

FROM: Bill Lawrence, City Manager

DATE: September 6, 2019

TO: Commissioners

SUBJECT: Manager's Report

Safety Meeting was held Wednesday morning. We discussed the safety grant with Florida League of Cities and our needs with each department. They need to make their written request to Carmen ASAP. We discussed safety training and reporting any incidents or accidents. This has been our first safety meeting since I became City Manager.

Mangers Meeting was held after the safety meeting. Wayne said his crew did a great job in hurricane prep work the past few days. They will be cleaning out sewer lines this week. He placed the historical plaque at Centanino Park. Photos were taken and sent to Angela Bright of FDEP. Angela responded by e-mail stating great and she will be closing out the grant. The crew has also put the safety marker on the sidewalk at Dixana and will be sodding the edges of the pavement this week so we can close out the SCOP Dixana grant. Trina gave thanks to Amy who helped at the shelter while Trina was gone last week. Carmen worked with FMIT and Hardee County Building & Zoning on disaster recovery this past week. Amy said her crew was busy with hurricane preparation, mowing and will be putting the swings up and soccer goals in place at the Centanino Park. She will be doing the flower beds this week around City Hall. Chief Scheel said one speeder was in a hurry this past weekend getting to Orlando. The were doing 91 mph on Hwy 17 through town and went to jail instead of Orlando.

The Budget Summary was completed this week for the newspaper advertisement. The tentative budget hearing agenda was completed, and Carmen completed resolution 2019-05 for adopting the tentative budget for fiscal year 2019-20.

Fund Accounts will be included in your expense report for the first time since my arrival five months ago. The fund accounts averages have remained the same on the month to month basis. If you have any question about the fund balances, please see me. We will be wrapping up our fiscal year on September 30th.

Hurricane Dorian: We spent a lot of time prepping last week for Dorian and grateful it turned on a northly path off our coast. The team did a great job with preparation. A special thanks to Hardee County for the sand and sandbag donations. I recommend for those homeowners that got some bags to hang onto them for future storms. I will be submitting an after-action review to Hardee County Emergency Management. I attended their 11:00 briefings on Friday, Monday and Tuesday and was well informed. We did not receive a mandatory evacuation order and decided the city would be open for business as usual on Tuesday after the Labor Day.

Clerk's Office: Last week we did a lot of hurricane prepping for Hurricane Dorian. I worked with Maricruz on installing the Track Down app for the City's property damage assessment. Vicky and I went to the Hardee County Building and Zoning office and met with Todd Miller and LaDonna on the new damage assessment reporting tool. Vicky and I prepped sandbags while Maricruz wrote down customer's information for the County. Vicky and I both attended the FEMA and FLC webinars. I prepared notices for our Emergency Meeting last week while Maricruz went out and posted them. I updated the City's Facebook page as needed with information regarding hurricane prepping. Maricruz and I both sat in on the water audit with SWFMD last week. I had 2 cemetery requests this week to work on with Amy. I also mailed out cemetery invoices for payment. We had 2 WC claims that I had to file for the police department. I sent the ad for the Charter Amendment Election to the newspaper for advertising to make sure we were in compliance with F.S. 125.64 and I also spoke to Diane Smith at the Supervisor of Elections office and they sent me a list of registered voters for the City of Bowling Green. I will be mailing out letters hopefully sometime next week regarding our election. I spoke to Jennifer at CFRPC regarding their Planning Services Agreement for the upcoming fiscal year. I also worked on the resolutions for our Tentative Budget Hearing next week. Maricruz worked on billing, end of month reports, trash pick-up lists, gas logs, and helped me with the occupational licenses. Vicky and Trina both worked on end of month balancing. M. Carmen Silva, City Clerk