

FROM: Bill Lawrence, City Manager

DATE: June 28, 2019

TO: Commissioners

**SUBJECT: Manager's Report**

**This week** I have been working on the USDA Grant and met with Mike Furr of Furr & Wegman Architects. Mike will complete their agreement and needs a legal description from us to complete the agreement for USDA. He will be contacting Kristine Roy of USDA to answer their questions. He is concerned that the project cost estimates are too old, and the construction cost are more. I have formatted a 5-year Capital Improvement Plan. CDBG Grant payout was received for disbursement #6 on the waste water project. The check will be sent to the vendor of the Head Works (Waste Water Plant) project. This brings us current with the vendor on the projects. June invoices are being received. I also completed the Asset Survey Report for the Florida Municipal Insurance Trust.

**Public Works:** Wayne and his crew replaced the hydrant this week on Jones street that was broken from an auto accident a few weeks ago. The crew put a sewer tap in on Edison before the county gets ready to pave the road. Wayne and his crew had some training in fire hydrant installation put on by Empire Pipe and J & E Fire Hydrant Company.

**Front Office:** Carmen has worked on the Legal Notice for the Public Meeting on July 9<sup>th</sup> on the Community Center Project. This is a requirement for the USDA grant application.

**Physical Environment:** Amy and the crew have been busy with mowing and weeding the flower gardens and shrubs. This will be an ongoing battle during the rain season. The City Hall was cleaned.

**2019 SCOP** project is underway with Kimley Horn who will be doing the design phase again for this year road paving projects. Streets schedule for pavement are

- Fair Avenue from Grove to Main Street
- Church Ave. from Jones to Grape Street
- Jones Street from Bryan to Starke Ave
- Bertha Fuse Street from Myrick Ave to Martin Luther King Drive

**Commissioners Workshop:** Roger Homann from Pennoni gave us an update on both the Water Plant and Waste Water Plant Construction. There have been some delays, change orders etc. This is not uncommon with a project this size. The project is back on track and within budget. The Waste Water Plant time line for completion is in September and the Water Plant in October.

**Sexual Harassment Mandated Training** for employees will be July 17<sup>th</sup>, 2019 at 1:00 PM. The training will be at City Hall in the Commission Chambers. All employees are required to attend. The office will be closed for 2 hours for this training. A notice is on the website.

