

# WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 22, 2021

**The American Rescue Plan Act** was signed by the President on March 11, 2021. Finance Director Pam Winegardner just gave us the good news. The Town of Lady Lake will be receiving \$6,731,959.87. Local governments will not have to apply. However, the municipalities must report how they spend the money and audits will occur for the coming years. These funds should be available within 60 days of the law signing on March 11, 2021. These funds can be used for infrastructure such as water, sewer or broadband.

**The Lady Lake Driving Range Appreciation Cookout** for volunteers and Town employees was held at the Parks and Recreation Building on Tuesday and was a huge success.

**Community Building:** I spent time with Lori Sadler on Thursday. Lori gave me a tour of the Community Building and shared her plans and vision for this project. I will be looking forward to the completion and events being rescheduled at this venue.

**Water Oak Homeowners Association (HOA):** I was invited to speak at the Water Oak HOA at the Community Center this week. I will be looking forward to meeting the residents of Water Oak.

## **Clerk's Office (Nancy Slaton):**

Since last week's report, the Clerk's Office is happy to note that all delinquent 2020-2021 business tax receipts for local businesses in Lady Lake have been cleared up. Thanks again to Lori Crain, the Town's Code Enforcement Officer.

Staff in the Clerk's Office (and other departments) began training this week on Laserfiche, a new digital document management software that is being implemented at the Town. Users can scan, upload and store documents from a variety of sources, and it has a great search function. It will make retrieval of records and retention management easier as well. Many municipalities already utilize this software.

Our new Town Manager conducted interviews with six of the applicants for the Town Clerk position on Wednesday. I am honored to be one of the applicants in consideration for this position. Results are pending background checks...

## **FINANCE DEPARTMENT (Pam Winegardner):**

With the Comprehensive Annual Financial Report (CAFR) completed, the Annual Financial Report (AFR) must also be submitted to the Florida Department of Financial Services by June 30, 2021. This report which is a simplified version of the CAFR is almost completed and will be submitted to the Town Auditor for his review before filing.

Budgets for Fiscal Year 2021-2022 are in process by each department with Finance looking at historical costs for reoccurring expenses like phone bills, copier costs, insurance, etc. Finance will coordinate with each department head to ensure these costs are accurate and will project any future rate hikes the vendors may have.

Finance received a budget versus actual report from the Sales Surtax Oversight Advisory Committee which lists the Fiscal Year 19-20 revenue and expenses of Lake County municipalities. This informational report shows what each municipality spent their surtax money on. The Oversight Advisory committee will meet in May with representatives of each municipality to ask questions and ensure the use of surtax monies follows guidelines. Lady Lake has a great record in following guidelines in past years with the Oversight Advisory Committee having no questions.

**GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):**

The department transmitted the Evaluation and Appraisal Review (EAR) based amendments to the Department of Economic Opportunity (DEO) as required per Florida Statutes every seven years. The amendments were approved on Monday evening by the Town Commission and the Local Planning Agency. Pending review by DEO, we anticipate the final adoption of the amendments to occur in September.

A certificate of completion was issued this week for the recent interior renovations that have been done to RaceTrac, and a certificate of occupancy (CO) was issued for 203 Ann Street in the Skyline Hills Subdivision. The CO of 203 Ann Street is of particular significance given that it is a house constructed by Habitat for Humanity. Habitat for Humanity has acquired several properties in the Skyline Hills subdivision over the past few years in an effort to provide families housing opportunities they may not otherwise have. The Town looks forward to continuing its partnership with Habitat in finding additional properties for future projects.

Staff is holding a pre-construction meeting on Thursday with representatives from Lake Ella Estates, a subdivision consisting of 232 homes on a 67-acre parcel off Lake Ella Road, just east of the Green Key Village Subdivision. The development order was issued on February 3rd of this year and they are ready to begin construction of Phase 1 of the non-age-restricted subdivision.

The building department issued 56 permits over the last week, and 79 inspections were conducted in the field.

**HUMAN RESOURCES (Tamika DeLee):**

Town Clerk interviews were conducted on Wednesday, April 21<sup>st</sup> at Town Hall. Three candidates are being considered for the position. Human Resources is in the process of conducting backgrounds and reference checks. The Town of Lady Lake has several job opportunities that Human Resources is currently working on filling. We will communicate with our local vendors with regard to advertising jobs with them.

The Town of Lady Lake Wellness Program must be modified due to COVID; there will be no annual Health Fair or Florida Blue presentations. In replacement of the Health Fair, we would like to host another box lunch for employees, with a \$50 Walmart gift card if possible. Michelle and I are working on ways to make sure employees still receive their points to earn their Wellness days.

**INFORMATION TECHNOLOGY (John Pearl):**

The Community Development and document management software implementation projects continue on schedule. The effort to integrate the Community Development software with our existing Geographic Information System (GIS) system has started. The initial document management user training has been completed. The construction of the final phase of the Skyline Drive fiber optic conduit installation has begun. Staff has attended many budget related vendor meetings this week. Preparations to relocate our offices to the Library are under way.

