

For Your Information

Weekly

FROM THE CITY MANAGER & STAFF

February 1, 2019

Dates to Remember

February 4, 2019 – City Commission Workshop and Meeting

February 7, 2019 – Clewiston Library Advisory Board Meeting

February 12, 2019 – Special Magistrate Hearing

February 18, 2019 – City Commission Meeting

February 21, 2019 – Golf Course Advisory Board Meeting

City Manager and Staff Reports

Interim City Manager Wendell Johnson reports:

FY 18 City Audit. At the regular Meeting on Monday, February 4th the Commission will be requested to approve the Resolution to accept CPA Andrew Jones' Engagement Letter dated 1/26/2019 to complete the City's Independent and Single-Audits for fiscal year ended September 30, 2018. In the near future, Staff will publish a "request for proposals" from qualified firms to perform the City's independent audit services for Fiscal years 2019, 2020 and 2021.

City Manager Vacancy. The DRAFT "Invitation to Apply" was distributed to the Mayor/Commission early this week for review and comments. All comments will be reconciled to a final document which will be coordinated for Commission approval to advertise. The plan is to publish the advertisement before the end of next week on the City web page and post with the Florida County/City Manager Association and the International City Manager Association.

Royal's Sidewalk Project. The contrary conditions related to the new sidewalk are heavy trucks coming into and leaving the parking lot. The solution is to install "no parking" signs in locations that should prevent trucks from parking on the sidewalk. Mr. Royal will provide the signs. Additionally, a small landscaping project will be completed in the greenspace which fronts on Berner Road to prevent any vehicle parking in that area. Once the signage and landscaping are installed, a determination will be made regarding the parking blocks.

City Web Page Redesign. The City has an existing Professional Services Agreement with eGov Strategies, LLC. At the request of the City, eGov is proposing professional services to redesign the City of Clewiston website for a cost not to exceed \$8,375. The result of the redesign will be a website that is more contemporary in its design, is better organized, and better accommodates mobile devices through the use of responsive design technology. A resolution for amendment to the agreement is on the Commission agenda for the regular meeting on February 4, 2019. Upon

approval and payment of the initial \$2,512, eGov will immediately start work and when completed, the final \$5,863 will be paid.

City Personnel Policy Manual. Although informal reviews were completed during the past for update of the City’s Personnel Policy Manual, no changes have occurred to the current version of the Manual dated June 2004. Unquestionably, the Manual needs a comprehensive revision for the City to administer a legally sufficient and up-to-date personnel management system. Therefore, the process to prepare a revised Personnel Policy Manual has been initiated and Staff will work aggressively over the coming months to complete the task.

Action Items.

1. Published external advertisement for “Recreation Director” position. One application was received during the internal phase and will be considered along with external applicants.
2. Interviews were held on January 31, 2019 for the “Public Works Superintendent” position; a candidate has accepted the position.
3. Golf Director Rush has continued with the process to lease new golf carts. A Request for Proposals will most likely be required.



2019 FLW Clewiston Launch
January 31, 2019

Community Development Director Travis Reese reports:

- Director Reese and Planning Assistant Strawser attended an educational session and a Community Assistance Visit. The purpose of this meeting was to review our enforcement of our floodplain ordinance and audit our permitting procedure.

- The Fire Department responded to a report of a crash at Airglades Airport. On arrival, a small single engine aircraft was found with the front nose gear collapsed. No injuries were reported, the aircraft was removed from the runway, and the airport was allowed to reopen.

Library Director Natasha Hayes reports:

- Microsoft Excel classes are successfully continuing. It is held on Thursday evening from 5:30-7:30. We welcome everyone from the community to participate. The fee for the Advanced class is \$50.00 per person.
- Mrs. Wood, Youth/Teen Library Staff, is working with the Library Director to coordinate this year's Black History Month Awards Ceremony which will be held on February 21, 2019 from 5:30-7:30 p.m. All nomination forms are due to the library by 5 p.m. today.
- Clewiston Library Advisory Board met last night at 5 p.m. The next Advisory Board meeting will be on March 11th at 5 pm.
- The Friends of the Clewiston Library met prior at 4:30 in order to discuss the upcoming Annual Library Silent Auction and Fundraiser which occurs during the Sugar Festival. The next planning meeting for this annual event will be February 28th at 5 p.m.
- Adult Library Staff, Mrs. Reynolds and Mrs. Pearson have met all the qualifications needed to begin processing taxes for our community members at no cost for those individuals earning less than \$55,000 a year. Please call the library and schedule your appointment beginning this coming Monday.
- The library still has openings for free tutoring on Monday evenings for students in grades 1-5. It is held at the library from 4-6 p.m. Please stop in and fill out a registration form for your student. Classes are taught by Florida certified teachers.
- Lego Club was held on Thursday.
- Remember you can get your e-books free at www.hendrylibraries.org.
- **For information regarding any of our programs, please call the library at (863) 983-1493 and remember to visit www.hendrylibraries.org. Like us at www.facebook.com/clewistonpubliclibrary.**

