

**FROM:** Bill Lawrence, City Manager

**DATE:** December 27, 2019

**TO:** Commissioners

**SUBJECT:** Manager's Report



**The City Christmas Party** for the staff was a big success. A special thank to the sponsors, Mosaic and Pennoni. A special thanks to Carmen, Maricruz, Vicky, Amy, Trina, Roy, Wayne and Kyle for the work behind the scenes.

**Christmas Lights and Decorations** that were placed around the City had several comments. Evelyn Guffey had sent me a post on Social Media stating such as "We like going through Bowling Green. They have decorations that are more festive and have a variety of decorations instead of just the same thing over and over again." A special thanks to Amy and Kayla for rehabbing the lights several months ago. A special thanks to the City of Wauchula for placing the lights on the poles with their bucket trucks.

**FDOT SCOP:** We have not received the reimbursement check from FDOT on the Dixiana Drive project. The Jones Street project done by Kimley/Horn is being reviewed by FDOT and is almost ready to move forward. Since this is a reimbursement grant at the completion of the project, I will move the Jones Street project forward once we received the reimbursement check.

**The Agreement for Furnishing Reclaim Water** has been completed and signed by Mosaic Fertilizer, LLC. We will complete the agreement and move this project forward once we have all the signatures.

**Animal Control:** Trina responded to two minor dog bites and both dogs were quarantined. Brooke's Legacy Animal Rescue in Naples took 5 dogs from our shelter. Helping Paws Rescue In Cape Coral took two kittens and put a hold on 5 more. Trina also adopted 5 kittens from the shelter that have been vetted through HART. Trina is registered for the Florida Animal Control Association Conference in Orlando this February so she can get her continuing education credits. Trina also filled in driving the garbage truck and worked in the office on deposits payroll and request funds from CDBG for advertising expense.

**Clerk's Office:** Vicky worked on a second round of door hangers this week to allow customers more time to pay their water bill due to the Christmas holidays. Maricruz has been working on meter books, re-reads, and the garbage list to prep for end of month billing. I uploaded the new Ad and Job Description for the Water/Wastewater Plant Operator to our website, sent them to CareerSource Heartland for job posting updating, and sent the Ad to the Lakeland Ledger. I received the final draft of the amendment to our retirement plan and have reviewed the entire documents. I e-mailed VALIC with a couple of questions I had before signing off. I sold 3 cemetery plots this week and we had 3 cemetery locates. I have been searching for some available staff trainings in the finance department to comply with our Management Response to DEO, along with gathering the information that they have requested. I have sent off the ad for second reading for the Hodges rezoning to the Herald Advocate for advertising and I am currently working on registering the City to the Drug and Alcohol Clearinghouse to be ready for implementation in January. M. Carmen Silva, City Clerk