

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

May 20, 2021

Mayor Kussard and I met with the Villages District Manager, Richard Baier, and some of his staff on Wednesday. Please see the attached report that Richard provided that is like our weekly manager's report. I will be looking forward to working with Richard soon. The Mayor also gave me a tour of her Ward and special locations around the Town, and shared the history of these locations. A special thanks to the Mayor for a great morning.

I attended the **Rotary's Service Above Self Ceremony** this past Wednesday in Leesburg. Thirteen Law Enforcement Officer from 13 agencies in Lake County were recognize for their Service Above Self by the Rotary. Detective Matthew Duryea of the Lady Lake Police Department was one of the recipients. It was inspirational to hear the stories of service above self from these professionals.

IT Security: I met with John this week to discuss where we are at this moment and what is needed in the near future to meet the needs of the IT department.

CLERK'S OFFICE (Nancy Slaton):

Interviews for selected applicants for the Deputy Town Clerk position have been scheduled for next week. We appreciate Tamika and Michelle in Human Resources for getting this sorted out so quickly.

On Wednesday afternoon, Clerk's Office staff attended a workflow demonstration, via a web meeting, for the new Laserfiche software and discussed Town Clerk requirements. Keith Randich in I.T. has been the guiding force in this endeavor. Thank you, Keith.

FINANCE

The first draft of the Fiscal Year 2021-2022 budget has been completed and is being prepared for the Town Manager's review. The Town Manager will meet with the Finance Director and the department heads for a follow up in June to discuss the budget requests.

The Finance Director will be attending virtually the Florida Government Finance Officers Association (FGFOA) 2021 Conference starting tomorrow and all next week. I will be at work, but listening to all day, week-long virtual sessions that will qualify for 22 Continuing Education Units (CEUs) toward the 80 required every two years for the designation of Certified Government Finance Officer (CGFO). These courses include the necessary

investment education in handling the town's investment funds, updates by Government Accounting Standards Board (GASB) and the ethics course that each Certified Government Financial Officer (CGFO) must have.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

Staff issued the development order for Outparcel D of Lady Lake Commons this week; the site plan was approved Monday night by the Town Commission. This is the last parcel to be developed in the shopping center and will host a bank and an adjoining retail establishment.

Staff is preparing the adoption package for the Hammock Oaks project (Meucci property) to be sent to the Department of Economic Opportunity (DEO) next week. The applications were approved at second and final reading on Monday by the Town Commission. Pending satisfactory review by DEO, entitlements for the mixed-use development will be in place for the last large tract of land on County Road 466 in the Town of Lady Lake.

I met with Keith Randich, Systems Analyst, this week to discuss how the department plans to begin utilization of Bluebeam software to conduct electronic plan review in the coming months. This software will be used in conjunction with CitizenServe to enhance the efficiency of the department.

The building department issued 46 permits over the last week, and 52 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

Deputy Town Clerk interviews have been scheduled for Wednesday, May 26th, at Town Hall. Four candidates were selected to interview. An interview for Public Works Operator II is scheduled for June 1st at Public Works.

Paramount Urgent Care now offers Covid vaccines by appointment. You can visit their website at www.paramounturgentcare.com for participating locations and availability.

INFORMATION TECHNOLOGY (I.T.) (John Pearl):

The Community Development and Document Management software implementation projects continued this week with multiple staff and vendor meetings focused on application configuration.

The Enterprise Resource Planning (ERP) Request for Proposals (RFP) pre-proposal conference call was held on Tuesday, May 18th with 11 prospective vendors participating. Proposals will be due on Tuesday, June 8.

Two network security infrastructure projects have continued this week.

The GIS water system field verification project continues with Water Utility and IT staff in the field collecting GIS coordinates for various utility assets.

Staff continues to work on Fiscal Year 2022 budget preparation.

LIBRARY SERVICES (Lori Sadler):

The Library continued the collections for Food for Fines, the Lake County Library System initiative for library fines being forgiven in exchange for donations of dry or canned food items, hygiene and baby products, and packaged pet food. This program offers library patrons a chance to have their library fines waived. Each unopened, unexpired item equates to \$1 forgiven for overdue library fines. At this point, we have collected approximately 280 items, therefore paying back \$280 dollars in patron fines.

The AMAC Foundation plays a vital role in helping build the services that enrich the lives of America's seniors. This week the library provided the venue for their program titled, "Sudden Death: Are you Prepared?" It is scheduled as a 3-part series with each component filled to capacity. Also scheduled for the library's meeting rooms this week was the workshop, "The ABC's of Dementia". The interest has demanded four, fully booked sessions.

Happy Anniversary! This week the Lady Lake Library celebrated the 10-year anniversary of the "new" adult library building's grand opening. Aly designed a "through the years" historical display, and thanks to the generosity of our Friends of the Lady Lake Library, our patrons can pick up custom tote bags and pens to help celebrate 10 years.

The youth library saw a significant increase in numbers this week, with many families and children starting to come back into the library. The youth library celebrated Arnold Loebel's birthday with a display, craft kits, and a special sing a-long video of "Five Little Speckled Frogs". Arnold Loebel is the author of "Frog and Toad", the beloved children's series.

PARKS & RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include seeding at the Log Cabin, repairing irrigation leaks at Harry Sacks Field, spraying of weeds on sports fields, placing no golfing signs on the sports fields, and mowing as needed.

The Parks and Recreation Director is currently reviewing the draft site plan for the trail project. In addition, I have met with the Chamber of Commerce concerning upcoming events, with the Library and Town Manager concerning the Community Building, and with the Driving Range about renaming the facility. I have also prepared agenda items for the June 7th meeting.

POLICE DEPARTMENT (Deputy Chief Jason Brough)

The Lady Lake Police Department will be participating in the national click it or ticket enforcement campaign. From May 24-June 6, 2021, state and local law enforcement agencies across the nation are stepping up their enforcement efforts for motorists who aren't wearing their seat belts. For this year's *Click It or Ticket* seat belt mobilization effort, the National Highway Traffic Safety Administration (NHTSA) is asking all states to participate in the *Border to Border* (B2B) initiative on May 24; a one-day, four-hour national seat-belt awareness kickoff event coordinated by participating state highway safety offices and their respective law enforcement liaisons. B2B aims to increase law enforcement participation by coordinating highly visible seat belt enforcement and encouraging drivers and passengers to buckle up at heavily traveled, highly visible state border checkpoints.

PUBLIC WORKS (C.T. Eagle):

Maintenance:

Streets: Staff continues cleaning inlets and storm drains throughout the Town. Performed tree trimming and mowing in right of ways.

Community Building Renovation Project: The contractor is coordinating punch list items for final building inspections.

Utilities — Water and Sewer:

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 staff assisted the contractor with utilities locations to keep the project moving forward.

Phase One of the Wastewater Treatment Plant Modifications Project Bid from SGS was approved by Town Commission Monday night; contract documents have been sent for signatures.

Phase One of the Well #4 and #5 Project is currently being advertised. Pre-bid meeting is on June 15th and bid openings are on June 24th.

Universal Environmental Services continued performing core drilling, site testing and preparations at the Public Works Complex this week for the upcoming Well #4 project and Wastewater Treatment Plant Improvement projects.

Staff performed 38 customer non-pay disconnections and reconnections this week.

Staff performed water service leak repairs on Orange Ave, April Hills Blvd., and Brevard Ave this week.

Administration:

Staff coordinated with a number of potential developers this week, providing design assistance and utilities information.