



#### CITY OFFICIALS

William Lawrence, City Manager

Maria Carmen Silva, City Clerk

John Scheel, Police Chief

Gerald Buhr, City Attorney

#### COMMISSIONERS

Steven Spinks, Mayor

Shirley Tucker, Vice Mayor

David Durastanti

Duane Gardner

Sam Fite

### ***Manager's Report 4/03/2020***

***By Bill Lawrence***

**Coronavirus (COVID-19) Update:** How does the Governor's Stay at Home Executive Order affect us?

- All parks are now closed. You will see signage at the parks. The soccer goals have been removed until the order is lifted.
- City Operations: All of our services that we provide are considered essential and the employees will be working.
- City Hall will remain closed to the Public. We can be reached by phone, e-mail or regular mail. Bills can be paid online, mail or drop off box beside City Hall.
- The Emergency Declaration has been extended for 7 more days.
- Please stay safe and stay at home.

**Clerk's Office:** Vicky and I have been working on annual reports. These include the Auditor General Submittal, Department of Financial Services Report, Single Audit Data, Annual Financial Report, Local Highway Report, and a few others. Vicky is currently reviewing the CRA Webpage for needed updates. Vicky and I will be working on updating the HR board for mandated postings by April 2<sup>nd</sup>. Maricruz and I finished up our portion of the Public Supply Annual Report for Evelyn. Maricruz also worked on the RevPlan documents and has e-mailed Evelyn with the final numbers in regard to wastewater. I worked on the State of Emergency Declaration and COVID-19 posts for the City. With this said, the lobby has been closed to the public and Maricruz has been sanitizing the Read Box every 30 minutes or in between customers. The Read Box has been supplied with envelopes and pens for customer use. Although the doors to the lobby remain closed, business continues as usual. Sign-off's are now being e-mailed for completion and payments are still be processed via dropbox, online, or by phone. We are taking every measure possible to avoid person-to-person contact. There have been nine (9) sign-offs this month alone, mostly for electrical and reroofing with one new construction. I completed the Safety Grant for this quarter and worked with Chief on a garbage posting for FB because of the issues he is coming across and the Certificate for the new radios. I am currently working on video conferencing for our upcoming City Commission meetings and comparing products and pricing. I am hoping to get all my cemetery caught up next week.

**Public Works:** Wayne and the crew have been exercising valves on the West side of town. Kyle has been out all week due to surgery. Hunter has been out 3 days for a sick child. Wayne has been working on adding notes to diamond maps. Wayne and the guys did repairs to the knuckle boom truck. A few of us have been taking turns keeping the public work office sanitized. Next week Wayne has plans to do some general maintenance on all equipment. He plans to continue to work on the roadway to and around the burn pile. Wayne

Cayla and Hunter read meters last week. We also did the re-reads. I did around 18 water shut offs. Cayla has been working on logging names in our cemetery journal. On Wed we also made a DREADFUL shopping trip to look for needed supplies. I started a breast cancer fire hydrant on Main/Dixiana and will finish next week. I will be working on the BCPD hydrant that will be placed in the City Hall flower bed. I also had to purchase a new herbicide sprayer so my guys can keep the weeds down. Also had my guys paint the inside of the new dumpsters. Amy

**Annual Water Loss Report** has been completed this week. The acceptable range for water loss is 10% and this is due to water leaks, hydrant flushing etc. This year we are below this number at 5.37%. Great Job Staff!

**Wastewater Plant:** No new updates to report. The plant is functioning very well.

**Lift Stations & Collections System:** Update: Barneys is reporting that because of the virus, some parts that were ordered have now been further delayed. They are also short staffed but assured me that we are on the list and they will be out asap.

Myrick lift station is waiting for a pump repair and the Barneys technician to install and inspect the panel since they are claiming it is what damaged the brand-new pump.

Master lift station pump was repaired but we are still experiencing problems in the panel. We put in a warranty work order with TLC which filed that with Barneys pumps for repair. We are waiting for them to schedule a date to come onsite.

**Water Plant:** Since last week there has been no movement at the plant. Pennoni is going to talk with Tonka and all the other parties involved about trying to get clearance to start up this system. However, at this time Pennoni nor I are 100 percent confident that we should start the system up. If we needed assistance from Tonka would we receive the attention needed due to staffing on there side or the ability to travel to us? It is definitely City of Bowling Greens choice on moving forward when the decision is needed, and we will do everything possible to have a smooth start up.

Should you need any additional information from me please don't hesitate to contact me.

Evelyn Guffey, Senior Operator, Hardee County Utilities Department, P: 863.473.4924  
C: 863.205.6181, O: 863.773.3465