

Weekly Report to the City Council for the Week of

August 1st- August 5th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart and PW Director Underwood visited with resident Roseanne Collins at 208 N. Monroe regarding the storm drainage ditch next to her home. It was pointed out that a wastewater line bisects the twin culverts running under Monroe. When there is a storm event, any debris, of which there is usually a great deal, will hang up on the pipe causing a dam which blocks the free flow of water through the pipes. That restriction contributes to the back up of water and over flow of the drainage ditch onto her property. City staff is consulting with our City Engineer, Ms. Julie Karleskint to determine a possible solution to this problem.

The CA attended a meeting in Sebring of the HRTPO Technical Advisory Committee for which he serves as the Chairperson.

The CA participated in a conference call with CFRPC personnel Shannon McPherson and Jennifer Codo-Salisbury and also included their consultant Mr. Miles Ballogg of Cardeno. The purpose of the conversation was to review the best approach to crafting the grant application for the Brownfield Area-Wide Plan. At the Council Meeting of 8/2/16, the CA sought and received approval from the City Council to prepare and submit the grant application.

Airport Manager Shelley Peacock and the CA met with airport tenant Mr. Rickey Hilton to discuss the potential to attract aviation business Southwest Florida Aviation International.

The CA and Finance Director Carsten met with Mr. Tim Vowels to discuss his desire to rent a portion of the Old PD building and reviewed a potential lease for bringing to council on 8/16/16.

In dealing with a complaint about a campaign sign, it was discovered that a property that had been previously rezoned by council action in Ordinance 950 was not listed as RPB on the official zoning map. While investigating to determine why this happened it was found that the CFRPC which provides the official zoning maps for the city had never received Ordinances 924 through 952. Of those ordinances, 13 were dealing with land use and/or zoning changes. Based upon this discovery, a new official zoning map will be forthcoming.

Planning and Zoning

8/1/16 Received LBTR Renewal application from Arcadia Abstract & Title, Co., Inc. at 20 West Oak Street. The LBTR application sent to Fred Lewis for approval. 8/3/16 Application was approved by Fred Lewis. Local Business Tax Receipt was created and customer was called to pick up. 8/5/16 LBTR was picked up.

8/1/16 Permit for Yard Sale for Arcadia Church of the Brethren at 12 N. Pasco was issued for August 5th and 6th.

8/1/16 Received phone call from Peter Villanueva stating that the Arcadia Pediatrics at 1014 N. Mills has been closed. He is working at another office.

8/1/16 Francisco Rivera came in advising that Rivera Southern Auto at 22 S. Orange, Unit C. was ready for the Planning and Zoning inspection of required landscaping. Email was sent to Jeff Schmucker requesting landscaping requirements. Mr. Schmucker replied with Resolution 2016-08 and stated: *"The ROW plantings should extend the length of the street-side property lines on both S. Orange Ave and SR 70 from the property lines to the building structure. There's a small gap in the fence along S. Orange Ave nearest the building (where the shed sits back behind). The plantings should extend past the fence-line up to the sidewalk adjacent to the building."* Information was given to Carl McQuay to do the inspection.

8/1/16 Called Turner Realty and talked to Carrie, both Turner Realty and The Williamson Group need the County Tax License before approval of the LBTR can be done. She stated that she will send them both. 8/3/16 Received Desoto County Local Business Tax for both Turner Realty and The Williamson Group, both were for 2015-2016. Called Carrie to advise we need the 2016-2017 Desoto County Local Business Tax forms for both businesses.

8/1/16 Called Lester Hornbake Jr. requesting that he drops off the information to be added to Certificate of Appropriateness so that it can go before the board this month and not be delayed till September. Mr. Hornbake advised he would drop it off on Tuesday. 8/2/16 Mr. Hornbake dropped off the photo's to go with Certificate of Appropriateness and they were added to package for HPC meeting on the 9th.

8/2/16 Sent sign specifications to Jerry at Magee Signs for use at Dollar Tree's new building.

8/2/16 Received LBTR application from Laura Nicole Lopez for Cosmetology at 47 W. Magnolia. Application was sent to Fred Lewis for approval. 8/4/16 Received approval from Fred Lewis and Local Business License was mailed.