Golf Course Director Robbie Rush Reports:

- The Ladies Club Championship finished Tuesday January 22, 2019. Toni Couse won the Gross Division. Mary Ann Basquin won the Net Division. Congratulations!
- The Deputy Brian Haas Memorial Tournament had 74 players on Saturday, January 19, 2019. The tournament raised \$23,000. It was the most raised since the tournament began 8 years ago. Al Perry, Dave Jackson, Isandro Marquez and Jude Kurtz won the golf tournament.
- The Clewiston Golf Course hosted the LPGA Amateur Golf Association's Sugar Bowl Golf Tournament on January 26, 2019. 60 ladies from all over Florida competed in their second annual tournament here in Clewiston. Team Stevia representing Manatee, Palm Beach and Dade County won 156 to 146 over Team Agave who represented SWFL Chapter.
- The second Ladies Golf Clinic on Chipping. Chip and Sip will start at 4:00pm on Friday, February 1, 2019. It's free of charge and sign-up is in the ladies locker room.

- Our annual Clewiston Men’s Senior Club Championship is scheduled for February 5th and 6th, 2019. Sign-up is in the golf shop. The golf course will be open for regular play both days.
- A no charge Junior Golf Clinic will be held on February 9, 2019 from 11:00am to 12:00pm. The life skill will be Integrity. We will be on the driving range doing full swing.
- The third Ladies Golf Clinic of the year on Full Swing will be held on February 15, 2019. It will take place at 4:00pm and there is no charge for the clinic.
- The Clewiston Ladies Golf Association will host their annual invitational on February 19, 2019. They will be celebrating the Clewiston Golf Course’s 90th Birthday. The golf course was established in 1929.
- The CLGA Rally for the Cure Mixed Scramble will take place on Saturday, February 23, 2019. Sign-up is in the golf shop.
- **For more information, please call the Golf Shop at 863-983-1448.**

Public Works Director Sean Scheffler reports:

- *New Youth Center visiting hours are Monday through Friday 2:00pm to 5:00pm. Calls are still being received and answered from 8:00am to 5:00pm. If you have any recreational needs or questions, please drop by City Hall from 8:00am to 2:00pm or by the Youth Center from 2:00pm to 5:00pm.*
- **Mosquito Control:** Mike Young and Sean Scheffler will be in Gainesville the first week of February getting their required CEU’s in Public Health to keep their license current.
- **Street Division:** (1) The Boat Basin was mowed and mulched. New “Caution” “Slippery When Wet” signs were installed on docks. (2) Bid openings for the Paving, Sidewalk and Hot Spot Paving projects are set for February 26, 2019. (3) Unpaved roads were graded and leveled. (4) New ADA compliant “parabolic mats” were installed around City Hall.
- **Sports Complex:** (1) Fence maintenance has been completed. (2) Vision block slats were installed in fence around the lift station on Field One and the Small Quad. (3) During a rain event, staff sanded and repaired picnic tables. (4) Foul poles were painted at both quads. (5) Horseshoe pits were serviced.
- **Facility Maintenance:** **NOTICE** - The JBA will be closed February 25 through 28 for maintenance. (1) The AC installation in Animal Control was finished up. It was quite a chore getting it into the attic; it had to be disassembled and moved in pieces. (2) The bid opening for the new roof on the Country Club is set for February 26, 2019. (3) Plumbing problems with toilets in the City Hall and Club House were taken care of.
- **Parks & Playgrounds:** (1) There is a lot going on in the John Boy Auditorium the next two weeks. Miss Sugar is practicing twice a week; the Cattleman’s Dinner and FLW Fishermen Registration. (2) The fence has been repaired on the tennis courts behind the Youth Center. A new gate (old one rotted out) and all pipe connections welded on both sides of the gate will make this a stronger, longer lasting repair. Staff is working on a “Tennis Court Rules” sign. (3) The plans for the picnic pavilion foundation are here. A construction date has not been determined.
- **NOTE from Public Works:** Reminder – in order to keep our trash collection operations moving quickly and safe, please do not place yard trash on top of inlet grates and please

do not place trash on a canal bank or next to any kind of post, hydrant or transformer. If you are aware of a water valve, don't place yard trash on or near this either.

