

**FROM: Bill Lawrence, City Manager**

**DATE: August 2, 2019**

**TO: Commissioners**

**SUBJECT: Manager's Report**

**Centanino Park:** I was notified by FDOT, Angie Bright, that they could not close out the FRDAP grant at the park because of no Historical Marker during their inspection. We are currently working on this.

**FDOT Bartow Office:** I met with Charles Reed and his staff to get some training on the SCOP process on Tuesday morning. The close out on Dixiana is not complete. Charles would like to see shoulder along the street and a safety warning matt on the sidewalk at the intersection. This was not a part of the scope of work agreement with the contractor. We need to finish this to close out the project. We are working on this.

The 2019 SCOP is going forward and I submitted Kimely-Horn and Pennoni continuous service agreements for approval.

**USDA Grant (Community Center):** Kristine Roy has done a quick review and we have gone from 17 to 8 items listed that she needs more information included in the application. She is awaiting Furr-Wegman PAR and was assured by Mike Farr that it would be sent this week. Some of the ITEMS left should not be real time consuming except for two of them.

**Managers Meeting** was held on Wednesday. The topic was Leading by Example. Amy's crew has been mowing and painting fire hydrants red, white & blue. Chief has been working on his annual performance reviews. A special thanks to the officers for checking the master lift station and making the calls when the alarm is going. Evelyn said the master lift station went down again this week. She has reached out to Florida Rural Water who is loaning us a new panel for the lift station until our new one arrives. Wayne has installed a new fire hydrant at Tangerine and Snelling St. and his crew will be installing 30 new water meters.

**Police Department:** Chief Scheel completed the Uniform Traffic Citation and DUI Citation Training with DHSMV this week. We are also preparing and completing yearly performance appraisals on staff. All calls for service have been routine with no major crimes to report this week. He has also pulled down several advertisement signs posted on power poles and city right of ways from all around this week. He warned several residents for leaving yard sale signs up from the weekend and had them removed.

**Animal Control:** Trina registered with Shelter Animal Counts and input animal numbers from 2016 to current. Trina impounded 2 dogs this week. She also impounded 5 kittens and 1 breeding female cat was TNR. She's been challenged with one nuisance dog and will have to do a chemical capture.

**Clerk's Office:** This week we had 2 Sign-offs. We had 2 boil water notices, one for a fire hydrant replacement and one for an emergency water line break. The fire hydrant replacement notice has been

rescinded. Maricruz and Carmen worked on billing. Vicky and Carmen worked on minutes for both the regular meeting and 2 workshops. Carmen mailed out cemetery invoices and completed our health insurance renewals. She sent some paperwork over to Jennifer at Wauchula State Bank and set-up a conference call with Steve of Home Serve USA for an update on the Service Line program. Carmen also spoke to Chase at Central Square about changes to our ASYST program and told him she would confirm the changes by the end of August. Maricruz worked on meter change outs for the SWFMD Audit. Vicky has also worked on journal entries for State of Florida Grant monies and paid WTP Improvement invoices. She has also been working on balancing this week.