8/2/16 Received LBTR application from Louise Scott for Skin Care at 47 W. Magnolia. Application was sent to Fred Lewis for approval. 8/4/16 Received approval from Fred Lewis and Local Business License was mailed.

8/3/16 Received LBTR application from Patrick Vilate for mobile business, consisting of two juke boxes. Application was given to Fred Lewis for approval. LBTR was approved by Fred Lewis and Local Business Tax Receipt was created for Patrick Vilate and mailed.

8/3/16 Signage Certification Applications for Florida Sign Co., Inc. were approved for: Health Services Inc., 700 8th Avenue W. Suite 101, MCR Health Services at 725 N. 12th Ave. Bldg. B, and 700 8th Ave. W. Suite 101., by Fred Lewis. Customer was called to pick up applications.

8/3/16 Permit for Yard Sale at 1218 S. Hillsborough Avenue was issued for August 4th - 7th.

8/3/16 Received approved Local Business Tax Receipt for Cash Kwik, Inc., from Fred Lewis. Had advised applicant that the 2016-2017 Desoto County Tax License was required, 2015-2016 was included in paperwork. Application is on hold for receipt of renewed County License.

8/3/16 Received LBTR applications from Esther for; Boyle & Boyle Inc, Crossroads Sheds, Inc., and Approved RTO, Inc. Called Ester with fees for each business so payment could be made and applications processed.

8/4/16 Copy of Agenda for HPC was given to walk-in request from Desoto County. They plan on doing a presentation at the meeting on August 9th.

8/4/16 Permit for Yard Sale at 117 Winifred Street was issued for August 5th & 6th.

8/4/16 Sent email to Jeff Schmucker on 1006 E. Magnolia. Clinton Herrold came in asking if he could use the back building on lot for an office. Mr. Herrold is thinking of renting the lot and having a car dealership there. 8/5/16 Received response from Mr. Schmucker that the B3 zoning would permit such use. Mr. Herrold was advised of this and to keep in mind that all development standards need to be met on the property, specifically with regard to parking and access. That as long as the portion of the property zoned R-1C is not used there should not be a problem.

8/4/16 Received request for clarification from NFM Lending, Ms. Klein, about property where Massage Therapy business was at 240 N Brevard. Owner lived in said property while conducting business. Sent email to Jeff Schmucker on 240 N. Brevard regarding zoning. Jeff responded; *"Upon review by the Central Florida Planner, the property has a Future Land Use of Business and zoning of B-3 (General Business Commercial). It is the City's understanding that the use of the property has been for a commercial business (message therapy center) and not a single-family residence even though someone may have been living in the unit on the property. After the Central Florida Planner spoke with the DeSoto County Property Appraiser, the structure on the property is designated and being taxed as "single-family." However, according the Property Appraiser, this taxing designation does not necessarily reflect the physical use of the structure or the property. Per the City's Land Development Code the only residential uses permitted in the B-3 zoning district are "dormitories" and "rooming houses." Single-family residential is not a permitted use in the B-3 district. Based on these findings the property would not be permitted to operate as a single-family residential use."* This information was relayed back to Ms. Klein.

8/5/16 Received LBTR application from James Bushouse at 216 E. Magnolia. Application was given to Fred Lewis for approval.

8/5/16 Received an inquiry from Ernie Sturges in reference to 644 Brevard wh9ich he stated was zoned B3, and asked if an Automobile Dealership could be located there. After checking the

zoning map the area appears to be zoned B3 and C, which both permit Automobile Dealerships. Mr. Sturges was advised of this by return phone call.

8/5/16 Received LBTR application from Arcadia Dialysis Center at 1341 E. Oak Street. Application was sent to Fred Lewis for approval of renewal.

Answer Planning and Zoning questions from the public.

To: Mr. Stewart, City Administrator
From: Shelley Peacock
Date: 8/5/16

WEEKLY REPORT FOR THE AIRPORT

Fuel Pump- Still having some issues with the pump.

Runway lighting: BAJA Electric came out and installed and completed all electrical in the vault from the lightning storm, they also replaced 3 runway lights that had LED issues that were also affected from the lightning. Everything is now working as it should.

