

Weekly Report to the City Council for the Week of September 12th - September 16th, 2016

City Administrator's Office

City Administrator (CA) Stewart met with Ms. Lisa Morasco of the Bancorp Company regarding their fleet services and their interest in Arcadia.

Mr. Robert Evans met with the CA to express his concern about how the drainage ditch put in on the side of his house has negated his access to his rear yard where he stores his boat and vehicles. You may recall that Mr. Evans was required to move the fence on the side of his house as it was installed on city ROW. Mr. Evans did move the fence to enable a sidewalk and drainage to be installed as a part of the Cindy's Place development.

The CA began a program for which he will go out in the field and work with work crews of various departments/divisions of our city. This is being done to enable the CA to better understand the numerous aspects of our city operations and to provide true insights into the challenges our personnel face in doing their work. This first effort had the CA out working with the Parks Division mowing crews. The CA will be working with other groups in the future about once every four to six weeks.

Mr. Mac Martin spoke with the CA regarding his proposed apartment building development and the requirements of the Historic Preservation district for that development.

The CA communicated with Mr. Jeff Schmucker of the CFRPC regarding the proposed Martin apartments development.

Mr. Eddie Quinn and Mr. Jason Bethke of the Fathom Company met with the CA, Finance Director Carsten and Utility Director Berndt about their company's Utility Billing data management product.

LaSalona was repaved on Saturday in order to avoid conflict and added safety concerns with school children in the area on weekdays.

Planning and Zoning

9/12/16 Received LBTR renewal application from AutoZone at 1006 East Oak Street. LBTR Application was given to Fred Lewis for Utilities approval. 9/13/16 Application was approved by Fred Lewis and new LBTR mailed to applicant.

9/12/16 Received ROW Application 16-36-RC from Century Link for US 17 - Imogene. Application was given to Fred Lewis for approval. 9/14/16 Received approval from Fred Lewis and applicant was emailed the approved application.

9/12/16 Received ROW Application 16-37-RC from Century Link for Oak Street and Volusia into County Building. Application was given to Fred Lewis for approval. 9/14/16 Received approval from Fred Lewis and applicant was emailed approved application.

9/12/16 Received approval from Jeff Schmucker for 16-09ZU from Roger Penner for 251 ½ Hernando Avenue. Application was given to Fred Lewis for Utilities approval. 9/14/16 Received approval from Fred Lewis and applicant was called to pick up approved application.

9/12/16 Received renewal of LBTR from Annuity Investors Life Insurance at 301 E. 4th Street, Cincinnati, OH 45201. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/12/16 Received renewal of LBTR from Banner Life Insurance Company at 3275 Bennett Creek Avenue, Frederick, MD, 21704. The renewed Certificate of Local Business Tax Receipt was mailed to applicant.

9/12/16 I had a telephone conversation with Mr. Bushouse about Martin Apartments needing to go before the HPC. Mr. Bushouse advised that he was not prepared to go to the meeting this month, to put them down for the 10/11/16 meeting.

9/12/16 Received a request from Reece Welch on 1121 East Oak Street (Old Clock building.) Mr. Reece was inquiring about adding a covered deck in the front south west corner of the building. Since the building is not set back to code right now, would they be grand-fathered in and be able to add outside seating. Email was sent to Jeff Schmucker for direction. 9/13/16 Mr. Welch called asking about direction, informed him I have not heard back from Mr. Schmucker yet but would send an email to him to see if he has any information. Email was sent to Mr. Schmucker for direction. 9/15/16 Jeff Schmucker replied that 1121 E. Oak is "grandfathered" in because building is nonconforming due to setbacks. The deck would be considered an accessory structure and not part of the principle structure, meaning that the principle structure cannot be enlarged or increase the nonconformity. There are no minimum setback requirements for accessory structures in B-3 zoning. Deck cannot encroach on the property line. This is a preliminary review and the completed application including site plan must be submitted before official approval. Mr. Welch was called and given the information supplied by Mr. Schmucker.

