

Weekly Report to the City Council for the Week of September 19th- September 23rd, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart met with The Arcadian reporter Lex Menz who conveyed that the newspaper is interested in utilizing the city golf course for a Politics in the Park type event. The CA explained that this will require approval from the City Council and he agreed to bring this to the council for consideration during the meeting of 9/20/16. The matter was brought to the Council and discussed. A decision was made to approve the request and staff has begun working with The Arcadian on this effort.

Mr. Bruce Carver representing the Yellow Deli met with the CA to learn what the next steps are for approval of the deli's site plan. He was provided with an explanation of our process and introduced to Sharon who does all the intake for Planning and Zoning.

The CA participated in a conference call as a member of the FCCMA Membership Committee.

This week included the final public hearing on the city budget for the 2016-2017 fiscal year. The City Council approved a millage rate that did not increase and remained the same for the third consecutive year. The proposed budget also received final approval on a 4-1 vote, but even the dissenting member was supportive of the work staff did in preparing it. City staff is pleased to have such strong support from our City Council.

Former city employee Jeannie Raines met with the CA to offer her concerns about safety issues in the Parks Division. Those concerns were passed on to and discussed with PW Director Underwood. He will examine those matters and take corrective actions where warranted.

CA Stewart and Utility Director Berndt met to discuss a possible energy usage audit for our water and wastewater plants. Those utility operations are the largest single user of energy for the city as is the case in most cities. Finding ways to reduce and/or stabilize energy costs will have the greatest opportunity for impact there. Director Berndt will work with FP&L in the first phase of this effort.

Planning and Zoning Report Week of 9/19 to 9/23

9/19/16 Received LBTR renewal application from AAA Life Insurance Company out of Livonia, MI. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Protective Life Insurance Company out of Birmingham, AL. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from RLI Insurance Company out of Peoria, IL. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Horace Mann Property & Casualty Insurance Co. out of Springfield, IL. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Great West Casualty Company out of South Sioux City, NE. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from BITCO Insurance Companies out of Davenport, IA. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from West Coast Life Insurance Co. out of Birmingham, AL. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Horace Mann Life Insurance Company out of Springfield, IL. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Teachers Insurance Company out of Springfield, IL. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Family Heritage Life Insurance Company of America out of Cleveland, OH. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Horace Mann Insurance Company out of Springfield, IL. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Hancock Law, P. A. at 12687 SR CR 769, Ste. 2A, Lake Suzy, FL. Mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Family AF Hair Styles at 111 West Oak Street, Unit B. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received LBTR renewal application from Family Paul Bennett Seusy, PA at 203 West Oak Street. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/19/16 Received approval from Fred Lewis for 16-18-SP Ames Allstate located at 7 East Oak Street. Applicant was called to pick up approved application.

9/20/16 Out of office.

9/21/16 Received LBTR renewal applications and sent renewed licenses to The Hartford Group for the below Insurance Companies:

Hartford Fire Insurance Company
Hartford Accident and Indemnity Insurance Company
Hartford Casualty Insurance Company

Hartford Underwriters Insurance Company
Twin city Fire Insurance Company
Hartford Insurance Company of the Midwest
Trumbull Insurance Company
Property and Casualty Insurance Company of Hartford
Sentinel Insurance Company
Hartford Insurance Company of the Southeast
Hartford Life Insurance Company
Hartford Life and Annuity Insurance Company
Hartford Life and Accident Insurance Company

9/21/16 Received LBTR renewal application from Gator Guns Inc. at 715 N. Brevard Avenue, Unit A. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from Bobby Tiques at 104 W. Oak Street. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from MidFlorida Credit Union at 128 W. Brevard Avenue. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from Family AF Hair Styles at 111 West Oak Street, Unit B. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from Precious Angels Home Care at 22 North Polk Avenue, Unit 4. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt along with a letter from Utilities for a back flow to be installed.