Arcadia.com website- Almost complete

Airport rented a tractor for the next couple of months from Kelly Tractor. Tractor has been delivered to the Public Works Yard and hope to start mowing first of next week. Public Works Director Steve made sure the equipment was inspected before the driver left. Photos were also taken.

Mailed out August invoices for hangars. Collecting Rent

Met with City Administrator and Jamie Hill from Southwest Aviation regarding Business space. Existing buildings or future buildings. Possibly 60X60 metal buildings. City Administrator will get back with Mr. Hill next week.

Electrical outlets inside the terminal were fixed.

Met with City Administrator regarding the airport budget.

Completed storage tank liability insurance forms for the above ground fuel tanks. Sent to Mildred at Desoto Insurance.

Requested additional insurance coverage to our city policy to cover the tractor rental. Turned in Blue Book Value for the year, make and model for Mildred at Desoto Insurance.

Spoke to Miguel from FAA regarding our Entitlement Funds. City Administrator and I are working up a plan to rehab the taxiways to the T-Hangars that are in very poor condition. Miguel and I also talked about future funding for other projects that I can request once the Entitlement Funds run out.

FDOT responded to the Airport regarding the Airport Layout Plan and Master Plan had been reviewed and finds it acceptable. This approval means that the existing and proposed development depicted on the ALP is eligible to receive State funding assistance, based on priority and funding availability, in accordance with current FDOT procedures.

FDOT responded to my request. They WILL approve Funding for the new Tractor, 100% Grant. This has been approved, JPA has been sent to take to City Council for their Approval on August 16th, 2016.

Updated the Airport Joint Automated Capital Improvement Plan. This week I increased the amount for T-Hangars. This request amount has been increased and changed from \$400,000.00 to \$1,850,000.00.

This request is being reviewed by FDOT.

WEEKLY REPORT TO THE CITY ADMINISTATOR FOR THE WEEK OF

July 31 2016 – August 6, 2016

Code Enforcement

Code Enforcement (CE) tagged 3 semi trucks and 1 horse trailer located at 1330 E. Oak St. (Old Winn Dixie Parking lot)

Code Enforcement (CE) received a call from Mr. Ken Barnes the Plant Manager for Tremron Inc. Stating that the bay door of the plant were broken and that they had placed plywood over the bay door and that the replacement door would be in and fixed by August 4, 2016. Code Enforcement (CE) did a follow-up site visit on august 5, 2016 and found that the bay doors had been fixed.

Code Enforcement also informed Mr. Barnes that CE would like to do a site review of the plant to insure that all condition set forth by Desoto County and the City of Arcadia are still being

Mr. Octavius Dennis came in and requested to speak to Code Enforcement about the property located at 1 Luther Ave. Unit 7. The property is zoned B-1, Neighborhood commercial business. This zoning does not allow a Body art business to be open in this zone. Mr. Dennis request that I sign a statement that he had written about the accounts of our meeting that took place on July 29, 2016. Mr. Dennis also stated to me that if I didn't sign the letter that he was going to sue the City of Arcadia. I told Mr. Dennis that I wouldn't sign something that I didn't write and that I would speak to my supervisor and the City Attorney to address this issue. I told him that I could provide him with a copy of Land Development Regulation (LDR) that outlined the procedures to request the rezoning of a piece of property. Mr. Dennis stated to me that he was organizing a demonstration/petition because he felt like that the City Of Arcadia was purposely refusing to allow a tattoo business within the city limits and that he planned of contacting the new media to inform them of this unfair treatment. Mr. Dennis was provided a copy of the LDR and he left without incident.

Code Enforcement was called out on August 4, 2016 at approximately 6:30 pm by Cpl. Rios and Ptlm. Bierman. At the request of Code Enforcement they had stop a red van owned by Mr.

Frank Shepard that was operating mobile ice cream truck without a state or city license. Mr. Shapard was issued a Code warning notice and advised to obtain all necessary documents to operate a mobile food business. He was also issued a seat belt ticket by Cpl. Rios.