9/12/2016 Received questions on 83 Kentucky in the City Mobile Home Park. Russell Brooks wanted to know who the owner of the mobile home is. His father lived there and died recently and they cannot find any information on the home. Called and left phone message for Carry Taylor to call me. 9/13/16 Called and left message for Carrie Taylor to call Russell Brooks about 83 Kentucky in the city mobile home park.

9/13/2016 Received LBTR renewal application from Avemco Insurance Company at 13403 Northwest Freeway, Houston, TX 77040. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/13/2016 Received LBTR renewal application from Occidental Fire & Casualty Company of North Carolina located at 702 Oberlin Road, Raleigh, NC 27605. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/13/16 Received LBTR renewal application from Miss Pearl's Place, doing business at 417 W. Effie. Applicant waited for renewed LBTR. Copy given to Fred Lewis for Utilities approval.

9/13/16 Received LBTR renewal application from Gentle Touch, doing business at 702 N. Robert Avenue. Renewal application was given to Fred Lewis for Utilities approval. 9/13/16 Application was approved by Fred Lewis and new LBTR mailed to applicant.

9/13/16 9/16/16 Application for Alley Cat Antiques at 114 West Oak Street was approved by Fred Lewis and new LBTR mailed to applicant.

9/13/16 Application for Eric Stafford at 111 A West Oak Street was approved by Fred Lewis and new LBTR mailed to applicant.

9/13/16 Application for Circle K #0025 at 405 N. Brevard and Circle K #7136 at 1401 East Oak Street were approved by Fred Lewis and new LBTR mailed to applicant.

9/13/16 New Security Alarm Registration/Renewal Form, 16-_____SA was created for code enforcement.

9/13/16 LBTR Renewal application was received for Habitat for Humanity at 114 North Polk Avenue. Application was given to Fred Lewis for approval. 9/14/16 Fred Lewis approved application and applicant was called to pick up new LBTR.

9/14/16 LBTR Application for Dramatic Hair Studio at 1027 E. Oak Street was received and renewed LBTR mailed to applicant.

9/14/16 Renewal of LBTR was received from John W. Collins, JR at 10 S. Desoto Avenue, Ste 101. Application was approved by Fred Lewis in Utilities and new business tax receipt was mailed to applicant.

9/14/16 Received LBTR application renewal from Ondis Service LLC at 2278 SW Lois Avenue. Fred Lewis approved the application and new business tax receipt was mailed to applicant.

9/15/16 Yard Sale Permit was issued to Victoria Flores at 530 NE Turner for 9/16-17,

9/15/16 Application for LBTR renewal was received from Forethought Life Insurance Company at 300 N. Meridian Street, Ste. 1800, Indianapolis, IN 46204. New LBTR was mailed to applicant.

9/15/16 Application for LBTR renewal was received from Liberty National Life Insurance Company at 3700 S. Stonebridge Drive, McKinney, TX 75070. New LBTR was mailed to applicant.

9/15/16 Received renewal LBTR from Sprague's Tire & Wheel at 715 N. Brevard Avenue. Application was given to Fred Lewis for approval. LBTR mailed to applicant.

9/15/16 Received renewal LBTR from Patsy McCall (Cosmetology) from Lucy's Southern Hair at 14 N. Polk. Application was given approved and sent via mail to applicant.

9/15/16 16 Received renewal LBTR from Wael Alokeh at Arcadia Medical Associates located at 425 Nursing Home Drive. Application was given to Fred Lewis and sent via mail to applicant.

9/15/16 Received renewal LBTR from Bassam Altajar at Altajar's Consultant located at 425 Nursing Home Drive. Application was given to Fred Lewis and sent via mail to applicant.

9/15/16 Received renewal LBTR from Larry McKinney at Beef O'Brady's located at 1703 E. Oak Street. Application was given to Fred Lewis and sent via mail to applicant.

9/15/16 Received renewal LBTR from Nicolas Hernandez at Hernandez Taxi with location listed as 1445 NE Leisure Avenue. Business is located in the County and Sharon Grey was called to confirm the business address moving from 1837 SE 1st Avenue (also in county). Hernandez Taxi also had three cars inspected at the same time from Carl McQuay.