9/21/16 Received LBTR renewal application from About Flowers & Gifts, at 1006 E. Magnolia Street. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from DeSoto Insurance Agency at 521 E. Hickory Street. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from DeSoto Insurance at 243 N. Brevard Avenue. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from Penn Treaty Network American Ins. Co. in Allentown, PA. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from 21st Century North America Insurance Co., in Woodland, CA. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from Anytime Fitness at 1309 East Oak Street. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from Azteca Promotions at 583 S. Brevard Avenue. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/21/16 Received LBTR renewal application from Huetamo Western Wear LLC at 440 S. Brevard Avenue. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from Speedway #6586 at 201 Brevard Avenue for this year and last year. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from Purple Peacock at 101 West Oak Street. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from Delta Dental Insurance Company located in Mechanicsburg, PA. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from HCC Life Insurance Company located in Kennesaw, GA. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from Peace River Insurance LLC at 207 E. Magnolia Street. Application was approved by Fred Lewis and mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from Texas Life Insurance Company located in Waco, TX. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from Alpha Property & Casualty Insurance Company located in Jacksonville, FL. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from Foremost Insurance Company located in Grand Rapids, MI. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from Permanent General Assurance Corporation located in Nashville, TN. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/22/16 Received LBTR renewal application from Primerica Life Ins. Co. located in Duluth, GA. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/23/16 Received LBTR renewal application from Caterpillar Insurance Company located in Nashville, TN. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/23/16 Received LBTR renewal application from Addison Insurance Company located in Cedar Rapids, IA. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/23/16 Received LBTR renewal application from Assurance America Insurance Company located in Atlanta, GA. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/23/16 Received LBTR renewal application from 21st Century Centennial Insurance Company located in Woodland, CA. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/23/16 Received LBTR renewal application from Garage Doors over Charlotte located in Port Charlotte, FL. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/23/16 Received LBTR renewal application from New Collectible LLC located at 123 West Oak Street. Application was approved by Fred Lewis of Utilities and applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/23/16 Received LBTR renewal application from Cross Lawn Service located in Arcadia, FL. Applicant was mailed the renewed, Certificate of Local Business Tax Receipt.

9/23/19 Received LBTR renewal application from Rattlers Old West Saloon at 111 West Oak Street. Application was given to Fred Lewis for approval.

9/23/19 Received LBTR renewal application from Cyndy's Place, LLC at 105 South Brevard. Application was given to Fred Lewis for approval.

9/23/19 Received LBTR renewal application Wells Fargo Bank at 1328 East Oak Street. Application was given to Fred Lewis for approval.

9/23/19 Received LBTR renewal application from DeSoto Glass and Mirror at 135 North Volusia Avenue. Application was given to Fred Lewis for approval.

9/23/16 Received approval from Jeff Schmucker for 16-35-ZC from William McClelland for a carport at 15 South 10th Avenue. Application was given to Fred Lewis for approval.

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.

Obstruction letter sent to homeowner. Waiting on response.

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- on going. Inmates helped remove weeds from ditches between runway and taxi ways.

Collecting rent.

Ordered new edge markers for the turf runway. This will replace the old yellow tires.

Collected payments from Wingman Aviation and Eagle Vistas for fire extinguisher services. Turned in invoice to All Florida Fire equipment to be paid. Did a change order.

Coordination with Public Works Director, Steve Underwood with receiving the inmates for the airport for a full day. Inmates removed old PAPI lights from storage end unit to a different location making one storage room available to rent out and collect additional revenue. Before this happens, I will need to contact everyone on the waiting list letting them know we have this space and see if they are interested in this first before we rent this to anyone else. Plan to call everyone on the waiting list next week.

Received a quote for a new tractor, mower and roller from Fields Equipment. This quote has the discounted rate with NJPA discounts. The tractor is a John Deere 6110M Model, closed cab. For the tractor and two additional accessories, its \$101,884.28.

Met with Beverly. She informed me that they are not accepting Mr. Jaime Hill's offer to use the Butler Building at this time. She said her business will have use for the space.

Windsock replacement- Received a new windsock, should have the old one down and replaced with a new one soon.

Complaints of aircraft skyrocketing at the airport. Pictures and witnessed and later found out that it was Randy demonstrating for Beverly. She was taking video or pictures for their website.