**LIBRARY SERVICES (Lori Sadler):**

The Youth Department celebrated Earth Day 2021 with activities throughout the week. The theme for Earth Day 2021 was "Restore Our Earth", which focused on natural processes, emerging green technologies, and innovative thinking that can restore the world's ecosystems. To celebrate and raise awareness, Earth Day activity bags were created to coincide with a virtual craft video. Family Crafters made Earth Day seed paper. Virtual story-time was all about the Earth, with a correlating craft.

The library started booking second floor meeting rooms 204 and 207 for a few small events. One of the first scheduled to use the room is the group, Coping with Dementia. They are planning a workshop in May titled "The ABC's of Dementia".

Aly has started to take reservations for the Best Buy Geek Squad's Apple iOS classes for iPads and iPhones. Classes will be held the 2<sup>nd</sup> Friday of every month.

The library's Facebook page has been very active and well received.

**PARKS & RECREATION (Mike Burske):**

The Parks and Recreation Department has been focusing on the landscaping at the Community Building. At the writing of this report, we have installed the new plants at the building, installed a feature rock containing fossilized animal footprints, installed irrigation and begun mulching. Depending on the condition of the grass at the sod farm, the Community Building should have new sod installed on Friday. We worked with the Lady Lake Driving Range and assisted them with their annual volunteers' cook-out. This is in addition to our daily activities associated with the parks.

The Parks and Recreation Director has been working on a proposed ordinance that will limit golfing to just the Lady Lake Driving Range. Nancy Slaton with the Clerk's Office and Thad Carroll from Growth Management have worked with the document and it is just about finalized. I predict that it will be finished this week. The Parks and Recreation Director also designed and assisted with the placement of the plants at the Community Building. This was in addition to purchasing the plants and the rock feature. I met with Neel-Schaffer Engineering on Thursday to make the final alignment for the trail project on Old Dixie Highway. We walked the site and used G.P.S. to mark the exact alignment of the proposed trail. At this time, the project is on time and going well. In the near future, we will have to work to name the new park.

**POLICE DEPARTMENT (Chief Rob Tempesta):**

The Florida Department of Transportation (FDOT) is partnering with local law enforcement agencies to encourage the public to be aware of the dangers in the construction zones. "Work Zone Awareness Week" is from April 26 through April 30, 2021. It is designed to encourage the public to slow down and exercise caution throughout these areas. FDOT hopes that the public will think about the sons, brothers, fathers, husbands, wives, and daughters that are working in these construction zones and the dangers they face daily when they are working day and night. FDOT will post on their social media outlets throughout the week and provide flyers to the public.

The Lady Lake Police Department will place our message board on the west side of U.S. Hwy 27/441 south of CR 25/Teague Trail facing southbound traffic. The message board will display "Work Zone Awareness Week/ Slow Down for Construction". Lady Lake Police Officers will be dedicated to construction zone traffic enforcement concentrating on speed enforcement, improper lane changes, distracted driving, texting while driving and other moving violations that put workers at risk.

Please be aware of the changing traffic patterns and provide for more travel time to arrive at your destination. Please slow down and remain aware of your surroundings.

**PUBLIC WORKS (C.T. Eagle):**

**Maintenance:**

**Streets:** Staff was called out to a vehicle crash on Avenida Central late night this past weekend to assist in debris and tree cleanup. Five hours on scene. Continued cleaning of storm drain structures throughout the Town to stay ahead of the heavy rain events.

**Facilities Maintenance:** Exterior landscaping improvements to Town buildings continued this week.

**Community Building Renovation Project:** Access control systems installed, flooring installed, interior painting in progress, finishing final touches on the project and preparing for final inspections.

**Motor Pool:** Preparing to send vehicles to surplus.

**Utilities — Water and Sewer:**

Revised Utilities Quote for Big Dan's Car Wash project.

Reviewed and submitted comments to Growth Management for the upcoming Lady Lake Gas Station Project.

Reviewed, completed, and submitted Discharge Monitoring Reports to Florida Department of Environmental Protection for the Wastewater Treatment Plant.

Installed new Pressure Vacuum Breaker Backflow Device for the Community Building irrigation lines.

Coordinated with Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project. Continued and ongoing throughout the project. This week the contractor relocated Water Mains, Fire Hydrant, and new valves from Orange Ave to Edwards Rd. Received clearance from Florida Department of Environmental Protection and back in service 4/21/21.

Well #4 and #5 Project Phase 1 being put out to bid, awaiting permit from Florida Department of Environmental Protection, bids will be due in May.

Wastewater Treatment Plant Improvements Project Phase 1 out to bid, bids due in May.

Administration: US 27/441 Road Widening Project – lane closures and night work taking place in the coming weeks.

Caroline Avenue/Taylor Property acquisition for right of way; surveyors performing boundary survey this month.

Budget preparation in progress.