9/16/16 Mr. John Super came in to advise that the Team Arcadia Car Show is moving to Wal-Mart's parking lot starting in September. They paid for whole year and want refund for Sept.-Dec. at \$25.00 per month. Check should be mailed to Mary Margaret's. Information was given to Beth Carsten and Amanda Albritton-Horkey.

9/16/16 Received updated and sealed plans for the Desoto County Fire Station from County. Jeff Schmucker sent letter to go with plans and this is with Mr. Stewart to sign. Mr. Stewart signed the letter. Received an electronic copy of the revised plans to send with and letter and both were sent via email.

9/16/16 Received LBTR renewal from US Specialty Ins. Co. at 13403 NW Freeway, Houston, TX 77040. New LBTR was mailed to applicant.

9/16/16 Received LBTR application renewal from Protective Life and Annuity Ins. Co. at 2801 Highway 280 S., Birmingham, AL 35223. . New LBTR was mailed to applicant.

9/16/16 Received LBTR renewal application from Sherwin Williams Company at 1313 E. Oak Street. New LBTR was given to Fred Lewis for Utilities approval.

9/16/16 Received LBTR renewal application from CVS Pharmacy #3107 at 4 S. Brevard Avenue. New LBTR was given to Fred Lewis for Utilities approval. Check received was short \$179.99 based on inventory and invoice will be sent with new LBTR.

9/16/16 Received LBTR renewal application from Fall Safe Wall & Ceilings, a mobile business at 559 Zip drive, Fort Myers, FL 33902. New LBTR was mailed to applicant.

9/16/16 Received LBTR renewal application from Dow Realty Inc. at 4 S. Brevard Avenue. New LBTR was given to Fred Lewis for Utilities approval and mailed to applicant.

WEEKLY REPORT FOR THE AIRPORT

Fuel Pump- Sent Windemueller report to York Insurance to claim the fuel dispenser with our lightning claim. Fuel Pumping issues have been on-going since the lightning storm that took place in May. Hope to have this resolved soon.

Waiting on a response from the homeowner at the end of runway 13. Still have not heard from homeowner. Will make another attempt.

Arcadia.com website- This week did not work on the website at all. Hope to work on this next week to finish up soon.

Mowing and maintenance- This week the airport had much needed help from many departments. Airport Manager and Public Works Director Steve Underwood rolled the turf runway two days. Both days were rolled after a heavy down pour so this made the rolling efforts very productive smoothing out the ground surfaces as much as possible.

Three guys from Sanitation dept helped with mowing and weed eating on Wednesday. Tractor mowing took place for two days, parks department sent their crew out Thursday to help with mowing,, including their extra helper City Administrator Terry Stewart. Mr. Stewart mowed with the crew all morning and afternoon at the airport.

James Arndts from Street Dept came out to help by using the Street department Kabota to scrape up the excess dirt that our FBO edged along the runway and taxiway areas.

Round-up has been sprayed on many areas between runway and taxiway.

While doing our maintenance this week, it has been discovered that most all pilots flying in were communicating on their radios as they should for safety procedures. The communication was extremely helpful while we had many maintenance crews out. The few that did not communicate had been advised to make sure they communicate on the radio at all times.

Mailed out September invoices for hangar rent. Collecting rent.

Invoiced Eagle Vistas and Wingman Aviation for their fire extinguishers.

Contacted County Sheriff's Department regarding the end unit they are utilizing. Found out they do not have a wall that divides the end unit from their hangar. They said it has always been this way. They have not been paying for this end unit space and their hangar rent is the same as everyone else's with the additional space.

Storage end unit on the west end of hangar row B, has old Papi lights stored in there. I plan to have the inmates load these up and move temporarily into the end unit of hangar row "A" , where the city is currently using, space. I Hope to move this all around by October 1st to start generating more revenue to the airport. With direction from Mr. Stewart and City Council, I hope to list the old Papi lights on a bidding website such as; "GovDeals". The money received will go into the airport funds.

