

**FROM: Bill Lawrence, City Manager**

**DATE: October 18, 2019**

**TO: Commissioners**

**SUBJECT: Manager's Report**

**Public Works:** Cayla has read meters on Tuesday. I will have 2 temps on the garbage truck and 1 temp working on putting out more herbicide. We worked on 2 hydrants last week but need to do some small touch up paint to finish them. We did door hangers on Wednesday the 16th. I had my staff do some touch up mowing at parks and some mowing and weed-eating some sidewalks.

Wayne and his crew finished up waterline and new meters on Glades St. He also cleaned out a few manholes and repaired a sewer line on dead end of Avon St. He finished the steps and only needs them to be pressured washed and water sealed. Wayne will have Hunter, Kyle, and Roy work on exercising valves around town. Along with having them check every manhole to make sure they are flowing. They also are to flush every dead end 2" & 6" flush valves. They will be working on any potholes around town. and replacing meter boxes. Amy Prine

**New Local Government Financial Reporting Requirement** this year was completed by Carmen this week. The reports go back to 2014 and were due on the October 15<sup>th</sup>. We did not get this notice until last week. A special thanks for Carmen who has been busy with the audit and elections.

**Rural Water, Rick Harden** came to Bowling Green to meet with us Tuesday afternoon. Pennoni Officials, Paige and Evelyn were present at the meeting to discuss the construction progress at the Water and Wastewater plants. Phase 1 of the wastewater plant is completed, and the completion of the Water plant has been moved to January 7<sup>th</sup>. The water plant is at 30% completion and by the end of this month will be at 60%. The skid will be in place this week and the nano system will be in place shortly after the skids arrive.

**Managers meeting** was held Wednesday morning. Cayla reports they continue painting the hydrants. Main Street will have a military and public safety theme. The elementary school has the school colors and mascot. The crew is flushing sewer lines and checking vales this week. Paige said the new sewer plant is working great by the headworks still has some issues. They have been mowing around the plant since the construction crew is gone. JC had cleaned out the shed and found some old pumps. We will check to see if the pumps work or could be salvaged. Evelyn said Rural Water would be willing to do the smoke test on our I/I problem, but the city would have to pay for the liquid smoke. She has also been talking to FDOT about cleaning out the ditch. Chief Scheel is getting bids on the new cruiser and will be placed on the November agenda. Carmen was busy with the preliminary audit prep, elections and DOT annual mileage reports.

**Animal Control:** Trina had picked up three stray dogs this week and a nursing mother cat and kittens. Trina has been busy trapping feral cats on Palmetto.

**Clerk's Office:** This month has been very busy for the front office. Everyone was preparing for preliminary audit on the 10<sup>th</sup> and 11<sup>th</sup>. The audit went well. There are still some things that need to be finished up before the final audit in November. Vicky and I will be wrapping that up in the coming weeks. We had elections this week for Charter Amendments. Maricruz and I worked with the Supervisor of Elections in transporting equipment and getting everything ready and set-up for election day. Maricruz helped out at one of the polls translating. It was a busy day as it was also the 15<sup>th</sup> when bills are due. Vicky helped cover the front while Maricruz and I worked the election. Thank you Vicky! Vicky and I also worked on the new budget and entering it into the system. Vicky also worked on the payroll changes in the system and the new deduction amounts for the new fiscal year. We've had 6 sign-offs so far this month. One of them is for the new Cricket Wireless store at the old Hazel Flower Shop building. Maricruz and I worked on billing and billing adjustments. We also worked on calculations for Avion Palms per their request. I completed the new EDR report with information from 2014 to present. The TRIM process has now been completed and we received no violations. FLC payroll audit is also scheduled for the 29<sup>th</sup> of this month. I will be working on some paperwork for VALIC for changes to our retirement plan and also some end of year reports. M. Carmen Silva, City Clerk

**FDOT Progress Meeting** on the SCOP Projects: We are still waiting for final closeout from Pennoni on Dixanna Drive. I have contacted Roger to push the project completion close out. The current status of the new paving projects is on hold until FDOT reviews the continuous service agreement on Kimely-Horn and Pennoni.

**Water and Wastewater:** Paige is coordinating with Barneys Pumps to see if the pumps located in the sheds are any good for us to rehab and use anywhere in our facilities. She is also pulling the Myrick lift station pump to be sent to Barneys as well for a seal failure issue. I have also taken a step back on the plant processes to allow her to run the plant on her own. I look at the clipboard daily and ask her for her details. I have given advice twice now on the plant and she has not yet taken the steps to make the changes. Please know that I will step in when I need to keep the plant from being hurt operationally (i.e. bug die off). I also have Paige identifying with me all the projects we still need to complete at each facility. We will be able to get these over today.

In the meantime, I'm working on getting FDOT to clean out the ditch like they said they would. I'm also coordinating smoke testing with FRWA. We will start with the Myrick area as it seems to be the worse location in the city. I'm also diving into the new nano water system to get a handle on its complete operation so that we are ready to run it. Evelyn