Code Enforcement assisted Marshal Mat Anderson, Lt. Gary Evans, and Sgt. Troy Carillo in giving out fruits and vegetables to the community from the Sprout Rout program sponsored by the Arcadia Housing authority. The program gives out fruits and vegetables twice a month at the Arcadia Housing Authority office on Booker T. Washington Rd.

Code Enforcement received two complaints about political signs. One complaint was on a sign owned by Mr. Lorenzo Dixon. His sign is located at the corner of Oak/Mills. Code Enforcement called the contact number that was furnished on the candidate list provided by the Office of Election. Contact was made with Mr. Dixon’s wife and she was informed of the violation. Mr. Dixon called Code Enforcement about an hour later and I explained to him that the sign was too large for that for that area. That area is zoned residential and he could place a smaller sign there if he liked. Mr. Dixon stated to me that the area had been rezoned some years back to Residential Professional Business (RPB) and that the Desoto County Property Appraisal showed that zoning. I informed that the Desoto County Property appraisal is not accurate and that the City uses a current zoning map provided to us by the Central Florida Regional Planning Council. Code Enforcement was advised not to move forward until it has been determined what the correct zoning is for that property.

The second complaint was a sign owned by Jody Sullivan located at the corner of MLK/Spring. The sign is too large for the zoning of that area. Code Enforcement attempted several times to contact Mrs. Sullivan by calling the number provided on the Candidate list. A message could not be left. The line continuously rings with no answering machine answering. A courtesy notice was mailed to the address provide.

Code Enforcement Violation Counts
For Date Period From 07/31/2016 Through 08/06/2016

Violation	Count
Premises to be Kept Clean (a)	2
Storage or Abandonment Junk or Furniture	2
Abandoned or Inoperable Vehicle	2
Prohibited Signs.	2
Nonconforming Uses and Structures.	1
Grass or Weeds	1
Occupational License required (1)	1
Total	11

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday August 5, 2016

Subject: Weekly report for Finance for week of August 1 - 5, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$104,772.32

Meter Deposits - \$600

Airport Rent - \$6450.73

Golf - \$422.25

Mobile Home Rent & Laundry – \$6,969.00

Permits - \$10

City Fines – \$0

Cemetery - \$0

Misc - \$0

Impound - \$0

Saturday Night Lights – \$2,600.00

Business Licenses - \$1,771.00

State of Florida - \$47.00

Payroll:

- Processed 84 Employees totaling \$137,298.47

Accounts Payable:

- Entered 81 invoices and processed 24 checks totaling \$34,952.27 from operating.
- Issued 21 purchase orders.

Updates on projects and tasks:

General Billing

- Processed 4 invoices totaling \$3,101.65.
- Billed Arcadia Housing Authority for Insurance reimbursement.
- Billed RCMA for electric reimbursement

Inventory

- Data taken from Police Department visit is completed.
- Going to Systems Department on August 3

Grant Management

Budget Update

- Budget Workshop
- Preparing for 1st Budget Hearing, September 6th

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: August 5, 2016
Re: Weekly Report

During the week of August 1-5, 2016, I performed the following:

- attended staff meeting on August 1, 2016; updated Action Review Register; attended staff meeting on August 3, 2016
- loaded Weekly Reports for July 11-15, 2016 and July 18-22, 2016 to City Council onto the City website
- distributed packets to the Property Maintenance Standards Review Committee for the August 8, 2016 meeting
- compiled packets and distributed same to the Historic Preservation Commission for the August 9, 2016 meeting
- received packets from Jeff Schmucker of Central Florida Regional Planning Council for distribution to the Planning and Zoning Board for the August 9, 2016 meeting
- prepared Conflict of Interest Forms for Deputy Mayor Frierson's signature regarding Agenda Items 9 and 10 on the July 19, 2016 City Council Agenda and Agenda Items 6 and 7 on the August 2, 2016 City Council Agenda
- attended City Council meeting on August 2, 2016; took notes and transcribed minutes for same
- prepared committee report for Council regarding the month of July; provided same to City Administrator
- prepared City Council Action Reports for July 5, 2016 and July 19, 2016 City Council meetings; provided same to City Administrator

