

FROM: Bill Lawrence, City Manager

DATE: September 20, 2019

TO: Commissioners

SUBJECT: Manager's Report

Wastewater plant: We have a new licensed operator. Congrats Paige Jackson for passing your test!!!

Clerk's Office: This week we finalized the mailing out of election reminders to all registered voters. I spoke to Wyatt at the Department of Revenue and had him review my TRIM advertisements. We made the corrections and sent them off for advertising. I worked on Unapplied Payment adjustments to correct customer accounts. Amy and I worked on 3 cemetery requests this week and we had 1 new worker's comp. case. I prepared the ballots for our Charter Amendment election next month and tally sheets. I had 1 cemetery plot payoff and had to amend a customer's promissory note. Trina filed a Dangerous Dog notice on a customer on Dixiana Drive this week. Vicky worked on getting things ready for our audit visit next month. She also sent out notices to the employees regarding changes to health insurance coverages for the upcoming fiscal year and prepared new time calendars. Maricruz had 5 sign-offs this week, one of which was a demolition. Cricket Wireless came in to advise us that they will be placing their new sign up at the old Hazel's Flower Shop building. Maricruz also worked on door hangers this week for utility non-payments. She and I worked on the new rate increases for the upcoming fiscal year. M. Carmen Silva, City Clerk

Physical Environment: This week Cayla has read water meters. We will also have approximately 100 door hangers to put out. I will have 2 guys weed eating certain areas of the cemetery due to a funeral on Monday at noon. Cayla and I finished four fire Hydrants this week and I will attempt to do a couple next week. (sorry but hydrants are very time consuming). We will continue with normal mowing duties. Wayne will be prepping for a Fire Hydrant replacement on Jones/ Doyle Parker on Wednesday and passing out boil water notices. He is prepping public works office steps on Wed which need repair for safety reasons. By Friday Wayne will replace the light fixture in Carmen's office. Amy Prine

EDA Meeting: The Budget was approved, and discussions started on the grant applications. I had suggested changes needed to be made in the review process before the applications were sent to the cities. I stated that I was under the opinion the applications had met the criteria and had been reviewed by County staff before sending them to the cities. I explained my concerns to learn about issues with the applications after three presentations were made in front of three city commissions and the fourth before the EDA Board. I stated my opinion, this does not demonstrate being Business Friendly in Hardee County. I stated there should be review of these applications after the closing date. If there are issues with the applications, they should be notified and given a chance to fix them. This process should be completed prior to giving the applications to the cities.

Manager's Meeting: I gave updates on the final Budgets and the closeout of the fiscal year. We stopped spending in the last couple of weeks of the fiscal year to get receipts in before the close out of the fiscal year. The USDA Grant is still pending approval. Feeding Tampa Bay will be here on September 28th from 9:00 to 10:30 and looking for volunteers. I am starting a new FRDAP grant for the Main Street Park. Wayne said there was a sewer back up on Hardee Street. The culprit was grease. Please do not put your grease down the sink! Carmen said they mailed out 500 letters this week for the upcoming election. She worked on the sample ballots. She worked on the trim, resolutions and budget for the public meeting on September 23, 2019. Chief Scheel said they were currently working a fraud case on stolen checks and he is getting ready for the FDLE audit. Evelyn said Paige was at her refresher class and will be taking her test on Thursday. We are having issues with the new headworks that is concerning and needs to be resolved. It appears that a Mechanical Bar Screen was removed from the project for budgetary issues. Trina has been working a dangerous dog case. She will be forwarding a new ordinance for Gerald to review.