2017 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “C” , Compressor # 2 , and Hydro pump # 2 in service. Switched from reuse tank to reject pond as turbidity is over permit limit for tank fill , pulled reject pond discharge samples , sent samples with lab driver for testing . Working with plant maintenance to change out old worn out check valve on plants recycle water hydro system , removed old valve changed out all old bolts and gaskets , re pressurized #1 hydro pump , bleed of air , no leaks , unit back in service . 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 . Washed down East and West clarifiers of solids build up .
- Apr. 4, 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 . Crane and operator here to pull aerator from West digester and replace with working unit , Pierre’ to wire power supply . Switched from reject pond to reuse tank for fill as chemical feed has

- caught up to drop turbidity below permit limit to allow filling of tank . Received #4 P/H buffer from UPS to replace old buffer about to expire . Meet ROTORK Rep. at reuse facility to check reject pond discharge valve as unit is not working and has to be opened manually , found burnt torque set point module in control board , will set up for repair . Hazen and Sawyer engineering here to inspect structures and tanks in use , both on compound and reuse facility . Pulling out drawers and boxing up in lab for cleaning . Pulled down old mesh wire on top of pre treat surrounding guard rails , disposed of in plant dumpster . Plant generator running noted in Fuel Oil and Generator Inspection Log . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver .
- Apr. 5, 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 . Completed monthly calibration of CL2 analyzer in contact chamber booth , noted in lab calibration log . Pierre' here to wire power supply on aerator changed out with crane , power hooked up , unit back in service .
- Apr. 6, 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 . On daily check of W.W. system lift stations , housing authority station , #2 pump wasn't running and wouldn't reset in panel , left note for plant maintenance to check . 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 .
- Apr. 7, 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 . On daily check of W.W. system lift stations , Housing Authority station , #2 pump was not running and wouldn't reset in control panel , left note for plant maintenance to check , #1 pump in operation , keeping station pulled down . Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat.

Weekly Summary Week ending 04-07-17 Systems Department

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

- April 01, 2017 (Saturday) - Normal Systems Operation.
- April 02, 2017 (Sunday) -Normal Systems operation.
- April 03, 2017 (Monday) – We replaced the water meter box and dressed up area at

- 1620 SE Pear. We then cleaned the sewer lateral at 317 N Hernando. We also did a locate at S Volusia and Magnolia.
- April 04, 2017 (Tuesday) – We installed a concrete valve pad on a fire hydrant on American legion Dr. We then cleaned easements on S Pine.
- April 05, 2017 (Wednesday) – We installed a concrete valve pad at Orange and MLK. We cleaned easements on Harris and McKinley. We also inspected Prince contracting as they made the 4" water main tie in on Heard and Brevard.
- April 06, 2017 (Thursday) – We flushed the sewer main from Washington on Lee to Levine and located the end of the main. We also serviced are 3" pump.
- April 07, 2017 (Friday) – We repaired a 2" water main at 414 S Brevard. We also passed out boil water/ advance notices about for the water line tie in at Lowe and Brevard for 4/10/17.

Public Works

Public Works Recap for Week 4/1/2017 thru 4/7/2017

General Information

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

Cemetery

Marked 2 sites for burials. Assisted 4 visitors in locating burial sites. Mowed, weed eated and picked up dead flowers and debris.

Streets

25 loads of brush were picked up throughout the City. Took out the old sidewalk at Lee and Gibson and formed and poured concrete and finished the new sidewalk. Trimmed trees on S. Robert and N. Lee. Lee. Picked up new street signs from Charlotte Co. Public Works. Met with A+ Environmental about cleaning of the storm drains on Volusia. Placed streets signs on N. Arcadia and Johnson. Replaced parking signs on Polk. Mowed the old livestock market on Hwy 17. Completed grading the millings at the Speer Center. Sank 4 posts to block off an area that was being used as an illegal roadway at the Arcadia Housing Authority. Completed Volusia and Maple spill way ditch and placed reflective poles. Placed sand under the sidewalk brick paver washouts on Oak. Inspected Mills & Serena intersection and repaired 2 sink holes near man holes. Patched the intersection of Mills & Gibson and also patched Orange from Oak to Magnolia.

Sanitation

All routes were run as normally scheduled.

Parks

Mowed at the Airport. Repaired some sprinklers and replaced some sprinklers at the City Hall building. Picked up debris and trash from all of the City Parks.

Garage

Replaced anti-scalp wheel on a Parks mower. Performed pm on the Streets patch trailer equipment. Replaced right hand deck belt and hydraulic pump belt on a Parks mower. Replaced both front outer tie rod ends on the Streets backhoe. Replaced 3 tires on a Sanitation truck. PM performed on a PD vehicle. Installed a new back up camera system on the Sanitation dumpster truck. Road call to the blow out the radiator for a Streets tractor and fill with fuel.

Facility Maintenance

New windows were installed at the 10th Avenue Public Works building. Rebuilt 2 park benches for Parks. Hung a brochure rack at the Way Building.

Inmates

MONDAY: Placed mulch in the flower bed and added rocks to the border of the "Welcome to Arcadia" sign on W. Oak. Performed landscaping at the Tree of Knowledge. Trimmed trees and removed lava rock from the flower beds at the City Hall building on Hickory.

TUESDAY: Performed landscaping at the City Hall building on Hickory. Painted the "Welcome to Arcadia" sign on W. Oak. Unloaded lava rock at the Public Works yard.

WEDNESDAY: Performed landscaping and placed mulch around the "City of Arcadia" sign and touched up the paint on the lettering of the sign at the City Hall building. Painted the light poles at the City Hall building.

THURSDAY: Changes out the event signs at downtown Arcadia. Cleaned the ditches and trimmed trees on Maple. Loaded debris from a vacant lot on Manatee. Cleaned the shop and washed fleet vehicles at the Public Works yard.

FRIDAY: Cleaned downtown Arcadia. Repaired brick pavers on Oak. Mowed a vacant lot, weed eated the ditches and picked up litter on N. Volusia.