- started compiling the August 16, 2016 City Council packet
- placed RFQ2016-01 Airport Consulting Services Presentations announcement on the City's website
- spoke with City Attorney regarding necessary dates of when the County started handling the building permits for the City; spoke with Code Enforcement Officer McQuay and Administrative Assistant Carol Jones regarding same; requested Administrative Clerk to contact County Building Department to request permit information regarding property located at 1009 N. Brevard Avenue; performed records research at old City Hall regarding same
- performed records research regarding when the City of Arcadia's first City Administrator/Manager was appointed
- performed records research regarding 603 East Oak Street rezoning
- continued records search regarding pre-annexation agreements which involved going through boxes at the old City hall
- performed records search regarding City owned property surrounding Health Department and whether records reflect Council decision to convey such property to the County
- communicated with Jeff Schmucker of the Central Florida Regional Planning Council and provided him with various ordinances

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: August 08, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – August 01, - August 05

Human Resource Manager attended and participated in the Director's Meeting on Monday, August 01.

Efforts were continued this week to complete hiring for position in Public Works and Systems. Additional interviews were held and offers for employment made. At this time, three (3) applicants have accepted the offered positions. Some offers were declined due to starting wage being low. Paperwork was completed for two (2) new hires that will begin employment on Monday, August 08. Another two (2) applicants have been scheduled to begin employment with the City on Monday, August 15. Recruitment efforts will continue as there continue to be vacancies in the Public Works Department.

The Human Resource Manager met with employees to discuss possible retirement and answer various questions regarding insurance and the pension plan.

Human Resource Manager attended the City Council meeting on Tuesday, August 2.

Human Resource Manger attended and participated in the Director's Meeting on Wednesday, August 3.

Efforts for the annual Open Enrollment have been started. The first Open Enrollment session will be held on Wednesday, August 10 beginning at 10am. All employees need to attend this year as many changes are being made and selections must be made. The second Open Enrollment session has been scheduled for August 26. The time will be announced at a later time.

The Human Resource Manager has made attempts to make contact with someone at DeSoto High School to inquire regarding the City becoming a place for students to intern and gain practical experience. Efforts will continue in this regard.

Continued work on the Safety Policy and Procedure Manual.

Water Treatment Plant

Weekly Summary Week Ending 8-06-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- July 30, 2016 (Saturday) – Regen cation #1. General cleaning.
- July 31, 2016 (Sunday) – Regen anion #2. Refill ammonia day tank.
- August 01, 2016 (Monday) – Got well readings for July. Refill DI water in chem scan room. Hose down salt tank and area. Received salt from Walpole. 50020 lbs. clean, sweep, vacuum water plant. Regen #3 anion. Regen #1 anion. Regen #2 cation.
- August 02, 2016 (Tuesday) – Regen # 1 cation. Regen #3 anion. Start caustic clean #3Anion. Clean, sweep, vacuum, water plant.
- August 03, 2016 (Wednesday) – Refill ammonia day tank. Refill chemical in TOC chem scan. Refill acid jug in chem scan room. Drain caustic pit. Regen anion #3.
- August 04, 2016 (Thursday) – Regen anion #1. Clean and refilled titrant equipment in lab. Clean CL2 analyzer. Drain hot water heater. Hosed down salt area. Refill chemical in TOC chem scan. Clean, sweep, vacuum, mop, water plant. Clean bathroom.
- August 05, 2016 (Friday) – Regen cation #2. Clean inside of chem scan room, spray for bugs inside and outside of chem scan room. Cl2 delivery 696 Gal. Clean, sweep, vacuum, water plant.