Contacted Fields Equipment in Zolfo Springs, working on quotes for a new tractor and mower, paid by FDOT grant. Received on 8-8-16. The prices received are including the NJPA discounted prices.

Code Enforcement

WEEKLY REPORT TO THE CITY ADMINISTATOR FOR THE WEEK OF

September 11, 2016 – September 17, 2016

Code Enforcement spoke to owner of the Eastside Automotive; Mr. Meiler has moved his business to 644 N. Brevard Ave. and closed the business that was located at 1001 E. Oak. Mr. Meiler has been informed that he cannot do major automotive repair at this location because of the zoning. The property located at 1001 E. Oak was rezoned to accommodate Mr. Meiler business but it will revert back to its original zoning if a similar business is not opened within 180 days.

Code Enforcement met with Mr. Larry Taylor who has been contracted by Florida Fashion to construct an addition to an assisting structure located at 525 S. Brevard Ave. Mr. Taylor asked if a laundry mat could be added to the current business that is operating there now. Code Enforcement contacted City

Planner Jeff Schmucker and it was determined that a laundry mat could open in that zoning and that there would no issues because of the current abating property land use at this time. Mr. Taylor has completed all appropriate paper work to get approval to start construction.

Code Enforcement spoke to the manager of Nick's Salon. Mrs. Jordan Deita requested a permit to place wind signs on their property. It was explained to her that wind signs are prohibited within the city limits. She stated to me that there was a wind sign down the street from her business and was wondering why they are allowed to have a wind sign and not her. Code Enforcement explained to her that business has already been given a warning notice and that code enforcement will follow up on her complaint to see if they are still in violation.

Code Enforcement also spoke to her after doing research on her businesses sign and Wheelers Cafe' sign which are both located next to each other on city property that they will both have to remove from city property. Both parties have been advised.

Code Enforcement spoke to Mrs. Cora Cisneros whose property is located 404 E. Monroe Ave. This case is set for Special Master hearing on September 27, 2016 @ 10:00 am for violations of abandon/in operative vehicles. Mrs. Cisneros has requested an extension to correct violation on her property. A one week extension was granted to correct all violation to property.

Code Enforcement issued a warning notice to Mr. Roger Alexander to remove his trailer from the city parking lot. It was explained to him that he could park there temporarily to unload but not on permanent bases.

Code Enforcement follow up on CE-16-0274 at 1214 NE. Hickory St. revealed that Mr. Luther had done nothing as instructed to correct the violation to his property or to the instruction given to him by DeSoto County Animal Control. Arcadia Police Dept. was called in to verify the removal of four dogs by Animal Control. Because of the severity of the violations, Mr. Luther has been added to the Special Master Hearing agenda set for September 27, 2016.

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, September 19, 2016

Subject: Weekly report for Finance for week of September 12-16, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$101,671.89

Meter Deposits - \$1,950.00

Airport Rent - \$725.64

Golf - \$141.50

Mobile Home Rent & Laundry – \$1,799.00

Permits - \$430.00

City Fines – \$0

Cemetery - \$0
Misc - \$2,138.51
Impound - \$250.00
Saturday Night Lights – \$750.00
Business Licenses - \$2,887.50
State of Florida - \$2,833.64

Payroll:

- Processed payroll for 87 Employees in the amount of \$143,529.71

Accounts Payable:

- Entered 107 invoices and processed 39 checks totaling \$215,423.20 from operating
- Entered 15 invoices and processed 10 checks totaling \$5,520.48 from Airport
- Issued 31 purchase orders.