Code Enforcement

WEEKLY REPORT TO THE CITY ADMINISTATOR FOR THE WEEK OF

September 18, 2016 – September 24, 2016

Code Enforcement spoke to the manager of Nick's Salon, Mrs. Jordan Deita. She has been told to remove their sign from City property by September 26, 2016. Wheeler has already removed their sign from City property.

Code Enforcement spoke to Mrs. Shoran Shatloey from the Daughters of American Revolution about having a special event at the Tree of Knowledge. This organization would like dedicate a Historical Marker to the City Of Arcadia. Dedication of this marker will take place at the Tree of Knowledge on Saturday January 21, 2017 from 11:00 a.m. to 12:00 p.m.

Code Enforcement spoke to Mr. Bruce Neveau, who is the President of Team Arcadia. Code Enforcement explained to him that a letter will be required for canceling the special event car show, which was being held on the 3rd Saturday of each month, because that event has already been approved by City Council. This event would have been active until December 2016. It was also explained to him that no cancelation letter would be required for the special event "Old Town Market Days" which expired in March 2016, because that event date has already expired and no renewal has been requested. This event was being held on the First Saturday of the month.

Code Enforcement answered question about zoning on the property located at 259 W. Bay St. for Nikki of Gamatea Realty. It was explained to her that this property did meet all the city requirements to build a single family home it.

Code Enforcement answered question about a special event that Mrs. Tammy Ridley would like to hold at Louis C. Anderson Park. She would like to hold a kick ball tournament and possibly a weekly league on City property. Code Enforcement explained to her the entire requirements that would be required to hold such an event or league.

Code Enforcement did a follow-up on CE-16-0274, the property at 1214 NE. Hickory St. revealed that Mr. Terry Luther has corrected all city related code violation. DeSoto County Animal Control still has an open case against Mr. Luther, which will be handled in the DeSoto County Code Enforcement Department. This case is being processed by County Code Enforcement because of the inter local agreement between the City of Arcadia and DeSoto County to oversee all animal related violation within the City limits.

Code Enforcement Action Counts
For Date Period From 09/18/2016 Through 09/24/2016

Action	Count
Case Notes	15
Verbal Warning Given	2
Courtesy Notice	1
Extension Granted	1
Total	19

Code Enforcement Violation Counts
For Date Period From 09/18/2016 Through 09/24/2016

Violation	Count
Grass or Weeds	7
Abandoned or Inoperable Vehicle	2
Nonconforming Uses and Structures.	1
Premises to be Kept Clean (a)	1
Total	11

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, September 26, 2016

Subject: Weekly report for Finance for week of September 19-23, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$81,836.23
Meter Deposits - \$1,500.00
Airport Rent - \$0.00
Golf - \$0.00
Mobile Home Rent & Laundry – \$1,268.00
Permits - \$0.00
City Fines – \$4,748.76
Cemetery - \$0
Misc - \$0
Impound - \$0
Saturday Night Lights – \$0
Business Licenses - \$5,211.97
State of Florida - \$15,590.25

Payroll:

- N/A

Accounts Payable:

- Entered 119 invoices and processed 31 checks totaling \$45,576.30 from operating
- Entered 3 invoices and processed 10 checks totaling \$2,762.43 from Airport
- Issued 6 purchase orders.

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: September 23, 2016
Re: Weekly Report

During the week of September 19-23, 2016, I performed the following:

- attended staff meeting on September 19, 2016; updated Action Review Register; attended staff meeting on September 21, 2016
- started compiling the October 4, 2016 City Council packet
- researched minutes per records request regarding retiree's insurance coverage

- attended and took notes at September 20, 2016 City Council meeting; transcribed minutes for same
- prepared City Council Action Report regarding September 20, 2016 meetings to include Second and Final Budget Hearing and Regular City Council meeting and forwarded same to the City Administrator
- prepared City Council September Committee Report and forwarded same to the City Administrator
- communicated with Tara Anderson, County Parks and Recreation Director regarding fee schedules for parks, etc.
- communicated with Becky Sue Mercer of the Arcadia Housing Authority regarding posting of Public Notices
- communicated with Tami at newspaper regarding publication of the Auditing Committee advertisement; also communicated with Tami regarding publication of adoption of Resolution 2016-13 advertisement

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: September 23, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – September 19 – September 23

I attended and participated in the Director's Meeting on Monday, September 19.