Summary for the Week Ending Aug. 5, 2016: Utility Department– A.J. Berndt

Waste Water Plant

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

- July 30, 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. Changed out desiccant pouch in turbidity meter , noted in Lab Cal. Log .
- July 31, 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 sand filter lift tubes.
- Aug. 1, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 pump “B” , Compressor # 1 , and Hydro pump # 1 in service. Run equipment --- Grit Pumps 1 and 2 , Classifier , Blower , and Muffin’ Monster . Pumped out excess build up of sludge in sand filter INF. track that would cause solids overload if flows picked up . Continued painting of inside of main plant building and trim . Pumping down #2 sand filter bay for cleaning .
- Aug. 2, 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 . Greased South drum bearings on trickling filter as part of plant preventive maintenance . Pulled #1 clarifier feed pump unit won’t run , had MADER pump repair pick up pump to bake and rewind . Received order of pallet 214 dry polymer for treatment of plant clarifier INF. Changed out #1 INF. sampler pump draw tube , old tube shot , liquid detector not picking up sample being pulled by unit . Finished pumping out #2 sand filter bay shut down sump pump and pulled from bay .
- Aug. 3, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit. Systems department hauling caustic solution from W.T.P. used to clean treatment vessel , to W.W.T.P. county leecha tank on compound .
- Aug. 4, 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 , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Run Sludge press , pulling from East digester , sent 34 tons (68,000 lbs.) to county landfill used for cover on top of trash pile . Reset bar screen conveyor , top of pre treat to send collected debris to collection dumpster . Continued painting and trimming building work area .

- Aug. 5, 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 575 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes. Reset conveyor on top of pre treat. Continued painting walls in main office building on compound. Washed down all plant clarifiers.

Public Works

Public Works Recap for Week 7/30/2016 thru 8/5/2016

General Information

The PWD oversaw the paving projects on S Manatee, Hodges, Sunset, O'Leary and O'Hara.

Cemetery

Mowed and weed eaten each day.

Streets

Removed tree from S. Manatee (18 loads). Delivered the backhoe to the burn pile. Cut and removed a dead tree from the Cemetery. Inspected a culvert at Hodges and Johnson. Patched pot holes on Maple, Johnson, NE Hickory and N Lee, S Lee, Pine & Mills intersection, Palm, E Gibson. Inspected and located troubled on O'Leary, O'Hara and Hodges on new pavement. Inspected culvert on Cypress. Replaced a sign pole on Pine. Replaced 2 poles and 1 stop sign at O'Hara and Hodges and O'Leary and Hodges. Went to Stone Gate, Wood Side, Jacaranda and Oaks Trails and spoke with management about trimming trees. Rerolled patches on O'Leary and O'Hara. Trimmed trees on Orange (2 loads). Trimmed trees in the City Mobil Home Park (1 load). A total of 34 loads of brush were picked up.

Sanitation

All routes were ran as normally scheduled.

Parks

Picked up the barricades from a downtown event. At McSwain Park Splash Pad the hedges were trimmed and the flower beds were weeded. Mowed at MLK Park, Lake Katherine, Story Book Park, and Jim Space. Weed killer was sprayed at Jim Space and Story Book Park. The light globes were repaired at Tree of Knowledge.

Garage

PM performed on 2 Parks mowers. Replaced bolts and tailgate lock on Systems vac-truck. PM performed and A/C charged on a PD vehicle. Replaced wiper blades and missing bolt from mirror bracket on a Sanitation truck. Welded a broken bracket for WWTP. Replaced marker light on a Streets truck. Replaced 2 tires on a Parks truck. Plugged a tire on a Systems vehicle.

Facility Maintenance

The replacing of the fascia on the former PD Office on Polk was begun.

Inmates

MONDAY: Trimmed and mowed right of way on S Manatee. Mowed and weed eated at WWTP.

TUESDAY: Mowed and weed eated at re-use.

WEDNESDAY: Trimmed hedges and weed eated at McSwain Park Splash Pad area.

THURSDAY: Mowed and weed eated side walk areas around Gibson at Hwy 17 and Gibson at Orange. Mowed and weed eated at the Cemetery.

FRIDAY: Cleaned and trimmed downtown. Raised and reset some of the downtown brick pavers and assisted in repairing globes at Tree of Knowledge.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday August 7, 2016

Subject: Weekly report for Golf Course for week of July 30th- August 5th 2016

Repairing Sprinkler Heads around Greens.

Golf Course is showing signs of significant improvement.

Review Bills for payment.

Meet with Jason & 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 as Lee was on vacation.

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

Total Revenue from 6/25-7/01 is \$502.24 plus \$37.76 sales tax.

Met Jett on Wednesday as they applied granular fertilizer on the Greens.

Scheduling painting of exterior Pro Shop.

Developing some new marketing ideas.

We are using the Well water specifically to water Greens only.

Project #6 which is the fertilizing of Golf Course was completed last week.