

FROM: Bill Lawrence, City Manager

DATE: May 10, 2019

TO: Commissioners

SUBJECT: Manager's Report

Supervisor of Elections: Carmen and I will be meeting with Diane Smith on May 16th to set dates for the city's elections. We will keep you posted.

Spill at the Master Lift Station at the waste/water plant: See the attached e-mail sent to me by Evelyn. I met with staff and Jim Hall of Pennoni on site at 8:00 a.m. The cause of the spill is the age of the equipment. I also had a chance to express my concerns with the project and the lack of repair the radio and antenna that allows the water tanks to be filled. This has been causing the city overtime on the weekends by paying staff to come and do the fill manually. I gave Friday as a deadline to make the repairs and have been assured it will be done by then.

Conference Call with Kristine Roy of USDA on the Community Center Project. This project is two years old and needs to be updated. I will be meeting with Kristine on May 22nd to move the [project forward.

We received notification from FDOT, Simon Shackelford that the 2019 SCOP Agreement is ready for the **design phase for this year road resurfacing project.** I will be sending material to Kimely-Horn to start this phase.

April's Revenue and Expense Report year to date will be in your books for the Commissioner's meeting. We should be at 58 % revenue and the report indicates 52.13% for the General Fund. The Enterprise Fund indicates 51.95%. The Expenditure funds remaining in this fiscal year should be at 42%. The total for Enterprise is at 57.90% and the General Fund is at 42.76%.

Managers Meeting: Amy Prine said her staff has been mowing and working in the cemetery. They have been putting the swing set together at the Centanino Park. Carmen said she has fixed water meter accounts and closed out a worker's comp case (employee is back to work). We had 18 building permit sign - offs during the past couple of weeks which has increased revenue. Wayne said they have cleaned the burn pile. **The City Hall Roof repair by Cobb should start on Thursday** (Hurricane Irma damage). Wayne will be installing a new Fire Hydrant at Main & Dixiana the week of May 20th. Evelyn said that the sewer master lift station went down last Wednesday morning and caused another spill. Chief Scheel said that the repairs to the cruiser that was involved in accident are almost done. There was discussion about the parking and drinking problems at the soccer field. Trina stated in her animal welfare case that her puppies have been transferred but she stills has the two adults.

EDA Grant this year: I will not be applying this year for the following reasons.

1. The projects do not meet all the guidelines such as job creation with specifics.
2. While I am on the EDA Board, does not allow a member to do the presentation.
3. It is too soon in my tenure to represent the projects in the best light. I believe it will take at least a year working in Bowling Green to determine the right project for this grant.

As the new City Manager my energies will be focus on learning the different personalities and job responsibilities of the staff, understanding the cash flow and preparing the new budget, and to keep the current ongoing projects moving forward.

As these projects are near completion. I'll be looking at other funding such as a new CDBG Gant when the current one closes out.