One (1) new employee started employment with Public Works in the Streets Department on September 19.

I completed Human Resource Department Victory List which will be included in the overall list going to the City Council.

I attended the Budget hearing and the Council Meeting on Tuesday, September 20.

A large amount of time was spent this week on preparing for recruitment efforts for positions approved for the coming fiscal year. I will be hiring 11 positions counting current vacancies and the new positions allotted with the new budget. Position descriptions were written and finalized for new positions. Ads

were constructed and proofed for publication. All positions were placed on the City's website and sent to the various agencies that help with recruitment for the City.

I attended and participated in the Director's Meeting on Wednesday, September 21.

Housekeeping efforts were continued this week as files were prepared for offsite storage. I continued filing of recent insurance enrollment and changes paperwork.

Water Treatment Plant

Weekly Summary Week Ending 9-24-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- September 17, 2016 (Saturday) – Regen anion #3.
- September 18, 2016 (Sunday) – Regen anion #1.
- September 19, 2016 (Monday) – Fill ammonia day tank. Regen #1 cation. Clean, sweep, vacuum.
- September 20, 2016 (Tuesday) – #2 high service pump out of service fix leak. Hosed down salt area. Regen #2 cation. Sweep, vacuum.
- September 21, 2016 (Wednesday) – Mop chem scan room. Regen #1 anion. Clean, sweep, vacuum, water plant.
- September 22, 2016 (Thursday) – regen anion #3. Replace HSP #2 copper pipe. Replace chemical in TOC chem scan. Hosed down salt tank, and salt area. Received salt delivery. Clean, sweep, mop, vacuum, water plant. Clean bathroom.
- September 23, 2016 (Friday) – flush two hydrants next to remote GST. Regen cation #1. Cl2 delivery. Refill DI water in chem scan. Refill acid cleaner in chem scan room. Hose down salt area. Clean, sweep, vacuum.

Waste Water Plant

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

- Sept. 17, 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. Lowered chemical feed pump , to clarifier splitter box , from 50% to 45% stroke .
- Sept. 18, 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. Lowered run times on all clarifier sludge pumps , from 2 min. to 1.5 min. keeping more sludge vs. water going to digester for process .
- Sept. 19, 2015 (Monday) - Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 PUMP “A” , Compressor # 2 , and Hydro pump

#2 in service. Checked all sludge blankets in plant clarifiers and operation of assigned sludge pump. Reset Pista Grit motor on top of pre treat, knocked off line during power surge. While performing day lift station check found Desoto Plaza station high placed both pumps in hand, will check later. Repaired hole in #2 sand filter bay air supply line to sand lift tube, pulling sand better back in service. Desoto Plaza lift station pumped down, set pumps back to auto, lift station back in service.

- Sept. 20, 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. Turned on reuse pumps for North Arcadia Ave. ball fields for watering of outfield. Shifted sump pump to old sand filter #5 to remove water from bay to check sand levels. Cleaned and swept out compressor room of dirt and cob webs. Shut down North trickling filter flows dropped off not enough INF. to keep unit running. Working on Aug. plant D.M.R.
- Sept. 21, 2015 (Wednesday) - Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit. Received delivery of chemical LC-300 off loaded to storage tank, received 4,150 gals. of product. Turned on reuse pumps for ball field and golf course watering.
- Sept. 22, 2015 (Thursday) - Batched LC-214 polymer in mixing unit and transferred to day storage tank. Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit, Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill, started fill of reuse tank, Sent weekly samples with Short Lab driver. Tripped East digester float for sludge settling. Weekly run of sludge press, pulling from East digester, sent 32 tons (64,000 lbs.) to county landfill used for cover on top of trash pile.
- Sept. 23, 2016 (Friday) - Filled Plant truck #21 with fuel for upcoming weeks use, fill ticket to garage. Started decant of East digester, pulling clear water from top of settled sludge. Batched LC-214 polymer in mixing tank and transferred to day holding tank. Received CL2 bleach delivery, transferred to holding tank, received 625 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes. Reset conveyor on top of pre treat. Slight seep around river discharge meter tightened up saddle on pipe. Pulled sand filter EFF. and plant EFF. fecal for reuse tank fill, run samples to Short Lab. Washed down both East and West clarifiers of track/weir build up. Tank full overflowing to reuse pond, opened river valve for discharge, test of cascade out fall.