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: September 16, 2016
Re: Weekly Report

During the week of September 12-16, 2016, I performed the following:

- finished compiling the September 20, 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
- prepared City Council Action Reports for August 16, 2016 Regular City Council Meeting and September 6, 2016 First Budget Hearing and Regular City Council Meeting and forwarded same to the City Administrator
- prepared the August Monthly Committee Report and forwarded same to the City Administrator

- forwarded signed copy of Resolution 2016-13 and proof of publication of advertisement regarding September 6, 2016 public hearing to Jeff Schmucker of Central Florida Regional Planning Council
- contacted Simplifile e-recording regarding establishing a new user name (left message)
- attended and took notes at Historic Preservation Commission meeting on September 13, 2016; transcribed minutes for same
- communicated with Shelly Baumann, Pension Plan Administrator, regarding reserving the Council Chambers for the Police and Fire Pension Board's quarterly meetings
- started compiling the October 4, 2016 City Council Packet
- continued to prepare policies and procedures for City Clerk position; communicated with various City Clerks regarding same
- caught up on office filing
- updated City's website regarding upcoming City Council, committee or board meetings
- communicated with Jeff Schmucker of Central Florida Regional Planning Council regarding publication of Notice of Adopted Resolution 2016-13
- communicated with Sarah Lindemuth of HCP & Associates regarding presentation to be placed on the October 4, 2016 City Council agenda relating to the City of Arcadia's 55th Anniversary of ICMA

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: September 19, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – September 12 – September 16

I attended and participated in the Director's Meeting on Monday, September 12.

Work continued this week on several issues discovered with the insurance benefits during Open Enrollment. On Wednesday, September 14, met with Mr. Guidry of DeSoto Insurance and we went over several of the issues. Change applications were completed and the issues are being resolved.

Completed beginning paperwork for two (2) employees who will begin employment next week.

Had three (3) persons terminate employment this week. Efforts were begin to recruit new employees as soon as possible.

Efforts were begun to prepare records for offsite storage. This will be an ongoing effort.

Water Treatment Plant

Weekly Summary Week Ending 9-17-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- September 10, 2016 (Saturday) – Regen cation #1. Replace backup battery at remote.
- September 11, 2016 (Sunday) – Refill NH3 day tank. Regen cation #2.
- September 12, 2016 (Monday) –Change out chemicals in chem scan. Replaced filters in chem scan room. Put in new resin cation #1 #2. Regen #1 anion.
- September 13, 2016 (Tuesday) – Finished putting resin in anions with prisoners. Regen anion #3. Rinse off resin beads off of cement. Clear out spot in pump room for leftover cation resin.
- September 14, 2016 (Wednesday) – Refill ammonia day tank. Sweep sidewalk. Regen cation #1. Clean,sweep,vacuum.
- September 15, 2016 (Thursday)—Consumer called about boil water notice a.j. talked to her. Regen anion #1.Hosed down salt area. Clean, sweep, mop, vacuum, water plant. Clean bathroom. Regen #2 anion.
- September 16, 2016 (Friday)—Regen #2 cation. Hose down salt area. Clean, sweep, vacuum water plant.

Summary for the Week Ending Sept. 16, 2016: Utility Department– A.J. Berndt

Waste Water Plant

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

- Sept. 10, 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. Upon A.M. arrival manhole at plant overflowing found #3 INF. pump tripped out , run pump backwards to clear obstruction , set back up for normal run , manhole stopped overflow , notified AJ . County hauling Leach from collection ponds that catch run off from trash pile heap .

