

**From: Bill Lawrence, City Manager**

***Happy New Year***

**DATE: January 03, 2020**

**TO: Commissioners**

**SUBJECT: Manager's Report**

**Feeding Tampa Bay** was a great success Saturday. A special thanks to the city staff that included Maricruz and the usual suspects and commissioners. Feeding Tampa Bay will continue to provide their services on every 4<sup>th</sup> Saturday at 10:00 a.m. at the First Baptist Church.

**Meeting at the Greater Macedonia Church** on Monday night. The purpose of this meeting was to discuss the cemetery on the County Line Road. The organizer was not there when I arrived and the meeting was cancelled.

**Manager's Meeting** was held Tuesday morning. The main topic was why set goals and setting goals for 2020. The 5<sup>th</sup> best secret to success is setting goals and writing them down. We had problems again at the Myrick lift station. I spoke with Evelyn and requested two working pumps to be installed now and she is on it. See the below list I submitted to Jim Kelly at Jim's request for what was instore for the City of Bowling Green. Not everything made the list, but these are the priority goals set for 2020. For goals to be successful, they must be written down let alone published in the local paper.

The City of Bowling Green will still be on the move in 2020. Residential duplexes and single-family houses were built in 2019 and the building trend will continue in 2020. This is the list of projects for 2020.

- The New Nano Water Plant should be completed by February 2020.
- FDOT's Small County Outreach Program (SCOP) for repaving Jones Street is scheduled for 2020
- FDEP's Florida Recreation Grant for the Main Street Park has been submitted and waiting for approval.
- Another CDBG grant has been submitted for phase 2 of the water and wastewater plant improvements.
- USDA Grant has been submitted for the Community Center Project. We may start construction by the end of 2020.
- Construction of the reclaim water line that will connect with the City of Wauchula will start this year.
- Always looking for ways to increase revenue and operate more efficiently on the way we deliver services.

**Public Works:** Last week Cayla read the meters. This week I finished up the rest of the re-reads and passed out some door hangers, and painted a little bit on one hydrant. I also had 2 cemetery locates for funerals and took all calls from City Hall. Cayla drove the garbage truck 2 days and Trina drove Monday and a few hours on Tuesday. Next week we will finish East side Main St hydrants come rain or shine. I have plans on changing out a few more street signs also. Amy (crash 2)

Last week, Wayne and his crew jetted more sewer lines. Kyle and Roy worked on the problem areas from the smoke testing and I printed out photos with address of each problem. Wayne's crew prepped today for the water line placement on Bryan and Avon that is going to be worked on Monday and possibly Tuesday. They will also be working on the roadway at the sewer plant for the fire department access. Wayne (crash 1)

**Clerk's Office:** I was on vacation and only in the office two days this week. I worked on my cemetery invoices for promissory notes and cemetery certificates. I finally received a response from Belinda at Valic and they are making corrections to our retirement plan update. I completed our quarterly control scan for credit card compliance this week as well. I also worked on the response to DEO regarding our management response letter for last year's audit and sent them the supporting documentation they were requesting. Also pertaining to this, I will be signing Vicky up for a training this month in Tampa. I also worked on cleaning up the chambers and putting up all the Christmas decorations. Vicky worked on updates to the federal withholding tables and ASYST updates for end of year processing. Maricruz worked on billing, occupational licenses, and utility cut-off's this week. I also had her contact the Lakeland Ledger regarding the Water/Wastewater Operator Ad while I was out. M. Carmen Silva, City Clerk