

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

May 27, 2021

Community Building Operations: After listening to Lori Sadler's concerns about the operations of the Community Building, I considered moving the operations under Parks and Recreation. Mike Burske agreed to take on the operations of the Community Building and will be assisted by Julia Harris administering the contracts and rent receipts. I talked with Mike about coming up with a plan to increase the revenue of the Community Building to match the operating budget of approximately \$20,000. You will see more details on your next Commission agenda item.

Procurement Policy Changes will be placed on the agenda for the next Commission meeting. The purpose on the changes is to update the policy to make it more efficient in the procurement process. The auditor, Chet Ross of Schumacker, Johnston & Ross PA, has agreed that the changes need to be made to the policy. Nancy, Pam, and C. T. offered their research with other municipalities and their opinions.

Budget Review was done on Monday and I met with Pam Winegardner on Tuesday afternoon for another review. We will be meeting with some department managers to go over their requests before finalizing the budget documents for the July 21st workshop.

The **Year to Date Expense Report in the General Fund** has revenues at \$9,211,827 and expenses at \$6,737, 935, leaving a difference of \$2,473,892. The General Fund expenditures are at 58.83% after completing seven months into the fiscal year. The Utilities Funds has revenues at \$2,818,302 and expenses at \$2,401,565 with a difference of \$275, 073. The Utilities Fund expenditures is at \$47.8 %.

CLERK'S OFFICE (Nancy Slaton):

Interviews were conducted with four applicants for the Deputy Town Clerk position. The interviews went very well, and the Town was fortunate to receive such qualified applicants. We expect to extend an offer to one of these applicants in the next few days. We look forward to having a full staff in the Clerk's Office, which will be especially helpful when we begin implementing our two new software programs: CitizenServe and Laserfiche.

With the Memorial Day holiday weekend coming up, staff taking time off, and a short work-week next week, the Clerk's Office requested that Department Heads turn in their agenda items early for the June 7th Commission meeting. They have complied with this request and this is much appreciated!

FINANCE

The budget was reviewed by the Town Manager. We then met to go over the budget together detailing any items that there were questions about. Next step in the budget process will be meeting with a few of the department heads to get clarification. The process has gone very smoothly at this point.

I have been attending virtually the Annual Florida Government Finance Officers Association (FGFOA) seminar which is required to earn 80 continuing education units to stay certified as a Certified Government Financial Officer as required by the Town for the position of Finance Director.

Estimated revenues were received by the Lake County Property Appraiser's Office that will assist in projecting the amount of property tax revenue the Town will receive in the fiscal 2021—2022 budget year. A final estimate will be issued later next month. Property tax revenue comprises 30 to 40% of the town's revenue sources.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

Staff issued the minor modification for Outparcel 5 of Village Crossroads this week; this is the vacated space formerly occupied by Sweet Tomatoes. A restaurant with a drive-thru will be the new tenant at this location.

Growth Management submitted the adoption package for the Hammock Oaks project (Meucci Property) to the Department of Economic Opportunity this week. We anticipate final approval of the amendment from the state in late June or early July.

A number of commercial building plan reviews were conducted and approved this week for projects that we hope to see begin this summer or early fall. The Ye Olde Thrift Store project is nearing completion across from the log cabin, and work continues on the Lake Ella Estates Subdivision.

The building department issued 59 permits over the last week, and 68 inspections were conducted in the field.

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

The community development and document management software implementation projects have continued with multiple staff and vendor meetings focused on application configuration. Specific technical efforts this week have included Citizenserve integration configuration to test connectivity to the Paymentus payment processing service and the completion of an important security related Laserfiche change order milestone.

The Enterprise Resource Planning (ERP) Request for Proposals (RFP) pre-proposal question and answer [addendum](#) was published yesterday afternoon. Proposals will be due on Tuesday, June 8th.

Two on-going network security infrastructure projects have made progress 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.

Systems Administrator Andy Crogan has made a quick transition in his new role. His ability and work effort have improved the department and have been appreciated by Town staff.

LIBRARY SERVICES (Lori Sadler):

Food for Fines, the Lake County Library System initiative for library fines being forgiven in exchange for donations of canned food items, ends this Friday. At this point, we have collected approximately 400 items, therefore paying back \$400 in patron fines. Predictions for the end of the week should exceed 600 items. The donations are scheduled for delivery next week to the Christian Food Pantry on Lady Lake Boulevard in Lady Lake.

The AMAC Foundation returned this week for the second session in their three-part program titled, "Sudden Death: Are you Prepared?". Coping with Dementia LLC also returned for their second session, and due to popular demand, they have extended their schedule into the first two weeks of June.

This week, the youth library started signing up families for the summer reading program; reading challenge programs, designed for early literacy, ages 1-5, and a school age challenge, also. Each year our top three readers receive prizes. Each week, children have the chance to earn prizes by reading just one book per week. This week we also celebrated "World Turtle Day" with a special craft time. The Youth library is certainly growing busier, with more families returning for programs and crafts. It is great to see them back!

A huge "THANK YOU" to Animal Control Officer Denise Williams for rescuing a six-week-old kitten from the attic above the youth library.

Beginning Tuesday, June 1st, the library will resume "pre-pandemic" normal hours:

- Monday — 9 am to 7 pm
- Tuesday through Friday — 9 am to 6 pm.

PARKS & RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include mowing trimming and field maintenance. The crew has been performing additional rot repair at the Museum and the deck surrounding the building. This is an on-going task.

The Parks and Recreation Director is currently reviewing the draft site plan for the trail project. In addition, I have given the engineers a draft placement for the location of the proposed picnic shelters and benches along the trail. I spoke to the engineer about the potential price of the decorative lights for the trail. We may have to go in another direction, but I am optimistic. I have written a draft proposal and want to go to the Commission for direction regarding Friday and Saturday block pricing for the Community Building. In addition to this, I will be seeking direction on if they would be interested in allowing alcohol at the building. Our target market will be parties and wedding receptions and alcohol may be a big factor in the ability to rent the facility. I coordinated with the Health Department and we have a Pop-Up Vaccination Clinic at the Farmers Market for May 25th and June 1st.

POLICE DEPARTMENT (Deputy Chief Jason Brough)

The Lady Lake Police Department will continue participating in the national click it or ticket enforcement campaign for week two. The Lady Lake Police Department is reminding drivers about the lifesaving benefits of wearing a seat belt this spring, during the U.S. Department of Transportation's National Highway Traffic Safety Administration's (NHTSA) national *Click It or Ticket* high-visibility enforcement effort. The national seat belt campaign, which coincides with the Memorial Day holiday, runs from May 24th to June 6, 2021.

According to NHTSA, in 2019, there were 9,466 unbuckled passenger vehicle occupants killed in crashes in the United States. In that same year, 55% of passenger vehicle occupants killed at night (6 p.m. to 5:59 a.m.) were not wearing their seat belts. That's why one focus of the Click It or Ticket campaign is nighttime enforcement.

PUBLIC WORKS (C.T. Eagle):

Maintenance:

Streets: Re-treated the Library grounds for fleas.

Staff cut-out and replaced a bad concrete stormwater curb and continues with tree trimming in right of ways.

Community Building Renovation Project: Contractor 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 Well #4 and #5 Project is currently being advertised. Pre-bid meeting is on June 15th and bid openings are on June 24th.

Staff performed new meter installs, replaced twelve meter heads, and rebuilt two meter bodies.

Staff completed Utility Quotes and Water/Sewer/Reuse Physical Availability Work Orders.

Administration:

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

Staff finalized the FDEP Consumer Confidence Report and Certificate of Delivery for Florida Department of Environmental Protection.