

From: Bill Lawrence, City Manager

DATE: January 24, 2020

TO: Commissioners

SUBJECT: Manager's Report

Police News: Chief Scheel reports there has been a rash of cars broken into this past week in the city. He recommends you take preventative measure and secure your vehicles, remove valuables you're your vehicles and secure them elsewhere. Anyone with any information on these car break ins please contact the Police Department. Breanna Locke has resigned from the Bowling Green Police Department to take a position with the City of Lakeland Police Department. There is an advertised opening to fill the vacant position.

Feeding Tampa Bay: Will be at the First Baptist Church this Saturday at 10:00 a.m.

Wastewater/Water Operator Advertisement resulted in zero applications. I will be researching private contractors for the operations of the plants.

PUBLIC WORKS: This week I finished up my last fire hydrant on E Main St except for a little bit of over spray that got on the white paint. Cayla started meters on Wed. I ordered 2 front tires for the garbage truck and placed a safety supply order. Next week, I have plans to start on the West Main St hydrant painting. We will have meter re-reads to do also. On Wednesday, I will be doing cut-offs as Cayla will be out for Dr app. Also, I will be working on building shelves in my paint storage room. Amy

Wayne's crew worked on the fire route at the sewer plant and ordered 2 more loads of shell. The crane truck was repaired by Carl. Next week, we will start evaluating sidewalks for safety hazards. I will be repairing the brakes on my work truck. Also, if time permits, I will start on the fire hydrant at the sewer plant. Wayne

EDA Meeting was held Tuesday morning. The board approved the \$250,000 request from Dr. Liz Steele, Steele Equine. The Board is also reviewing the Job Creation Grant Guidelines. The next meeting will be on Monday February 24, 2020 to review the Grant Guidelines with the suggested changes and review of the Recreation Grants submitted.

FDOT SCOP Meeting was held Thursday morning. I was inquiring about our reimbursement funds from FDOT on the Dixiana Drive Project as we move forward on this year's request for the repaving of Jones, Bryan Avenue, Grove St. and Bertha Fuise. They will be checking the status of the reimbursement funds and understand that going forward on the new projects will be on hold until we receive payment.

Recreation Grant: I met with Jean Kelly again for the final meeting to make sure we were ready to finalize and submit the Recreational Grant Application to the EDA. I plan to submit the grant this Friday. The amount requested is \$246,000. See the attached power point I put together with Jean's guidance for her presentation.

Clerk's Office: I have been working on filing this week. I went through my ordinance book and took two ordinances to the courthouse for filing and took one to the property appraiser for a rezone. I had Amy probe some plots in the cemetery to make sure they are available for purchase. We will be buying back

two plots either this week or next. I also had Amy locate a grave for me and take some pictures for a public records request. I had a conference call with Jennifer of CFRPC and our attorney regarding Mr. Rivera's rezoning request. I am still waiting for Mr. Rivera to bring me some information. I signed up some of the staff for training through South Florida State College. Amy, Wayne, and John will be attending training for Supervisors while Trina and Maricruz attend training related to customer service. These trainings will be in March and April and are of no cost to the City. I have renewed my notary since it expires in April of this year. I reviewed the final draft of our retirement plan changes and have sent it off for completion. I completed the financial disclosure report to the State with the necessary changes. I had a Worker's Comp for one of our wastewater employees which has now been closed. I am working on a resolution for Hardee County Emergency Management and will also be reviewing Trina's changes to her animal ordinance. I worked on deposits this week as well so that Trina could catch up on her animal control cases. We had issues with the payroll system last week and had to end up manually printing checks. The issue has been corrected. Vicky worked on the W-2's and 1099's and I double checked them before mailing them out. I sent off for Breanna's e-mail deactivation since she is no longer employed with us and Vicky processed her final payout. I reached out to Jeff of CS&L to check on the status of our audit. I set-up health screenings for the 29th of this month and e-mailed the list to Cindy with Hometown Health. I sent an ad to the Herald Advocate, the News-Sun, and CareerSource Heartland for the Police Officer position. I reached out to Jennifer of CFRPC regarding the Bolin Apartments and the sale of the duplexes. I also sent her another rezoning request. I worked on a response letter to the Joint Legislative Auditing Committee regarding our audit findings for fiscal year 2017-18. Maricruz worked on cut-off's, meter readings, and meter change outs this week. M. Carmen Silva, City Clerk