

#### CITY OFFICIALS

William Lawrence, City Manager  
Maria Carmen Silva, City Clerk  
John Scheel, Police Chief  
Gerald Buhr, City Attorney



#### COMMISSIONERS

Duane Gardner, Mayor  
Sam Fite, Vice Mayor  
David Durastanti  
Cliff Lunn  
N'Kosi Jones

### **Manager's Report** **02/26/21**

**Prebid Meeting for the SCOP Road Paving:** Joe Bena from Kimley-Horn conducted the prebid meeting. In attendance were Cobb Site Development, Ajax Paving and Top Quality Asphalt.

**Manager's Meeting** was held this week. I gave updates on the SCOP, Main Street Park and Pyatt Park Projects.

**Clerk's Office:** This week I sent off letters to the E-911 Coordinator for Hardee County to assign addresses to both our cemetery and Main Street Park. Our Hometown Health Wellness Coordinator was in the office this week helping employees set up their portals for the incentive programs with our insurance. I finished the E-Verify lessons this week and passed the test to begin using the program. We had 2 signoff's this week for new mobile homes in Avion Palms, 1 sign-off for the new construction on Martin Luther King, and 1 rezoning application for a property on Highway 17. I completed the annual highway report for the City and Vicky submitted the final audit reports to USDA and Berkadia. Vicky also worked on updating the City's contact list. She will be working on balancing next week. Candice and I have both been working with Thomas Trevino and his property located on Church Avenue to bring him in to compliance with the City's Code. He has been e-mailed all the necessary paperwork to get the process started. Candice also worked on cut-off's this week and is working with Wayne on implementing Diamond Maps into their daily work habits for all water issues. She will be working on billing tomorrow. Carmen

**Police News:** Chief Scheel said getting the Fire Extinguisher people here to inspect our fire extinguishers has been a challenge. The new civilian cadet will be starting March 1 to fill the vacant position on the police department. The department is doing their 40-hour training mandates.

**Water & Wastewater Operations:** Pat said they have had some I/I issue from the rainwater and issues with the second clarifier balancing. He said they would get it worked out.

**Public Works** marked two graves and did maintenance around these plots. Amy completed her continued education for water distribution has been completed. The playground equipment at Centanino Park was pressured wash. Ant bait was placed in all the parks. The crew did some fence work at the dog kennel. FDOT has requested we check the streetlights on Hwy 17. The Depot and city trailer is up next for pressure washing. New safety topics will be lawn mowing

and heat exhausting. We did lane closure for installation of light pole on 17 last week. We also worked on closing in half the windows at the tennis court building but will need to purchase more metal to do other side. The crew has fixed the dip on Jones Street by the water plant. They did a few utility lines locates this week and will be doing more next week for the effluent line construction project. They also put in water meters and boxes this week.