

**FROM: Bill Lawrence, City Manager**

**DATE: October 25, 2019**

**TO: Commissioners**

**SUBJECT: Manager's Report**

**Feeding Tampa Bay** will be here this Saturday morning but will be starting at 10:00 a.m.

**Congratulations** to Amy Prine and Cayla Coffin for passing their Water Distribution test.

**Open House for the Sewer Plant** is scheduled for December 10<sup>th</sup> at 4 p.m. This should be approved as a Public Meeting if you all plan on attending. Evelyn has invited the schools and students. Pennoni is working with us to schedule a Ribbon Cutting Ceremony when both plants are completed which we are anticipating a February date. Invites will be sent to all parties involved in these two projects and elected officials.

**USDA Grant project:** I have worked most of the week adding more items to the application due to the fact of the increased cost of the project. The project was first estimated three years ago.

**Progress Meeting** on the Water plant was held Tuesday morning with Jim Hall of Pennoni presiding. Censtate and BL Smith present. The activity at the plant has picked up and Jim was pushing for activity to pick up for a closing date in 6 weeks.

**Southern Corrosion** Was here this week to start the following.

- Pressure wash all exterior surfaces
- Clean all rusted areas
- Apply a prime coat of epoxy-mastic paint to all bare metal surfaces
- Apply 2 full finish coat of acrylic paint to all exterior surfaces
- Reapply the existing sign, "BOWLING GREEN"

**Clerk's Office:** This week I completed the FDOT mileage report, the FDOT Local Roadway Data survey, the credit card compliance self-assessment questionnaire, UF/IFSA survey, Minority Report, and the Financial Disclosure updates. I also sent ads to the local newspaper for four (4) of our ordinances, three (3) of which pertain to our Land Development Code (LDC) and mobile food trucks and one (1) regarding our water and sewer increases. Ads were also sent in for the Citizen's Advisory Task Force (CATF) meeting, 1<sup>st</sup> Public Hearing, and Fair Housing Workshop for our CDBG application. I've been working on the update to our retirement plan and am awaiting some information from our VALIC representative. I entered the new sanitation charges into the billing system that were passed this month and Vicky has double checked my entries. I submitted a claim to FMIT for our vehicle damage last night. Vicky and I also participated in a social media archive webinar this week. I completed the front office evaluations and placed them in the employee files. Vicky finished entering the grant budget into the system and also

worked on reimbursement documentation. Maricruz had door hangers, cut-offs, meter readings, meter change outs, and re-reads this week. M. Carmen Silva, City Clerk