Police Chief Aaron Angell reports:

- The Clewiston Police Department mourns the loss of Sgt. Max VanD'Huynslager. We ask for prayers and support for his family, friends, co-workers and the law enforcement community. Max served our community here at the Clewiston Police Department from 2004-2008, where his selfless dedication and commitment to serving as a law enforcement officer made him an invaluable member of our team. Also selflessly dedicated and committed to serving our community is his wife, Assistant Chief Marci VanD'Huynslager. Our hearts and condolences go out to our Assistant Chief Marci and her daughter during these difficult times. Memorial services for Sgt. Max VanD'Huynslager will be held at the Maple Grove Baptist Church (12777 E. State Rd. 78, Moore Haven, FL 33471) at 2:00 p.m. on Saturday, February 2, 2019. This service will be open to the public. Please continue to keep the family in your prayers, as well as the law enforcement community.

Utilities Director Danny Williams reports:

- **Electric Activities**
 - Changed lighting arrester on El Paso and repaired street lights around town.
 - Repaired transformer spare on sewer plant transformer.
 - Annual testing - 36 CT meters and CT's were tested and repaired CT wire on meter at Kelly Tractor & Azteca Restaurant.
 - Replaced wire that was damaged on Circle St.
 - Cut trees out of power lines on Osceola & Saginaw and attached overhead banners for the Fair.
 - Spoke with the kids at Central Elementary School about what Linemen do and helped with an "egg drop".
 - Repaired URD service at Fairgrounds Park.
 - Electric Cities of Georgia trained crew on step potential hazard.
- **Water Sewer Activities**
 - The City of Clewiston will be temporarily changing the disinfection process for its drinking water supply. Water customers should be aware that they may also experience changes to their water quality during flushing, including cloudy or discolored water. While this water is safe to drink, customers are advised to flush any cloudy or discolored water that may enter their plumbing by running a faucet for several minutes.
 - The first of three phases of the Inflow Infiltration program is continuing. Crews will be working in and around our manholes. Phase 1 is about 2/3 complete. Smoke testing will be coming soon.
 - Contractor Go Underground is still working on the 201 Block, extending water services.
 - Crew repaired water breaks at multiple locations.
 - Crew reset pump at one lift station and made other lift station repairs.
 - We wish our Superintendent Mike Young luck fishing in the FLW tournament!
- **Information Technology**

- IT is currently looking into a cloud based phone system. With the Police Department moving, it is a good time to start thinking about upgrading our aging phone system. More details to come, but it is looking promising.
- The SmartCop server settings were adjusted to help alleviate some performance issues. Initial reports show a marked improvement. It will continue to be monitored.
- **Please remember to register with CodeRed (Reverse 911).** This system allows us to contact you in case of an emergency or with other informational announcements. You may register by clicking on the CodeRed link at the bottom of the City's website page www.clewiston-fl.gov. You may update your information at any time through the same link.
- If you are considering replacing your air conditioner or insulation, remember the City offers a rebate program for those items. Most local contractors participate in the program and can give you information. You can also visit our website at www.clewiston-fl.gov or call our office.
- **DON'T FORGET TO SIGN UP FOR YOUR METER BASED SURGE PROTECTION!** Visit our office today.
- **ONLINE BILL PAY IS AVAILABLE** on our web site at www.clewiston-fl.gov or www.municipalonlinepayments.com/clewistonfl.

PLEASE BE AWARE OF UTILITY PAYMENT SCAMS: Scam artists are calling Utility customers posing as employees of Clewiston Utilities and threatening disconnection of services if payment is not made immediately. Please be aware:

- 1) **Clewiston Utilities will NEVER request you to purchase money cards or gift cards to pay your account over the phone.**
- 2) **Clewiston Utilities will NEVER contact our customers on the weekend and threaten disconnection of services.**
- 3) **Clewiston Utilities will NEVER speak to our customers in a threatening tone.**

If you feel you have been a victim of this scam, please contact Clewiston Utilities to verify the call or the Clewiston Police Department and file a report.