Systems Department

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

- September 17, 2016 (Saturday) - Normal Systems Operation.
- September 18, 2016 (Sunday)-Normal Systems operation.

- September 19, 2016 (Monday)- We coordinated M.O.T with Prince Contracting in order to cut and cap the 6" cast iron water main in the 500 block of S. Brevard Ave due to FDOT road project.
- September 20, 2016 (Tuesday) - We worked on the new feed lines for the RV lots on Michigan. We also cleaned the sewer main on 15th Ave between Cypress and N.E. Hickory.
- September 21, 2016 (Wednesday) – We cleaned the sand pit at Public Works and cleaned the vac truck debris tank. We also hooked up new services on Texas due to FDOT water project. We assisted homeowner at 66 Colorado with a low pressure issue. Chris White off 8 hrs sick.
- September 22, 2016 (Thursday)- We added more asphalt to road way on S. Brevard due to compaction from Monday's job. We also passed out boil water recension notices in the City Mobile Home Park.
- September 23, 2016 (Friday) - We cleaned system building and trucks .We also cored a 6" hole for Prince Contracting for the tie in of a sewer line for future use at MLK and Brevard. Lee Snyder off 8 hrs vacation.

Public Works

Public Works Recap for Week 9/17/2016 thru 9/23/2016

General Information

The PWD attended the Directors meetings on Monday and Wednesday and also attended the City Council meeting on Wednesday. The PWD assisted with vehicle and equipment maintenance each day. LaSolona, between Charles El Verano, was repaved on Saturday.

Cemetery

The Cemetery was mowed and weed eated each day.

Streets

22 loads of brush were picked up throughout the City. The "Road Narrows" sign was put back up at the corner of Gibson and Arcadia Avenue. Several roads had pot holes patched throughout the City. A Streets employee filled in for the Sanitation dumpster truck driver for 3 days and a Sanitation residential route driver for 1 day. A new hopper camera was installed in the dumpster truck. A Streets employee mowed for 1 day at the Cemetery.

Sanitation

All routes were ran as normally scheduled. All Sanitation trucks were cleaned inside and out.

Parks

Barricades were picked up from the past weekend's downtown event. All City Parks were mowed and weed eated. All of the Parks restrooms were cleaned and stocked with paper goods. Barricades were put out for a downtown event.

Garage

PM performed on 4 Parks mowers. PM performed on 2 PD vehicles. Replaced a tire on the Streets claw truck. Replaced a front tire on a Cemetery mower. PM performed and PTO switch replaced on a Cemetery mower. Replaced a brake light on the Cemetery truck. Replaced the front wheel bearing on a Parks mower. Replaced bolts in the hot water pressure washer pump. Road call to assist a PD vehicle with a dead battery.

Inmates

MONDAY: Cleaned and cleared Spring Ave. right of way. Cleaned the Golf Course courtyard.

TUESDAY: Cleared the ditch between Polk and Monroe.

WEDNESDAY: Mowed and weed eaten at the Cemetery.

THURSDAY: Cleared out a hanger at the Airport and moved items into another hanger.

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

Pro Shop/Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Sunday, September 25th, 2016

Subject: Weekly report for Golf Course for week of September 17th –September 23rdth 2016

On Vacation this week.

A/C was hit by lightning and new one was installed.

Review Bills for payment.

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

Laman Field Maintenance put down Granular Fertilizer on the Greens.

Total Revenue from 9/17-9/23 is \$386.45 plus \$29.05 sales tax.

Updating prices before Season starts.

Painting of outside of Pro Shop is completed.

Continue sanding of Greens on Golf Course.

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

Obtaining Quotes for the Over seeding of our Tees and Greens.

Attending meeting for the second public hearing on the 2017 Budget.

Had to go in Office on Friday to take Deposit to accounting and fix Men's Bathroom door for Banquet on Saturday.