

**FROM: Bill Lawrence, City Manager**

**DATE: July 26, 2019**

**TO: Commissioners**

**SUBJECT: Manager's Report**

**The Draft FY19/20 Budget:** I have met with the managers to finalize their budget request this week. I am still waiting for revenue numbers to come in from the State. I will have the budget books available by August 16<sup>th</sup>. **Florida City and County Management Association:** I have been accepted as a member and received warm greetings from my colleagues. **FDOT SCOP** close out meeting was held Wednesday morning in Wauchula. They' reclose to completion and working on the repaving projects. I will be meeting with FDOT next Tuesday. I have requested some training in the SCOP process. **EDA Ranking Sheets** have been forwarded to Sandy Meeks with Hardee County.

**Water Audit Meeting** was held Tuesday morning with Evelyn, Paige, Wayne, Carmen, Maricruz and me. We are preparing reports for the August 29<sup>th</sup> audit meeting. We have water that had been used but not metered. The audit will show where the water loss could be. We have been working on meter replacement. The average life span of a meter is 10 years old and we have many 40 years old or more. As the meter ages it also slows down. Great Team Work!

**Police Department:** Chief Scheel reports he has been working on several public records request. We have also made four arrest this week on subjects with felony warrants. We assisted Polk County Sheriff's Office at the county line with apprehending a subject that had violent felony warrants. We have been investigating a lewd and lascivious battery complaint that has been assigned to Cpt. Dowden. All other calls for service have been the usual disturbance, DCF complaints, baker act, suspicious person(s) and vehicles and alarm calls. Sgt. Coronado also located a subject with felony warrants that resisted arrest and the Taser was deployed to apprehend the subject. The subject was treated and medically cleared at the hospital before being taken to jail for book in with additional charges. Great Job!

**Public Works:** Amy reports they have been keeping all City facilities and sidewalks looking good which has been a huge task with the constant rain. Amy painted some of the walls for the police department. At the cemetery, we had 3 funerals in the last 2 weeks which were marked and prepared for the day of funeral. Amy said they had cutoffs for nonpaying customers and some calls with issues of potholes and culvert problems which Wayne is trying to resolve. Carl is trying to finish up the work on our garbage truck. Amy said they are using the newer truck purchased from Wauchula and the guys are loving it. Amy said we have Cayla and Hunter on vacation this week and 1 temp still out with an injured ankle, the rest of the crew are working hard to get things done. I'm very proud of them. Amy will be sending out the application for her and Cayla to get approval to take the water distribution final exam. Amy will be painting fire hydrants tomorrow and continue next week doing the ones on Hwy 17 first.

Wayne has worked on digging out 2 fire hydrants that need replacing. 1 on Tangerine/Snelling needs replacing. He's planning on prepping Monday and replacing on Tuesday weather permitting. Wayne was able to do maintenance on the Grape St hydrant and its working. (yay)

Wayne will be turning in Water loss reports to the county on Monday. He also went and looked at the Dixiana paving project and will need to follow up with Pennoni. Great Job!

**City Clerk:** Carmen reports they had a total of 5 sign-offs this week. She ordered and prepared cover letters for budget folders. Her week consisted of working on TRIM (Truth in Millage Rates), phone conversations with Kathy (Property Appraiser), Wyatt (Department of Revenue), and Sergio (Supervisor of Elections Office). She completed the 420 certification for the Property Appraiser that is due by August 5<sup>th</sup> and worked on the City's CRA contributions. She set dates for budget workshops, Tentative Budget Hearing, and Final Budget Hearing. She sent the ad to the newspaper for Ordinance 2019-01 for the Charter Amendments before second reading. She worked on the ad for the Book Closing dates and Special Election date for the Charter Amendment. She translated all Charter ballots to be ready for advertising and set dates for advertising to be in compliance with F.S. 125.64. Carmen spoke to Dee (Postmaster) regarding our issues with the utility bills and mail delivery. She also ran some reports and worked on calculations with Maricruz that will be needed for the SWFMD audit and processed the utility billing adjustments for the month. Carmen confirmed with Bowling Green Elementary school that she and Maricruz will be notarizing emergency care cards for them during open house on August 9<sup>th</sup> from 1-3 pm. We also received a check for \$8,401.24 from FDOT for the Highway Lighting Invoice that she sent them earlier in the month. Great JOB!

**Wastewater Plant:** Evelyn reports that Paige was sent to a free pump class in Lakeland for basic training on turbine pumps. Class was very educational. We are still working on new plant manuals, so we are ready to start it up.

**Animal Control:** Trina reports she transferred 10 dogs to rescue partners and impounded 2 dogs. She transported 1 injured cat to the clinic. Trina Investigated a puppy that was killed by another dog. Trina is researching grant opportunities for animal control issues. Trina is currently dealing with a nuisance dog that has been a challenge to capture.