- Sept. 11, 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 . Turned on reuse pumps for North Arcadia Ave. ball fields to flush supply lines and change out worn sprinkler heads .
- Sept. 12, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “B” , Compressor # 2 , and Hydro pump #1 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump . Switched to reject pond as SO2 , used for CL2 removal before discharge , is out and waiting for delivery . Received lift station pump from MADER Electric sent off for rewind and bake , sent back with driver for repair , lift station pump and motor drive unit for plant EFF. station . Removed blower unit from cascade , to check out for repair or replacement . Received SO2 delivery placed on scales to settle will place on line tomorrow .
- Sept. 13, 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 . Switched plant flow from reject ponds to cascade out fall , SO2 back in service . Placed North trickling filter back in service , greased both units and picked up papers off of media surface , trickling filter recirculation pump back on line .
- Sept. 14, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Picked up cones , barricades , and sand bags from last weeks heavy rain event . CL2 pump “ B ” won’t stay primed , switched to CL2 pump “ C ” until unit can be checked out . Plant maintenance worked on West digester float light , reset float to proper height , turned on aerators and mixers in West digester to exercise units . CL2 dropped out checked analyzer in contact chamber booth , motor drain clogged , blew out unit , draining well back on line .
- Sept. 15, 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 . Weekly run of sludge press , pulling from East digester , sent 32 tons (64,000 lbs.) to county landfill used for cover on top of trash pile . Turned on reuse pumps for water to North Arcadia Ave. ball fields , called golf course , won’t be watering tonight . Call out to traffic light at intersection of Magnolia and Desoto light South Bound 17 dropping out , changed out power pack , still has problem , called Eddie Cardonia and said to change out green lights as lead supply off of green might be bad , notified AJ of what information acquired .
- Sept. 16, 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 589 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Turned on reuse pumps for North Arcadia Ave. Ball Fields to water .

Public Works

Public Works Recap for Week 9/10/2016 thru 9/16/2016

General Information

The PWD used a pull roller and rolled the grass runway and taxiway at the Airport. The PWD graded the Jim Space parking lot. The PWD assisted the Garage shop with maintenance.

Cemetery

Mowed and weed eaten each day.

Streets

22 loads of brush were picked up throughout the City. Patched the south bound lane of Arcadia Ave., also the intersection of Pine and Hwy 17. Patched 1 hole on Parker Ave and several on Tenth Ave... Hauled 4 loads of millings to Palmetto and graded. Assisted the Garage with attempting to repair the outside lift. Trimmed trees at the intersection of Imogene & Hwy 17 and on Walnut. Cleared a tree from the roadway at Pine and Citrus. Cleaned the runway at the Airport of dirt and grass. A Streets employee filled in for a Sanitation truck driver for 1 day.

Sanitation

All routes were ran as normally scheduled.

Parks

All City Parks were mowed and weed eaten. All of the Parks restrooms were cleaned and stocked with paper goods. 5 Parks employees mowed at the Airport for a day. Barricades were put out for a downtown event.

Garage

Replaced 3 rear tires, replaced the side door limit switch, a fork, a proxy switch and a solenoid valve on the front load dumpster truck. Replaced an engine to deck belt on a Street's mower. A PM performed on a PD vehicle and one on a Systems vehicle. Replaced a battery in a PD vehicle. Replaced a missing bolt on a claw truck boom. Replaced a front tire on a Parks mower and plugged a tire on another mower. Replaced a starter on the Cemetery mower. Replaced mower blades and performed PM on the Airport mower.

Inmates

MONDAY: Unloaded pallets of resin into bays at the WTP.

TUESDAY: Mowed and weed eaten at the WTP. Mowed and cleaned ditch behind Safe-A-Lt Plaza.

WEDNESDAY: Mowed and weed eaten at the Cemetery.

THURSDAY: Mowed and weed eated the ditches on Wilson, Mills and Dickhaut.

FRIDAY: Cleaned down town. Mowed and weed eated the ditches at the Golf Course.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Friday, September 16th, 2016

Subject: Weekly report for Golf Course for week of September 10th –September 16th 2016

A/C was hit by lightning. Getting prices from A/C contractors.

Had meeting with Julie about Reclaimed Water Pond.

Applied updates to our Chelsea Accounting System.

Repairing Sprinkler Heads around Greens.

Looking to obtain Tree Grant for Golf Course and City of Arcadia.

Review Bills for payment.

Had my Volunteers on the rough mower to try to get caught up.

Laman Field Maintenance did the last spraying for Ants & Mole Crickets.

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 on Friday with Lee.

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

Total Revenue from 9/10-9/16 is \$124.16 plus \$9.34 sales tax.

Updating prices before Season starts.

Outside of Pro Shop being painted.

Continue sanding of Greens on Golf Course.

Got ok to cut our Greens lower each week until October 1st.